PUBLIC

How to Create Query Print Layouts

Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE`	Keys on the keyboard, for example, F2 or ENTER.

Document History

Version	Date	Change
1.0	2009-07-01	First version
1.1	2019-01-03	Minor updates for SAP Business One 9.3.

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1 Introduction

SAP Business One lets you establish a link between a saved user-defined query and a print layout using the user reports function.

The main goal of the query print layouts feature is to enable users to generate reports or documents that fit their requirements, based on queries customized or created in the system.

> ℹ **Note**
>
> Changes you make in a user-defined query do not affect its linked print layout. To apply these changes to the print layout, create a new user report.

# 2 Creating Base Templates for User-Defined Queries

You can create a base template that the query print layout can use after you link the query.

Example
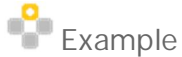
You can add your company logo or any fixed text to be printed in every user report.

Procedure

1. To create a base template for user-defined queries, from the SAP Business One menu bar, choose *Tools* ® *Queries* ® *Query Print Layout* ® *Templates* tab. The *Query Print Layout* window opens.
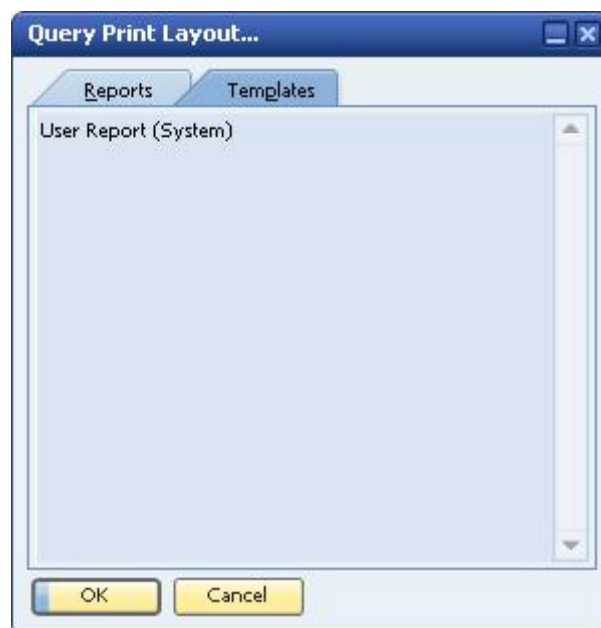
2. By default, SAP Business One creates the *User Report (System)* print layout.

Note

The initial list of available templates is not the same for all localizations.

3. To create additional print layouts for your user reports, double-click *User Report (System)* to open the Print Layout Designer.
4. Make the required changes.

5. Save the layout under a new name.

Result

SAP Business One adds the new print layout for user reports to the *Templates* tab in the *Query Print Layout* window.
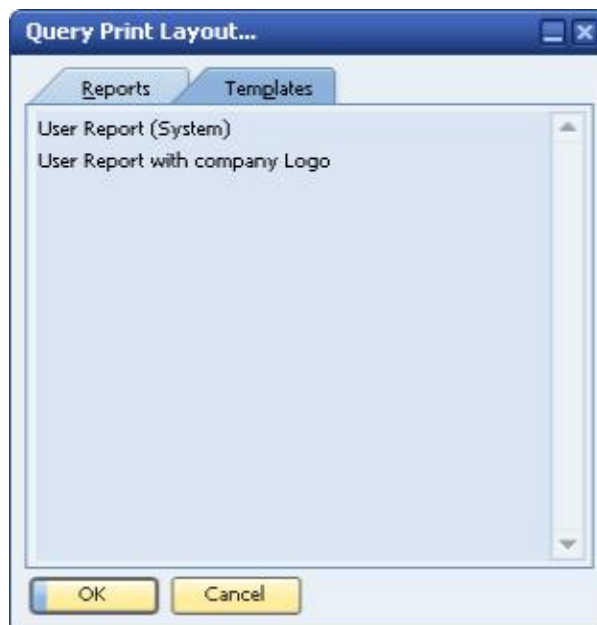
ⁱ Note

Your new print layout is not yet linked to a specific user-defined query, so you can change layout elements such as font, color, and header data. This does not have any effect on a query's content.

3 Linking Print Layouts to User-Defined Queries

You can link a user-defined query to a print layout to create user reports. As with regular documents and reports, you can use Print Layout Designer to design the print layout for each user-defined query, for example, by changing font type, font size, report borders and limits, or by calculating subtotals.

Prerequisites

You have created a query using the query generator or the query wizard, and the query is saved.
From the SAP Business One menu bar, choose *Tools* ® *Queries* ® *Query Generator* or *Query Wizard*.

Procedure

1. To open the Query Manager, from the SAP Business One menu bar, choose *Tools* ® *Queries* ® *Query Manager*. Alternatively, click 🔍 in the toolbar. The *Query Manager* window opens.
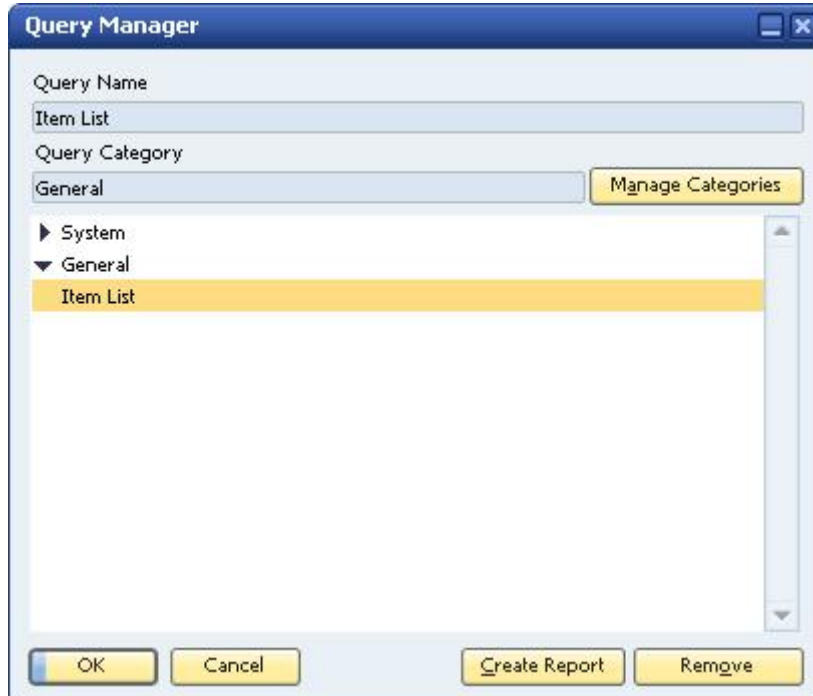

2. Select the required query and choose the *Create Report* button. The *Create User Report* window opens.
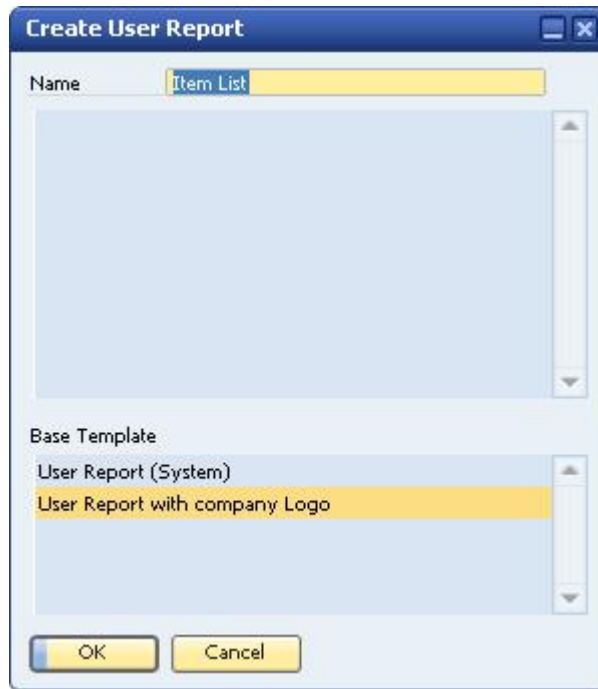
The *Name* field displays the query name. You can change this name manually, if required.

3. Select the base template (print layout) you want to use to print your query, and then choose the *OK* button to close the *Create User Report* window.

4. To modify the design of the report template, choose *Tools* ® *Queries* ® *Query Print Layout*.

   The *Query Print Layout* window opens.
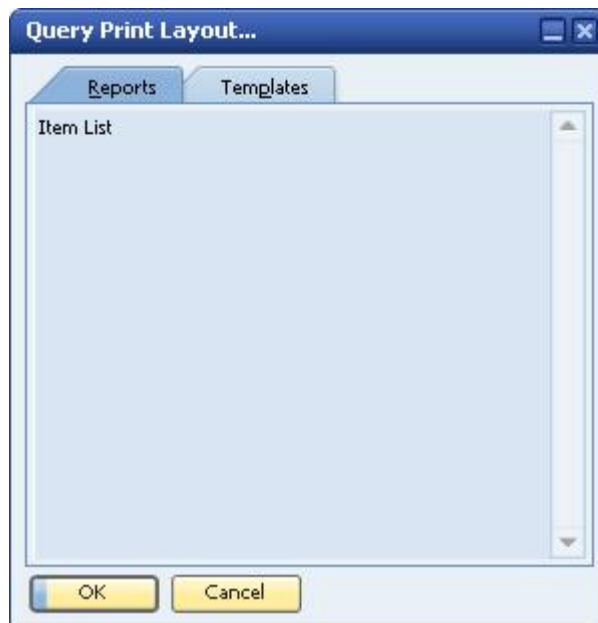
The *Reports* tab displays all user queries that are linked to user report templates.

5. Double-click a query name to open the *Print Layout Designer* window.

6. Make the required changes and save the print layout.

ℹ Note

o You can create several print layouts for the same query by saving the linked print layout under different names.

o All records that the user-defined query retrieves appear automatically in the repetitive area. The repetitive area is equivalent to the matrix that displays the query results. It is not possible to add more data fields to the repetitive area, but you can add text and calculation fields to areas outside the repetitive area.

o If you change the source template, your print layout will not be updated automatically. To apply the changes made in the template, you need to overwrite the print layout created previously.

o If you change the query and save it (even with the same name) you will need to recreate the template as it will not be updated automatically.

4   Printing User-Defined Queries

You can print user-defined queries that you linked earlier to user report templates.

Procedure

Print a user-defined query using the *Print Layout* window or the *Query Manager* window.

Using the Query Print Layout Window

1.   Choose *Tools* ® *Queries* ® *Query Print Layout*.

2.   On the *Reports* tab in the *Query Print Layout* window, select the query you want to print.

3.   From the *File* menu, choose *Print*. Alternatively, in the toolbar, click 🖶.

     The user-defined query is printed according to its linked print layout.

Using the Query Manager Window

1.   Choose *Tools* ® *Queries* ® *Query Manager*. Alternatively, in the toolbar, click 🔍.

2.   In the *Query Manager* window, select the query you want to print.

3.   From the *File* menu, choose *Print*. Alternatively, in the toolbar, click 🖶.

     The user-defined query is printed according to its linked print layout.
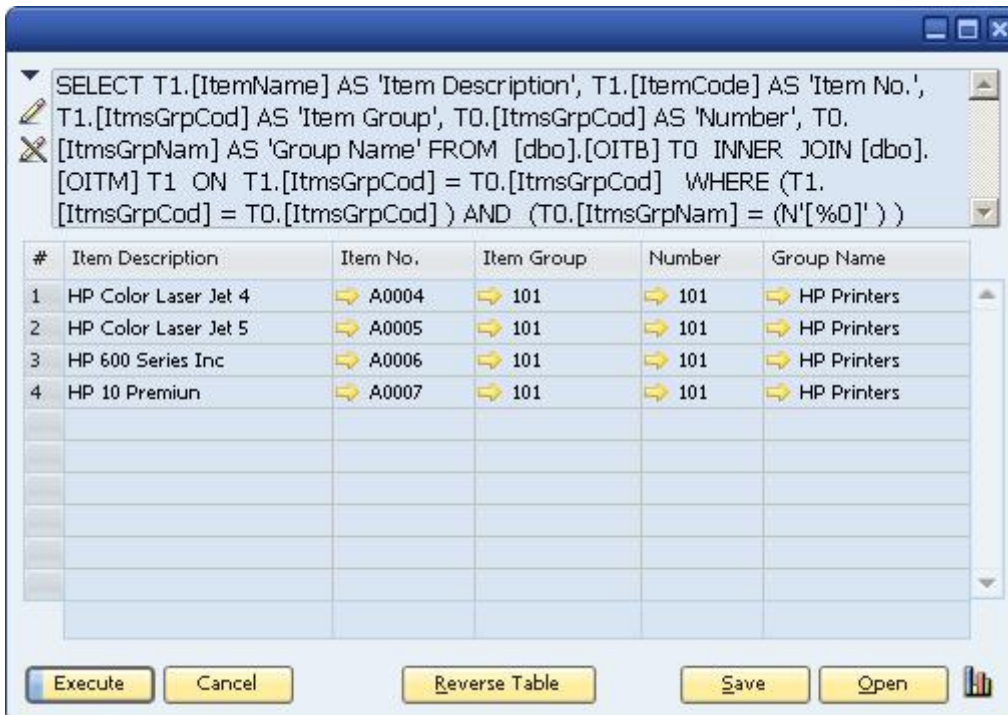
> 1 Note
>
> If you create a number of layouts based on the same query, the Query Manager will print only the layout with the same name as the query name.

5 Printing User-Defined Queries with Variables

When a user-defined query contains variables, its linked print layout displays and prints these variables.

Example

A user-defined query contains the condition: `WHERE ItmsGrpNam = '[%0]'`.

In the print layout linked to that query, SAP Business One displays a repetitive area containing the parameters of the condition:

When you print this user-defined query, SAP Business One prints the parameters selected for the query at the beginning of the query, as follows:

Parameters

Item Groups	Group Name	Equal		HP Printers
Item Description			Item No.	Group Name
HP Color Laser Jet 4			A0004	HP Printers
HP Color Laser Jet 5			A0005	HP Printers
HP 600 Series Inc			A0006	HP Printers
HP 10 Premiun			A0007	HP Printers

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Material Number