nextworld™

Fixed Asset Report (Simple)

Business Requirement Summary:

Create a report based on the Fixed Asset Application. You will modify the report 3 different times for 3 different purposes:

1) Field Asset Listing for assets with a net book value less then or equal to 0.00. Include the following fields AssetID, AssetName, NetBookValue, FixedAssetStatus in your report

2) Modify the report created in requirement one and remove the NetBookValue filter. Keep the same fields in the detail section but this time add a group for the FixedAssetStatus field. Run the report again to make sure that all assets are listed and grouped by FixedAssetStatus

3) Modify the report to have the user be able to choose what FixedAssetStatus they would like to see on the report

Make sure to save often!

Task	Steps
(Know Your Data) Review application Fixed Assets to look at data items, etc	Menu Fixed Assets (F A) Look at data type of columns in the field helps Look at the data that is in the FixedAssetStatus column to become familiar with the data Filter the data by NetBookValue <=0 Get the field names and data types you will need for your report
Create Report	nsTrnXXXXFixedAssetListing
Design Report for #1 above	Add the fields the detail section. Do whatever you want with styles, labels, headings, sections
Create Input Table	Action button->Create Report Input Table
Create Report Application	Action Button -> Create Report Application Associate Report Input table with application

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	Save and Stay
	Generate
Preview	
Add a version	Action Button – Go to Report Applicatoin
	Create, fill in the fields, Save and Stay
	View Report
Modify Report for #2 above	Add a group section for the FixedAssetStatus
	Delete Filter for NetBook
Preview the Report	Preview
Modify the Report for #3 above	
	Remove Group Section
	Add an input field for FixedAssetStatus
	Add a filter for FixedAssetStatus is equal to Input FixedAssetStatus
Edit Report Input Table	Action-> Edit Input Table
	Add the FixedAssetStatus field
	Save and Exit
Edit the Report Application	Action->Edit Report Application
	Make sure FixedAssetStatus is there in list and detail fields
	Save and Stay
	Generate
Run the Report from the Application	Action -> Go to Report Application
	Double-click on the version you created earlier
	Fill in the fields
	Save and Stay
	View Report