Microsoft Dynamics SL

SQL Server Report Server

Release 2015

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Contents

Introduction

SQL Server Report Server Overview

SQL Server Report Server in Microsoft Dynamics® SL provides information about SQL Server Report Services (SSRS) reports. It provides business decision makers and other users with web-based access to business intelligence by viewing up-to-date reports pulled from Microsoft Dynamics SL.

User’s Guide Overview

This user’s guide provides information about the setup and use of the Report Server module. Reviewing the user’s guide can help you make informed decisions about the implementation of the Report Server module in your business.

What is Covered in the User’s Guide?

The user’s guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the Report Server module. The user’s guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other Microsoft Dynamics SL user’s guides.

Who Should Use the User’s Guide?

The user’s guide is designed for readers who are new to Microsoft Dynamics SL. The guide provides the information that you need for making decisions about how to use the Report Server module to benefit the most from your system.

How to Use the User’s Guide

Read the appropriate section of the user’s guide before you continue with any system customizations. The user’s guide presents the procedures and steps required for completing the various customization processes. To help you locate information, the user’s guide contains:

- A table of contents of logically organized activities and tasks.
- An alphabetized “Quick Reference Task List” of frequently performed tasks.
- An alphabetized index of the information that is provided in the user’s guide.

Implementation Checklist

The following checklist can be used as a guide when completing a Report Server implementation.

Implementation Setup Steps	Assigned To	Date Required	Date Completed	Comments
Install .NET 4.0 (client only)				
Install SQL Server 2012, SQL Server 2014, or later versions; with the Reporting Services feature				
Configure SSRS by using *Reporting Services Configuration Manager*				
Install Microsoft Dynamics SL and log on at least one time				
Configure and deploy SSRS for Microsoft Dynamics SL in *Microsoft Dynamics SL Report Server Configuration Console*				
(optional) Import and/or Export reports from one Microsoft Dynamics SL application database to another in *Microsoft Dynamics SL Report Server Configuration Console*				
(optional) Create roles in *User Maintenance* (95.260.00) or in *Group Maintenance* (95.280.00)				
(optional) Assign users to groups in *User Maintenance* (95.260.00) or in *Group Maintenance* (95.280.00)				
Assign permissions to users or groups in *Access Rights Maintenance* (95.270.00) for “Report Server Report” types				

Task Guidelines

Quick Reference Task List

This list contains tasks that are frequently performed by using the Report Server module. Each task is cross-referenced to a specific page in the user's guide.

How Do I Assign...?

- Permissions – see Assigning Permissions on page 20.

How Do I Associate...?

- Users with Groups – see Associating Users with a Role on page 18.

How Do I Create...?

- Roles — see Creating Roles on page 16.
- Custom Reports – see Creating Custom Reports on page 23.

How Do I Configure...?

- SQL Server Reporting Services (SSRS) — see Configure SSRS on page 7.
- SQL Server Reporting Services for Microsoft Dynamics SL – see Configuring SSRS for Microsoft Dynamics SL on page 9.

How Do I Import...?

- Import reports into a company — see Importing Reports on page 14.

How Do I Export...?

- Export reports from a company — see Exporting Reports on page 12.

Installation

System Requirements

The following is a list of minimum system requirements if you want to use Report Server on your desktop. For current system requirements for Microsoft Dynamics SL and Report Server, see https://mbs.microsoft.com/customersource/northamerica/SL/learning/documentation/system-requirements/

Item	Requirements
Microsoft® SQL Server®	Microsoft SQL Server 2012 and service packs Microsoft SQL Server 2014 and service packs
SQL Server Reporting Services	Reporting Services 2012 Reporting Services 2014
Report Builder	Report Builder 3.0 or later versions
Operating System	Windows 7 SP1 Windows 8 and Windows 8.1 Windows Server® 2008 R2 Windows Server 2012 and Windows Server 2012 R2
SharePoint (optional)	Microsoft SharePoint Foundation 2010 Microsoft SharePoint Server 2010
Web browser (client)	For a complete list of web browsers compatible with SSRS, see http://technet.microsoft.com/en-us/library/ms156511.aspx
Microsoft Dynamics® SL (server)	Microsoft Dynamics SL 2015

You can use *Programs and Features* in Control Panel to verify that the required components are installed on your computer. If a component is not installed, you can download the component from http://www.microsoft.com.

Before You Begin

Before you can use Report Server, you must install and configure SQL Reporting Services, and then deploy Microsoft Dynamics SL Reporting Services reports. You must also set up security for SQL Reporting Services reports by using Reporting Services Configuration Manager. This section provides details about how to do this.

Microsoft SQL Server

Install Microsoft SQL Server; with the Reporting Services feature.

Configure SSRS

Configure SSRS by using *Reporting Services Configuration Manager.* Click **Program Files | Microsoft SQL Server | Configuration Tools | Reporting Services Configuration Manager**. At a minimum accept the default settings. Verify connectivity by successfully opening the link in the Report Manager URL section.

For more information about SQL Server Reporting Services, see “Reporting Services (SSRS)” at the following location: http://msdn.microsoft.com/en-us/library/ms159106.aspx.

Microsoft Dynamics SL

Install Microsoft Dynamics SL and log on to Microsoft Dynamics SL with the server and database with which you plan to work, at least one time.

Configuring SSRS for Microsoft Dynamics SL

Configure and deploy SSRS for Microsoft Dynamics SL in *Microsoft Dynamics SL Report Server Configuration Console.*

To configure SSRS for use with Microsoft Dynamics SL, follow these steps:

1. In **Control Panel**, click **Administrative Tools**, and then click **Microsoft Dynamics SL Report Server Configuration.**

   Microsoft Dynamics SL Report Server Configuration Console appears.

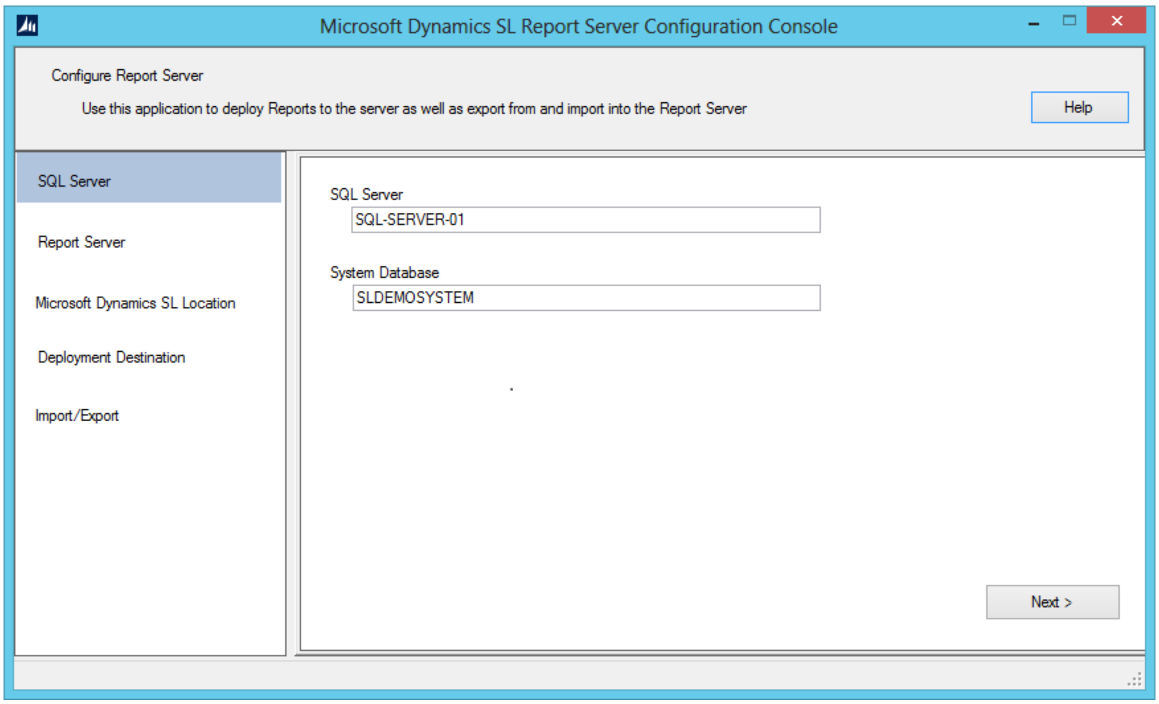


Figure 1: Microsoft Dynamics SL Report Server Configuration Console, SQL Server

2. In **SQL Server**, specify the name of the instance of SQL Server where the Microsoft Dynamics SL system database exists.
3. In **System Database**, specify the name of the Microsoft Dynamics SL system database.
4. Click **Next.**

Report Server page appears.

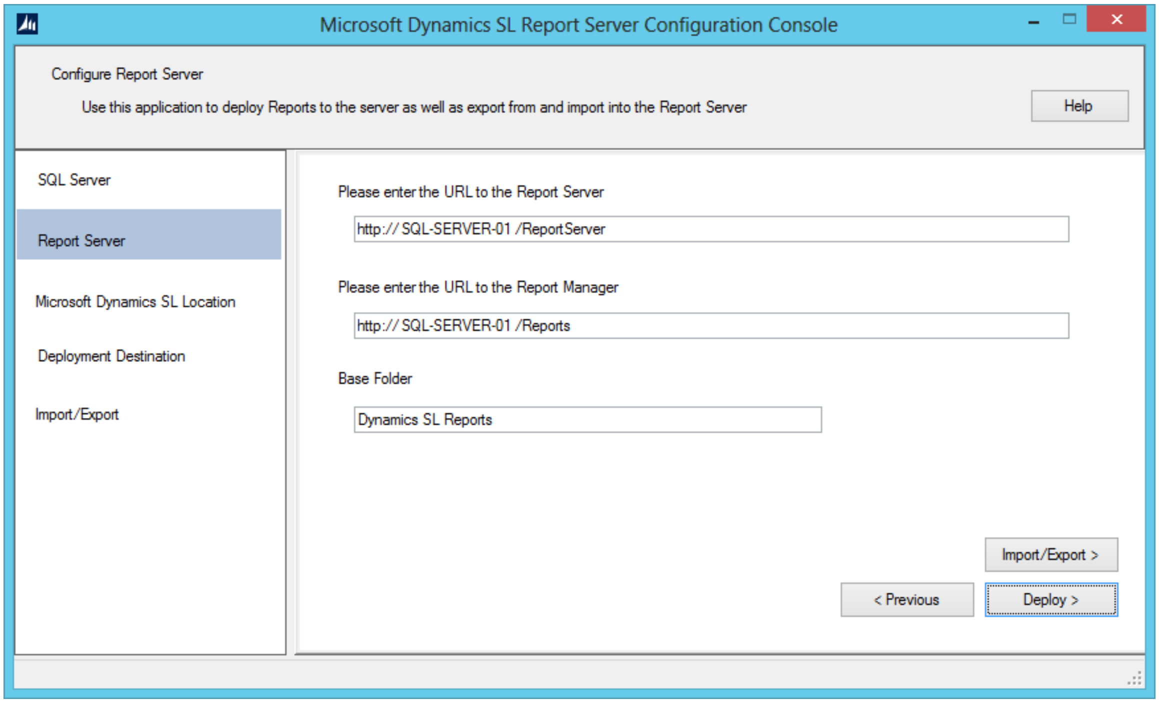


Figure 2: Microsoft Dynamics SL Report Server Configuration Console, Report Server

5. In **Please enter the URL to the Report Server**, specify the URL for the Report Server.
6. In **Please enter the URL to the Report Manager**, specify the URL for the Report Manager.
7. In **Base Folder**, specify the folder where you want to deploy SSRS for Microsoft Dynamics SL.

   Note: Each Microsoft Dynamics SL system database should have a unique **Base Folder**. Multiple system databases should not be configured to use the same **Base Folder**.

8. Click **Deploy**.

Microsoft Dynamics SL Location page appears.

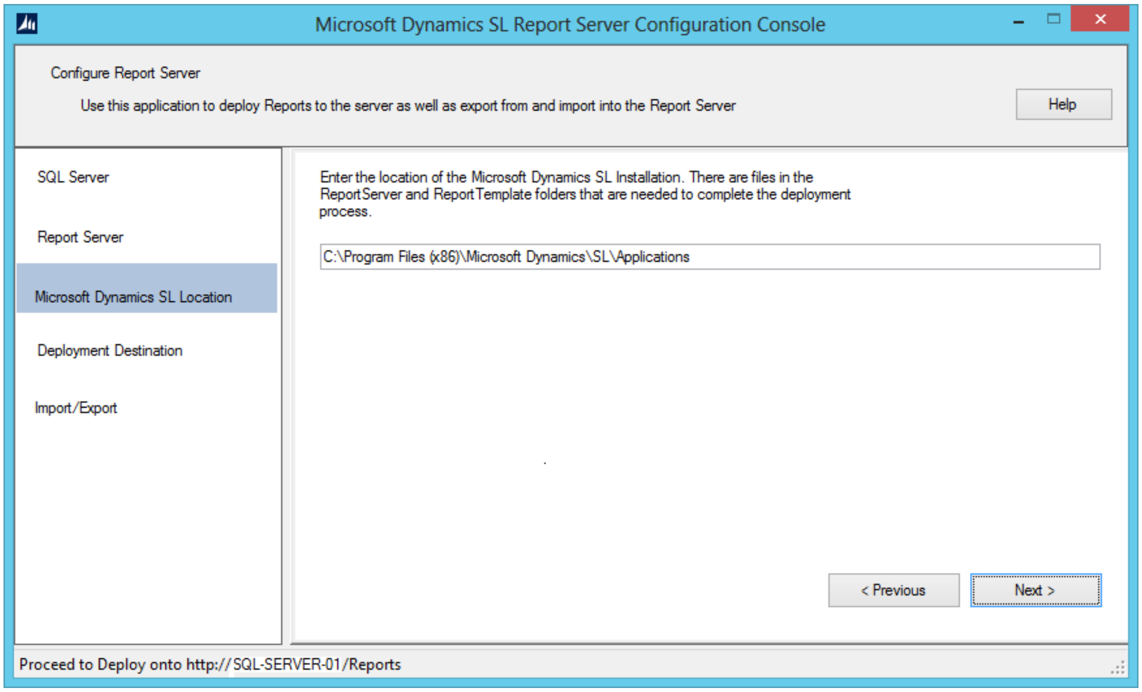


Figure 3: Microsoft Dynamics SL Report Server Configuration Console, Microsoft Dynamics SL Location

9. Specify the location of the Microsoft Dynamics SL installation.
10. Click **Next.**

    Deployment Destination settings appears.

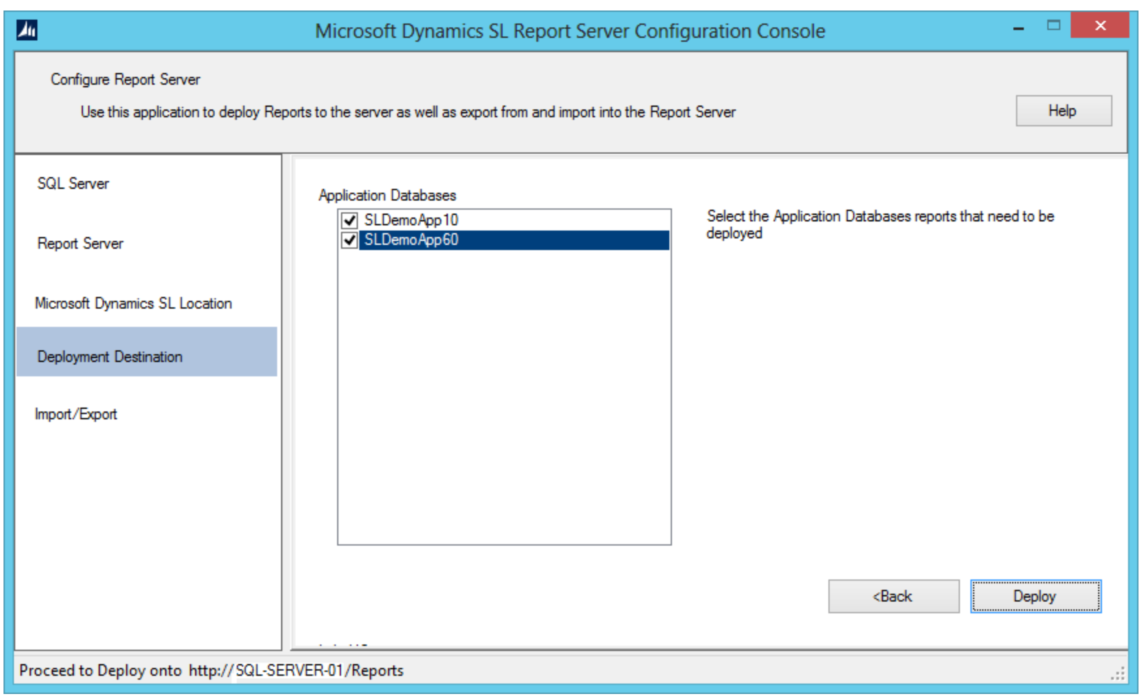


Figure 4: Microsoft Dynamics SL Report Server Configuration Console, Deployment Destination

11. Click to select the check box for all Microsoft Dynamics SL application databases that you want to deploy to Report Server.
12. Click **Deploy**.

Exporting Reports

Export reports from one Microsoft Dynamics SL application database in *Microsoft Dynamics SL Report Server Configuration Console.*

To export reports, follow these steps:

1. In **Control Panel**, click **Administrative Tools**, and then click **Microsoft Dynamics SL Report Server Configuration.**

   Microsoft Dynamics SL Report Server Configuration Console appears.

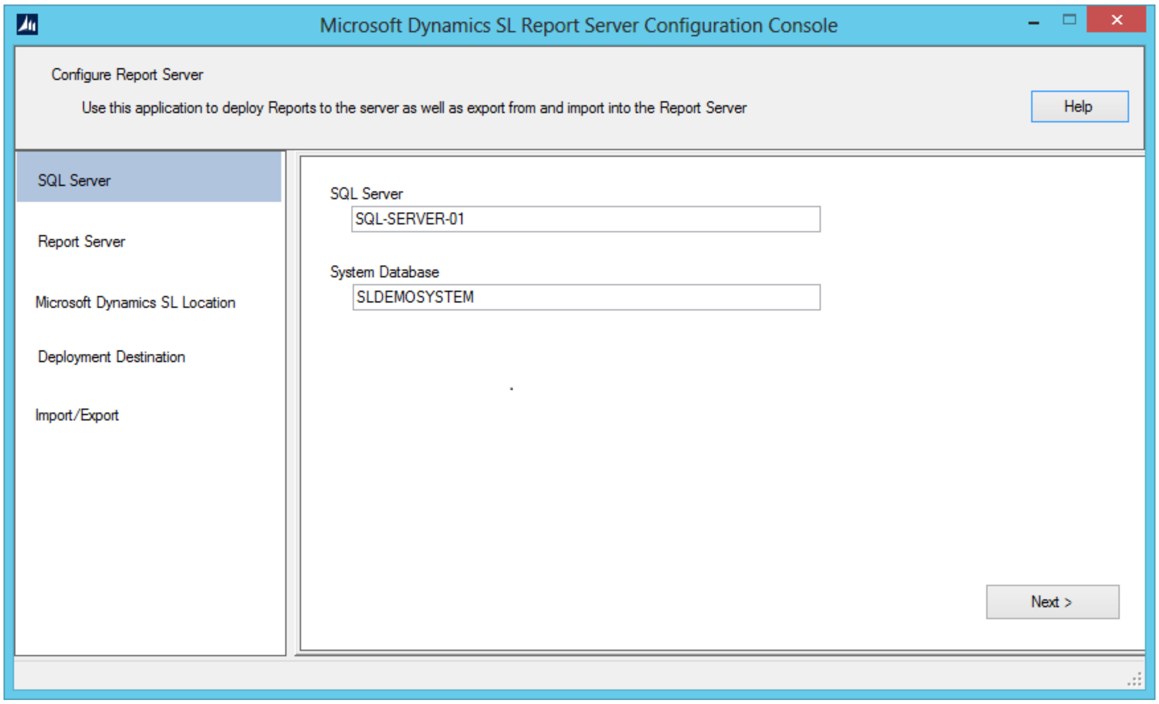


Figure 5: Microsoft Dynamics SL Report Server Configuration Console, SQL Server

2. In **SQL Server**, specify the name of the instance of SQL Server where the Microsoft Dynamics SL system database exists.
3. In **System Database**, specify the name of the Microsoft Dynamics SL system database.
4. Click **Next.**

Report Server page appears.

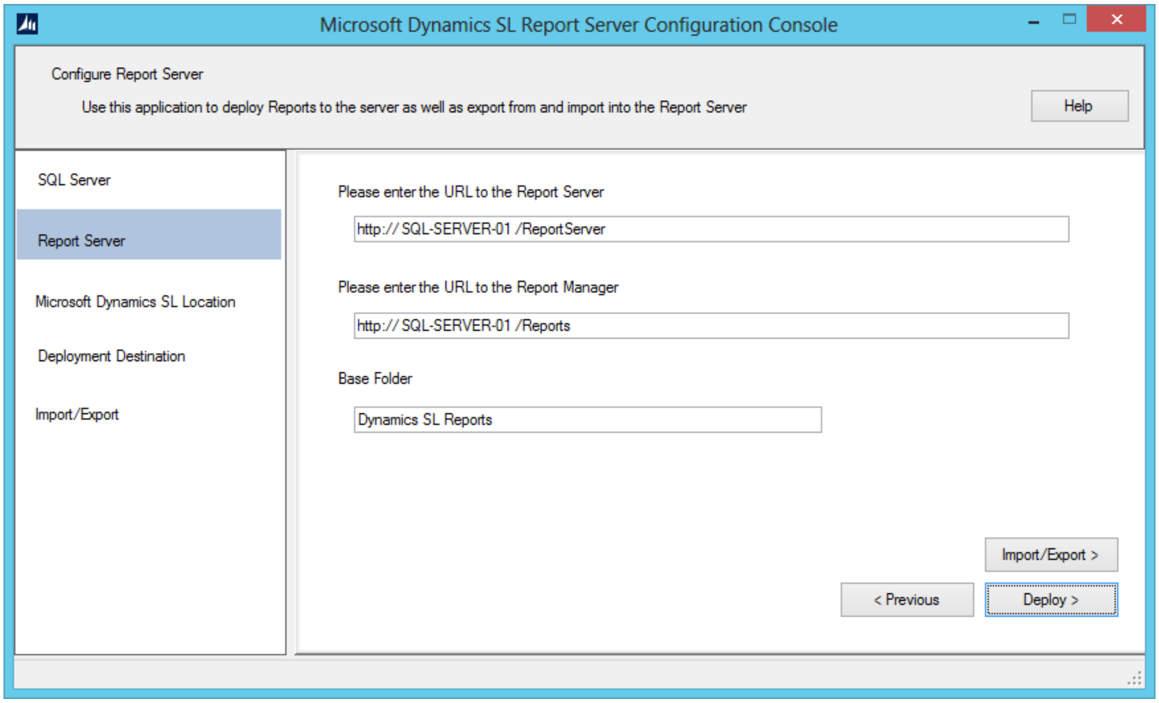


Figure 6: Microsoft Dynamics SL Report Server Configuration Console, Report Server

5. Click **Import/Export** to open the *Import/Export* page.

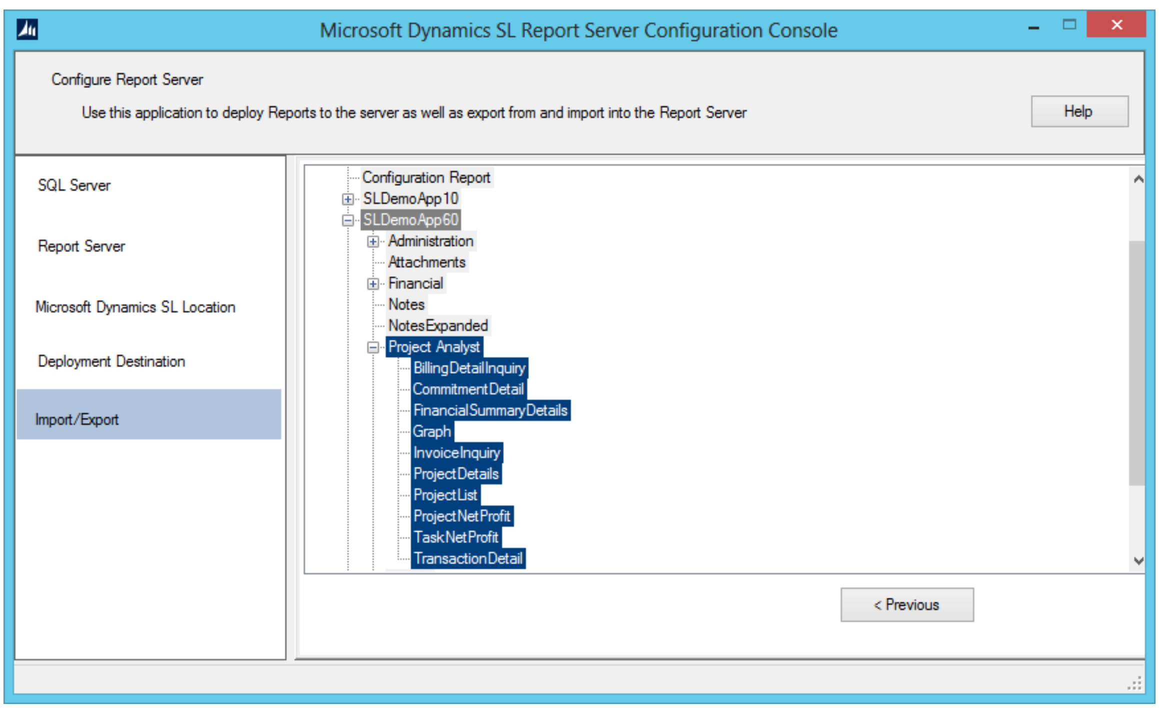


Figure 7: Microsoft Dynamics SL Report Server Configuration Console, Export

6. Locate the object that you want to export. You can export at the series level or higher. For example, if you want to export the Project Analyst series, click to highlight **Project Analyst**, right-click **Project Analyst**, and then click **Export**.
7. Specify the location where you want to save the Report Server Export (*.rsx) file, and then click **Save**.

Importing Reports

Import reports into one Microsoft Dynamics SL application database that you previously exported from another in *Microsoft Dynamics SL Report Server Configuration Console.*

To import reports, follow these steps:

1. In **Control Panel**, click **Administrative Tools**, and then click **Microsoft Dynamics SL Report Server Configuration.**

   Microsoft Dynamics SL Report Server Configuration Console appears.

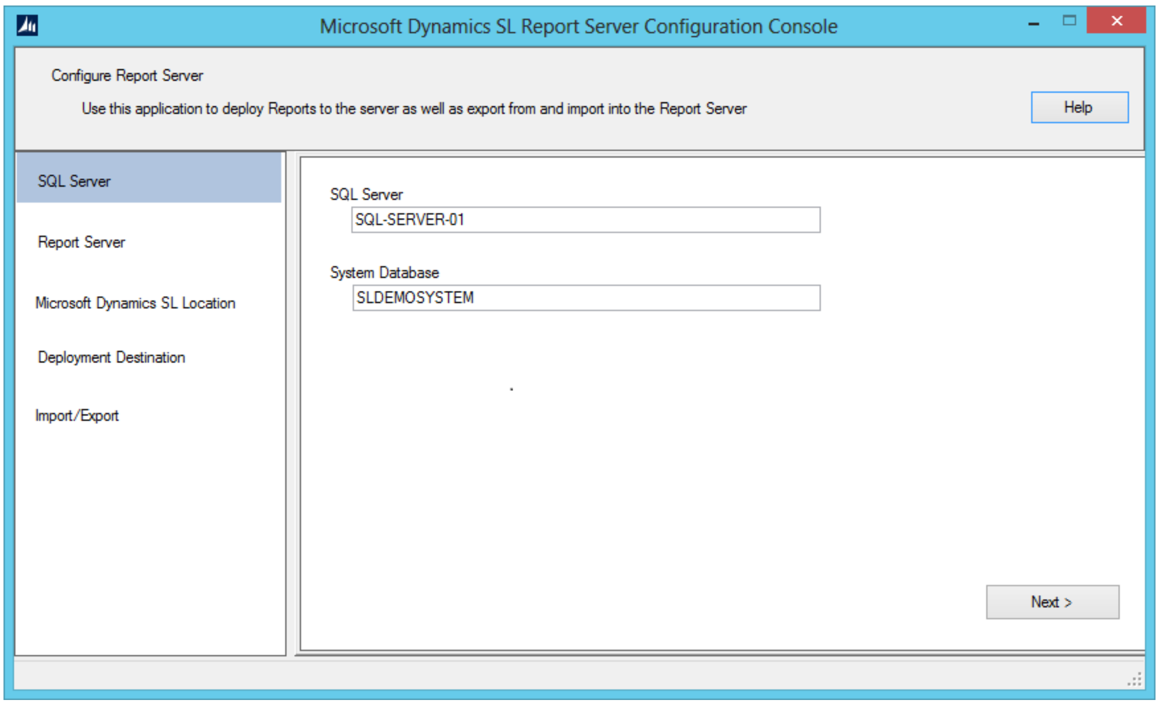


Figure 8: Microsoft Dynamics SL Report Server Configuration Console, SQL Server

2. In **SQL Server**, specify the name of the instance of SQL Server where the Microsoft Dynamics SL system database exists.
3. In **System Database**, specify the name of the Microsoft Dynamics SL system database.
4. Click **Next.**

Report Server page appears.

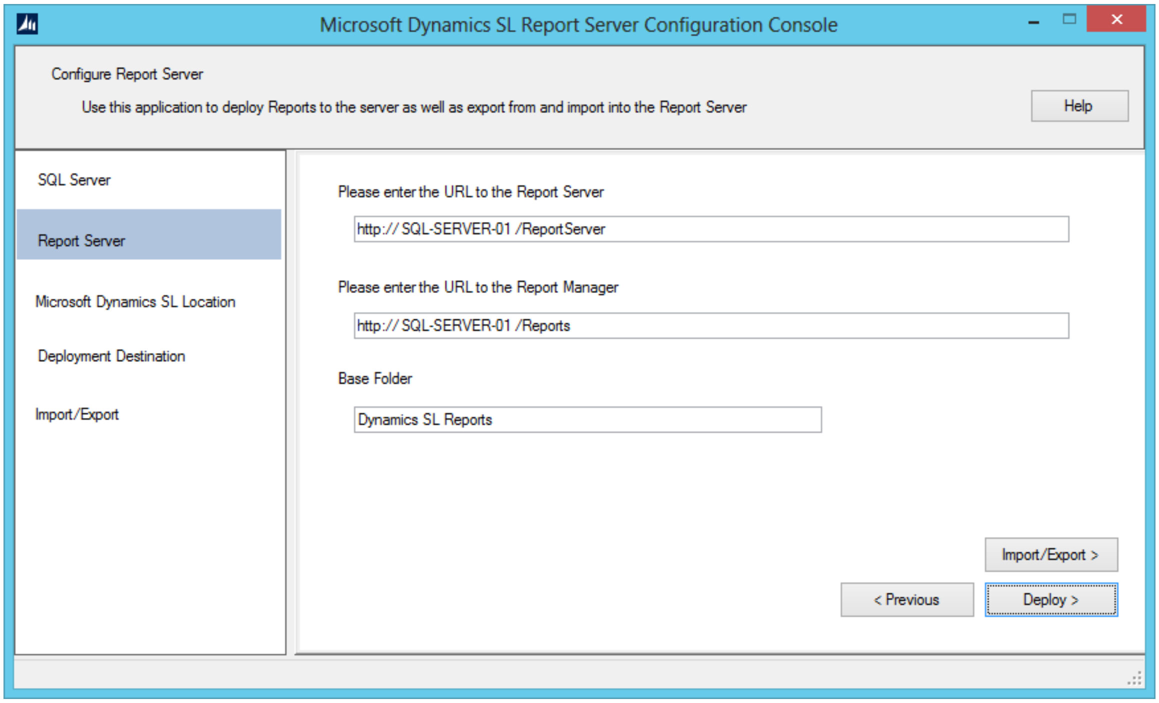


Figure 9: Microsoft Dynamics SL Report Server Configuration Console, Report Server

5. Click **Import/Export** to open the *Import/Export* page.

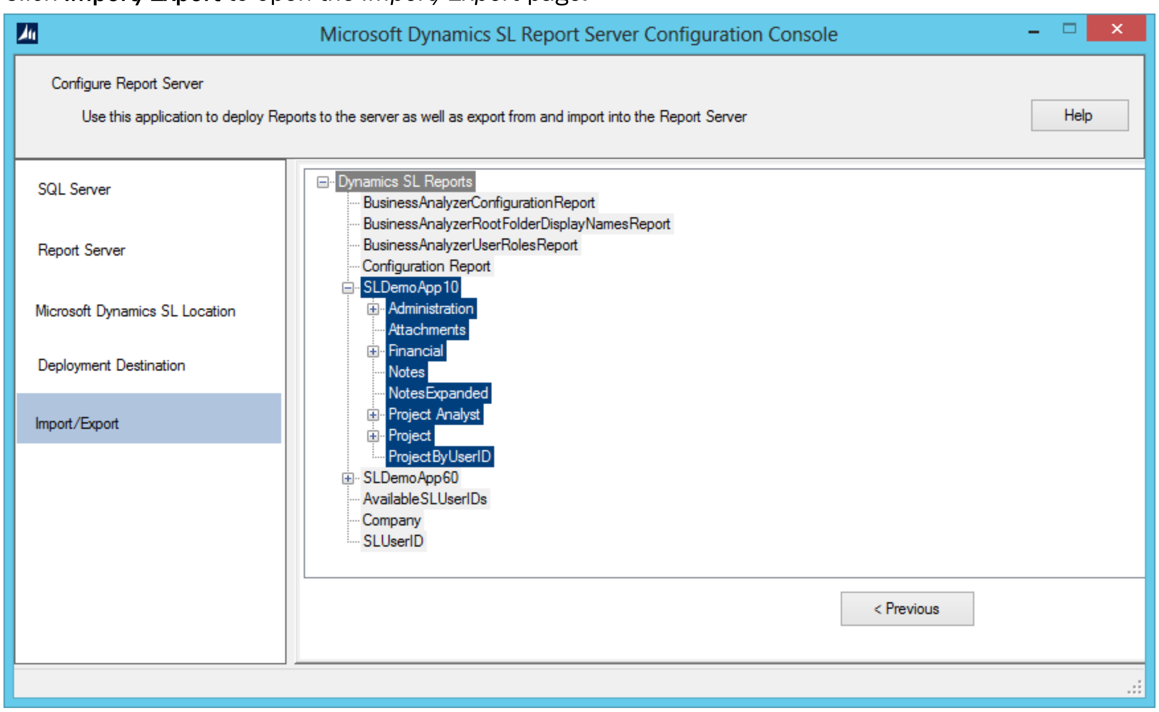


Figure 10: Microsoft Dynamics SL Report Server Configuration Console, Import

6. Click the database into which you want to import the Report Server Export (*.rsx) file. Right-click the company, and then click **Import**.
7. Locate the .Rsx file that you want to import, and then click **Open**. The reports are imported.

Creating Roles

Create roles based on users or groups in *User Maintenance* (95.260.00) or in *Group Maintenance* (95.280.00)

To specify that a user ID is a role, follow these steps:

1. In the Microsoft Dynamics SL window, click **Administration**, and then click **User Maintenance**. The **Details** tab of *User Maintenance* (95.260.00) appears.

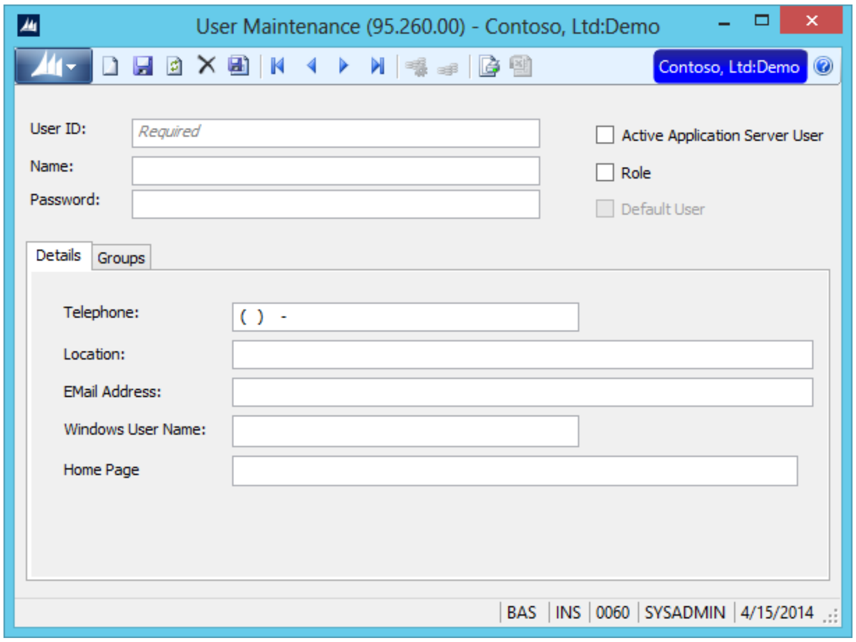


Figure 11: User Maintenance (95.260.00), Details tab

2. In **User ID**, press F3 to select an existing user ID from the list. Or, specify a new user ID. For more information about how to create a user, see the System Manager Help or user's guide.
3. Click to select the **Role** check box if this user is to be considered a role. A role is similar to a job description.

   Example: *Controller* is a role.

   Note: A role is frequently associated with a group instead of a user and all users who perform the role are associated with the group.

4. Click **Save**.

To specify that a group ID is a role, follow these steps:

1. In the Microsoft Dynamics SL window, click **Administration,** and then click **Group Maintenance**. *Group Maintenance* (95.280.00) appears.

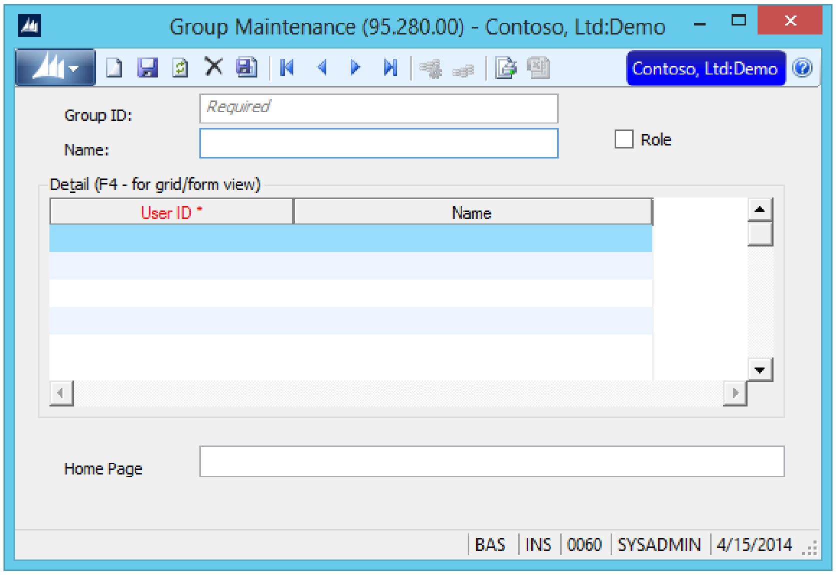


Figure 12: Group Maintenance (95.280.00)

2. In **Group ID**, press F3 to select an existing group from the list. Or, specify a new group ID. For more information about how to create a group, see the System Manager Help or user's guide.
3. Click to select the **Role** check box if this group is to be considered as a role. A role is similar to a job description.

   Example: *Project Manager* is a role. For all users who are project managers, you then need to associate their user ID with this group ID.

4. Click **Save**.

Associating Users with a Role

Associate users with groups in *User Maintenance* (95.260.00) or in *Group Maintenance* (95.280.00).

To associate one or more groups together with a user ID, follow these steps:

1. In the Microsoft Dynamics SL window, click **Administration**, and then click **User Maintenance**. The **Details** tab of *User Maintenance* (95.260.00) appears.

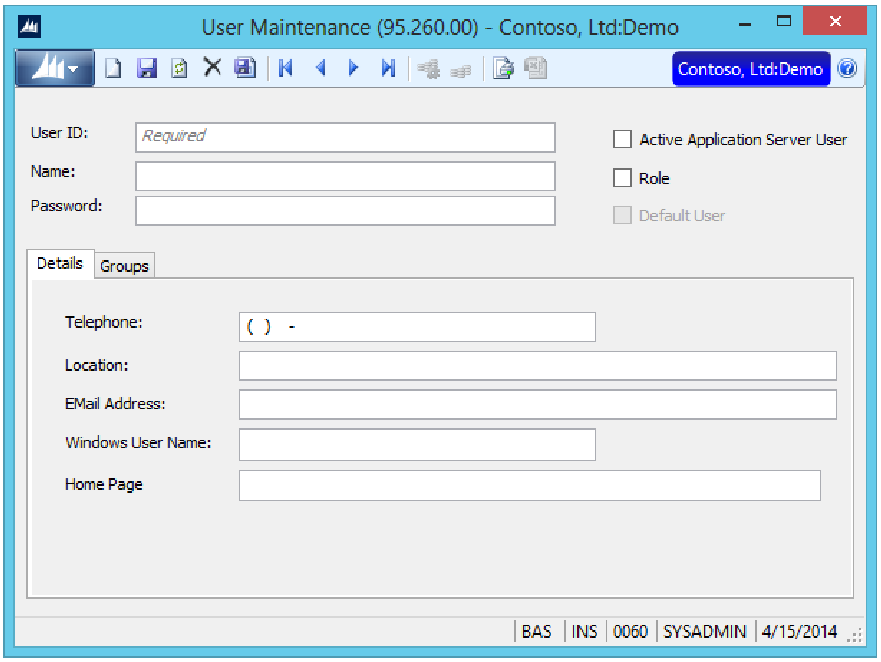


Figure 13: User Maintenance (95.260.00), Details tab

2. In **User ID**, press F3 to select an existing user ID from the list.
3. Click **Groups**.

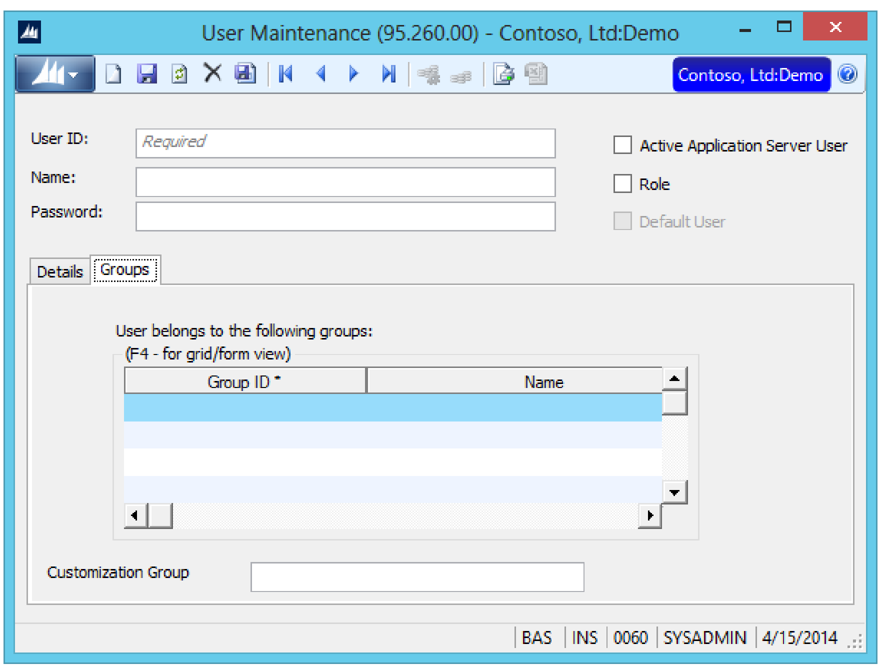


Figure 14: User Maintenance (95.260.00), Groups tab

4. In **Group ID**, type the identification code for the role, or roles, to which the user belongs, or press `F3` and double-click to select the role from the *User/Group List*.
5. Click **Save**.

To associate one or more user IDs with a group, follow these steps:

1. In the Microsoft Dynamics SL window, click **Administration**, and then click **Group Maintenance**. *Group Maintenance* (95.280.00) appears.

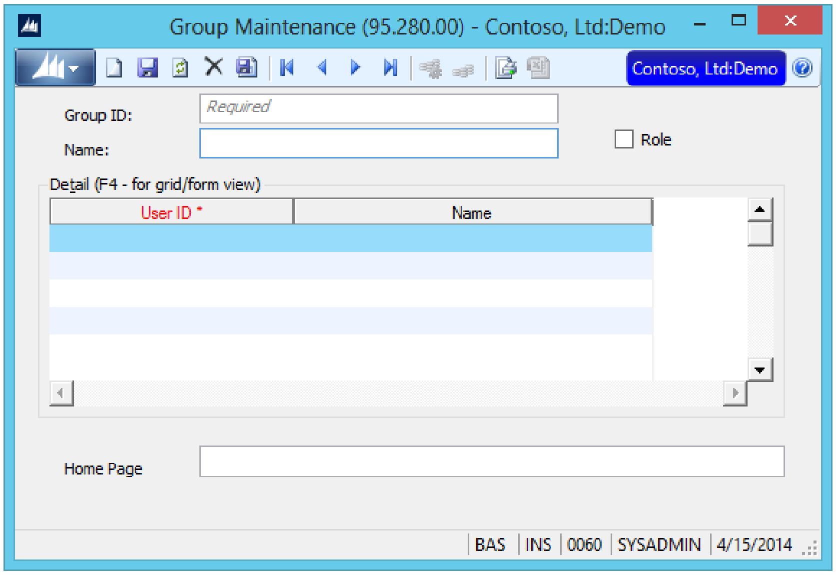


Figure 15: User Maintenance (95.260.00), Details tab

2. In **Group ID**, press F3 to select an existing group ID from the list.
3. In **User ID**, type the identification code for the user, or user IDs, that you want to belong to this group. Or, press `F3` and double-click to select the user ID from the *User/Group List*.
4. Click **Save**.

Assigning Permissions in Microsoft Dynamics SL

Assign permissions to users or groups in *Access Rights Maintenance* (95.270.00) for “Report Server Report” types.

Permissions to view Report Server reports

To assign permissions for Report Server reports, follow these steps:

1. In the *Microsoft Dynamics SL* window, click **Administration**, and then select **Access Rights**. *Access Rights Maintenance* (95.270.00) appears.

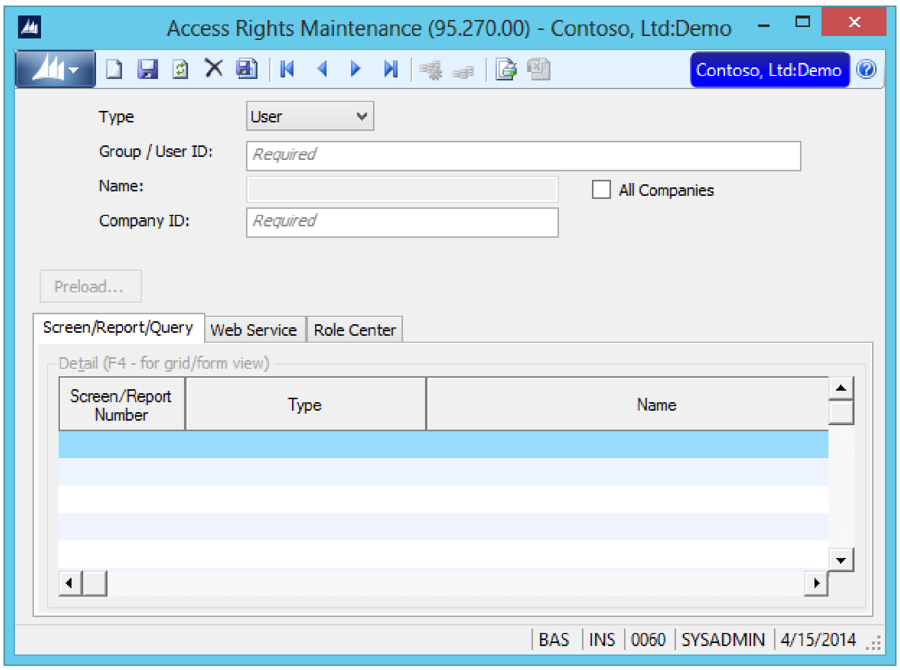


Figure 16: Access Rights Maintenance (95.270.00), Screen/Report/Query tab

2. Select either User or Group from the **Type** list.
3. Specify the user ID or group ID in **Group/User ID**. The name of the user or group displays automatically in **Name**.
4. Type the company ID in **Company ID** or select **All Companies** to apply the access rights to all companies. If **All Companies** is selected, <ALL> appears in **Company ID**. If you are setting up access rights for some companies but not all companies, you will have to enter the information for each company separately.
5. You can load screens or reports in either of two ways:
   - Type a screen or report number in **Screen/Report Number**. The Report Server Reports start with “RS.”

   – OR –

- Click the **Preload** button. *Preload Screens* (95.270.01) appears.

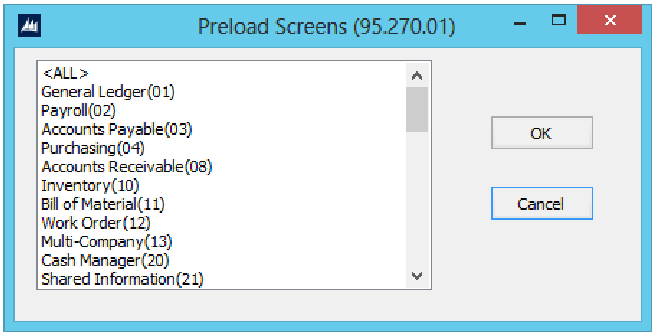


Figure 17: Preload Screens (95.270.01)

Click the modules whose reports you want to load. Only those modules for which the **Active** check box is selected in *Module Maintenance* (98.320.00) will appear in this list. Report Server reports delivered with the product will be loaded when the module they are related to is loaded. After you have selected modules, click **OK**.

6. On the **Screen/Report** tab, information that corresponds to the report server numbers for the selected modules appears in the grid area under **Screen/Report Number**, **Type**, **Name**, and **Module.**

Note: The user or group can access any report server report that appears on this list. If you use **Preload** to load all the screens and reports for a module, make sure that you delete any screens or reports that you do not want the user or group to access.

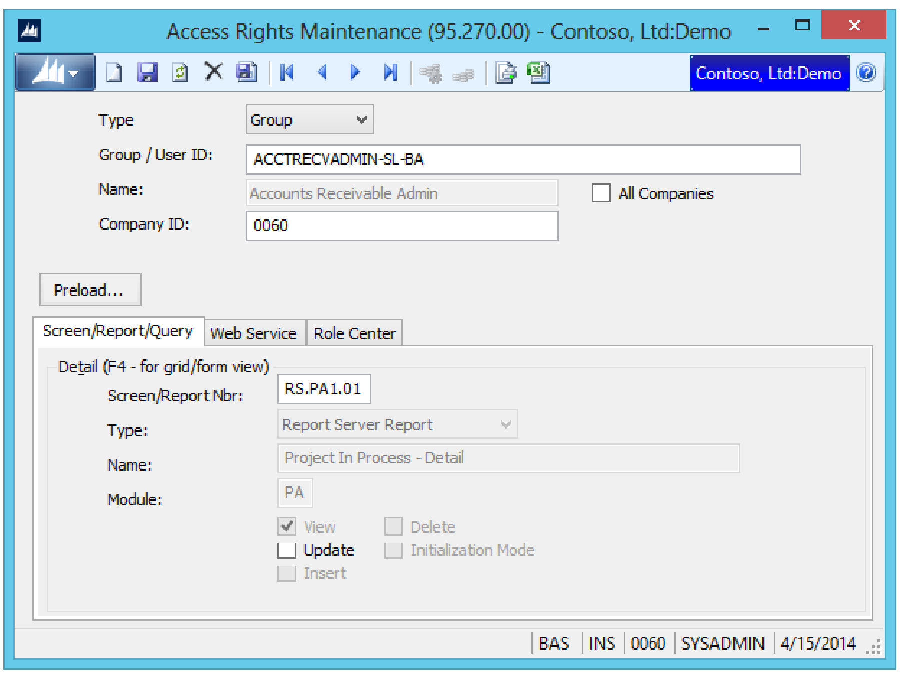


Figure 18: Access Rights Maintenance (95.270.00), Screen/Report/Query tab in form view

7. Specify access rights for each screen. By default, if a screen appears on the list, the user or group has view access rights.

   - **View** — User can view data items.
   - **Update** — User or group can change data items. This includes deleting line items.

   Note: Insert, Delete, and Initialize Mode are not available for report server reports.

8. Click **Save**.

Permissions to Generate SSRS Reports from Quick Query

To assign permissions for the Generate SSRS Report feature, follow these steps:

1. In the *Microsoft Dynamics SL* window, click **Administration**, and then select **Access Rights**. *Access Rights Maintenance* (95.270.00) appears.
2. Select either User or Group from the **Type** list.
3. Specify the user ID or group ID in **Group/User ID**. The name of the user or group displays automatically in **Name**.
4. Type the company ID in **Company ID** or select **All Companies** to apply the access rights to all companies. If **All Companies** is selected, <ALL> appears in **Company ID**. If you are setting up access rights for some companies but not all companies, you will have to enter the information for each company separately.
5. Type *RS.DEV.00* in **Screen/Report Number**.
6. Click to select the **Update** check box, and then click **Save**.

Permissions to Upload Reports to Report Server

To assign permissions for the Upload to Report Server feature, follow these steps:

1. In the *Microsoft Dynamics SL* window, click **Administration**, and then select **Access Rights**. *Access Rights Maintenance* (95.270.00) appears.
2. Select either User or Group from the **Type** list.
3. Specify the user ID or group ID in **Group/User ID**. The name of the user or group displays automatically in **Name**.
4. Type the company ID in **Company ID** or select **All Companies** to apply the access rights to all companies. If **All Companies** is selected, <ALL> appears in **Company ID.** If you are setting up access rights for some companies but not all companies, you will have to enter the information for each company separately.
5. Type *RS.DEP.LO* in **Screen/Report Number**.
6. Click to select the **Update** check box, and then click **Save**.

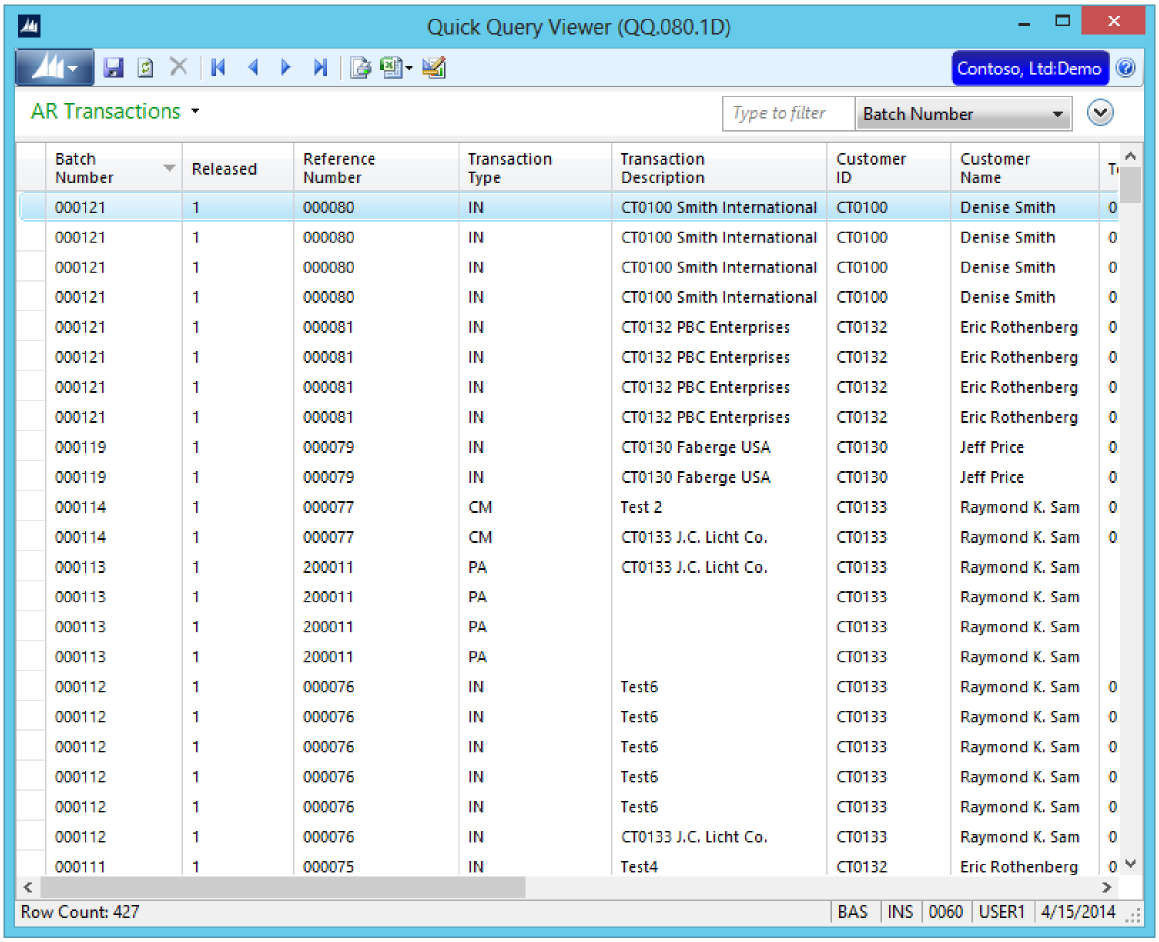
Maintenance

Creating Custom Reports

You can use any Quick Query to generate a SQL Server Report Server report. Users can then view these reports in Report Server. When they are created, the custom SSRS reports can be saved in the same location as the standard Report Server Reports and use the same security.

To create a SSRS report from a Quick Query, follow these steps:

1. Open the query from which you want to create a SSRS report.



Batch Number	Released	Reference Number	Transaction Type	Transaction Description	Customer ID	Customer Name	T
000121	1	000080	IN	CT0100 Smith International	CT0100	Denise Smith	0
000121	1	000080	IN	CT0100 Smith International	CT0100	Denise Smith	0
000121	1	000080	IN	CT0100 Smith International	CT0100	Denise Smith	0
000121	1	000080	IN	CT0100 Smith International	CT0100	Denise Smith	0
000121	1	000081	IN	CT0132 PBC Enterprises	CT0132	Eric Rothenberg	0
000121	1	000081	IN	CT0132 PBC Enterprises	CT0132	Eric Rothenberg	0
000121	1	000081	IN	CT0132 PBC Enterprises	CT0132	Eric Rothenberg	0
000121	1	000081	IN	CT0132 PBC Enterprises	CT0132	Eric Rothenberg	0
000119	1	000079	IN	CT0130 Faberge USA	CT0130	Jeff Price	0
000119	1	000079	IN	CT0130 Faberge USA	CT0130	Jeff Price	0
000114	1	000077	CM	Test 2	CT0133	Raymond K. Sam	0
000114	1	000077	CM	CT0133 J.C. Licht Co.	CT0133	Raymond K. Sam	0
000113	1	200011	PA	CT0133 J.C. Licht Co.	CT0133	Raymond K. Sam	
000113	1	200011	PA		CT0133	Raymond K. Sam	
000113	1	200011	PA		CT0133	Raymond K. Sam	
000113	1	200011	PA		CT0133	Raymond K. Sam	
000112	1	000076	IN	Test6	CT0133	Raymond K. Sam	0
000112	1	000076	IN	Test6	CT0133	Raymond K. Sam	0
000112	1	000076	IN	Test6	CT0133	Raymond K. Sam	0
000112	1	000076	IN	Test6	CT0133	Raymond K. Sam	0
000112	1	000076	IN	Test6	CT0133	Raymond K. Sam	0
000112	1	000076	IN	CT0133 J.C. Licht Co.	CT0133	Raymond K. Sam	0
000111	1	000075	IN	Test4	CT0132	Eric Rothenberg	0

Figure 19: Quick Query Viewer

2. On the toolbar, click **Generate SSRS Report** . Or, select **Generate SSRS Report** from the **Actions** menu.

Note: You must have rights in SSRS to have the menu option to generate a SSRS Report. Also you have to have rights in to the RS.DEV.00 screen in *Access Rights Maintenance* (95.270.00), see “Permissions to Generate SSRS Reports from Quick Query” on page 22.

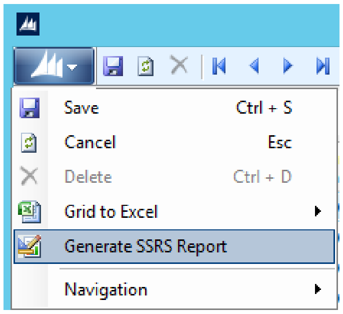


Figure 20: Quick Query Viewer menu

The *Report Generation Wizard, Create Report* screen appears.

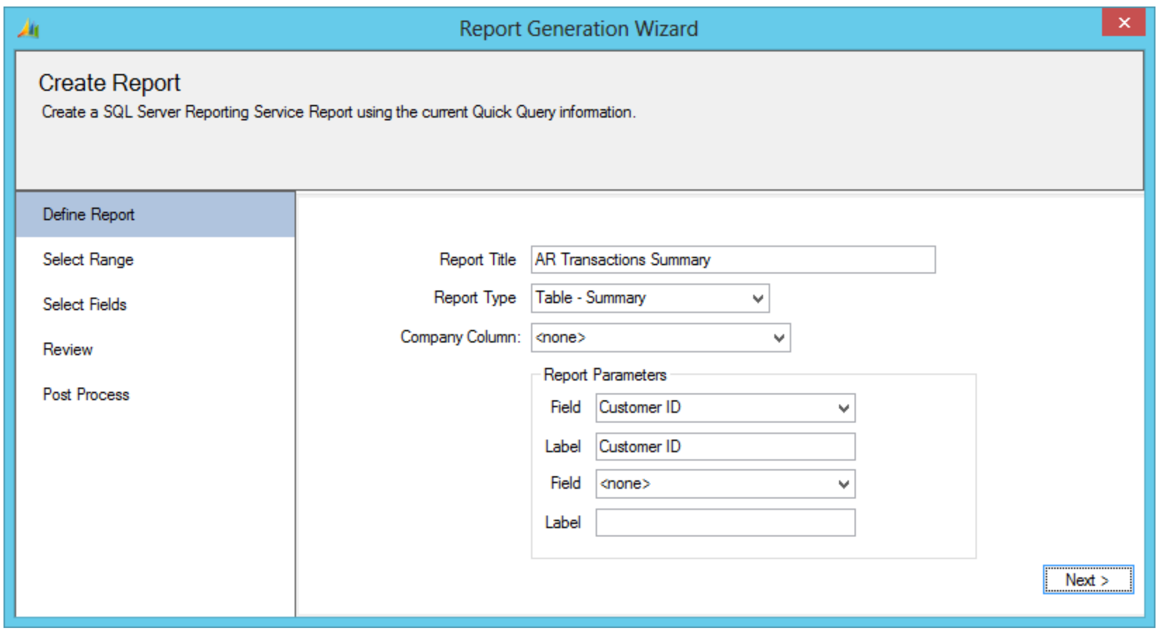


Figure 21: Report Generation Wizard – Define Report

3. **Define Report** will default the name of the Query as the **Report Title**, change the title if it is necessary.
4. In **Report Type**, specify the kind of report. The options include the following:
   - Table - Detail
   - Table - Summary
   - Chart – Column/Line.

   Note: If the *Chart – Column/Line* type is selected, the **Select Range** page appears after you complete the **Define Report** page.
5. If company is included in the Quick Query that you are using, select the Company ID field in **Company Column**. Otherwise, select <none>. This requires you to select a company parameter when you run the report.
6. You can select two **Report Parameters**. The fields that appear are those that appear by default in the query.
7. Type a label for each parameter that you select.

If no parameters are selected, the **Field** box contains <*none*> and no parameters can be set when you run the report. You should include parameters if you have high volume of data so that you can limit the data that is sorted to produce the report.

8. Click **Next** when the *Define Report* screen is finished.
9. (optional) If you selected *Chart - Column/Line* in **Report Type**, the **Select Range** page appears.

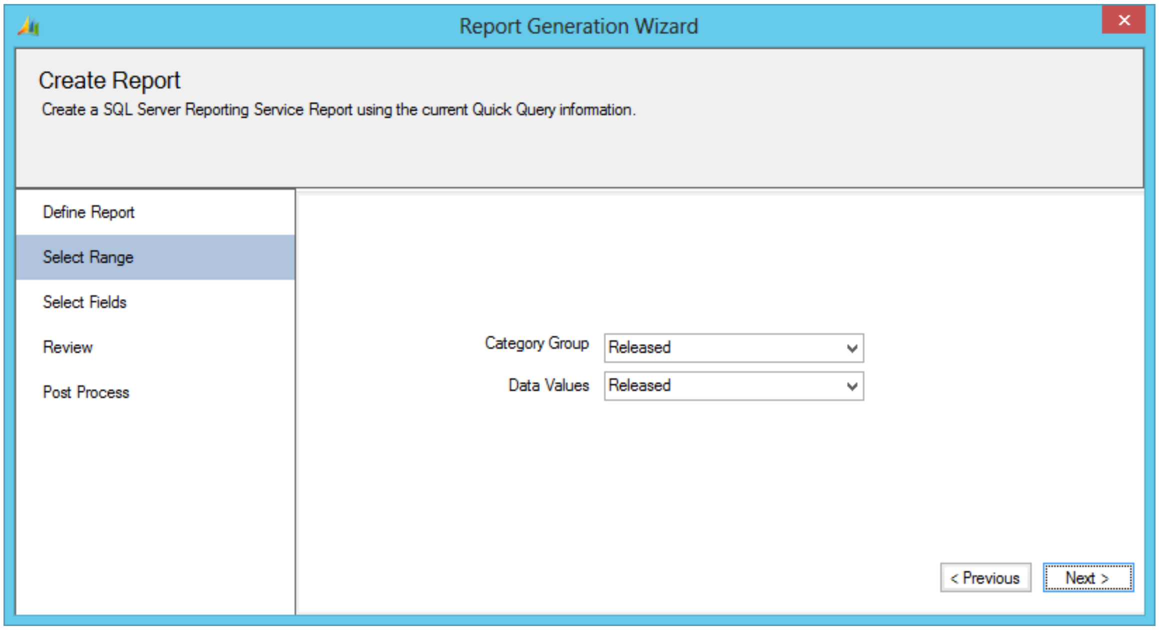


Figure 22: Report Generation Wizard – Select Range

10. Select the field that you want to use for the **Category Group**. You can select from any field in the report.
11. Select which **Data Value** is used for the category group.
12. Click **Next**. The **Select Fields** page appears.

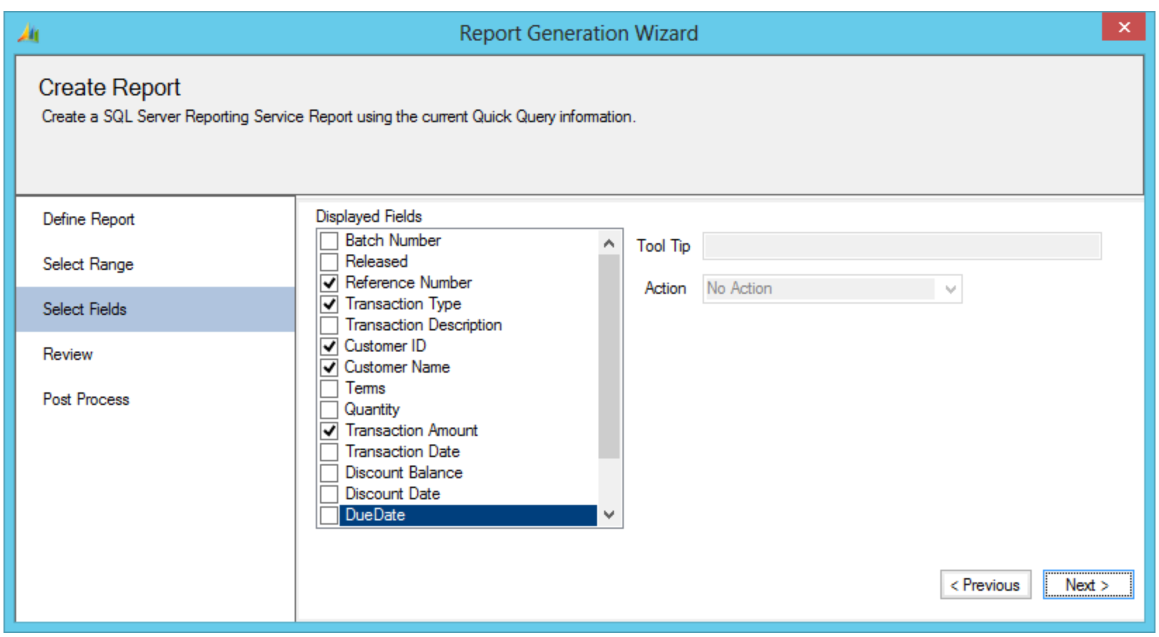


Figure 23: Report Generation Wizard – Select Fields

13. Select the fields that you want to display on the report.

14. For each displayed field, you can enter a **Tool Tip** that is displayed when you view the report. This is especially helpful for fields that have **Actions** assigned.
15. If you want to have an action happen on a field when it is selected when you view the report, select from the **Action** list. Choices are as follows:
    - Drillthrough (Report)
    - Link (Screen)
    - Link (URL)
16. Click **Next**. The **Review** page appears.

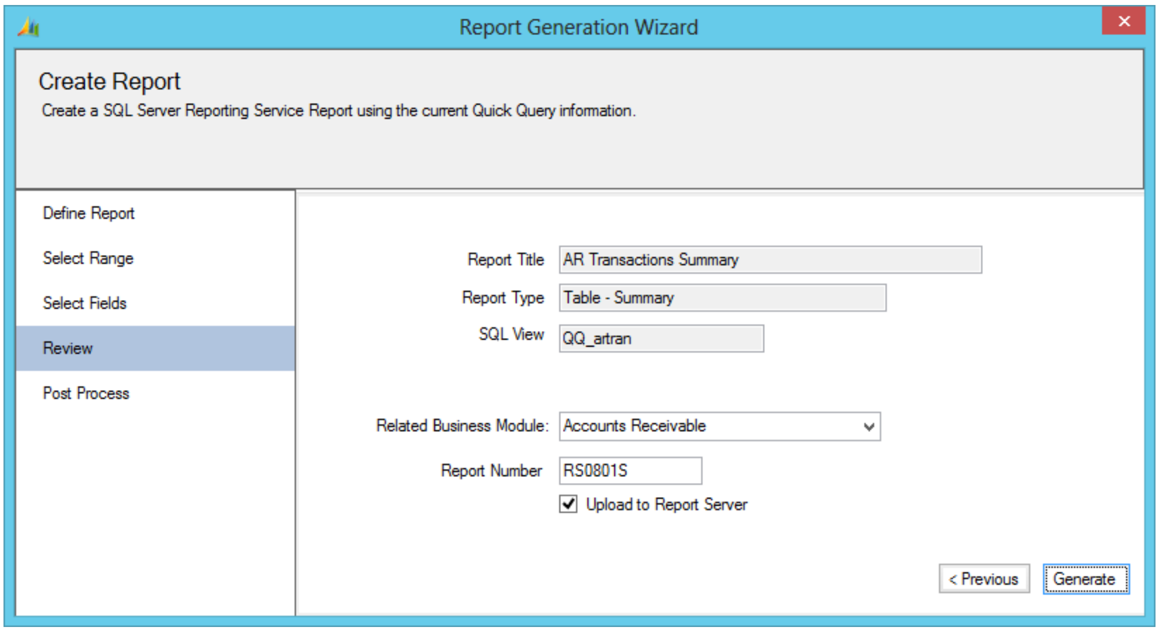


Figure 24: Report Generation Wizard – Review

17. The information that is provided on the **Define Report** page is displayed in the **Report Title** box and the **Report Type** box. The SQL view from the Quick Query view that you selected appears in the **SQL View** box. You can change these values if you want.

    The Related Business Module defaults, based on the related module assigned to the Quick Query.

    A **Report Number** is generated that resembles the Quick Query number, but can be changed at this point. This is then assigned in *Access Rights Maintenance* (95.270.00) for the users who will have access to view the report.

    The **Upload to Report Server** check box automatically uploads the report to the server.

    Note: You must have rights in to the RS.DEP.LO screen in *Access Rights Maintenance* (95.270.00), see “Permissions to Upload Reports to Report Server” on page 22.

18. Click **Generate.** The *Report Generation Wizard* completes a checklist of items to create the report, and then completes the **Post Process.**

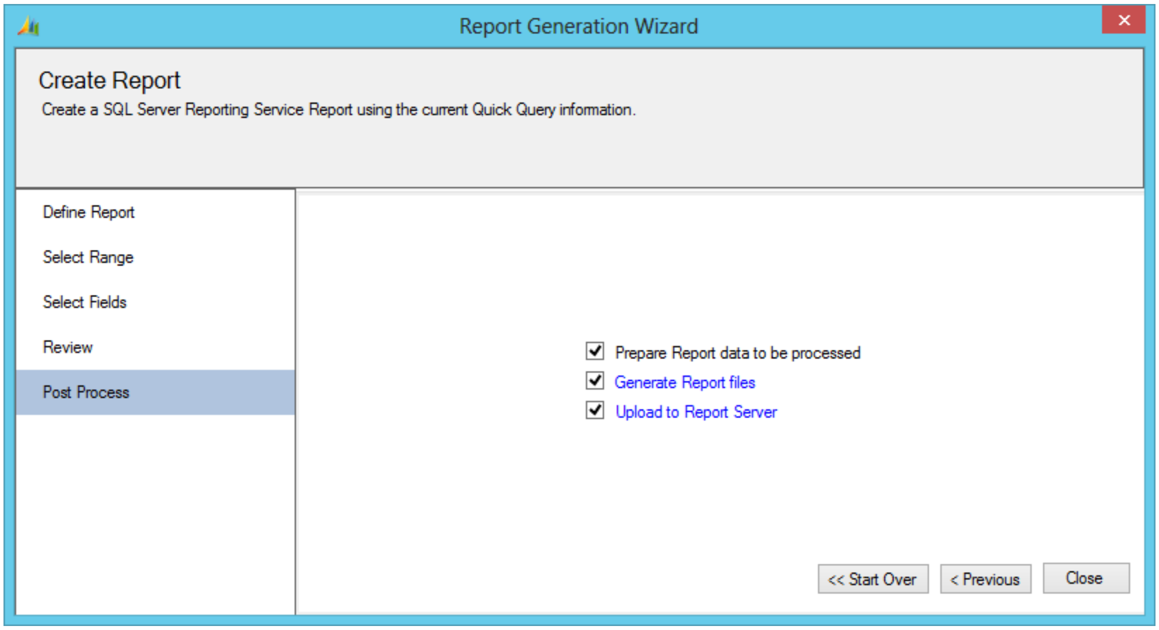


Figure 25: Report Generation Wizard – Post Process

Note: If User Account Control is enabled you may receive an error when you try to update the Report Server.

19. Close *Report Generation Wizard* by clicking **Close** or start a new report by clicking **Start Over**.

Troubleshooting

Permissions for reports are incorrect

Use the **Synchronize Report Server** button in *Database Maintenance* (98.290.00) to synchronize the Microsoft Dynamics SL security with SQL Report Server for the reports used in SSRS.

Synchronization of the rights on the Report Server associated with a Microsoft Dynamics SL system database functions to accurately represent the data that is stored in the access rights screen. For each Windows Account referenced in *User Maintenance* (95.260.00) or *Windows User Maintenance* (95.310.00), the appropriate permissions will be applied to SQL Report Server.

For more information about the **Synchronize Report Server** button, see the System Manager Help or user’s guide.

Reference

Screens

Microsoft Dynamics SL Report Server Configuration Console

Configuration Console, SQL Server

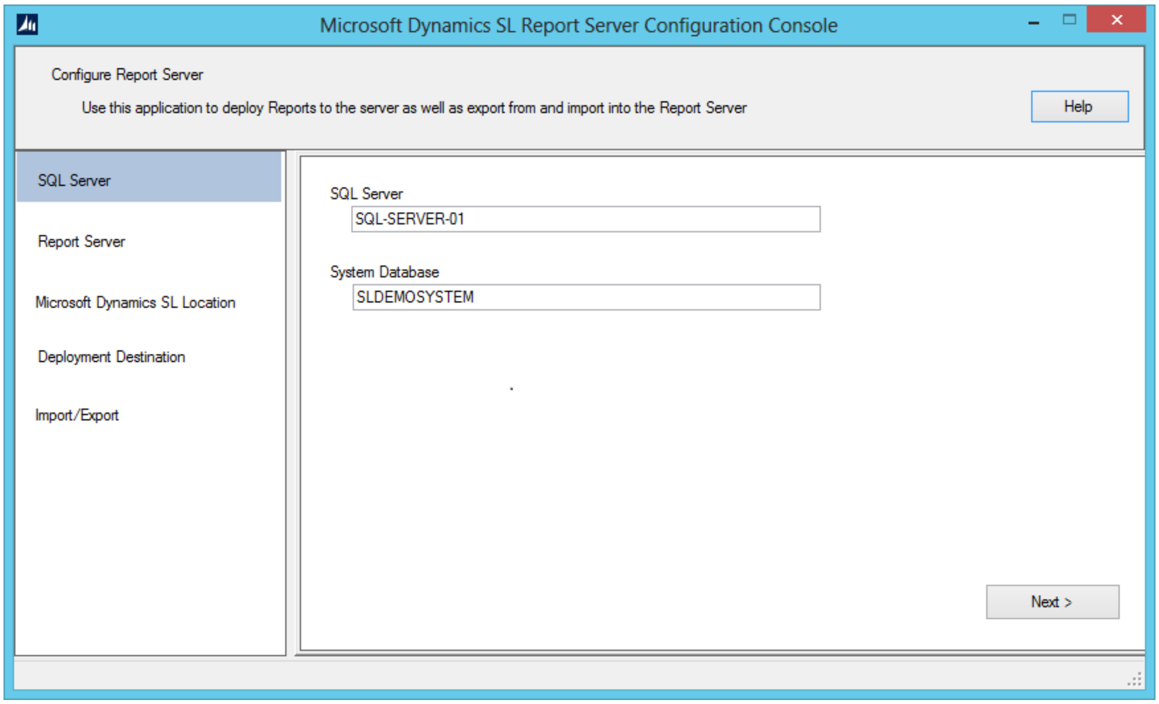


Figure 26: Microsoft Dynamics SL Report Server Configuration Console, SQL Server

The following are the field descriptions for the **SQL Server** page in *Microsoft Dynamics SL Report Server Configuration Console*.

SQL Server

Contains the name of the instance of Microsoft SQL Server where the Microsoft Dynamics SL system database exists.

System Database

Contains the name of the Microsoft Dynamics SL system database used with SSRS.

Next (button)

Validates the values and advances to the next page.

Configuration Console, Report Server

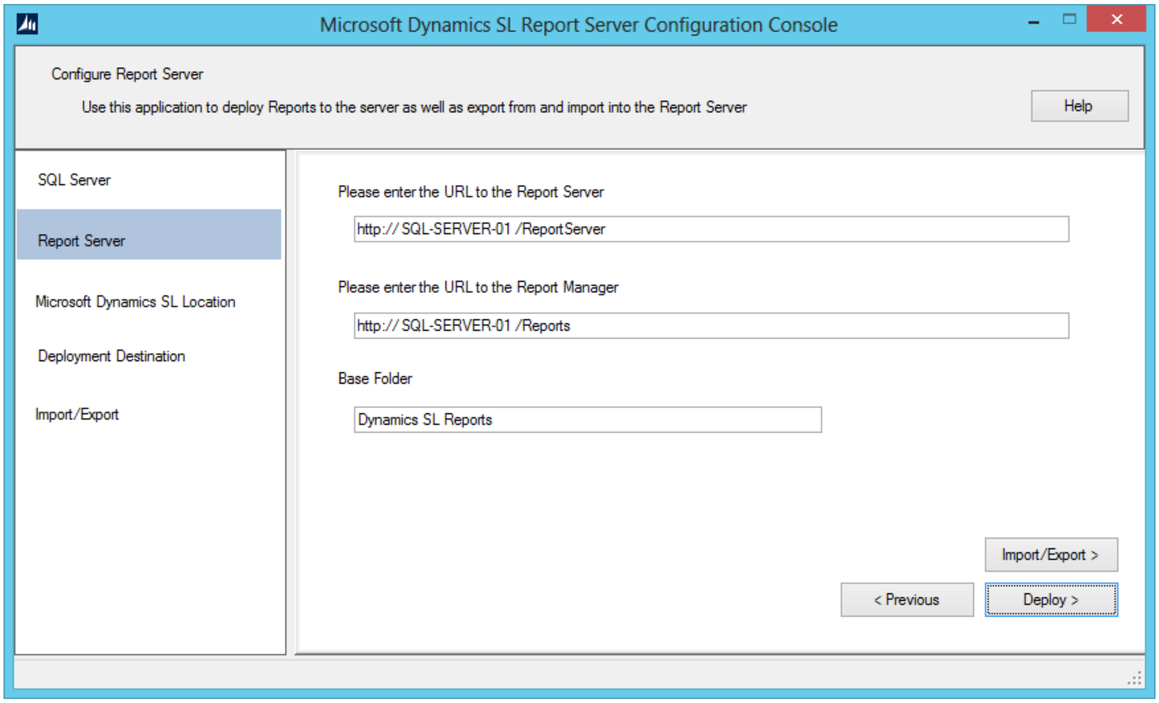


Figure 27: Microsoft Dynamics SL Report Server Configuration Console, Report Server

The following are the field descriptions for the **Report Server** page in *Microsoft Dynamics SL Report Server Configuration Console*.

Please enter the URL to the Report Server

Contains the URL for the SQL Server Report Server, in the following format:
http://<<servername>>:<<portnumber>>/ReportServer

Please enter the URL to the Report Manager

Contains the URL for the SQL Server Report Manager, in the following format:
http://<<servername>>:<<portnumber>>/Reports

Base Folder

Contains the name of the folder within which the data source and reports will exist on the SQL Server Report Server.

Import/Export (button)

Lets you export reports into an .rsx file and import .rsx files into a database.

Previous (button)

Validates the values and moves to the previous page.

Next (button)

Validates the values and advances to the next page.

Configuration Console, Microsoft Dynamics SL Location

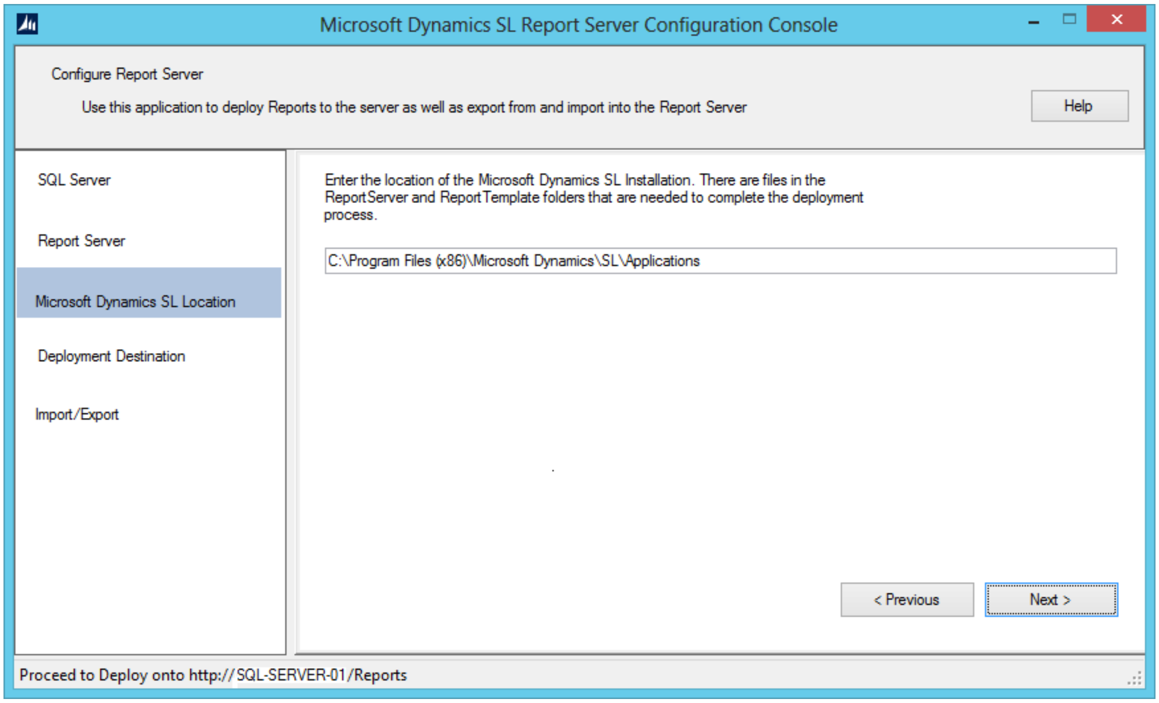


Figure 28: Microsoft Dynamics SL Report Server Configuration Console, Microsoft Dynamics SL Location

The following are the field descriptions for the **Microsoft Dynamics SL Location** page in *Microsoft Dynamics SL Report Server Configuration Console*.

Microsoft Dynamics Installation Path

Contains the path of the SL\Applications\ folder of Microsoft Dynamics SL.

Previous (button)

Validates the values and moves to the previous page.

Next (button)

Validates the values and advances to the next page.

Configuration Console, Deployment Destination

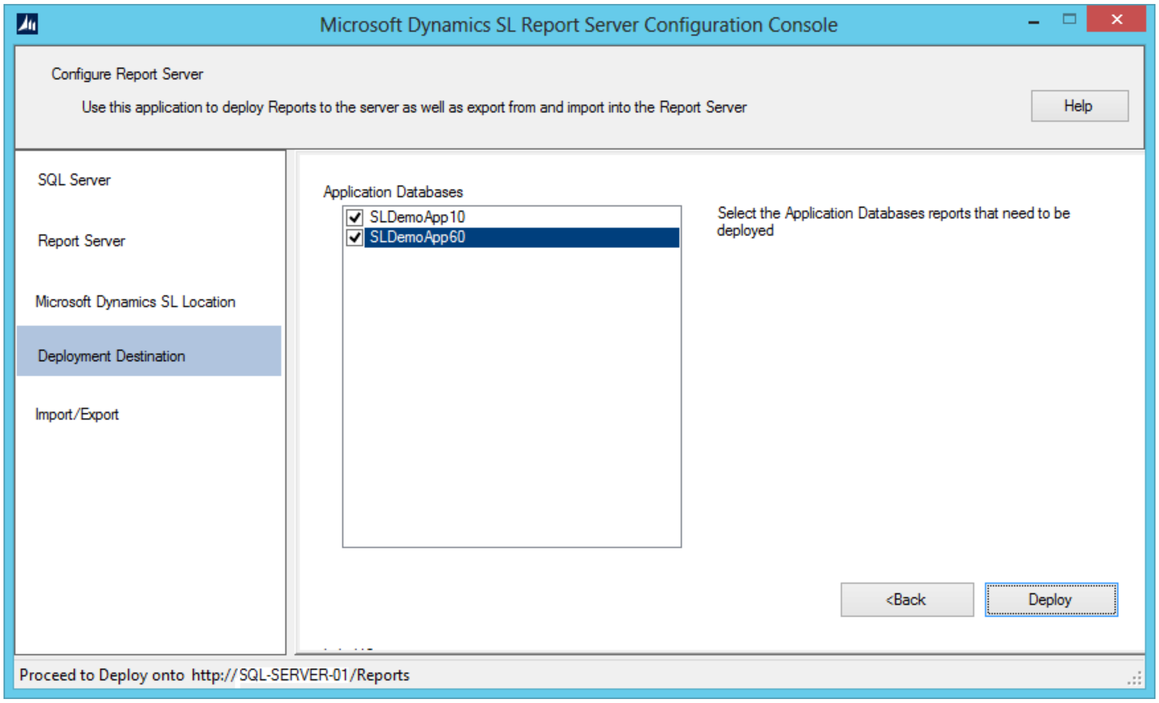


Figure 29: Microsoft Dynamics SL Report Server Configuration Console, Deployment Destination

The following are the field descriptions for the **Deployment Destination** page in *Microsoft Dynamics SL Report Server Configuration Console*.

Application Databases (check boxes)

Each check box relates to a single Microsoft Dynamics SL application database that you can synchronize with SQL Server Reporting Services.

Back (button)

Validates the values and moves to the previous page.

Deploy (button)

Deploys the standard Microsoft Dynamics SL SSRS reports to Report Server.

Reports

The following reports are available in this release of Microsoft Dynamics SL.

Administration

- **Active Users** (KPI) (RS.982.10) - Displays a list of the active Microsoft Dynamics SL users. Provides a drill down to *Active Users* (98.210.00).

Financial

Accounts Payable

- **Accounts Payable By Vendor** (KPI) (RS.031.00) - Displays in a gauge the total payables balance in Accounts Payable. Drills down to *Accounts Payable By Vendor Summary*.
- **Accounts Payable By Vendor Summary** (RS.031.01) - Displays a list of the nonzero total payables balance for each vendor in Accounts Payable. Drills down to *Accounts Payable By Vendor Detail*.
- **Accounts Payable By Vendor Detail** (RS.031.02) - Displays a list of the open document balances by vendor in Accounts Payable.

Accounts Receivable

- **Accounts Receivable Aging** (KPI) (RS.081.00) - Displays a bar chart of the total receivables in Accounts Receivable. The chart displays a **30 Days or Less** bar that drills down to *Accounts Receivable Aging Under 30 Days* and an **Over 30 Days** bar that drills down to *Accounts Receivable Aging Over 30 Days*.
- **Accounts Receivable Aging Over 30 Days** (RS.081.01) - Displays a bar chart of the receivables 31 days old and older in Accounts Receivable. The chart displays the receivables in the following bars: **31 – 60 Days**, **61 – 90 Days**, **91-120 Days**, and **Over 120 Days**.
- **Accounts Receivable Aging Over 30 Days Detail** (RS.081.03) - Displays a list of the receivables 31 days old and older in Accounts Receivable. The list displays by customer, document type, reference number, document date, and document balance. If you click the value in the **Reference Number** column, a drill down to the reference number in *Document Maintenance* (08.250.00) occurs.
- **Accounts Receivable Aging Under 30 Days** (RS.081.02) - Displays a bar chart of the receivables 30 days old and under in Accounts Receivable. The bar chart displays the receivables in the following bars: **0-10 Days**, **11-20 Days**, and **21-30 Days**.
- **Accounts Receivable Aging Under 30 Days Detail** (RS.081.04) - Displays a list of the receivables 30 days old and under in Accounts Receivable. The list displays by customer, document type, reference number, document date, and document balance. If you click the value in the **Reference Number** column, a drill down to the reference number in *Document Maintenance* (08.250.00) occurs.
- **Customer Top *N* Open Balance** (KPI) (RS.083.00) - Displays a chart of the YTD Customer Balance for the top *N* customers, where the default value of *N* is “5.” By clicking the bar in the chart, a drill down to *Customer Open Balance – Documents* (RS.083.01) occurs.
- **Customer Open Balance – Documents** (RS.083.01) - Displays a list of the reference number and document balance for documents in Accounts Receivable that have a balance. The report displays the documents for one customer at a time. By clicking the value in the **Reference Number** column, a drill down to the reference number in *Document Maintenance* (08.250.00) occurs.
- **Sales Per Salesperson** (RS.082.01) - Displays PTD history balances by salesperson, for the specified fiscal year and salesperson.
- **Top 10 Salespeople** (KPI) (RS.082.00) - Displays YTD history balances by salesperson, for the top 10 salespeople during the specified fiscal year. Drills down to *Sales Per Salesperson* (RS.082.01).

- **Total Sales Year Over Year** (KPI) (RS.084.00) - Displays a chart of the total sales for the year specified and the previous year. Drills down to *Total Sales YTD Detail* (RS.084.01).
- **Total Sales YTD Detail** (RS.084.01) - Displays a list of the YTD total sales, organized by period, for the specified date range.

General Ledger

- **Budget Variance** (KPI) (RS.011.00) - Displays a chart of the actual YTD and budget YTD amounts for income and expenses, together with the calculated variance and variance percent. By clicking the colored arrows, a drill down to *Budget Variance Detail* (RS.011.01) occurs.
- **Budget Variance Detail** (RS.011.01) - Displays a chart by account of the actual YTD and budget YTD amounts, together with the calculated variance and variance percent.
- **Change in Expenses for the Period vs Last Year** (RS.012.01) - Displays a chart of the expense total for the period range that is specified, for this year and last year, together with the difference. Drills down to *Change in Expenses for the Period vs Last Year Detail* (RS.012.02).
- **Change in Expenses for the Period vs Last Year Detail** (RS.012.02) - Displays a detailed list of the expenses for the period range that is specified, for this year and last year, together with the difference. The list is organized by the combination of account and subaccount.
- **Change in Expenses for the Year vs Last Year** (RS.013.01) - Displays a chart of the expense total for the current year and the last year, as of the period specified, together with the difference. Drills down to *Change in Expenses for the Year vs Last Year Detail* (RS.013.02).
- **Change in Expenses for the Year vs Last Year Detail** (RS.013.02) - Displays a detailed list of the expenses for the current year and the last year, as of the period specified, together with the difference. The list is organized by the combination of account and subaccount.

Project

Project Controller

- **Project In Process** (RS.PA1.00) - Displays a chart that includes the revenue total and expense total for the original budget, revised budget, and actual. You can filter the report on company, project, and project manager. Drill down to *Project In Process – Detail* (RS.PA1.01) is available.
- **Project In Process – Detail** (RS. PA1.01) - Displays a list of the original budget amount, revised budget amount, and actual amount. The list is organized by project, account type, and account category. You can filter the report on company, account type, and project. By clicking the value in the **Project** column, a drill down to the project ID in *Project Maintenance* (PA.PRJ.00) occurs.
- **My Project In Process** (RS.PA1.02) - Displays a chart that includes the revenue total and expense total for the original budget, revised budget, and actual. The report displays only those projects for which you (the logged on Windows user) are the project manager. You can filter the report on company and project. Drill down to *My Project In Process – Detail* (RS.PA1.03) is available.
- **My Project in Process – Detail** (RS.PA1.03) - Displays a list of the original budget amount, revised budget amount, and actual amount. The list is organized by project, account type, and account category. The report displays only those projects for which you are the project manager. You can filter the report on company, account type, and project. By clicking the value in the **Project** column, a drill down to the project ID in *Project Maintenance* (PA.PRJ.00) occurs.

Flexible Billings

- **Unbilled Project Aging** (RS.BI1.00) - Displays a chart of the aged accounts receivable, organized into the following columns: **31-60 Days**, **61-90 Days**, **91-120 Days**, **Over 120 Days**, and **Total**. By clicking a bar in the report, a drill down to *Unbilled Project Aging – Summary* (RS.BI1.01) occurs.
- **Unbilled Project Aging – Summary** (RS.BI1.01) - Displays a list of the aged accounts receivable amount, by project and account category. By clicking the value in the **Project** column or the **Account Category** column, a drill down to *Unbilled Project Aging – Detail* (RS.BI1.02) occurs.

- **Unbilled Project Aging – Detail** (RS.BI1.02) - Displays details about the aged accounts receivable. This includes project, account category, resource, vendor, description, transaction date, hold status, units, and amount. You can filter the report on company, account category, project, and days aged. By clicking the value in the **Project** column, a drill down to the project ID in *Billing Transaction Inquiry* (BI.TRI.00) occurs.
- **My Unbilled Project Aging** (RS.BI1.10) - Displays a chart of the aged accounts receivable, organized into the following columns: **31-60 Days**, **61-90 Days**, **91-120 Days**, **Over 120 Days**, and **Total**. The report displays only those projects for which you are the project manager. By clicking a bar in the report, a drill down to *Unbilled Project Aging – Summary* (RS.BI1.01) occurs.
- **My Unbilled Project Aging – Summary** (RS.BI1.11) - Displays a list of the aged accounts receivable amount, by project and account category. The report displays only those projects for which you are the project manager. By clicking the value in the **Project** column or the **Account Category** column, a drill down to *Unbilled Project Aging – Detail* (RS.BI1.02) occurs.
- **My Unbilled Project Aging – Detail** (RS.BI1.12) - Displays details about the aged accounts receivable. This includes project, account category, resource, vendor, description, transaction date, hold status, units, and amount. The report displays only those projects for which you are the project manager. You can filter the report on company, account category, project, and days aged. By clicking the value in the **Project** column, a drill down to the project ID in *Billing Transaction Inquiry* (BI.TRI.00) occurs.

Time and Expense for Projects

- **Expense Report** (RS.TME.XP) – Resembles the *Travel and Expense Report* (TM.410.00) available in Time and Expense for Projects and provides the ability to print the report to a printer or review the report on screen.

Project Analyst (RS.PAP.JL)

This group of reports combines the information found in Project Controller's *Project Net Profit Inquiry* (PA.PNR.00) screen, *Task Net Profit Inquiry* (PA.PND.00) screen, and related reports. Also included in this report is the information previously available in the Business Portal *Project Analyst and Executive* page.

An employee who has Project Executive rights can view data from all projects. An employee who does not have Project Executive rights can only view data from projects for which they are the Project Manager. Specify this setting in *Employee and Resource Maintenance* (PA.EMP.00).

You can filter by Company, Business Manager, Customer, Status, Employee, Project Manager, Subaccount, Contract and Description. Based on the filtering criteria, a list of projects appears and can be reviewed.

You can sort the Project List by clicking the header of the list produced from the filtering in the initial screen. This lets you sort by project, description, or status - in ascending or descending order.

Project Details from multiple projects can be viewed at the same time. From the Project Details report, you can drill down to the information that makes up the totals shown there. You can view Project Net Profit and Task Net Profit reports that are based on units or dollars. In addition you can view AR Aging totals and Unbilled Summary totals as bar graphs and pie charts.

Reports:

- **Project List** – entry point
- **Project Details** – subreport that can be expanded from each line in the Project List
- **Project Net Profit** – opened from buttons in the Project Details subreport
- **Task Net Profit** – opened from buttons in the Project Details subreport
- Other detail reports via links from Project Details, Project Net Profit, and Task Net Profit
    - **Billing Detail Inquiry**
    - **Commitment Detail**

- Financial Summary Details
- Graph
- Invoice Inquiry
- Transaction Detail

Other

- **Attachments** - Used to access attachments by report generation in *Quick Query* (QQ.VIE.00).
- **Notes** - Used to access notes by report generation in *Quick Query* (QQ.VIE.00).
- **NotesExpanded** - Used to access expanded notes by report generation in *Quick Query* (QQ.VIE.00).

Report Structure

The reports are organized in the following way.

Level 1	**Level 2**	**Level 3**
Active Users		
Accounts Payable by Vendor	Accounts Payable by Vendor Summary	Accounts Payable by Vendor Detail
Accounts Receivable Aging	Accounts Receivable Aging Over 30 Days	Accounts Receivable Aging Over 30 Days Detail
Accounts Receivable Aging	Accounts Receivable Aging Under 30 Days	Accounts Receivable Aging Under 30 Days Detail
Budget Variance	Budget Variance Detail	
Customer Top *N* Open Balance	Customer Open Balance – Documents	
Top 10 Salespeople	Sales Per Salesperson	
Total Sales Year Over Year	Total Sales YTD Detail	
Change in Expenses for the Period vs Last Year	Change in Expenses for the Period vs Last Year Detail	
Change in Expenses for the Year vs Last Year	Change in Expenses for the Year vs Last Year Detail	
Project In Process	Project In Process – Detail	
My Project In Process	My Project In Process – Detail	
Unbilled Project Aging	Unbilled Project Aging – Summary	Unbilled Project Aging – Detail
My Unbilled Project Aging	My Unbilled Project Aging – Summary	My Unbilled Project Aging – Detail
Expense Report		
Project Analyst – Project List	• Project Details • Project Net Profit • Task Net Profit	• Billing Detail Inquiry • Commitment Detail • Financial Summary Details • Graph • Invoice Inquiry • Transaction Detail

Glossary of Terms

KPI

Key Performance Indicator - any measurable value in a report that has business significance, for example, Total Sales.

RDL

Report Definition Language - an XML representation of a SQL Server Reporting Services report definition. For more information, see “Report Definition Language (SSRS)” at http://msdn.microsoft.com/en-us/library/ms155062.aspx.

Report Definition

The contents of the RDL file in the form of XML.

SSRS

SQL Server Reporting Services – tools and services to help you create, deploy, and manage reports for your organization. For more information, see “Reporting Services (SSRS)” at http://msdn.microsoft.com/en-us/library/ms159106.aspx.

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