



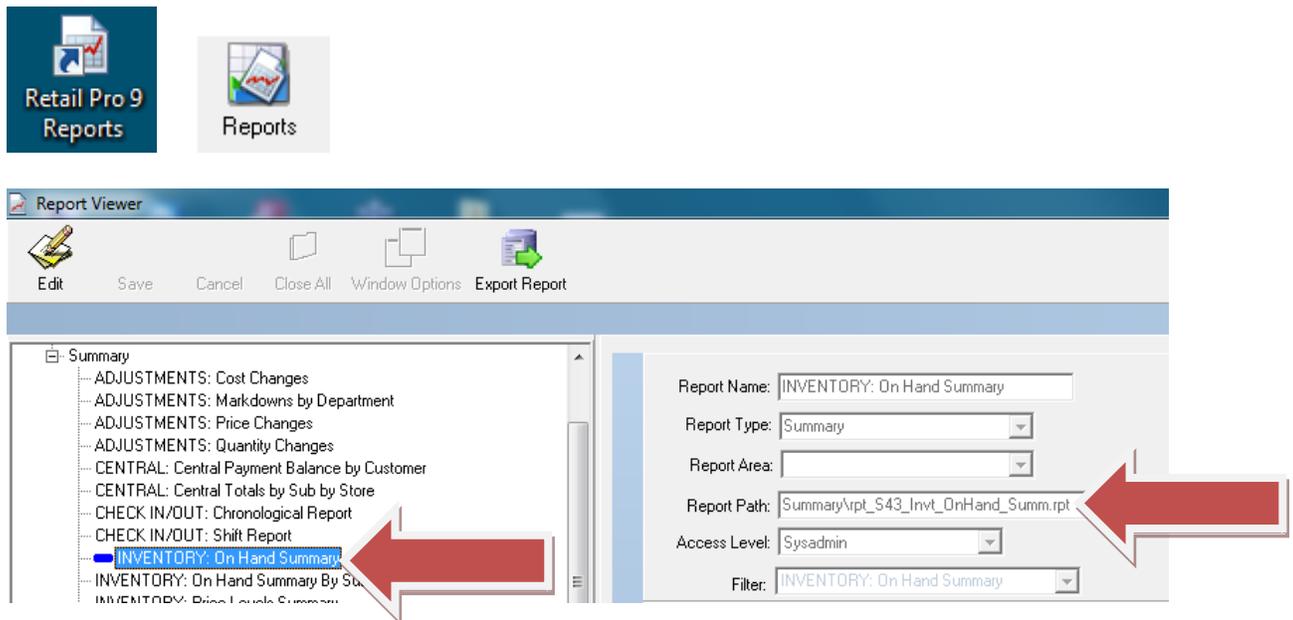
Changing Report Layouts RP9

<https://www.youtube.com/watch?v=t1fxErRVGvU>

Reports in Retail Pro Version 9 are changeable only using a third party program called Crystal Reports Writer. Using this program, you can alter the content and the appearance of a V9 report. We will show an example of what you can change if you have Crystal Reports Writer installed. In this example we will replace the UPC field in the detail line with Description 2.

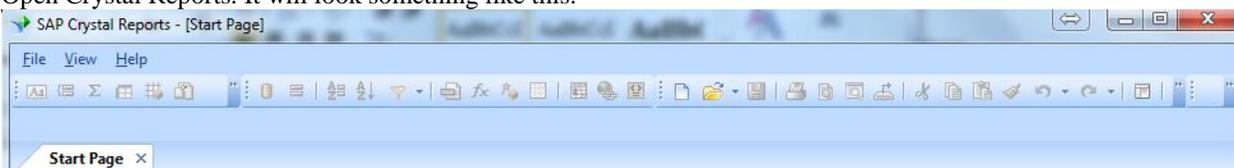
If you would like a quote for purchasing Crystal Reports Writer, please contact BHD at 1-800-377-7776.

First, you will need to find the name of the report you want to work on. Start the RetailPro9 reports program and open the report list in the SUMMARY section.

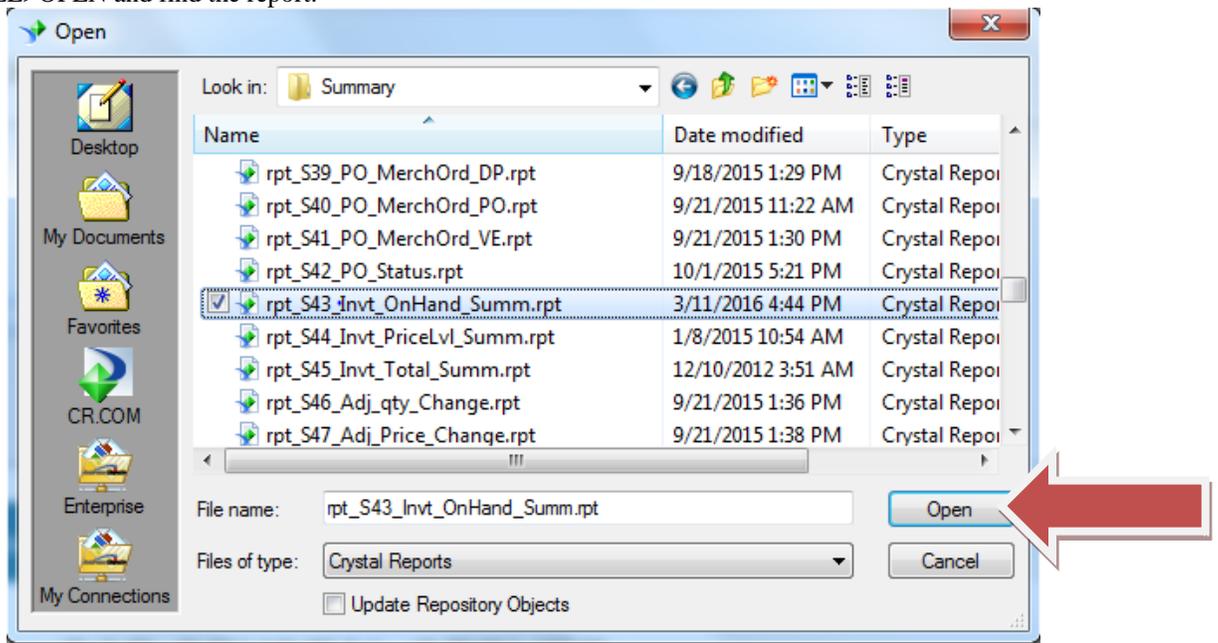


Make a note of the REPORT PATH, you will need this to open this report in Crystal Reports Writer.

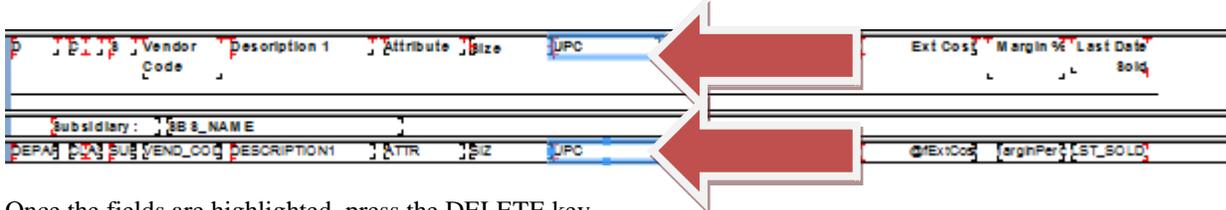
Open Crystal Reports. It will look something like this:



Go to FILE>OPEN and find the report.

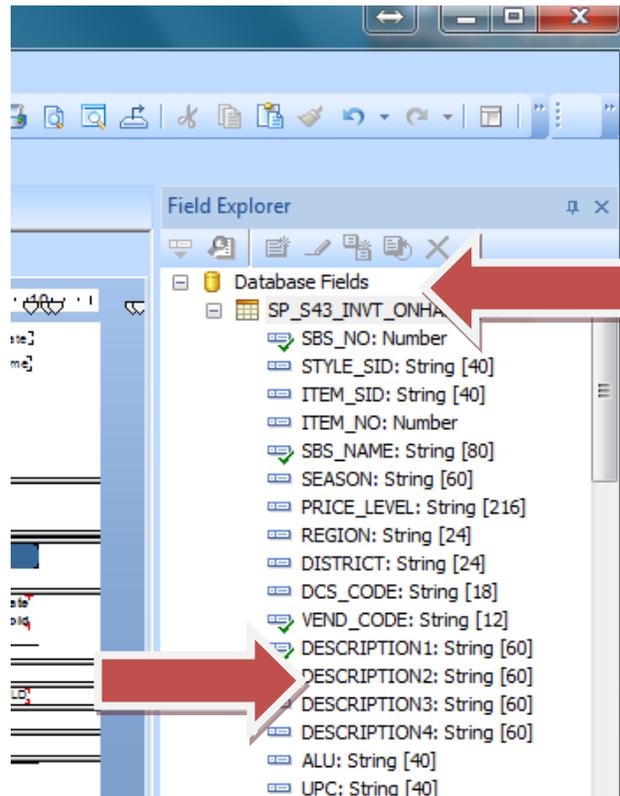


Once the file is open, we will replace the UPC field with DESCRIPTION 2. First highlight the UPC data field and the UPC header label. (LEFT-CLICK to select the field, SHIFT, LEFT-CLICK to select additional fields)



Once the fields are highlighted, press the DELETE key.

Now open up the DATABASE FIELDS list in the FIELD EXPLORER.

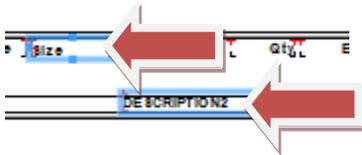


Drag the DESCRIPTION 2 into the space where we deleted UPC. Highlight the data field and the header label, and shorten them to fit the space by holding down the SHIFT,LEFT ARROW.

Vendor Code	Description 1	Attribute	Size	Qty	Ext Price	Ext Cost	Margin %	Last Date Sold		
Subsidiary: SB 8_NAME										
DEPA	END_CODE	DESCRIPTION1	ATTR	SIZE	DESCRIPTION2	QTY	ExtPrice	ExtCost	MarginPer	LAST_SOLD
Subtotal by Subsidiary					U MM.QTY	of @ExtPrice	@SbsExtCos	MarginPer		
Grand Total					U MM.QTY	of @ExtPrice	@GTExtCos	MarginPer		

Now we will line the header label up with the rest of the headers. LEFT-CLICK to select any of the header labels, SHIFT, LEFT-CLICK to highlight the DESCRIPTION 2 label. Then RIGHT-CLICK on the first header label.

Then click on ALIGN>TOP and the labels should line up and your screen should look like this:



Vendor Code	Description 1	Attribute	Size	DESCRIPTION2	Qty	Ext Price	Ext Cost	Margin %	Last Date Sold	
Subsidiary: SB 8_NAME										
DEPA	END_CODE	DESCRIPTION1	ATTR	SIZE	DESCRIPTION2	QTY	ExtPrice	ExtCost	MarginPer	LAST_SOLD

Don't forget to SAVE YOUR CHANGES! Go to the FILE>SAVE at the top of the screen.