# How to import a Crystal Report in SAP Business One

This guide shows you how to import a Crystal Report in SAP Business One, using a client invoice report as the example. You open the Report and Layout Management window, run the import assistant, assign the report to the Sales Reports category, and verify the result. The interface labels appear in Spanish, with English translations in parentheses.

## Prerequisites

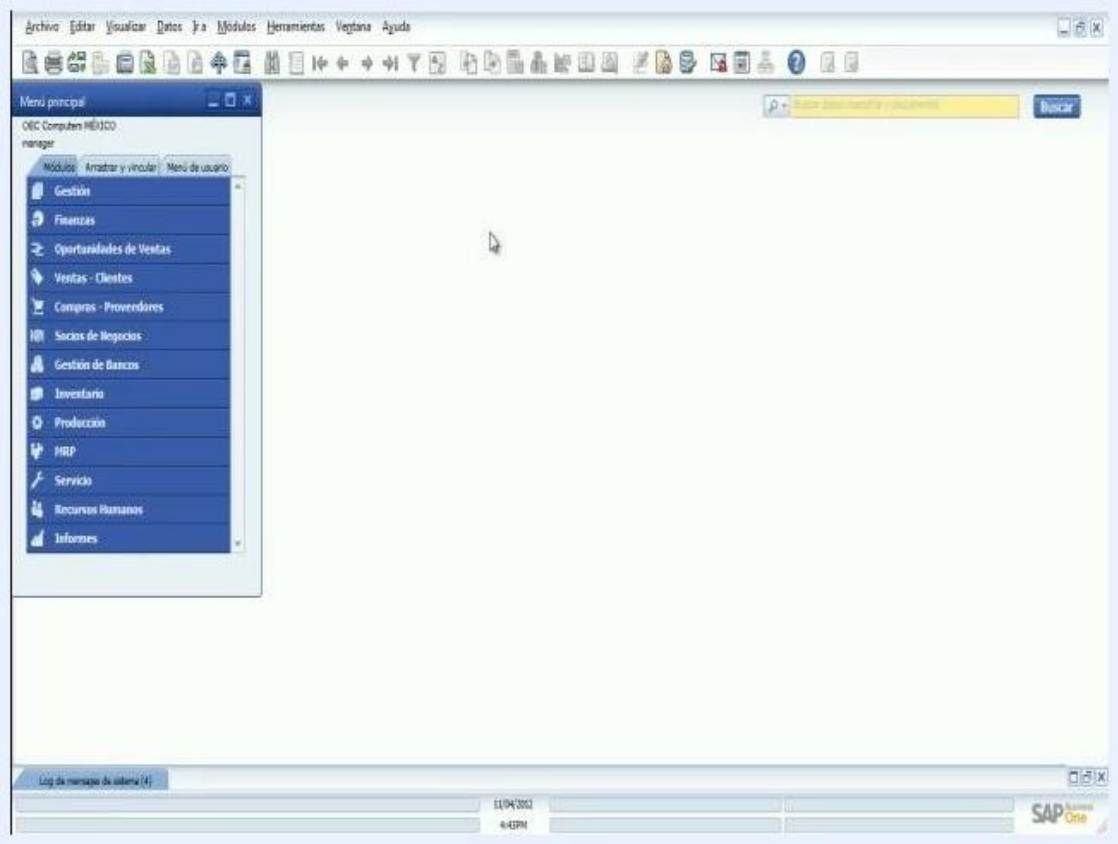
Before you start, make sure you have the following:

- Access to SAP Business One, with you logged in and the navigation modules visible.
- A Crystal Reports file with the .rpt extension (for example, Factura.rpt) saved in a location you can browse to.

# Open the Report and Layout Management window

## Step 1: Open SAP Business One and locate the main menu

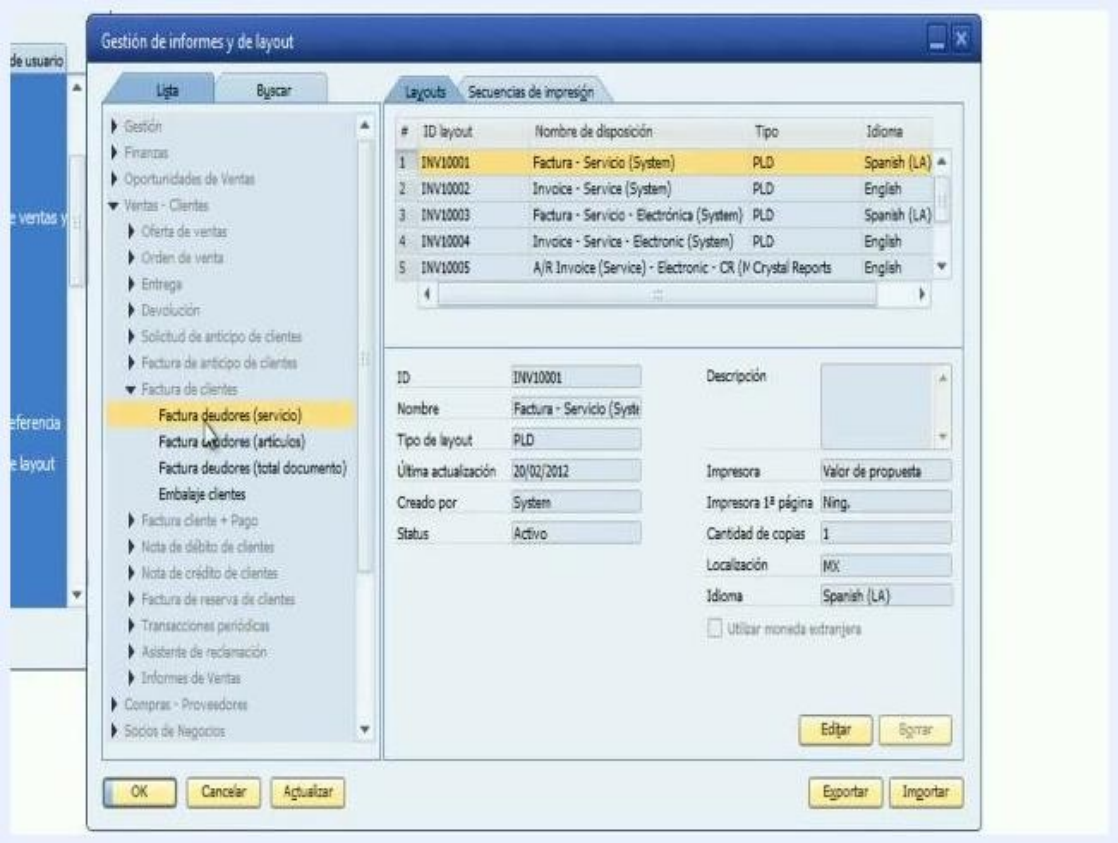
Launch SAP Business One. On the left side of the screen, find the **Menú principal** (Main Menu) panel. Confirm that you are logged in and can see the navigation modules.




**Main menu of SAP Business One with the navigation modules visible, including Gestión, Finanzas, Ventas - Clientes, Inventario, and Informes.**

## Step 2: Go to Report and Layout Management

In the **Menú principal**, click **Gestión** (Management). Then expand the following path: **Gestión > Definiciones > General > Gestión de informes y de layout** (Report and Layout Management).



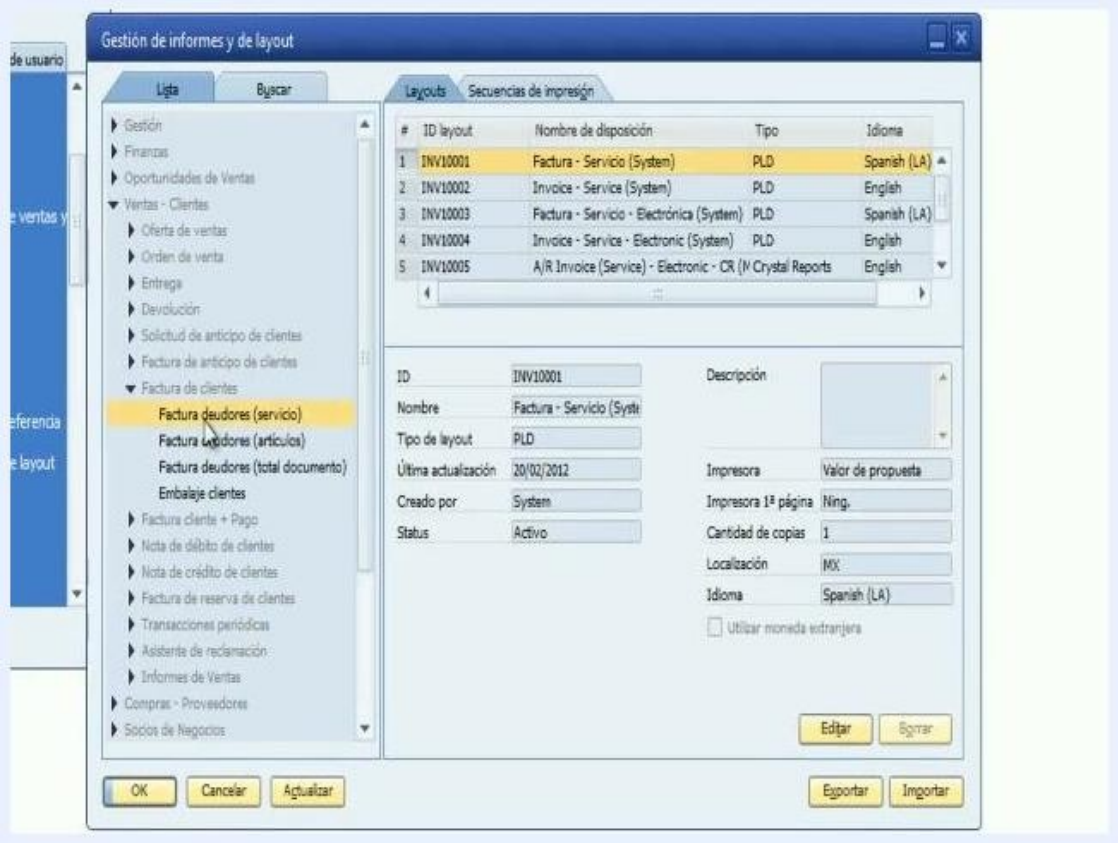

**Close-up of the SAP Business One main menu with the Gestión module and its submodules highlighted.**

The **Gestión de informes y de layout** window opens. On the left, you see a list of categories such as Gestión, Finanzas, and Oportunidades de Ventas. At the bottom, you see these buttons: **OK**, **Cancelar** (Cancel), **Actualizar** (Update), **Exportar** (Export), and **Importar** (Import).

## Step 3: View the available layouts for client invoices

Click the **Layouts** tab at the top of the window. In the left pane, select **Factura deudores (servicio)** (Debtor Invoice - Service).

The right pane lists all available layouts for this document type. For each layout, you see the ID layout, **Nombre de disposición** (Layout Name), **Tipo** (Type), and **Idioma** (Language).

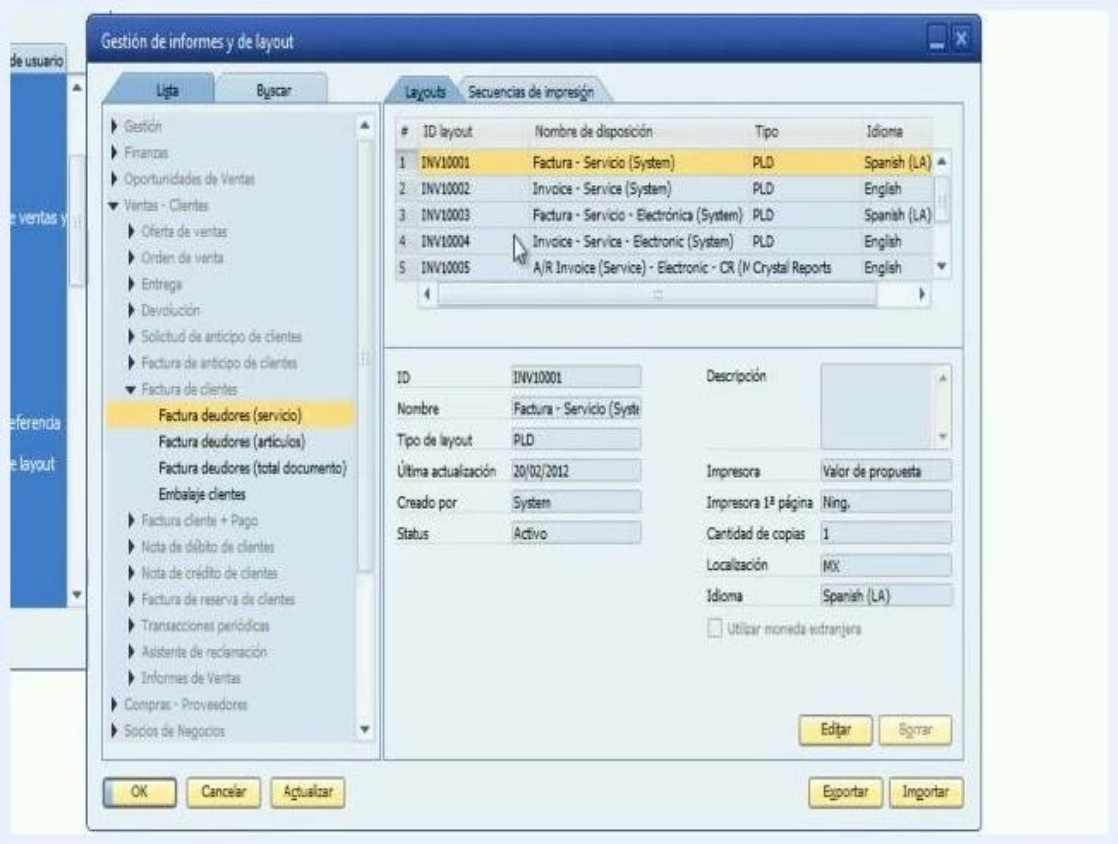



**List of available layouts for debtor invoices (service), showing ID, name, type, and language.**

# Import the Crystal Report

## Step 4: Start the import assistant

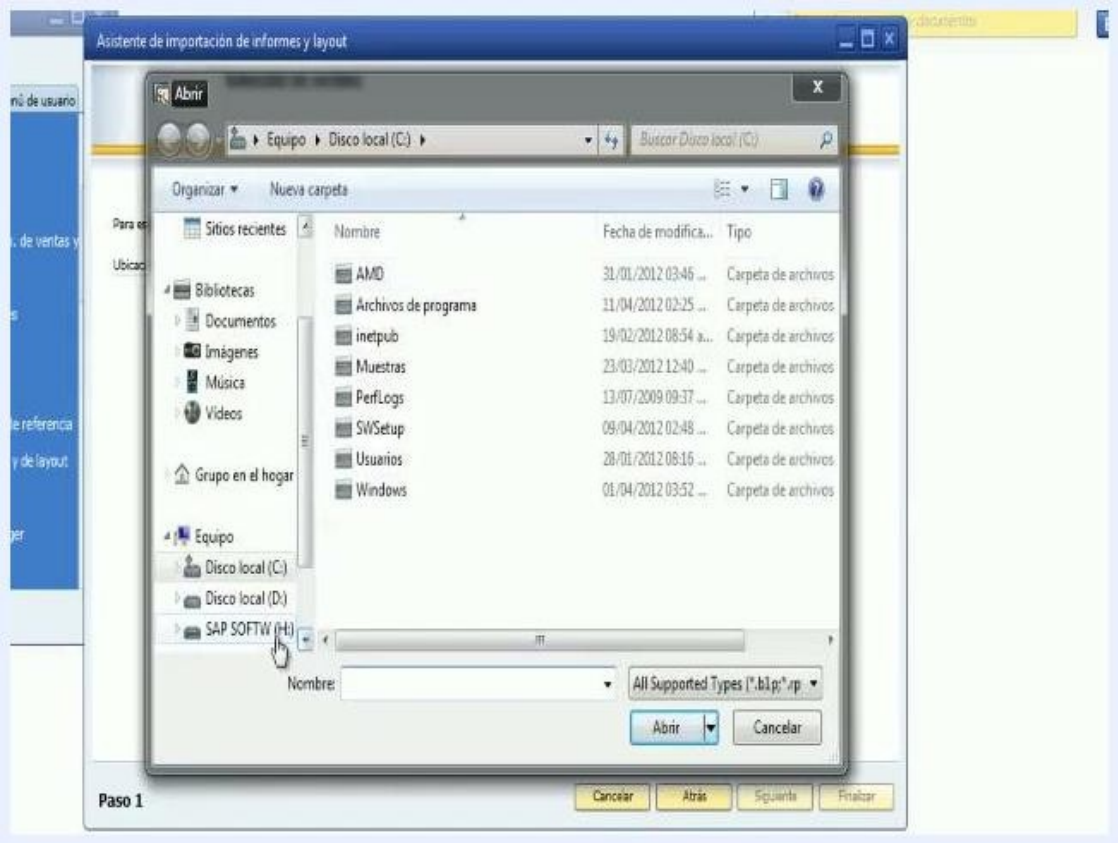
Click the **Importar** (Import) button at the bottom right of the window. The **Asistente de importación de informes y layout** window appears. Read the instructions, then click **Siguiente** (Next).




**Import assistant window with the Siguiente (Next) button highlighted.**

## Step 5: Browse to and select the Crystal Reports file

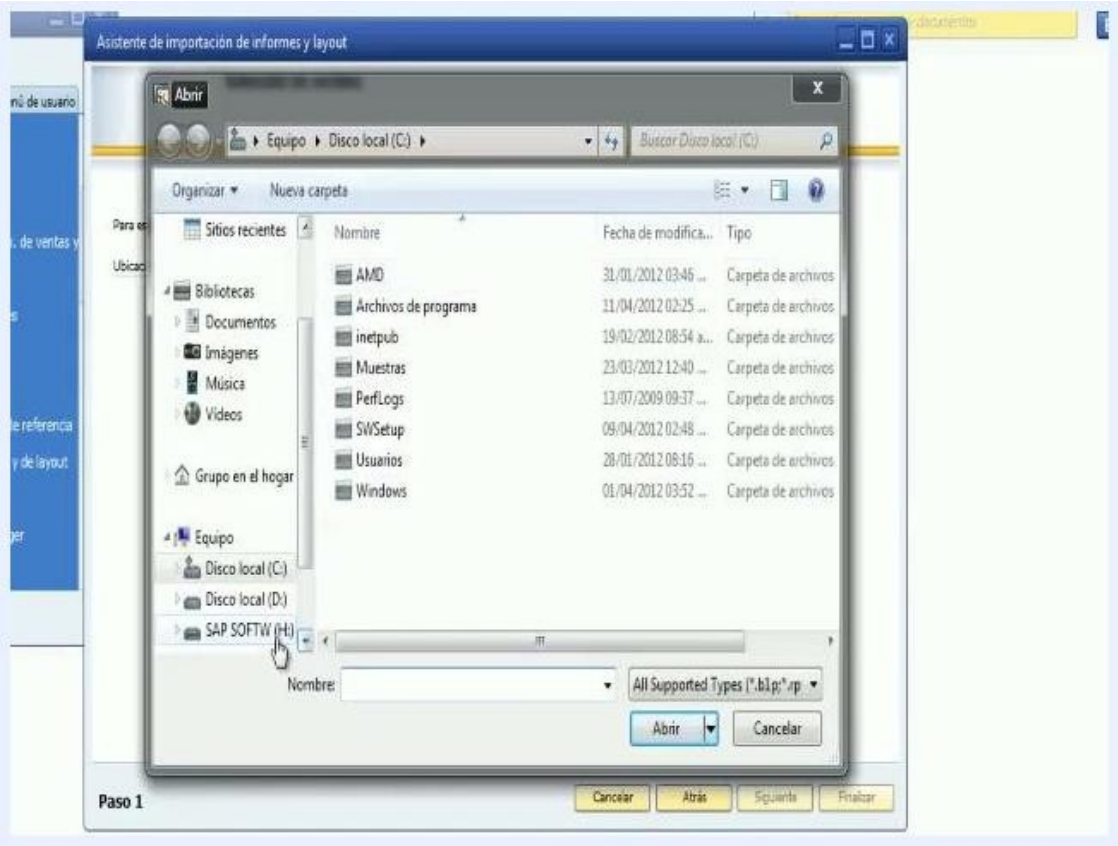
In the file selection dialog, navigate to the location where your Crystal Reports file is saved. Select the .rpt file (for example, Factura.rpt) and click **Abrir** (Open).




**File browser window showing the location of the Crystal Reports file.**

## Step 6: Set the content type and open the destination selector

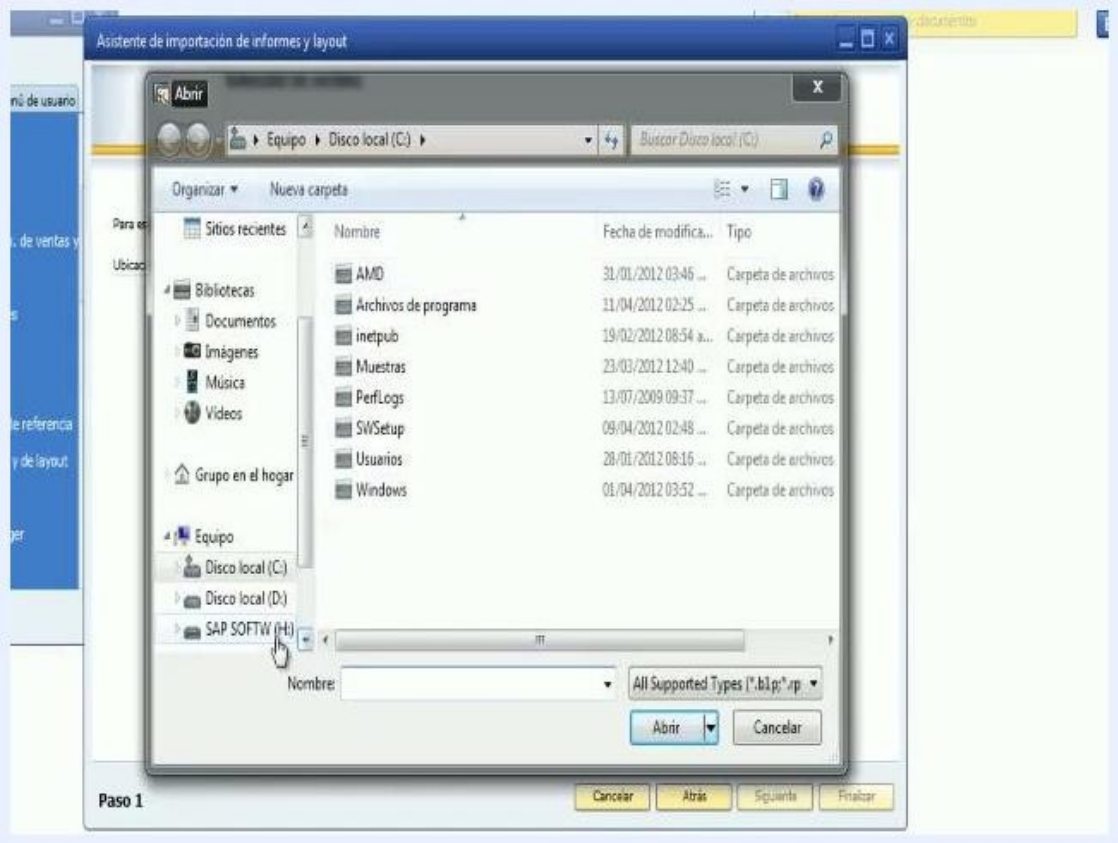
In the **Selección de archivo** (File Selection) window, confirm the file path under **Ubicación de archivo** (File Location). Under **Tipo de contenido** (Content Type), select **Informe** (Report) instead of **Layout**. Then click the button with three dots (**...**) to specify where to save the report.




**File Selection window with the Layout and Report options and the field for the destination.**

## Step 7: Assign the report to the Sales Reports category

In the **Formulario de la selección del menú** (Menu Selection Form) window, select **Informe de Ventas** (Sales Report) as the destination for the imported report. Click **OK** to confirm.



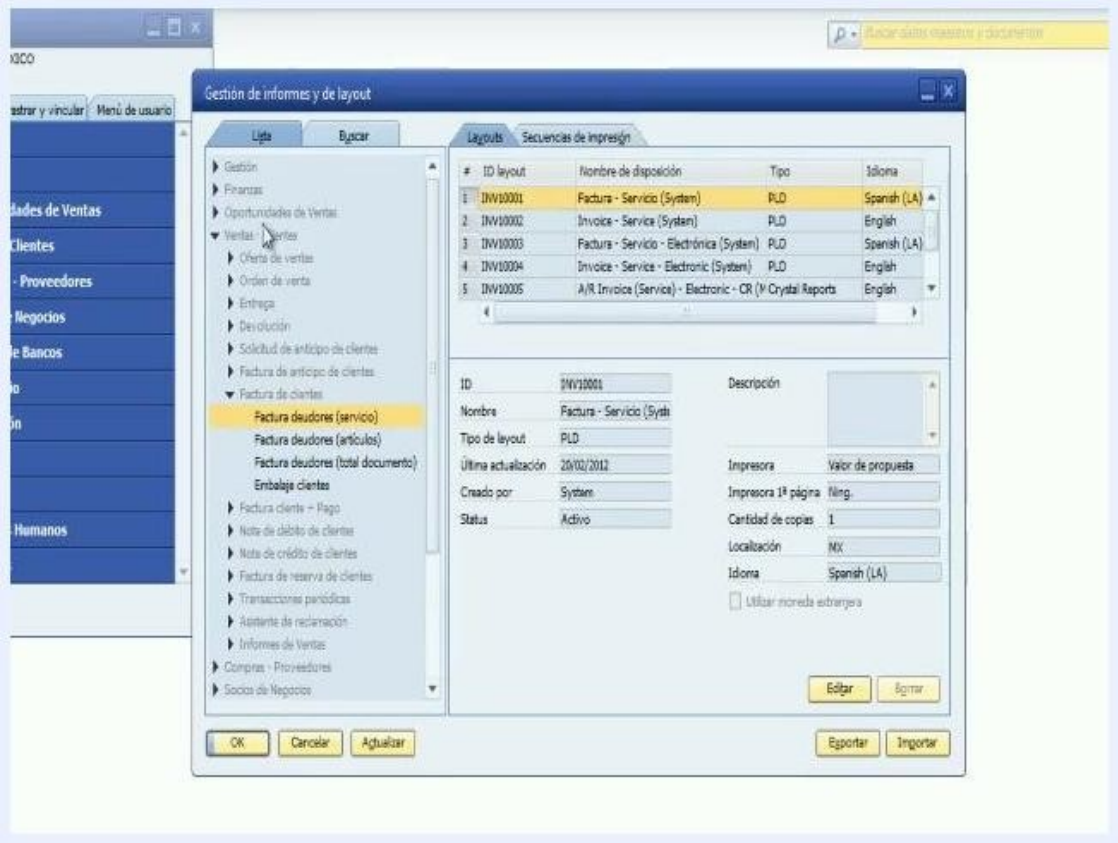

**Menu Selection Form with the report categories shown and Informe de Ventas (Sales Report) highlighted.**

## Step 8: Finish the import

Back in the **Selección de archivo** window, check the following before you continue:

- The path under **Ubicación de archivo** is correct (for example, H:\Report\Factura.rpt).
- **Informe** (Report) is selected as the content type.
- The destination path is **Ventas - Clientes > Informes de Ventas**.

Click **Finalizar** (Finish) at the bottom right to start the import.




**File Selection window with the Finalizar (Finish) button highlighted, ready to complete the import.**

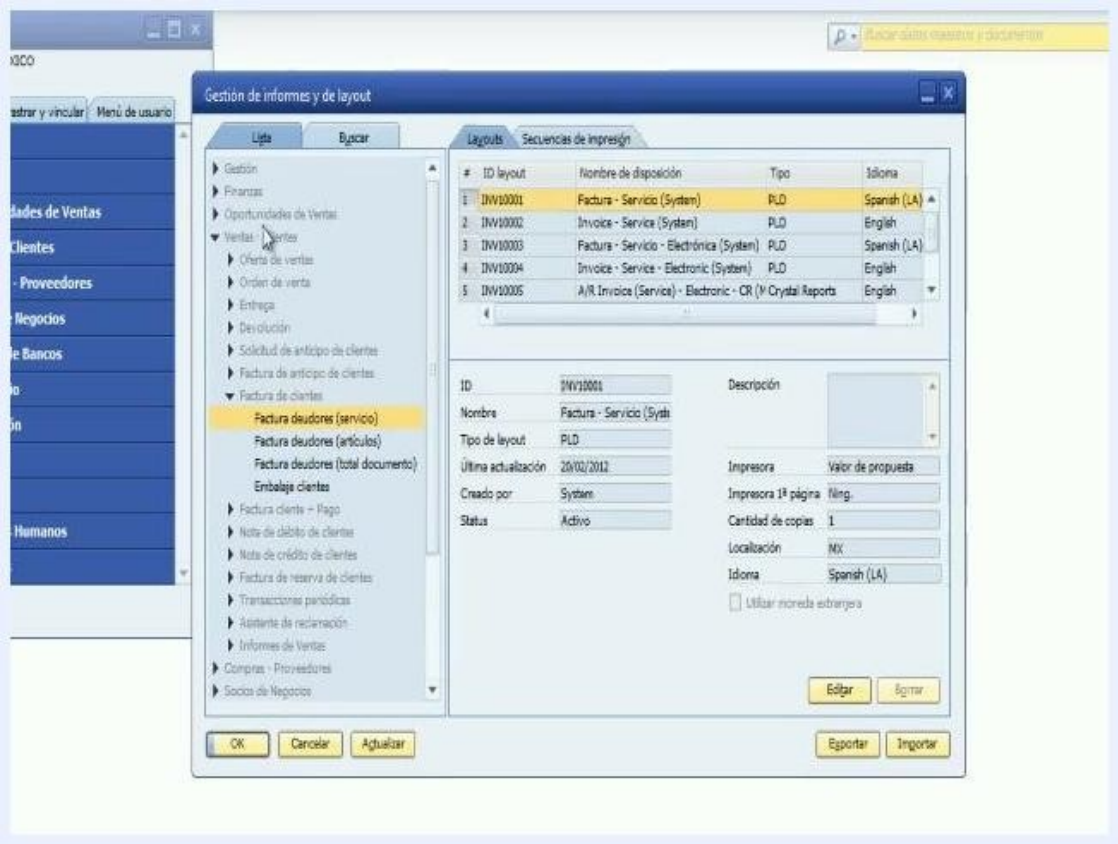
## Step 9: Confirm that the import succeeded

Wait a few moments while SAP Business One processes the import. A confirmation window appears and indicates that the import was successful. Close this window to return to the main application.

# Verify the imported report

## Step 10: Open the Sales Reports section

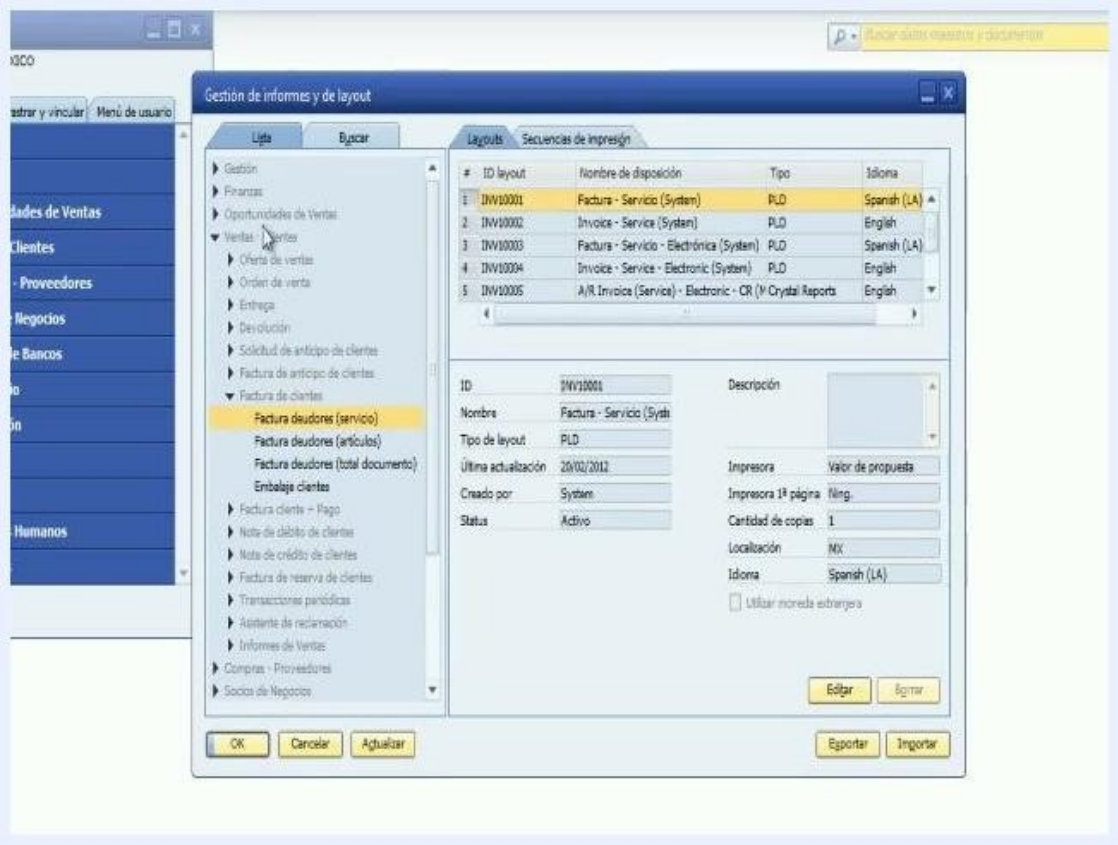
In the **Gestión de informes y de layout** window, expand this path in the left pane: **Ventas - Clientes** (Sales - Clients) **> Informes de Ventas** (Sales Reports). Scroll through the list to find your imported report.




**Report and Layout Management window showing the Sales Reports section and its available layouts.**

## Step 11: Find the report in the list

Look for your report under the name you assigned (for example, **Factura**). Confirm that its details, such as ID, name, type, and language, are correct.



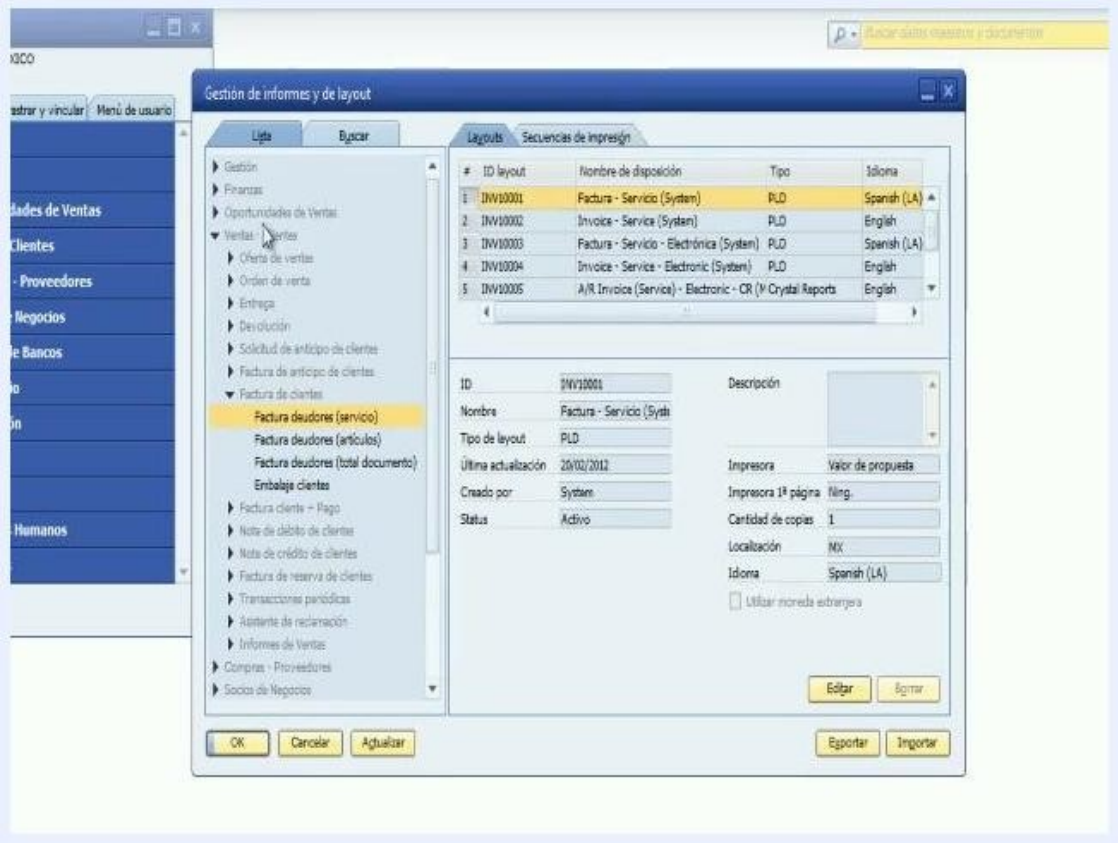

**Close-up of the imported report Factura listed under Sales Reports with its details visible.**

## Step 12: Review the report properties

Select the imported report to display its properties on the right side of the window. Verify these details:

- ID (for example, RCH10011)
- Name (for example, Factura)
- Last update date
- Created by
- Status, which should be **Activo**
- Location (for example, Ventas - Clientes > Informes de Ventas)

- Crystal Reports file association




**Detailed properties of the imported report Factura in the Report and Layout Management window.**

## Summary

You now know how to import a Crystal Report in SAP Business One. You imported a Crystal Reports client invoice report, assigned it to the Sales Reports category, and verified it in the **Informes de Ventas** section. The report is ready to use in the system.