infoware Reporting

There are 2 types of text-based reports within **info**ware:

1. <u>Standard Report</u> – Normally printed, faxed or emailed in its entirety (can be part printed, faxed or emailed) e.g. trial balance.

2. <u>Report Splitter Forms</u> – Reports that are designed to tag each form for delivery by <u>either</u> print, fax or email e.g. debtor statement.

    The default delivery method for each form type is defined in the relevant account maintenance pertaining to the recipient of the form e.g. Debtor Account Maintenance for Statements and Invoices.

    Select 'L' – Forms Delivery

    ```
    Form                    Delivery Method  Person

    Debtor Statement                 E       Daryl Northfield
    Debtors Free Format Invoice      F       Accounts




    └─End of File────
    ```

    NOTE: The type of forms being delivered will vary from site to site

Delivery Method	P – Print
	F – Fax
	E – Email

    Contact Person   Contact person may print on some methods of delivery (optional).

    Fax Number   Required for Fax Delivery Method.

    Email   May define up to 2 email addresses. At least one email address is required for the Email Delivery Method.

    ```
    ┌ Form Delivery Options - Debtor Statement                        ┐
    │Delivery Method: E.                                              │
    │Contact Person.: Daryl Northfield              .                 │
    │Fax Number.....: (07) 32684359 .                                 │
    │Email Address 1: accounts@satsof.com.au                        . │
    │Email Address 2:                                               . │
    └                                                                 ┘
    ```

    Reports designed to interface with **info**ware's Report Splitter will have a header section at the top of each form which contains "##IW Section ##", the delivery method (Print, Fax or Email), the form id and followed by the default destination.
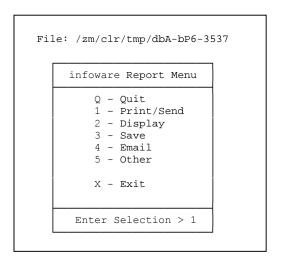
e.g.:
##IW SECTION## Email=accounts@satsof.com.au;id=SSTOPCUS

In this example, form id is SSTOPCUS and delivery by email to accounts@satsof.com.au

The "IW Section" line does not appear on the form when printed, faxed or emailed.

infoware Reporting Interface

The **info**ware reporting interface now allows faxing & emailing of reports in addition to the usual display and print options. **Faxing requires installation of Faximum. Faxing is not provided in info**ware **Services**. After displaying a report the following menu is displayed.

```
File: /zm/clr/tmp/dbA-bP6-3537


    ┌──────────────────────────┐
    │   infoware Report Menu    │
    ├──────────────────────────┤
    │     Q - Quit              │
    │     1 - Print/Send        │
    │     2 - Display           │
    │     3 - Save              │
    │     4 - Email             │
    │     5 - Other             │
    │                           │
    │     X - Exit              │
    │                           │
    ├──────────────────────────┤
    │   Enter Selection > 1     │
    └──────────────────────────┘
```

Option Q and X both exit out of the report menu.

Option 1 allows the user to print or send the report via fax or email. Also choose this option for reports that interface to **info**ware's Report Splitter to automatically send each form by its default delivery method (Print, Fax or Email) and destination.

Option 2 will re-display the report. To display the report and show its internal printer codes select 5 (Other), then 5 (Display With Print Codes).

Option 3 allows the report to be saved to the permanent reports area, shared EFT or home directories.

Option 4 allows the whole report to be emailed.

Option 5 allows other functions related to the report & other reports

Option 1. Print/Send

This option allows the report (or parts thereof) to be printed, faxed or emailed. It will also handle Report Splitter reports that have combined methods of delivery i.e. report may have some forms printed, some faxed and some emailed e.g. Debtor Statements where some debtor accounts may be sent to specified email addresses, other accounts faxed and the remainder printed.

When option 1 is chosen the following screen is displayed

```
              R E P O R T   P R I N T   P A R A M E T E R S

              Source File Name.: /za/haw/tmp/dbA-bP6-3537
              Combined Pr/Fx/Em: N


              Which Part.......: All              .
                                                  .
              Start Page Number:      1.
              Number of Pages..: All   .
              Lines per Page...:     66.

              Delivery Method..:                  .
              Which Printer....: null             .
              Which Fax........: fax1             .
              Number of Copies.:      1.

              Proceed (Y/N)....:  .

 ....................................................................
  Screen sy.repops.print                             Record:      27
                 File: /za/haw/tmp/dbA-bP6-3537
```

Enter Y into "proceed (Y/N)" or press [Save] or [Esc] [Esc] at any time to use the information displayed.

The **Combined Pr/Fx/Em** field is N for normal reports and Y for combined Report Splitter reports.

For normal reports "**Which Part**" will default to "All" but by pressing the F6 key a selection box will be shown as follows to allow All or Selected Pages to be chosen.

```
All
Selected Pages
```

All – selects all of the report
Selected Pages – allows selection of part of the report. The start page number and number of pages is requested.

For combined reports "**Which Part**" will default to "All" but by pressing the F6 key a selection box will be shown as follows

```
 All
  Selected Pages
  Specific Form
  Print Section
  Fax Section
  Email Section
```

All – selects all of the report
Selected Pages – allows selection of part of the report. The start page number and number of pages is requested.
Specific Form – allows selection of a specific form within the report, the form's identifier is then requested. This identifier is shown at the top of each form after the "id=" text – eg for debtor statements the form id is made up of the branch & debtor code (BBDDDDDDDDDD). In the previous debtor statement example, the form id was SSTOPCUS.

The last 3 options allow for printing, faxing or emailing of a single form from within a report.
Print Section – select only the parts of the report marked for printing
Fax Section – select only the parts of the report marked for faxing
Email Section – select only the parts of the report marked for emailing

```
         R E P O R T   P R I N T   P A R A M E T E R S

         Source File Name.: /zz/ssac/tmp/dbA-tP5-8809
         Combined Pr/Fx/Em: Y


         Which Part.......: Specific Form       .
         Form Identifier..: SSTOPCUS            .
                                     .
                                     .
                                     .

         Delivery Method..:                 <—— As Per The Form
         Which Printer....: laser1              Print The Form
         Which Fax........: fax1                Fax The Form
         Number of Copies.:     1.              Email The Form

         Proceed (Y/N)....:  .
```

The field "**Delivery Method**" has one of the following list boxes:

```
As Per Each Section
Print All Sections
Fax All Sections
Email All Sections
```

This box only shows for combined reports when selecting As Per Each Section, Print Section, Fax Section or Email Section.

```
Print
Fax
Email
```

This box shows for normal reports or when doing Selected pages.

"**As Per Each Section**" selection invokes **info**ware's **Report Splitter** to print the "Print Section", fax the "Fax Section" and email the "Email Section". For printing, you can change the default spooler on which to print.

"**Print All Sections**" or "**Print**" selection means to send the selected part of the report to the selected printer regardless of the forms' default delivery method.

"**Fax All Sections**" or "**Fax**" selection means to send the selected part of the report via fax regardless of the forms' default delivery method.

Once "Proceed" is set to Y, the following screen is displayed to allow the specification of fax destination and message.

```
                F A X    F I L E

  Source File Name: /za/haw/tmp/dbA-bP6-3537


  Fax Number......:                    .
  To Name.........:                       .
  To Company......:                        .
  From Name.......:                              .
  Subject.........:                             .
  Fax Class.......:                             .

  Send Fax (Y/N)..:   .


```

"**Email All Sections**" or "**Email**" means to send the selected part of the report via email regardless of the forms' default delivery method. Once "Proceed" is set to Y then the following screen is displayed to allow the specification of email destination and message.

```
                  E M A I L    F I L E

   Source File Name: /za/haw/tmp/dbA-bP6-3537


   Email Address...:                                    .
   CC Address......:                                        .
   Attachment Name.:                              .
   Email Subject...:                                     .
   Email Body......:                                        .
                                                            .
                                                            .

   Send Email (Y/N):  .

```

Below are the details on the final fields shown on the "Report Print Parameters" screen.

"**Which Printer**" allows the selection of the printer for the report. These printers are defined in Printer Maintenance {8,5}, press [F6] to bring up a list of available printers.

"**Which Fax**" allows the selection of the fax spooler for the report. These fax spoolers are defined in Printer Maintenance {8,5} (with Printer Type set to F). Usually there is only one fax spooler which automatically defaults and cannot be changed. This is only applicable if Faximum is installed.

"**Number of Copies**" defines the number of copies of the report to print. This has no effect when faxing or emailing.

"**Proceed (Y/N)**" enter Y to print/fax/email report or N to exit without print/fax/email.

You may also press [Save] or [Esc] [Esc] at any time to print/fax/email with the displayed settings.

Option 2 – Display

Will display the report to the screen.
To exit displayed report, type 'q' (to quit).

Option 3 – Save

Allows a copy of the report to be saved to another area.
Reports can be copied to predefined areas as follows.

```
              File: /za/haw/tmp/dbA-bP6-3537


                    infoware Save Menu

          1 - Save to Shared EFT Directory
          2 - Save to Home Directory
          3 - Save to Permanent Area

          X - Exit

                  Enter Selection > 1
```

Target filenames are checked and you will be prompted to override an existing file. Spaces are not allowed in the file name. Filenames should only contain letters, numbers, hyphens (-), underscores (_).

You may be asked to enter your login password when "Save to Home Directory" is selected.

```
S A V E   F I L E - Shared

     Source File Name: /zm/haw/tmp/dbA-bP6-3537


     Target File Name: st200607                    .

     Save File (Y/N).: Y.




    ┌─────────────────────────────────────┐
    │  Copied: /zm/haw/tmp/dbA-bP6-3537    │
    │     to: Shared directory             │
    │     as: st200607                     │
    └───────────────── Press  Enter ─┘

_____
 Screen sy.repops.save                            Record:        2
                  File: /zm/haw/tmp/dbA-bP6-3537


 successful copy
```

Option 4 – Email

Allows the whole report to be emailed. The following screen is displayed.

```
                    E M A I L    F I L E

    Source File Name: /za/haw/tmp/dbA-bP6-3537


    Email Address...:                                  .
    CC Address......:                                     .
    Attachment Name.:                               .
    Email Subject...:                                   .
    Email Body......:                                  .
                                                       .
                                                       .


    Send Email (Y/N):  .


```

The attachment name is the name to be given to the email attachment file containing the report. The attachment name should only contain letters, numbers, hyphens (-) and underscores (_). Spaces are automatically removed. Fill in the email details and then enter Y to send email.

Handy Hint

If you have previously emailed this report to the same email address, you can type part of email address and press [F6] key and select the email address from list. For long email addresses, this saves typer's cramp!

NOTE: Email address history is listed for this report option only.

Option 5 - Other

The "Other" option will display the following menu.

```
              File: /za/haw/tmp/dbA-bP6-3537


            infoware Other Menu

        1 - List temporary files
        2 - List permanent files
        3 - List home files
        4 - Number of Pages
        5 - Display With Print Codes

        X - Exit

            Enter Selection > 1

```

1 –   Lists the temporary report files

2 – Lists permanent report files associated with the report's menu. Often there are directories per year (2005, 2006 etc.) or month. Select associated directory and this will contain a list of files automatically generated by **info**ware for that year or month.

3 – Lists files in the user's home directory

4 – Shows how many pages are in the current report

5 – Displays the report without excluding the print codes. This is normally used by Satisfaction Software's programmers to view print codes sent to printers.

Permanent & Temporary Reports

An important function used within **info**ware is the ability to save to and later retrieve reports from the permanent reports area.

When you generate a report, the report is stored in a temporary report area for typically 7 days. During this period, reports can be retrieved from the temporary reports directory by:

- Returning to the menu from which report was generated (this prevents unauthorised access of report) e.g. to retrieve payslips from temporary reports area for this week, the user must have access to the payroll reports menu.

- Select Z – Past Generated Reports option from the menu.

- Enter menu selection – Enter required menu option e.g. if payslip is option K, then type K [Enter].

- **info**ware will display a list of reports:

```
                  User name  Size  Date    Time  Filename – report number
 34 -rw-rw-rw-   1 xxxadm    10123 May  4 13:53 pyA-kP33-1140
 34 -rw-rw-rw-   1 filepro   16205 May  4 20:27 pyA-kP0-1431
 34 -rw-rw-rw-   1 xxxadm    16211 May  5 15:11 pyA-kP50-777
 34 -rw-rw-rw-   1 xxxhiu    16211 May  6 15:11 pyA-kP1-119

      Enter Report Number or S(earch)......:
```

Temporary reports displays the option to "*Enter File Number, S(earch):*". With permanent reports is an extra option of Up ("*Enter File Number, S(earch) or U(p)*") :-

Enter File Number	Enter the number that prefixes the directory or file then press enter. The required report number is the last 3 or 4 digits of the report filename. e.g. in third line the report number is 777. The report is then displayed to the screen. When you type q (*to quit*), you are transferred to **info**ware's Report Menu.
S(earch)	Enter "S" as per next example below.
U(p)	Enter "U" to return to previous menu level. In the example below, first of all, the user will enter "1" or "2" to access the directory for the reports for a specific year e.g. 2003 or 2004. If the report is not in the selected year then enter "U" to return to the previous menu level so as to make an alternate selection.

Each time the "*Extended Listing? (n)*" will be displayed again.

Notes:
- a. Directories will be "eft" (electronic funds transfer in creditors or payroll), "macro" (do not use) or in the form "YYYY" (e.g. 2003 for files created in the year 2003) or "YYYYMM" (e.g. 200304 for files created in April 2003).
- b. Remember the date is the date the file was created, it does not reference the period the entries on the report refers to. For example December 2003 statements are most likely to be in the 2004 year directory.
- c. Normal/temporary reports are in the form

  ModuleMenu-OptionTerminal-Reportnumber e.g. crA-bP15-2450 which is Creditors, report menu A, option B, terminal P15, report number 2450
- d. You can only access the report if you have access to the menu it is run from

Save Report To Permanent Reports Directory

You may wish some reports to be kept <u>permanently</u> e.g. you wish to keep an end of month listing of Debtors Detailed Trial Balance. To perform this:

- -   Generate report from <u>Display</u> menu option.
- -   Q – Quit from displaying report
- -   3 – Save menu option
- -   3 – Save to Permanent Area
- -   *filename* – Enter the desired filename
  Strong discipline should be applied to file naming conventions. Otherwise finding a specific report over a period of time will be unnecessarily difficult. For example, the suggested filename for debtors detailed trial balance, is in the form tbdet*yyyymm* e.g. tbdet200605 (for May 2006).
  NOTE: We do not suggest dbtbdet200605 as only debtor reports can be stored in the permanent reports directory associated with the debtor report menu.

Automatically Save Reports To Permanent Directory

infoware will automatically save specific reports to the permanent reports area each time they are generated. These are confirmation audit reports, interfaces to GL, BAS confirmation reports and sensitive reports such as Payroll Payslips and Electronic Remittance Reports.

Reports automatically saved by **info**ware to the permanent area are stored in directories e.g.:

1	2004	2	2005	3	2006

NOTE: The year of the directory is based on the <u>date</u> the report was generated (not the accounting period of any date included in report). When there are many reports, the directories may be split into monthly e.g. 200504. While this looks like an accounting period, the directory only contains reports generated during that month.

For example, the first report that saves to the permanent reports area in the calendar year 2007 will automatically create a directory: 2007.

Enter the required number that is shown to the left of the directory required. In above example, enter 3 for 2006. **info**ware will ask:

Extended Listing? (n) . . . . :

Normally select N (or just press [Enter]).

If you select Y, then full filename details such as the user name who saved the report, the date and time it was saved to permanent reports area and the size of report (in characters) will be listed.

For files automatically saved to the permanent reports area, the filename is:

[report identifier] [yyyymmddhhmmss]

i.e. report identified and date and time when the report was saved. The report identifiers attached by infoware in the following payroll permanent reports area are:

      Bank   - payroll EFT bank remittance
      Pslip   - payslip

```
  1 Bank20060424135109        2 Bank20060424135204        3 Bank20060424141629
  4 Bank20060424143817        5 Bank20060504140244        6 Pslip20060424123355
  7 Pslip20060424133433       8 Pslip20060424134915       9 Pslip20060424141619
 10 Pslip20060504135304      11 Pslip20060504202728      12 Pslip20060505151130
 13 Pslip20060506151158
```

Enter the required report number (to left of filename). The report will be displayed.

To return to **info**ware's report interface, type: q (to quit).

Retrieve Reports from Permanent Directory

1.   Return to menu that report was saved. This addresses security issues – each menu has its own permanent reports area.

2.   Z – Select 'Z' (Past Generated Reports) option.

3.   Z – Enter Main Option Code. . . . : Z
        Access the Permanent reports directory rather than a temporary report option.

4.   [Enter] – Extended Listing? (n) . . . . :

5.   **info**ware will display a screen similar to the following:

```
   1 2006                    2 20060504trlbal-emp     3 TBEMP20060504
```

```
    4 eft                      5 macro

        Enter File Number, S(earch) or U(p)..:
```

Select either a directory or number to left of filename. If directory, repeat process until enter file number and **info**ware displays report.

When you q (quit) from displaying report, you are in **info**ware's standard reporting interface.

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