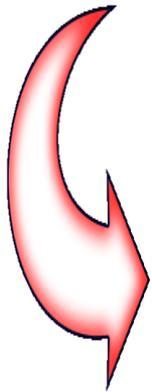


## infotip 7

*Did you know that you can perform advanced selections on most i4 reports?*

### Advanced Selection

When you select an i4 report the Advanced Selection option appears as follows:



i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1

### Debtors Trial Balance Report Parameters

Advanced Selection...

Cutoff A/c Period (YYYYMM):	200201
Branch:	<input type="text"/>
Debtor Code:	<input type="text"/>
Current Transactions Only?	<input checked="" type="checkbox"/>
Report Description:	<input type="text"/>

You can use this to design your own specific selection criteria that will apply to this run of an i4 report. You may wish to display a Trial Balance only for those debtors on stop credit or who have an account balance over \$2000 or alternately list only 4 or 5 specific debtors rather than the full Trial Balance. Similarly when running Profit and Loss and Balance Sheet reports you may only wish to select a range of account numbers or specific branches or companies, rather than the complete financial report. The list is almost endless.

#### Useful related topic

i4 Query and **Advanced Selection** use the same Advanced Selection interface. The same selection criteria can be saved and used by both i4 Query and other i4 reports.

If you are not familiar with i4 Query, we recommended that you check out

[http://www.satsof.com.au/infotip\\_1\\_i4Query.pdf](http://www.satsof.com.au/infotip_1_i4Query.pdf)

## Example 1

When you select the Advanced Selection option, infoware i4 will then display the relevant database tables that you can query, including logically joined tables. For example, the following will be displayed for the advanced selection on the debtor's trial balance.

This is the same as the i4 Query selection criteria screen. Any previously saved queries can also be selected.

For this example, we will select only debtors on stop credit with an account balance over \$1000.

Select the stop credit flag and Account Balance in the debtor master file (dbmast) table.

Remember that you can also view the data input screens as a data dictionary from infoware. Click on Data Table name link to view fields via the data dictionary screens. This is your actual screen layout for data entry (Debtors Account Maintenance in the following example) – any changes made to screens in infoware will ALWAYS show on the screen formats immediately so you can view as a data dictionary for ease of finding fields.

**Screen Formats - Debtors Masterfile**

Screen No: 1 | 2 | 3 | 4 | 5 | 8

**Screen 1**

```

DEBTOR ACCOUNT MAINTENANCE
Company.....: %9      Debtor Code.....: %10      Notes: !936
Name.....: %2          ABN: *927
Postal Address                Physical Address
*41                          *208
*42                          *209
*3                            *4      *210                          *211
Contact.....: *1        Sort Invoices By: *926  Fuel Surcharge %.:*934
Telephone....: *43     Alt.Distribution      Dsc:*935
Fax Number...: *205    Entry.....: *575  +-----
Statemnt Type: *220   Sales Anal. A...: *33*34|Marked to Delete
Trading Terms: *11    Sales Anal. B...: *35*36|Balance..: !6
Credit Limit.: *5    |Current...: !47
Credit Stop...: *56  |30 Days...: !44
Debtor Group.: *222  |60 Days...: !45
Bill to Debtr: *215  |90 & Over: !46
                    |Open Bal.: !221
                    |MTD Sales: !7
Establishmt Db: *659  |YTD Sales: !8
Mail List Code: *15  Last Connote Number !937
Geo Loon Code.: *16  Last No of Connnotes Printed !938 +-----

```

**Screen 2**

```

DEBTOR DEFAULTS MAINTENANCE
Company: !9 Debtor: !10      !2
Attention Person
For Stock Ins...: *702
Outs...: *703

```

In the above screen you can see the Stop Credit field is field 56 and Account Balance is field 6.

Close the window and return to the Advanced Selection screen now that you have found the field numbers you wish to use.

Remember, this is a standard windows browser interface so that if you wish to select multiple fields from the one database table selection list you hold the control key down and click the fields that you wish to select. For example, to select all debtors on stop credit (field 56) with an account balance over \$1000 (field 6).

### Advanced Selection

-- Select Saved Query -- CTRL-Click fields to select/deselect.

Debtors Transactions (dbtran)	Branch Masterfile (branch)	Debtors Masterfile (dbmast)	Salesma
Branch (1)	Branch Code (1)	60 Days Owing (45)	Branch (1)
Debtor Code (2)	Branch Name (2)	90 Days Owing (46)	Salesman/
Financial Period (3)	Address Line 1 (3)	Current Owing (47)	Salesman I
Type (4)	Address Line 2 (4)	Retention Held (49)	Commenc
Reference Number (5)	Suburb (5)	Customer Type (54)	Record Nur
Original Amount Posted (6)	Post Code (6)	Discount Group (55)	Creation D
Amount Now Outstanding (7)	Phone Number (1) (7)	Credit Stop (56)	Created By
Date (8)	Phone Number (2) (8)	GL Trade Debtors Br (61)	
Audit Number (9)	Group Certificate Name (9)	GL Trade Debtors PC (62)	
In Use Flag (10)	Group Employer Number (10)	GL Trade Debtors A/c (63)	

Next... Reset Run Now!

Click **Next...**

The Advanced Selection Criteria screen then displays. Select a field from the Field drop down list to enter the selection criterion for that field.

For this example for debtors on stop credit with account balances over \$1000, define as follows:

### Advanced Selection Criteria

And /Or	's	Field	Rel	Value	)'s	Excel Plugin Prompt
		dbmast- Credit Stop (1,YESNO)		y		
		dbmast- Account Balance (10,.2)	ge	1000.00		

No. of Selection Lines: 5 Refresh

Next... Reset Run Now!

**Back to Fields**

Note that by leaving the Rel (Relationship) field blank, this implies 'eq' (equal to).

Click **Next...**

You can now save this Selection Criteria to re-use in the future. We will save this query under the name of 'stop credit'. If you wish to overwrite a previously saved Advanced Selection, then select the "Selection Name" drop box and select from the previously saved list. You cannot save over an "Advanced Selection" created by some one else. Other users can however use Advanced Selection criteria not created by them.

**i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1**

## Save/Run Selection

Selection Name:

And/Or New Name:

Now when you click  you will return to the i4 report parameters and this Advanced Selection criteria will be applied when you run the report.

*When I look at a report how do I know if any Advanced Selection criteria applied?*

After you have run the i4 report such as the Debtors Trial Balance, if you wish to review what advanced selection criteria was used, click the **Adv. Selection Criteria** link on the top of the report.

**i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1**

**Debtors Trial Balance** [Adv. Selection Criteria](#) User: user1 Date: 18/08/09 Time: 08:20:03

Cutoff Period: 200201 Current Trans. Only?: 1

	Original	Outstand	Current	30 Days	60 Days	90 Days	Retention
HS High Standards Corp	7760.50	7760.50	.00	.00	.00	7760.50	.00
<b>Grand Total</b>	7760.50	7760.50	.00	.00	.00	7760.50	.00

For this example the following will display:

i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1	
<b>Debtors Trial Balance</b>	User: user1 Date: 18/08/09 Time: 08:20:03
Cutoff Period:	Current Trans. Only?:
<b>Advanced Selection Criteria - stop credit</b>	
dbmast- Credit Stop EQ y	
AND dbmast- Account Balance GE 1000.00	

### How do I Retrieve previously saved Selection Criteria?

Select your report (e.g., Debtors Trial Balance)

Click Advanced Selection

Click the 'Select Saved Query' selection box and a list will appear to select from. After choosing the required saved selection, click "Run Now" to return to the Report Parameters screen, or "Next" if you want to change the selection criteria.



i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1			
<b>Advanced Selection</b>			
-- Select Saved Query --			
CTRL-Click fields to select/deselect.			
<b>Debtors Transactions (dbtran)</b>	<b>Branch Masterfile (branch)</b>	<b>Debtors Masterfile (dbmast)</b>	<b>Salesm</b>
Branch (1)	Branch Code (1)	Contact Reference (1)	Branch (1)
Debtor Code (2)	Branch Name (2)	Debtor Name (2)	Salesman
Financial Period (3)	Address Line 1 (3)	Mail Suburb (3)	Salesman
Type (4)	Address Line 2 (4)	Mail Post Code (4)	Commenc
Reference Number (5)	Suburb (5)	Credit Limit (5)	Record Nu
Original Amount Posted (6)	Post Code (6)	Account Balance (6)	Creation D
Amount Now Outstanding (7)	Phone Number (1) (7)	MTD Sales (7)	Created B
Date (8)	Phone Number (2) (8)	YTD Sales (8)	
Audit Number (9)	Group Certificate Name (9)	Company (9)	
In Use Flag (10)	Group Employer Number (10)	Debtor Code (10)	
<b>Next...</b>	<b>Reset</b>	<b>Run Now!</b>	

### *Handy Hint*

To see further examples of use of Relationships in Advanced Selection Criteria, review Section i4 Query – Selection Criteria (pages 11 to 15), visit:

[http://www.satsof.com.au/infotip\\_1\\_i4Query.pdf](http://www.satsof.com.au/infotip_1_i4Query.pdf)

## Example 2

I wish to select 12 specific debtors. There is no code to group these customers but they are slow payers and I wish to monitor them specifically.  
Follow the same steps as Example 1.

You need to select debtor code from Advanced Selection screen:

Click **Next...**

By default the selection criteria screen allows 5 selection lines – we will change this to 12 so we can enter 12 debtor codes required. The maximum number of selection lines is 99.

Change “No of Selection Lines” to 12 and click “Refresh”.

Now enter the 12 debtor codes. Note the “or” connective selected.

i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1

### Advanced Selection Criteria

And /Or	('s	Field	Rel	Value	)'s	Excel Plugin Prompt
<input type="checkbox"/>		dbtran- Debtor Code (10,AU)		aaaaaa		
Or <input checked="" type="checkbox"/>		dbtran- Debtor Code (10,AU)		bbbbbb		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		cccccc		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		dddddd		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		eeeeee		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		fffff		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		gggggg		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		hhhhh		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		iiiiii		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		jjjjjj		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		kkkkkk		
Or <input type="checkbox"/>		dbtran- Debtor Code (10,AU)		llllll		

No. of Selection Lines:

Click

Then save under the required name (presuming you wish to select this saved query in the future – if you wish this to be a ‘one off’ temporary query and not save, then leave New Name field blank) and click

i4 Query Debtors Creditors GL Used Equip Past Reports Log

### Save/Run Selection

Selection Name:

And/Or New Name:

### Example 3

There can be so many different ways of manipulating i4 reports when combined with the Advanced Selection.

Another example is that you may be running a multi company business, but you wish to produce all the Profit and Loss reports by branch for a specific company. To do this then you select the advanced selection criteria and nominate the company that you wish (as you do not wish to produce P&L's for other companies at this time).

Click Advanced Selection option.

Then on the advanced selection criteria select the company field:

Click

**Next...**

Define Selection Criteria similar to the following:

i4 Query Debtors Creditors GL Used Equip Past Reports Log Off user1

### Advanced Selection Criteria

And /Or	('s	Field	Rel	Value	)'s	Excel Plugin Prompt
	▼	glchart- Company (2,AU)	▼	xx		
	▼		▼			
	▼		▼			
	▼		▼			
	▼		▼			

No. of Selection Lines:

Click

You can decide whether you wish to save this selection criteria or a one off temporary query.

Click

Now with your General Ledger P&L, select the option to produce a separate P&L per branch.

### Tabular P&L Report Para

Advanced Selection...

Separate P&L for:

Branch Code:

Compare Actuals To:

Summary At Level:

Detail Line per:

Show A/c's with Zero Balances:

Show Sub A/c's in Detail:

Show A/c Numbers:

Show Cents:

Report Accounting Period:

Year Type:

Number of Months:

Report Description:

This way then you will print out all branches in the one run for this specific company only rather than having to run each branch's P&L one at a time.

This could be extended to multiple specific companies.

**Example 4**

You may wish to analyse only a part of the P&L and do not require all the accounts.

Let's presume you wish to run a P&L by Branch for company XX but only require the range of account numbers 1000 to 1999 (inclusive) excluding account 1500, and account numbers 4000 to 5999.

Follow similar steps as example 3, except:

Select both the Company & Account Number fields on the Advanced Selection screen (remember to hold the control key down to select multiple fields):

-- Select Saved Query --

CTRL-Click fields to select/deselect.

GL Chart Of Accounts (gchart)	Branch Masterfile (branch)	Company Mast
Branch (1)	Branch Code (1)	Company Code (1)
Account Number (2)	Branch Name (2)	Company Name (2)
Description (3)	Address Line 1 (3)	Start Of Financial
Report Type (4)	Address Line 2 (4)	Start Income Level
Report Order (5)	Suburb (5)	End Income Level
Seeded by Gltran (7)	Post Code (6)	Start Income Level
Key (Co,Br,Pc,Acc,Sub) (8)	Phone Number (1) (7)	End Income Level
Company (9)	Phone Number (2) (8)	Start Income Level
Profit Centre (10)	Group Certificate Name (9)	End Income Level
Budget Month 1 (11)	Group Employer Number (10)	Start Income Level

Next... Reset Run Now!

Click **Next...**

Following is the selection criteria to:

- Select company xx only
- You do not want account 1500.
- Define one range of accounts (1000 to 1999) or (4000 to 5999). Note “or” as an individual account number cannot be in both ranges hence ‘and’ does not apply in connecting the 2 ranges.

**HINT:** The number of selection lines had to be increased from 5 and refreshed.

And /Or	('s	Field	Rel	Value	)'s
		glchart- Company (2,AU)	eq	xx	
And		glchart- Account Number (4,.0)	ne	1500	
And	((	glchart- Account Number (4,.0)	ge	1000	
And		glchart- Account Number (4,.0)	le	1999	)
Or	(	glchart- Account Number (4,.0)	gt	4000	
And		glchart- Account Number (4,.0)	lt	5999	)

No. of Selection Lines:

satisfaction software  
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Local intranet 100%

While this is a more complex example, i4 reporting can handle it with ease so you can define those many one off internal business rules unique to your organisation.

Any specific queries contact your SS support representative or email [support@satsof.com.au](mailto:support@satsof.com.au).

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