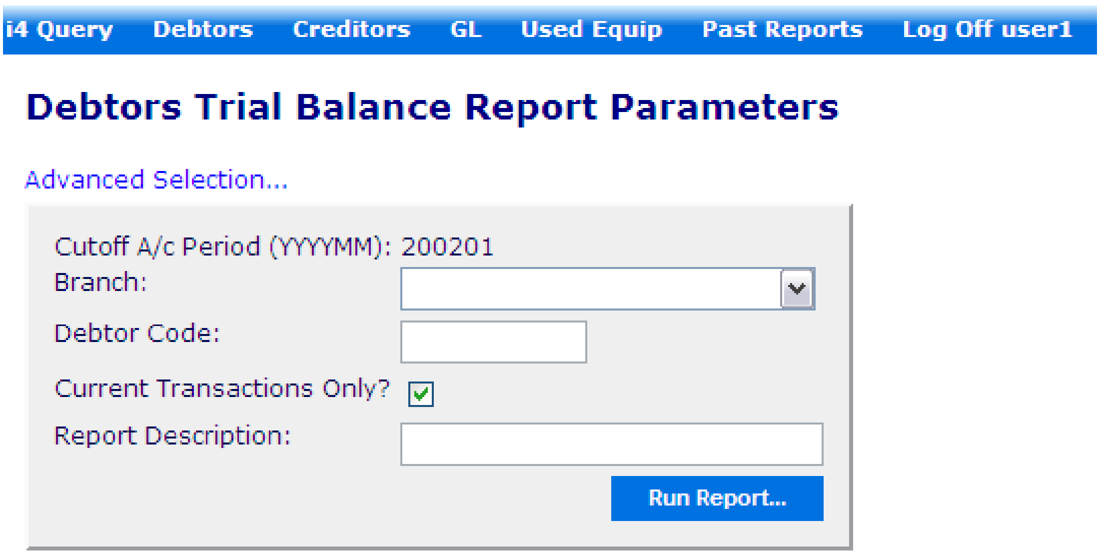
infotip 7

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:



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

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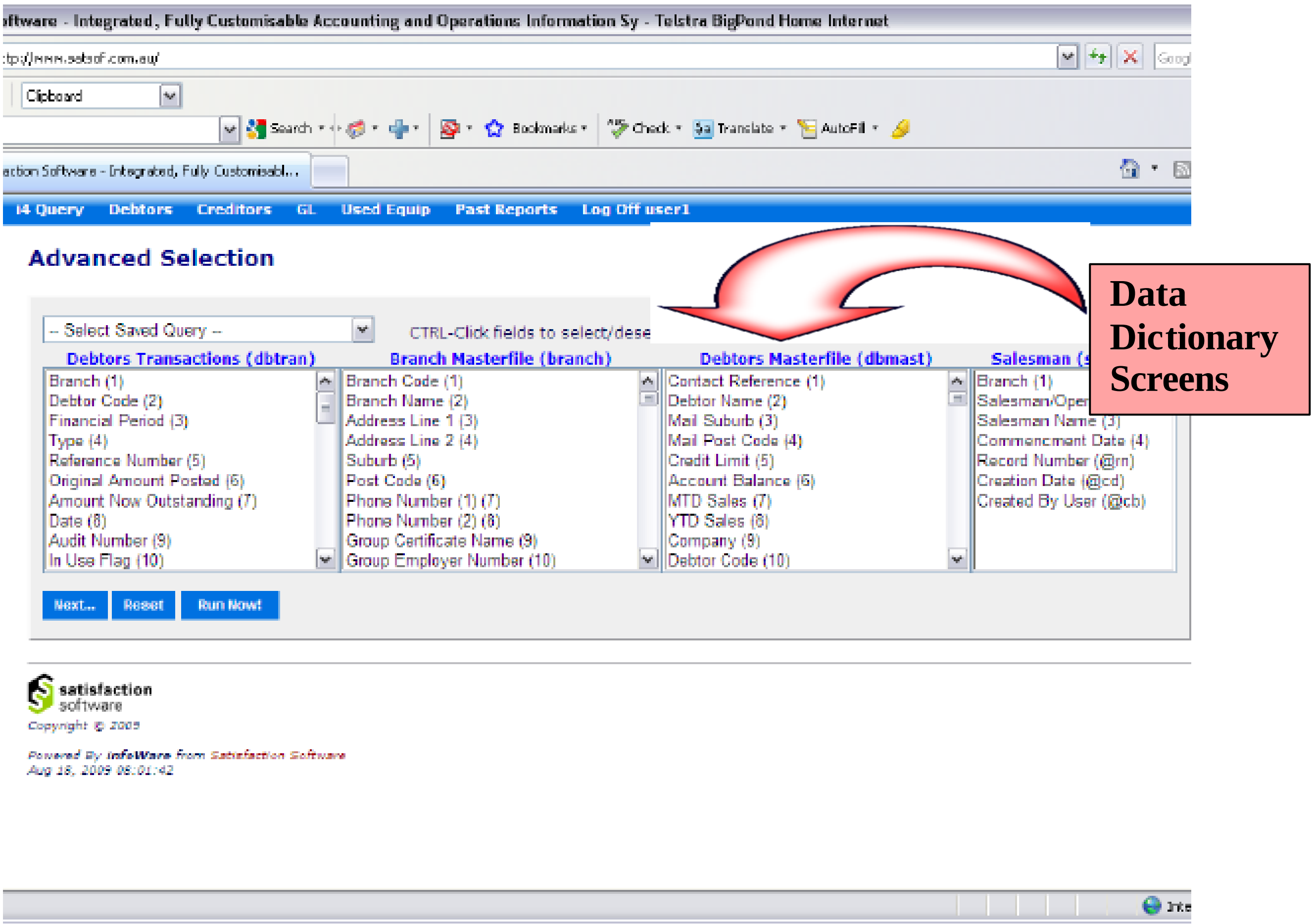
Example 1

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.

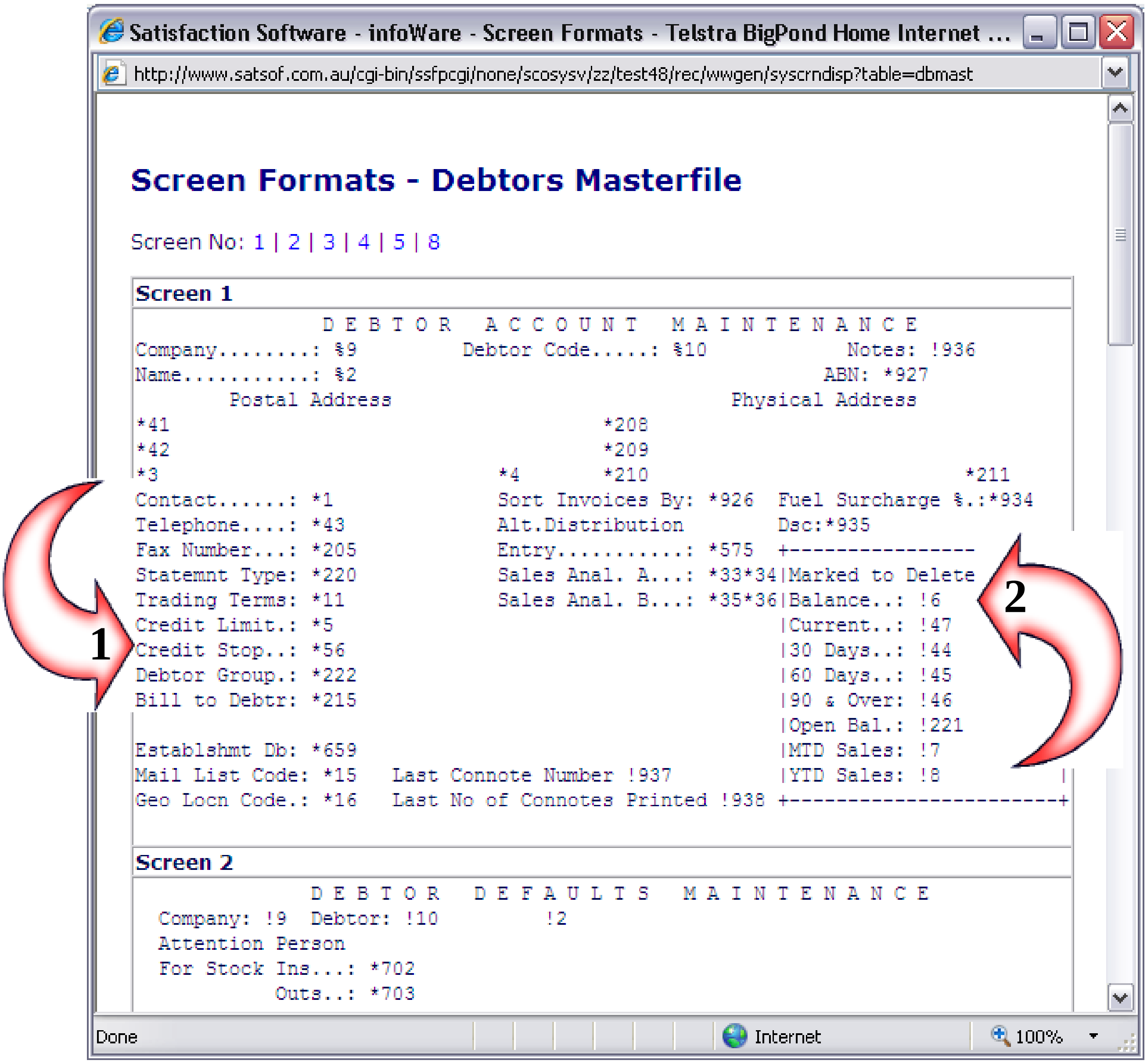


This is the same as the i4 Query selection criteria screen. Any previously saved queries can also be selected.

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.

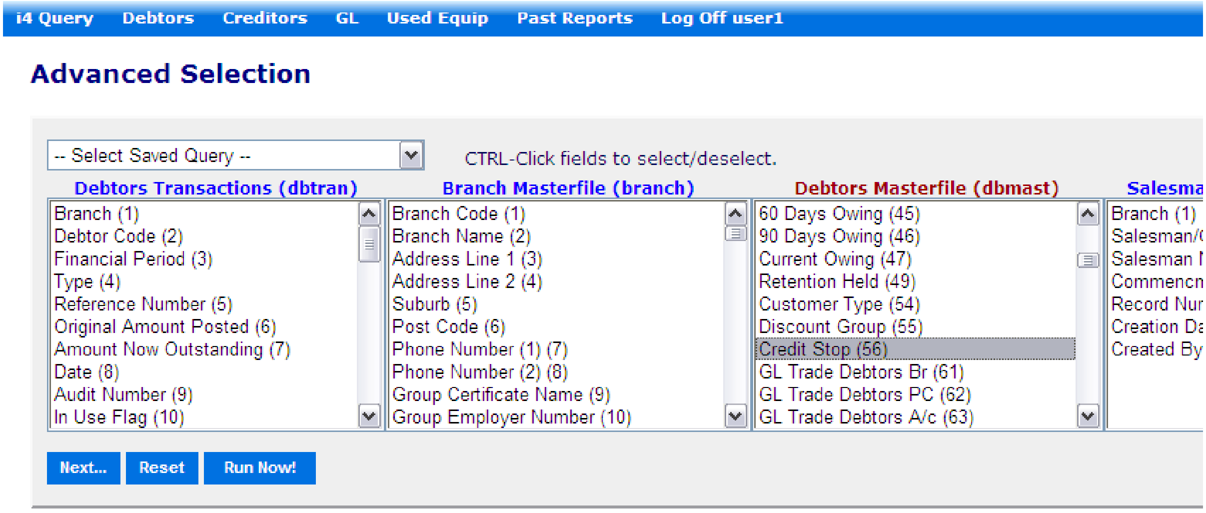
Remember that you can also view the data input screens as a data dictionary from infoware. Click on Data Table name link to view fields via the data dictionary screens. This is your actual screen layout for data entry (Debtors Account Maintenance in the following example) – any changes made to screens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



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.

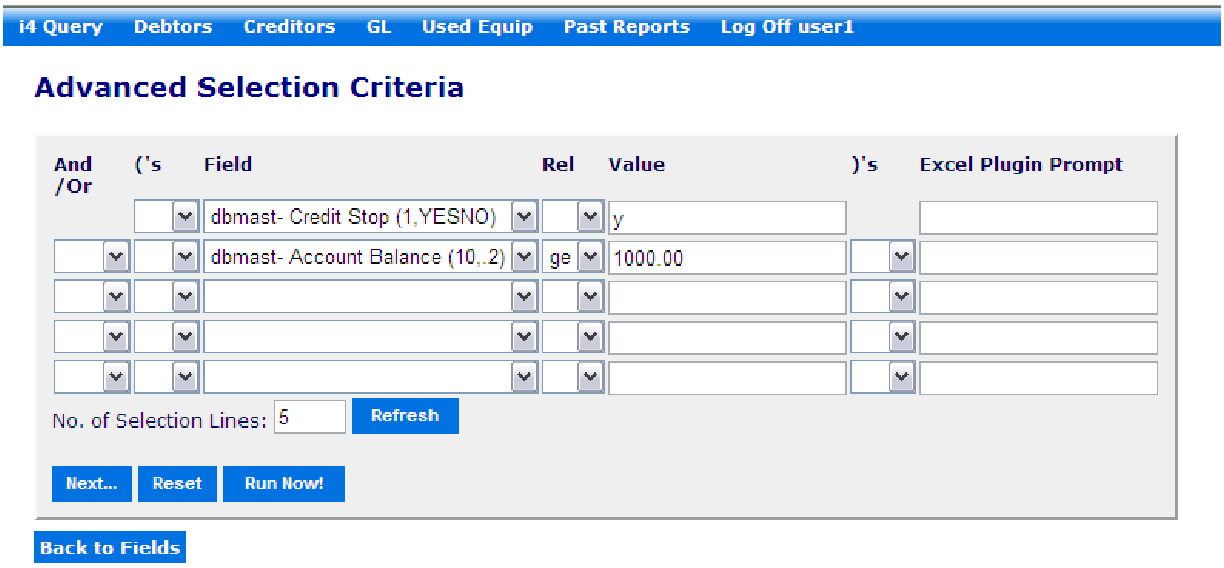
Remember, this is a standard windows browser interface so that if you wish to select multiple fields from the one database table selection list you hold the control key down and click the fields that you wish to select. For example, to select all debtors on stop credit (field 56) with an account balance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



Click 

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

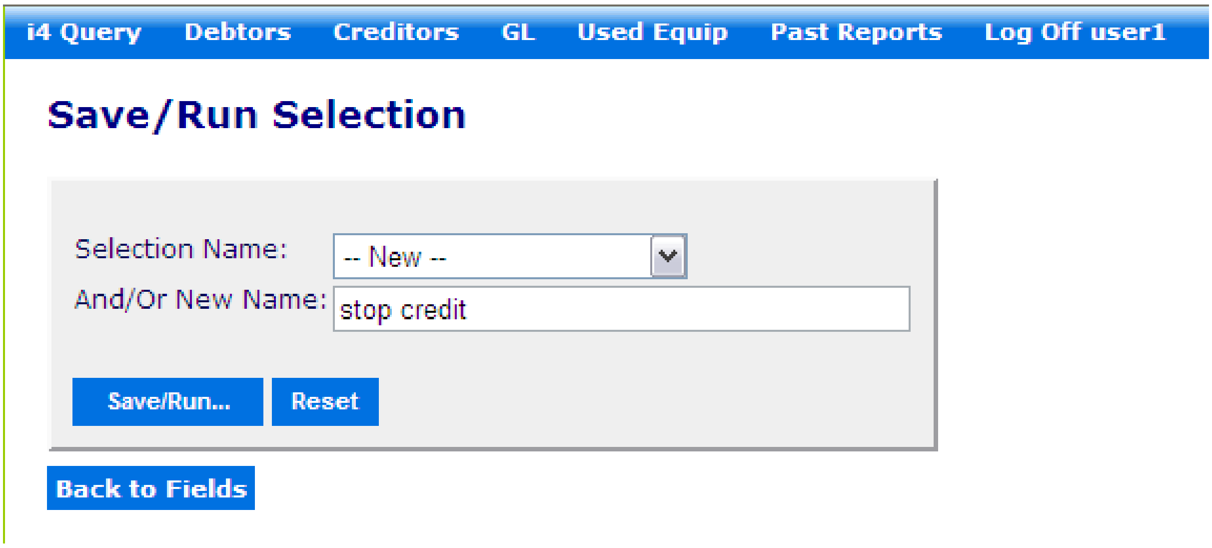
For this example for debtors on stop credit with account balances over $1000, define as follows:



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

Click 

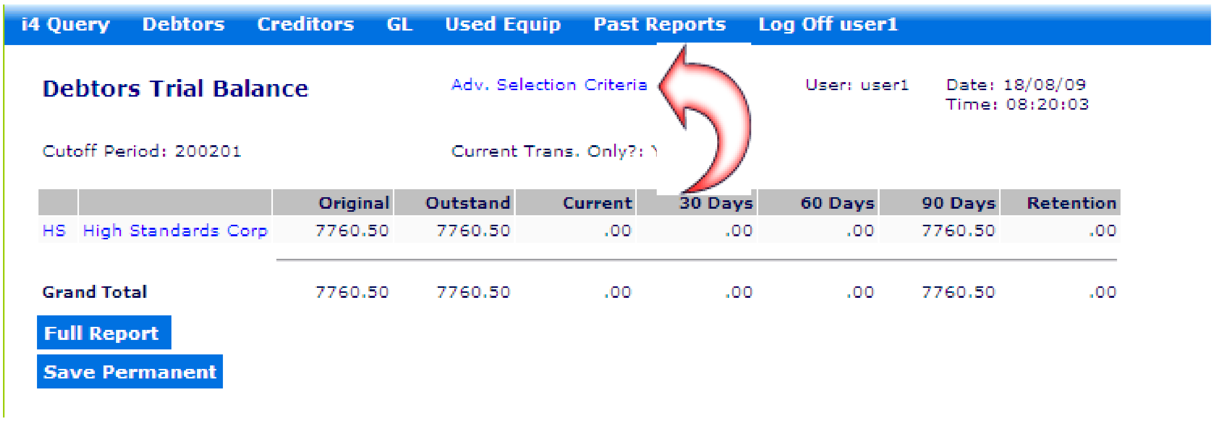
You can now save this Selection Criteria to re-use in the future.
We will save this query under the name of ‘stop credit’. If you wish to overwrite a previously saved Advanced Selection, then select the “Selection Name’ drop box and select from the previously saved list. You cannot save over an “Advanced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



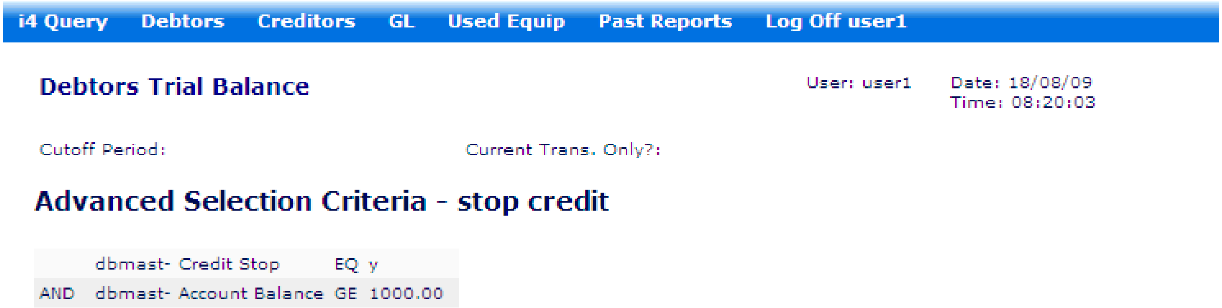
Now when you click Save/Run... you will return to the i4 report parameters and this Advanced Selection criteria will be applied when you run the report.

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.



For this example the following will display:

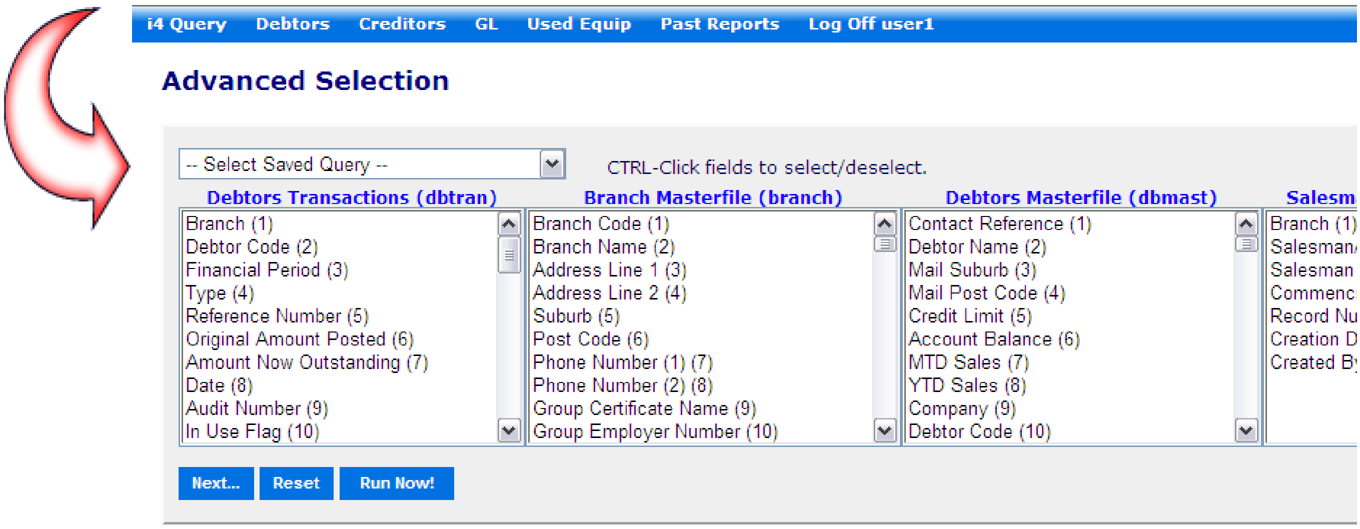


How do I Retrieve previously saved Selection Criteria?

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.



Handy Hint

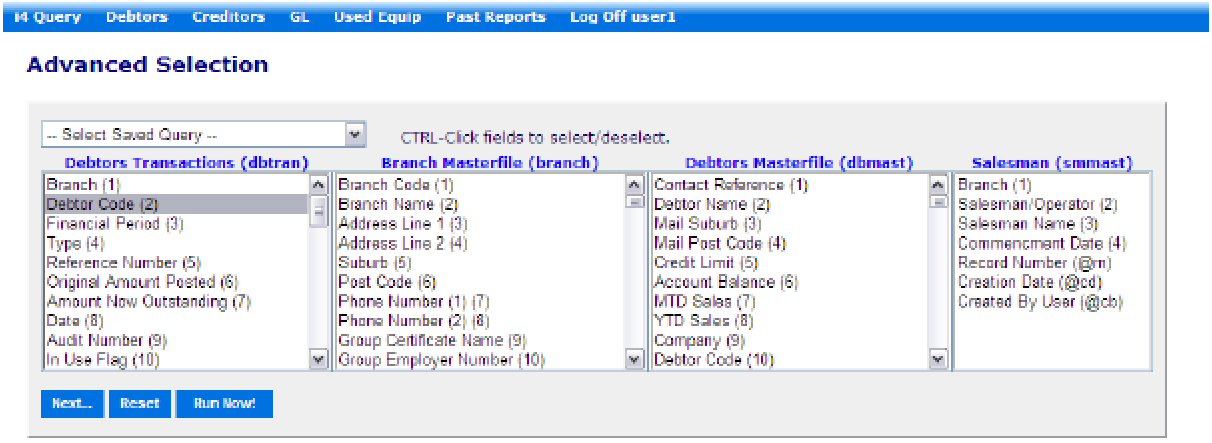
To see further examples of use of Relationships in Advanced Selection Criteria, review Section i4 Query – Selection Criteria (pages 11 to 15), visit:

http://www.satsof.com.au/infotip_1_i4Query.pdf

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.

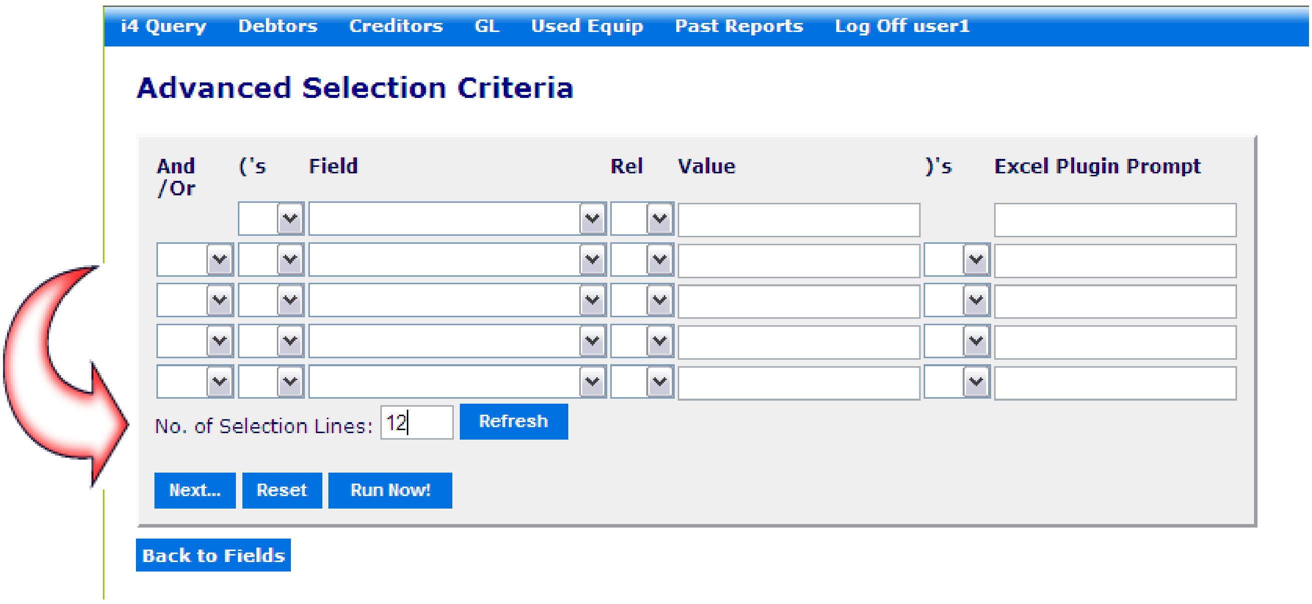
You need to select debtor code from Advanced Selection screen:



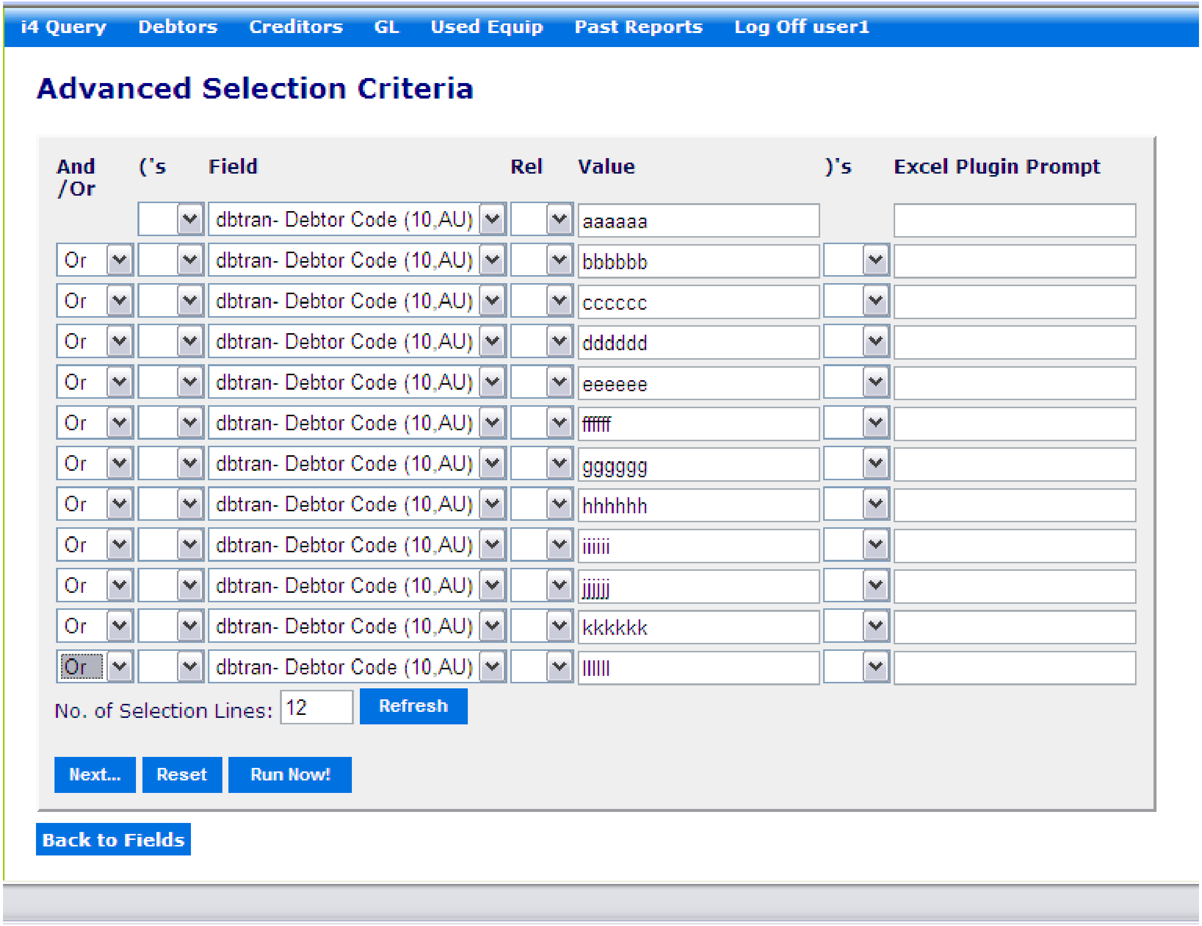
Click 

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”.

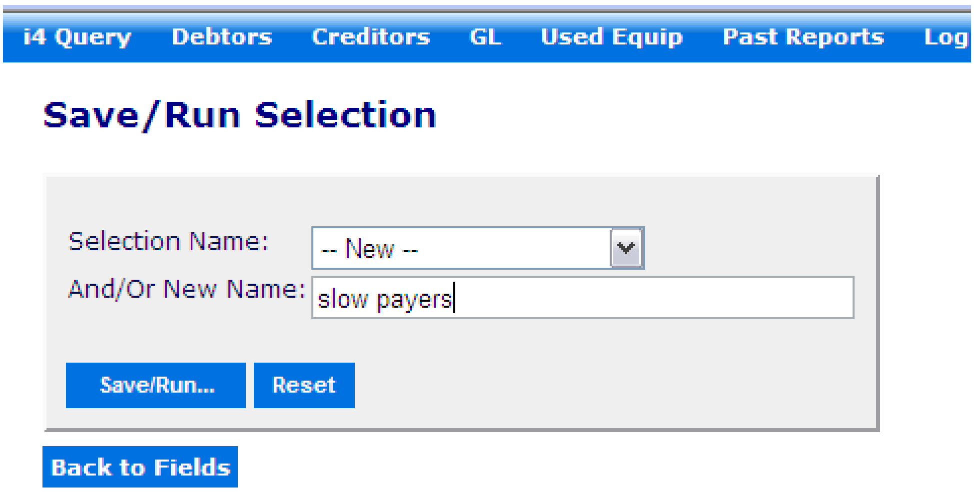


Now enter the 12 debtor codes. Note the "or" connective selected.



Click **Next...**

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 **Save/Run...**

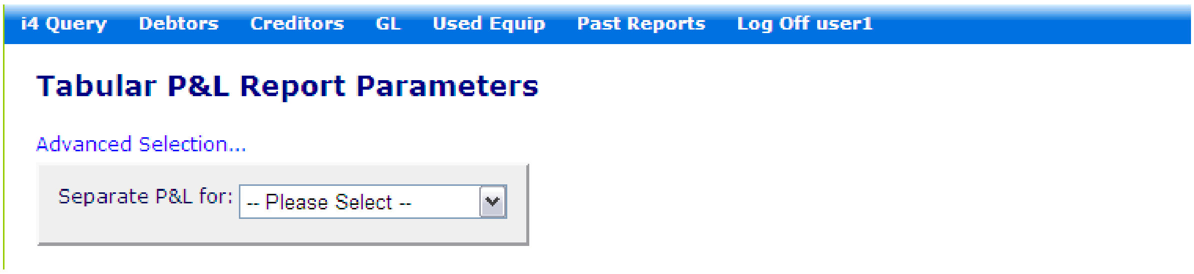


Example 3

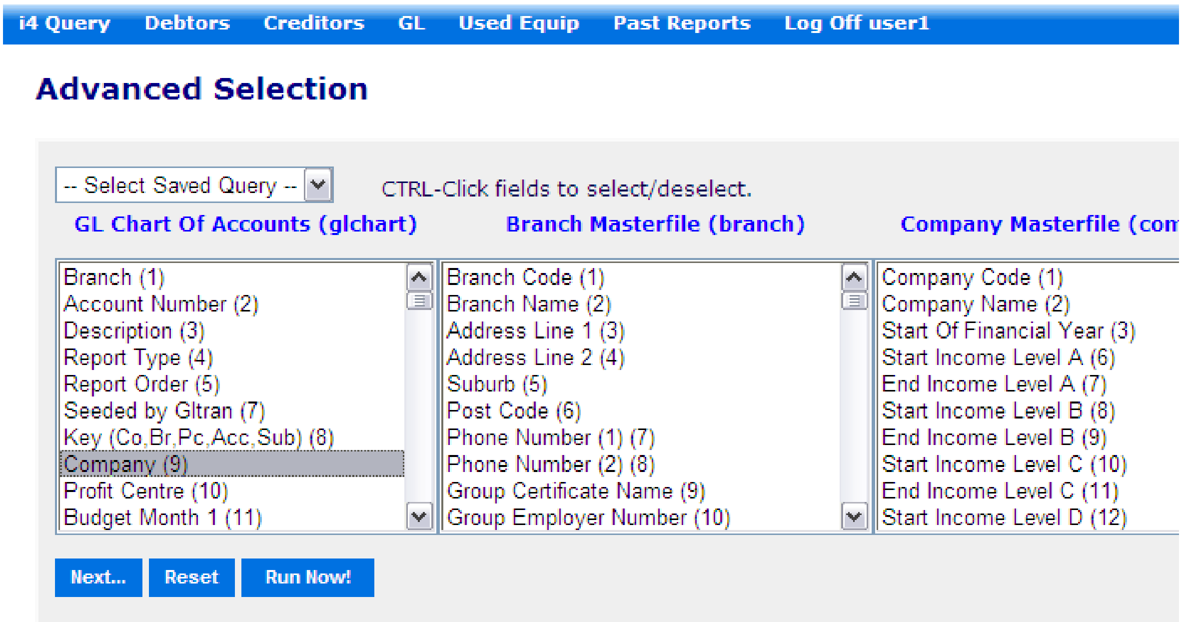
There can be so many different ways of manipulating i4 reports when combined with the Advanced Selection.

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.

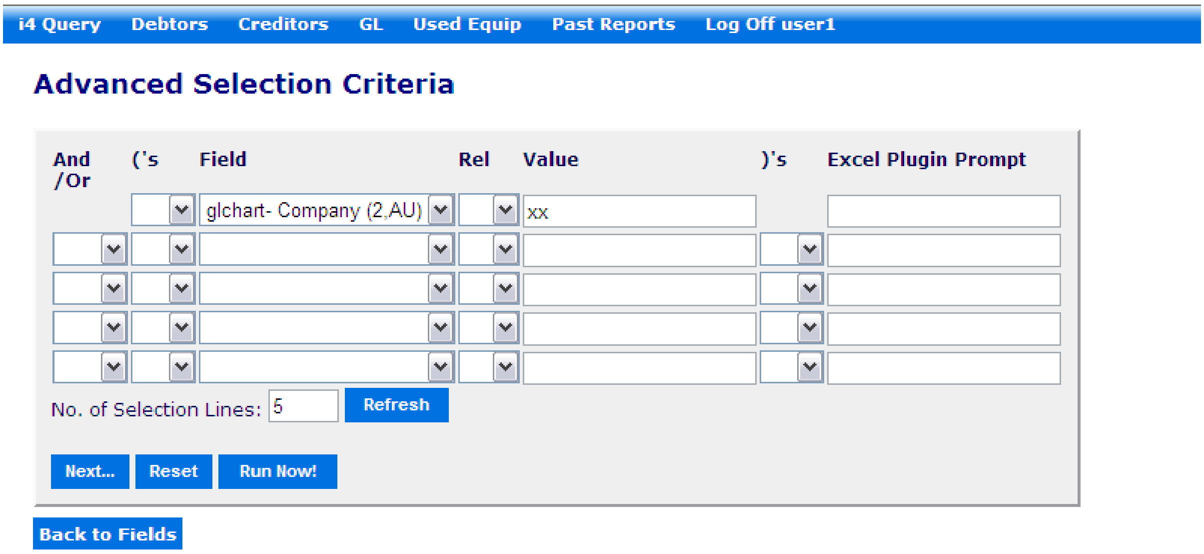


Then on the advanced selection criteria select the company field:



Click **Next...**

Define Selection Criteria similar to the following:

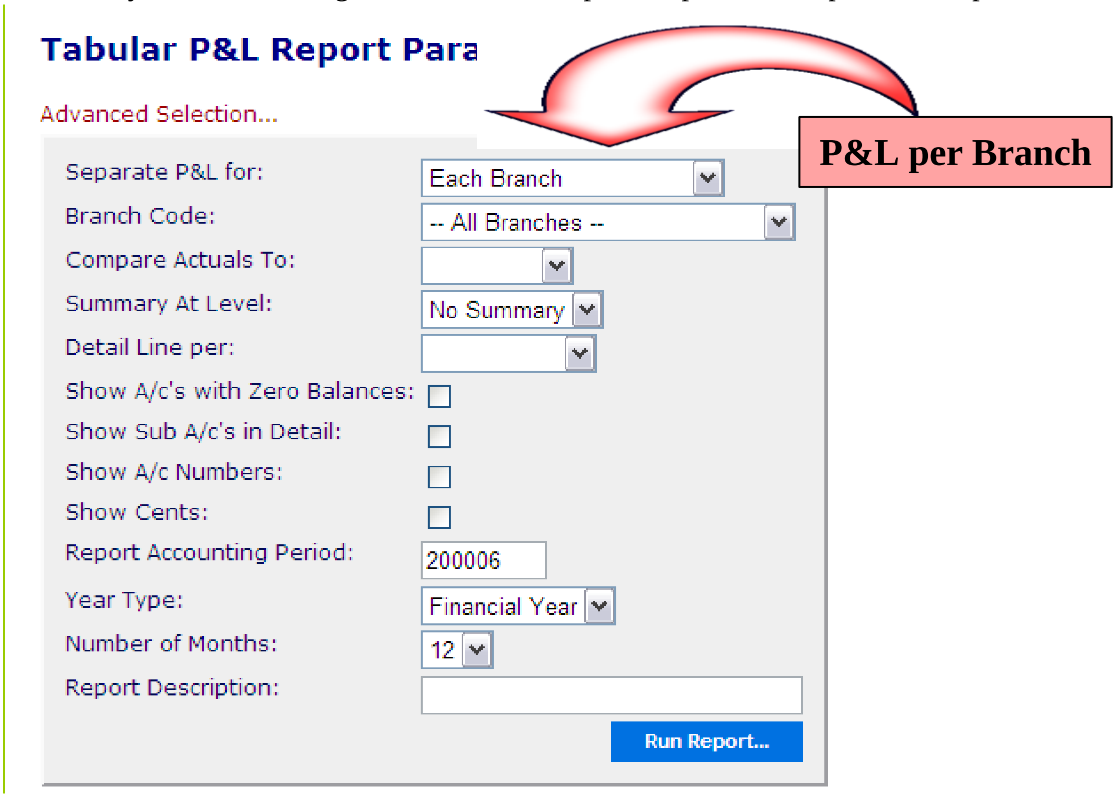


Click 

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.



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.

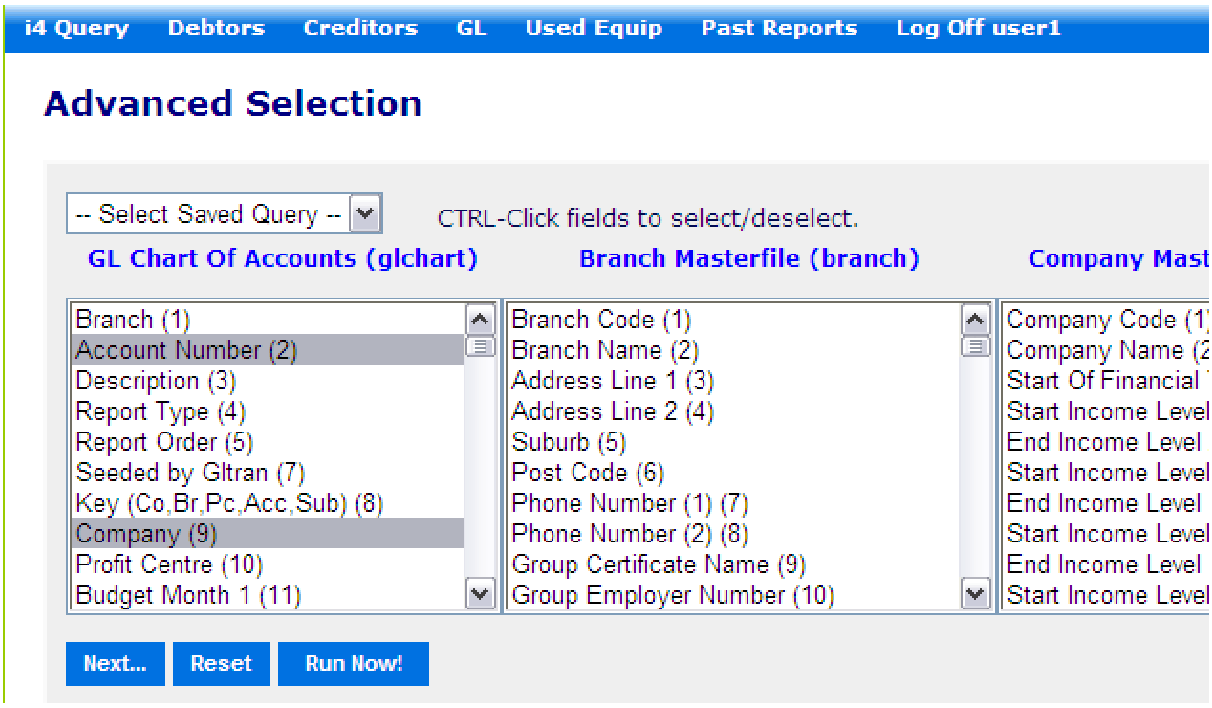
Example 4

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):

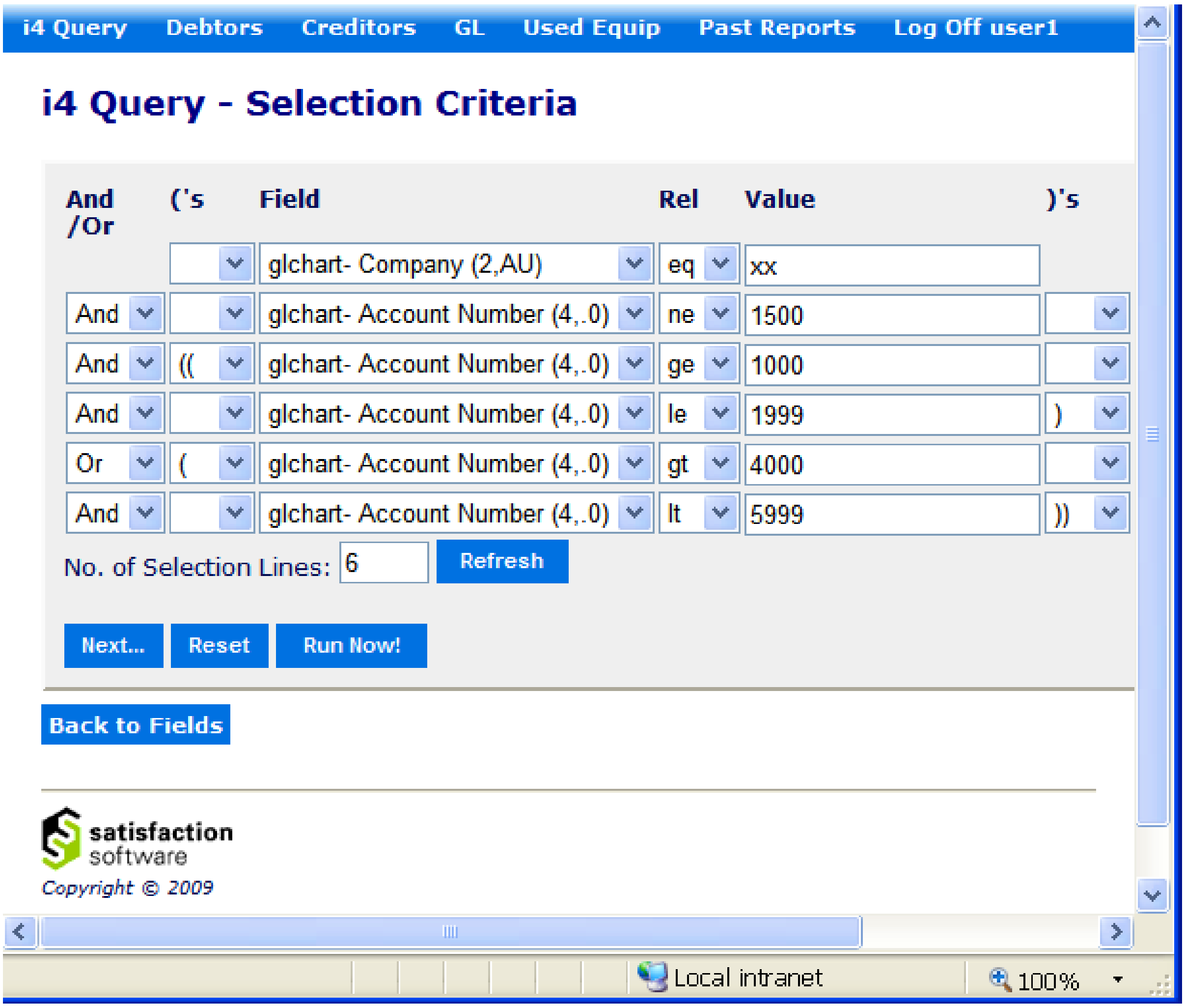


Click 

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.



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.

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