# infotip 7

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

## **Advanced Selection**

1	When you select an i4 report the Advanced Selection option appears as for	ollows:
	i4 Query Debtors Creditors GL Used Equip Past Reports	Log Off user1
V	Debtors Trial Balance Report Parameters	
$\backslash$	Advanced Selection	
$\neg$	Cutoff A/c Period (YYYYMM): 200201 Branch:	
	Current Transactions Only?  Report Description:	
	Run Report	

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

## <u>Example 1</u>

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 <u>actual screen layout</u> 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.

	iware - screen romais - reistra Digroma nome internet 🔚
http://www.satsof.com.au/cgi-bin	/sstpcgi/none/scosysv/zz/test48/rec/wwgen/syscrndisp?table=dbmast
Scroop Formate	- Dobtors Mastarfilo
Screen Formats	- Debtors Masternie
Screen No: 1   2   3   4   5	18
Screen 1	
DEBT	OR ACCOUNT MAINTENANCE
Company: %9	Debtor Code: %10 Notes: !936
Name \$2	ABN: *927
Postal Address	Physical Address
* 41	*208
*42	*209
. 1*3	*4 *210 *211 Court Transient Day #026 Evel Courtheaute & #024
Contact: *1	Sort involces By: *926 Fuel Surcharge %.:*934
Fax Number : *205	Alt.Distribution DSC:*935
Statempt 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
Establshmt Db: *659	MTD Sales: !7
Mail List Code: *15 La	ast Connote Number 1937   YTD Sales: 18
Geo Locn Code.: *16 La	ast No of Connotes Printed 1938 +
Screen 2	
DEBTO	OR DEFAULTS MAINTENANCE
Company: 19 Debtor:	10 12
Attention Person	
For Stock Ins: *702	2
0	3
Outs: */0	-

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 <u>multiple</u> 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).

dvanced Selection	CTR Brand	L-Click fields to sel	ect/desele	:ct.		
Select Saved Query	CTR	L-Click fields to sel	ect/desele	ect.		
	Branc	h Mactorfilo (hran				
Debtors Transactions (dbtran)		i masterille (brain	ch)	Debtors Masterfile (dbmast)		Salesm
Branch (1)	Minimizer Market Market Area and a series of the serie	(1)	<b>^</b>	60 Days Owing (45)	^	Branch (1)
Debtor Code (2)	Branch Name	e (2)	I	90 Days Owing (46)		Salesman
Financial Period (3)	Address Line	1 (3)		Current Owing (47)		Salesman
Type (4)	Address Line	2 (4)		Retention Held (49)		Commenc
Reference Number (5)	Suburb (5)			Customer Type (54)		Record Nu
Original Amount Posted (6)	Post Code (6	)		Discount Group (55)		Creation D
Amount Now Outstanding (7)	Phone Numb	er (1) (7)		Credit Stop (56)		Created B
Date (8)	Phone Numb	er (2) (8)		GL Trade Debtors Br (61)		
Audit Number (9)	Group Certific	cate Name (9)	_	GL Trade Debtors PC (62)	_	
In Use Flag (10)	Group Emplo	yer 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:

requiry beatons creations de oscalequip rast reports eug on aser	i4 Query	Debtors	Creditors	GL	Used Equip	Past Reports	Log Off user1	
--	----------	---------	-----------	----	------------	--------------	---------------	--

#### Advanced Selection Criteria

And /Or		('s		Field	1	Rel		Value	)'s		Excel Plugin Prompt
			~	dbmast- Credit Stop (1,YESNO)	~		~	У	]		
	•		~	dbmast- Account Balance (10,.2)	~	ge	~	1000.00		~	
	~		~		~		~			~	
	~		~		~		~			~	
	•		~		~		~			~	
No. (	of Se t	elect Re	ion set	Lines: 5 Refresh				1			,,
Back	to F	ield	s								

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 Se	election				
Selecti And/O	on Name: r New Name	New		~		
Save Back to	/Run Re	eset				

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.

4 Query Debtors	Creditors	GL Used E	quip Past	Reports	Log Off user1		
Debtors Trial Ba	lance	Adv. Se	lection Criteria	5	User: user1	Date: 1 Time: (	.8/08/09 08:20:03
Cutoff Period: 200201		Current	Trans. Only?:				
	Origin	al Outstand	Current	30 Days	60 Days	90 Days	Retention
HS High Standards C	orp 7760.5	7760.50	.00	.00	.00	7760.50	.00
Grand Total	7760.5	50 7760.50	.00	.00	.00	7760.50	.00
Full Report							
Save Permanent							

For this example the following will display:

i4 Que	y Debtors	Creditors	GL U	Used Equip	Past Reports	Log Off user1		
Deb	tors Trial Ba	alance				User: user1	Date: 18/08/09 Time: 08:20:03	
Cutof	f Period:			Current Trans	s. Only?:			
Adv	anced Sele	ection Crit	eria -	stop cred	lit			
	dbmast- Credit	Stop EQ	v					
AND	dbmast- Accourt	nt 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 QueryDebtorsCreditorsAdvanced Selection	GL	Used Equip	Past Reports	Log Off u	iser1		
U	Select Saved Query Debtors Transactions (dbtr	an)	CTRI	L-Click fields to se	elect/dese	lect. Debtors Masterfile (dbm	ast)	Salesm
/	Branch (1) Debtor Code (2) Financial Period (3) Type (4) Reference Number (5) Original Amount Posted (6) Amount Now Outstanding (7) Date (8) Audit Number (9)		Branch Code Branch Name Address Line Address Line Suburb (5) Post Code (6 Phone Numb Groun Certific	(1) (2) 1 (3) 2 (4) ) er (1) (7) er (2) (8) ate Name (9)		Contact Reference (1) Debtor Name (2) Mail Suburb (3) Mail Post Code (4) Credit Limit (5) Account Balance (6) MTD Sales (7) YTD Sales (8) Commany (9)		Branch (1) Salesman/ Salesman Commenc Record Nu Creation D Created B
	In Use Flag (10)	~	Group Emplo	yer Number (10)	~	Debtor Code (10)	~	
	Next Reset Run Now!							

# 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:

Select Saved Query		CTRL-	Click fields to s	elect/desele	ect.		
Debtors Transactions (dbtran	)	Branch	Masterfile (bra	inch)	Debtors Masterfile (dbmast)		Salesman (smmast)
Branch (1) Dettor Code (2) Financial Period (3) Type (4) Reference Number (5) Original Amount Posted (6) Amount Nov Outstanding (7) Date (8) Audit Number (9) In Use Flag (10)	< T	Branch Code ( Branch Name   Address Line 1 Address Line 2 Suburb (5) Post Code (6) Phone Number Phone Number Group Certifica Group Employ-	1) (2) (3) (4) (1) (7) (2) (8) te Name (9) er Number (10)		(Contact Reference (1) Debtor Name (2) Mail Suburb (3) Mail Post Code (4) Credit Limit (5) Account Balance (6) MTD Sales (7) YTD Sales (8) Company (9) Debtor Code (10)	< 11	Branch (1) Salesman/Operator (2) Salesman Name (3) Commencment Date (4) Record Number (@m) Creation Date (@cd) Created By User (@cb)

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".

	i4 Query Advar	Debtors	Creditors	GL Used Ed	quip	Past Reports	Log Off user1	
	And /Or	('s F	ield		Rel	Value	)'s	Excel Plugin Prompt
		~		~	~			
	~			~	<b>~</b>			•
1	~	• •		~	~			•
(	~	• •		~	~			•
V		• •		~	~			•
	No. of s	Selection I	Lines: 12	Refresh				
	Next	Reset	Run Now!					
	Back to	Fields						

And /or       ('s Field Rel Value )'s Excel Plugin Prompt            w dbtran- Debtor Code (10,AU) w aaaaaa           w aaaaaa          Or w dbtran- Debtor Code (10,AU) w bbbbbb          w          Or w dbtran- Debtor Code (10,AU) w bbbbbb          w          Or w dbtran- Debtor Code (10,AU) w cccccc          w          Or w dbtran- Debtor Code (10,AU) w dddddd          w          Or w dbtran- Debtor Code (10,AU) w geeeee          w          Or w dbtran- Debtor Code (10,AU) w gggggg          w          Or w dbtran- Debtor Code (10,AU) w gggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggg          w          Or w dbtran- Debtor Code (10,AU) w ggggggggggggggggggggggggggggggggggg	Query	V	Deb	tor	s Creditors	GL	Used Ed	quip		Past Reports	Log Off	user	1	
And /Or       ('s       Field       Rel       Value       )'s       Excel Plugin Prompt	Adv	ar	ice	d S	Selection	Crite	eria							
v dbtran- Debtor Code (10,AU) v v   aaaaaa   Or v   dbtran- Debtor Code (10,AU) v bbbbbb   Or v   dbtran- Debtor Code (10,AU) v cccccc   Or v   dbtran- Debtor Code (10,AU) v v   eeeeee v   Or v   dbtran- Debtor Code (10,AU) v v   or v   dbtran- Debtor Code (10,AU) v y   or v   dbtran- Debtor Code (10,AU) v y   gggggg v   or v   dbtran- Debtor Code (10,AU) v y   gggggg v   or v   dbtran- Debtor Code (10,AU) v y   gggggg v   or v   dbtran- Debtor Code (10,AU) v y   iiiii v   or v   dbtran- Debtor Code (10,AU) v y   iiiiii v   or v   dbtran- Debtor Code (10,AU) v y   iiiiii v   or v   dbtran- Debtor Code (10,AU) v y   iiiiii v   or v   dbtran- Debtor Code (10,AU) v y   ktkkkkk v   or v   dbtran- Debtor Code (10,AU) v<	And /Or		('s		Field			Rel		Value		)'s		Excel Plugin Prompt
Or       w       dbtran- Debtor Code (10,AU)       w       bbbbbb       w         Or       w       dbtran- Debtor Code (10,AU)       w       cccccc       w         Or       w       dbtran- Debtor Code (10,AU)       w       dddddd       w         Or       w       dbtran- Debtor Code (10,AU)       w       dddddd       w         Or       w       dbtran- Debtor Code (10,AU)       w       eeeeee       w         Or       w       dbtran- Debtor Code (10,AU)       w       ffffff       w         Or       w       dbtran- Debtor Code (10,AU)       w       gggggg       w         Or       w       dbtran- Debtor Code (10,AU)       w       gggggg       w         Or       w       dbtran- Debtor Code (10,AU)       w       iiiiii       w         Or       w       dbtran- Debtor Code (10,AU)       w       iiiiiii       w         Or       w       dbtran- Debtor Code (10,AU)       w       iiiiiii       w         Or       w       dbtran- Debtor Code (10,AU)       w       iiiiiii       w         Or       w       dbtran- Debtor Code (10,AU)       w       iiiiii       w         No. of Selection Lines:				~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	aaaaaa		]		
Or       ✓       dbtran- Debtor Code (10,AU)       ✓       cccccc       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓       Øgggggg       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓       Iiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       ✓       Iiiiiii       ✓         Or       ✓       ✓       ✓       ✓       ✓       Iiiiii       ✓       ✓         Or       ✓       ✓       ✓       ✓       ✓       ✓       ✓       ✓         Or       ✓       ✓       ✓	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	bbbbbb			~	
Or       ✓       dbtran- Debtor Code (10,AU)       ✓       dddddd       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       eeeeee       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       ffffff       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       ffffff       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       ggggggg       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       miiiii       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       miiiiiii       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       miiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	cccccc			~	
Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       eeeeee       ✓         Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       ffffff       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       ggggggg       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       ggggggg       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       hhhhhhh       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         No. of Selection Lines:       12       Refresh       ✓       ✓	Or	~		~	dbtran- Debtor O	Code (1	0,AU) 🔽		Y	ddddd			~	
Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       ffffff       ✓         Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       gggggg       ✓         Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       hhhhhhh       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       ✓       ✓       iiiiii       ✓         No. of Selection Lines:       12       Refresh       ✓       ✓	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	eeeee			~	
Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       ggggggg       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       hhhhhhh       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         No. of Selection Lines:       12       Refresh	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	fffff			~	
Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       hhhhhhh       ✓         Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiii       ✓         Or       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU) ✓       ✓       iiiiiii       ✓         Or       ✓       ✓       ✓       ✓       ✓       ✓         Or       ✓       ✓       ✓       ✓       ✓       ✓         Or       ✓       ✓       ✓       ✓       ✓       ✓         No. of Selection Lines:       12       Refresh       ✓       ✓	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		Y	999999			~	
Or       ✓       dbtran- Debtor Code (10,AU)       ✓       iiiiiii       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       iiiiiii       ✓         Or       ✓       ✓       dbtran- Debtor Code (10,AU)       ✓       iiiiiii       ✓         Or       ✓       ✓       ✓       ✓       ✓       ✓       ✓         No. of Selection Lines:       12       Refresh       ✓       ✓	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	hhhhh			~	
Or       ✓       dbtran- Debtor Code (10,AU)       ✓       jjjjjjj       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       kkkkkk       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       kkkkkk       ✓         Or       ✓       ✓       IIIIII       ✓         No. of Selection Lines:       12       Refresh	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~				~	
Or       ✓       dbtran- Debtor Code (10,AU)       ✓       kkkkkk       ✓         Or       ✓       dbtran- Debtor Code (10,AU)       ✓       IIIIII       ✓         No. of Selection Lines:       12       Refresh         Next       Reset       Run Now!	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		Y				~	
Or          ✓ dbtran- Debtor Code (10,AU)          No. of Selection Lines:       12         Refresh	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~	kkkkk			~	
No. of Selection Lines: 12 Refresh Next Reset Run Now!	Or	~		~	dbtran- Debtor (	Code (1	0,AU) 🔽		~				~	
Next Reset Run Now!	No. d	of S	elect	tion	Lines: 12	Refre	esh							
Next Reset Run Now!														
	Nex	t	Re	eset	Run Now!									
Back to Fields	Back	to I	Field	s										

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



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...

i4 Query	Debtors	Creditors	GL	Used Equip	Past Reports	Log
Save	/Run Se	election				
Selecti And/O	on Name: r New Name	New slow payers	5	~		
Save	/Run Re	eset				
Back to	Fields					

## 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.

i4 Query	Debtors	Creditors	GL	Used Equip	Past Reports	Log Off user1
Tabu	lar P&L	Report	Para	ameters		
Advance	d Selection.					
Separ	ate P&L for:	Please Se	lect	~		

Then on the advanced selection criteria select the company field:

### **Advanced Selection**

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 Year (3)
Report Type (4)	Address Line 2 (4)	Start Income Level A (6)
Report Order (5)	Suburb (5)	End Income Level A (7)
Seeded by Gltran (7)	Post Code (6)	Start Income Level B (8)
Key (Co,Br,Pc,Acc,Sub) (8)	Phone Number (1) (7)	End Income Level B (9)
Company (9)	Phone Number (2) (8)	Start Income Level C (10)
Profit Centre (10)	Group Certificate Name (9)	End Income Level C (11)
Budget Month 1 (11)	Group Employer Number (10)	Start Income Level D (12)

Click Next...

Define Selection Criteria similar to the following:

i4	Query Adva	an	Deb Ce	tor d (	s Creditors Selection	GL Crite	<sup>Used</sup> ria	Equi	p Past Re	ports Log (	Off u	seri	
	And /Or		('s		Field		F	Rel	Value		)'s	I	Excel Plugin Prompt
				~	glchart- Compa	ny (2,AU	) 🖌	~	xx				
		~		~			~	~				~	
		~		~			~	~				~	
		~		~			~	~				~	
		~		~			~	~				•	
	No. of	f Se	elect Re	tion	Lines: 5	Refres	;h		ad				
ĺ	Back t	o F	ield	s									

Click	Next

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

Click Save/Run...

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

Tabular P&L Report F	Para	
Advanced Selection		
Separate P&L for:	Each Branch	P&L per Branch
Branch Code:	All Branches	
Compare Actuals To:	▼	
Summary At Level:	No Summary 🕶	
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:	200006	
Year Type:	Financial Year 🕶	
Number of Months:	12 🕶	
Report Description:		
	Run Report	

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):

Advanced Selection          Select Saved Query -       CTRL-Click fields to select/deselect.         GL Chart Of Accounts (glchart)       Branch Masterfile (branch)       Company Mass         Branch (1)       Branch Code (1)       Company Code (1)         Account Number (2)       Branch Name (2)       Company Name (2)         Description (3)       Branch Name (2)       Company Name (2)         Report Type (4)       Address Line 2 (4)       Start Of Financial         Seeded by Gitran (7)       Post Code (6)       Post Code (6)         Key (Co, Br, Pc, Acc, Sub) (8)       Phone Number (1) (7)       End Income Level         Orapany (9)       Profit Centre (10)       Profit Centre (10)       Profit Centre (10)         Budget Month 1 (11)       Profic Centre (10)       Profit Centre (10)       Profit Centre (10)	Query	Debtors	Creditors	GL	Used Equip	Past Reports	Log Off	user1
Select Saved Query ▼       CTRL-Click fields to select/deselect.         GL Chart Of Accounts (glchart)       Branch Masterfile (branch)       Company Mass         Branch (1)       Account Number (2)       Branch Code (1)       Company Code (1)         Description (3)       Branch Name (2)       Company Name (2)         Report Type (4)       Address Line 1 (3)       Address Line 2 (4)       Start Of Financial         Report Order (5)       Seeded by Gltran (7)       Post Code (6)       End Income Level         Key (Co, Br, Pc, Acc, Sub) (8)       Phone Number (1) (7)       End Income Level         Profit Centre (10)       ▼       Group Employer Number (10)       ▼	dvar	nced Se	election					
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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.

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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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