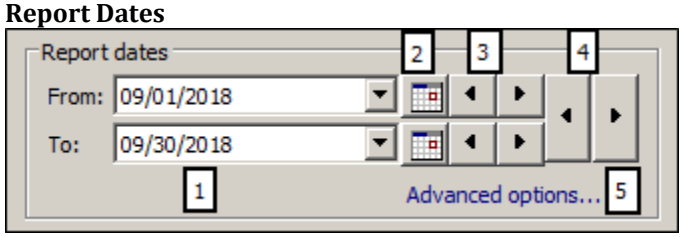
Reports Quick Reference

Keyboard Shortcuts

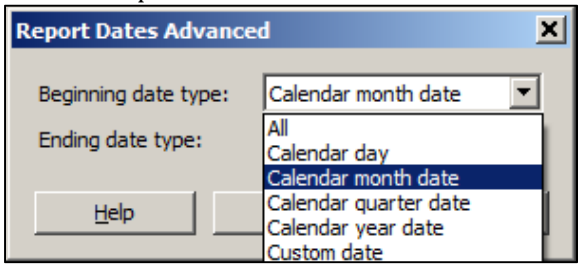
Icon	Short Cut	Description
Close	Close CTRL+F12	Exit and returns you to the Main Menu or Previous Screen.
	New CTRL+N	Create a new report.
	Delete CTRL+D	Delete a report.
	Save CTRL+S	Save a new record or report.
	Undo CTRL+Z	Reverse all changes to the current record since the last save. Note: There is no undo for deleted reports.
	Print CTRL+P	Send a record or a report to the printer.
	Preview	View a report before you print it.
	Application Help	Provides on-line help for the current applications.
	What's this help CTRL+W	Provides information on the field or box the arrow hovers over.
	Stop SHFT+F12	Stop printing a report or running a routine.
Defaut Report	Radial Button	This option will set one report as the first report to display.

Report Options Tab

Report Dates



1. Report date relate to the primary date field in the table depending on the type of report
   (ie. Check Register Report=Check Issue Date)
2. Calendar allows you to specify exact dates for To and From
3. Single Arrows: Moves the To **or** From forward or backward one unit (unit=day, month, year, etc)
4. Double Arrows: Move the To **and** From at the same time forward or backward one unit.
5. Advanced Options



   a. All: This will select all dates.
   b. Custom date: This is the same as using the calendar option.

Report Options Tab (continued)

Supplements options

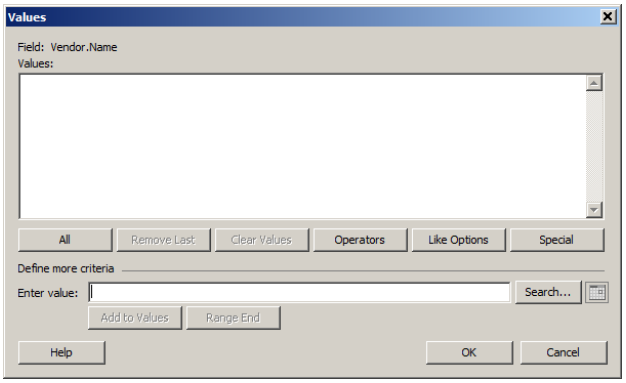
If there are options on a report, they will usually show under the Report Dates or on a separate tab. This is dependent on the individual report.

Selection criteria

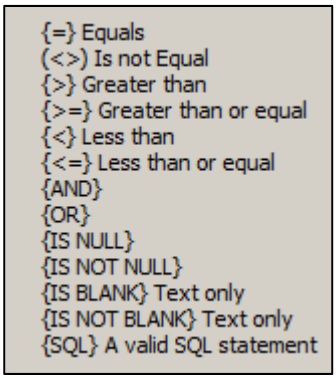
Think of this section as a report filter. It allows users to pare down the information extracted from the table(s).

Column 1	Value 2	Test 3
Check.Check number	All	Entire field
Vendor.Vendor number	All	Entire field
Check.Payee name	All	Entire field
Vendor.Vendor type	All	Entire field
Check.Type	{<>} "Adjustment"	Entire field

1. Double-clicking on the word 'Column' will show all the available options to create effective filters.
2. Value provides the ability to specify the criteria to limit the extracted information.



   a. All – This is the default value.
   b. Operators – provides additional ways to limit.



   c. Special – provided the option for 'Prompt at time of report'
   d. Search – Displays the history for that field data.
   e. Like – Provides the option to pull similar types of information. Should enclose in '%' (percent signs)
3. Test – Helps to restrict specific character in the 'Value'

Report Options Tab (continued)

Report order

Report order helps to organize and shape the look and feel of the report.

Column 1	Sort 2	Title	Total	Page 3	Test 4
[Report].Check Number	Ascending	☑	☑	☐	Entire field
[Report].Invoice Number	Ascending	☐	☐	☐	Entire field
[Report].Invoice Sequence	Ascending	☐	☐	☐	Entire field

1. Columns – Available field(s) to create the desired sort order. The top field showing in report order is the primary field for sorting (ie. this report focuses on Check Number). Subsequent field help to organize after the primary soft.
2. Sort – Dictates the order for the selected field. Allows 'Ascending' and 'Descending'. Also provides the option of 'Ascending-Test' or 'Descending-Test' which utilizes the Test field (4) to enhance the feel of a report.
3. Title/Total/Page – These radial options will create a breakdown of the specified field. Warning: Selecting multiple radial buttons may create additional clutter.
4. Test – Helps to define a specific segment of the selected field. For example, a 'Date' field will allow a total by year/month/day or even time.

Columns Tab

Tasks

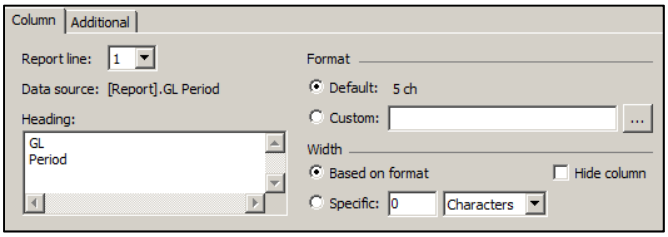
This section helps to add or subtract fields to display on the report. It also creates the shape and quality of the report display.

1. Modify columns – add or subtract fields to display.
2. Move –Helps to arrange the displayed fields.
3. Add a report line – Users may add multiple lines in order to maintain a page size but increase information output.
4. Remove –Will remove all of the columns on one line.

Column/Additional sub-tabs

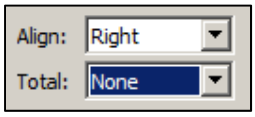
These sub-tabs create the design and layout of the report. It helps users to determine a field's location, header, width, border and functionality.

Column



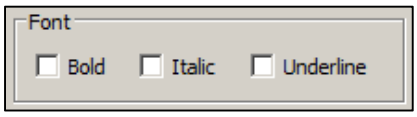
- Report line-Determines which line a field will display.
- Heading-Creates the column header. Use a comma (,) between words to create a second line.
- Format-Controls the number of characters for a field.
- Width-Controls the width format or if it is displayed.

Additional

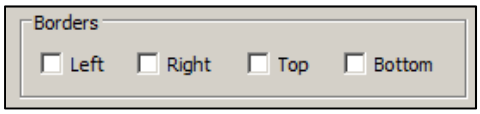


-Allows Right/Left/Center or Wrap lines field placement.

-Provides Total/Count or Both



Controls how fields are displayed.



Creates a line for the selected field.

Print Settings Tab

Output options

Print – Sends the report to the windows default or selected printer. A printer profiles are setup in System Management.

Save as – Provides the ability to save the report in a PDF, Excel, RTF (Rich Text Format) or Text format.

Export –Provides a way to save a report to a location in a delimited format.

Send to Document Management – Send the report output to a storage path that is defined in System Management – Organization – Document Management.

Close program after printing – This will close the report after the output file is created.

Print

Print profile: Print profiles are setup in System Management. They create specific types of printer setups to accommodate workstation or user nuances. IE: a profile for printing checks by workstation.

Printer: Select the desired printer, source (drawer), and duplex option

Page Range: Select the pages to print.

Copies: Assign the number of copies to print and if they are collated on output at the printer.

Page setup Select the paper size, orientation, and margins.

Font: Assigns a default for the font, size of font and pen (line) size. May also default as Italics and/or Bold.

Save as

File name: Assign a path to save the report. The 'Variables' allow users to create a unique name or path every time a report is generated.

Export

Creates a delimited file of data for use in third party vendor software. Users may add headers, footers, totals and page breaks by selecting the desired radial buttons.