



Slide 1

Slide notes: Here we present a brief insight into the flexibility of IES Reports and report execution.

IES Reports are flexible: -

- They can be paperless
- The Content is dependent on User directives
- The Reports support different output formats on demand

IES Reports are flexible: -

Slide notes:

IES Reports can be published in the Report Warehouse as electronic and paperless reports that Users can easily browse, but they also support various other formats like PDF, HTML, e-mail, Printer, Spread Sheets and more. Users have easy control over what is included in a Report.

IES has 7 Report Writers

- Not all reports are equal, and in order to be able to produce all the different kinds of Reports that you need, there are 7 different Report Writers in IES
- The Reports Writers are easy to use, and Reports can be produced in a variety of ways, to satisfy every need

IES has 7 Report Writers

Slide notes: In order to satisfy a wide variety of reporting needs, IES has a number of in-built and easy-to-use Report Writers. There are thousands of standard Reports in the IES Business system, but it is also easy to do any additional Reports we may want to have.

IES Client(Q) v8.24 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: TRIAL BALANCE (A4)

1: - CHOOSE VERSION [Versions](#)

Report Version: system version: Trial Balance

2: - CHOOSE SETTINGS

Format: report

OutPut: FILE

File Type: txt text file

Template: 04: Infolab

Report Header: Trial Balance

3: - CHOOSE DATA SELECTOR [Change Selector](#)

choose from 4 data selectors

Data Selector: Ledger-all-nonzero LEDGER ACCTS WHERE BALANCE # 0

4: - TO e-MAIL THE RESULTS Priority: normal

Despatch By E-Mail Mail Drive *

Mail To:

Mail Title: Trial Balance (A4)

Message Body: report by mail

5: - ADAPT DATA SELECTION (if prompts are present) [How to define MY CHOICE](#)

Selection Tip	My Choice
1	

Nex Pre Add Ins Ed Del

6: - Record Select:

OPEN Records only

CLOSED Records Only

EITHER

7: - CHOOSE NEXT [Next](#)

Slide 4

Slide notes: When a User selects a Report from a Menu, then typically a pre-run Screen like this will pop up, and in many cases we can simply click NEXT to continue to produce the Report. The 'version' option may be used to modify the report.

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How to define MY CHOICE

Selection Tip	My Choice
1	

Nex | Pre | Add | Ins | Ed | Del

6: - Record Select:

OPEN Records only

CLOSED Records Only

EITHER

7: - CHOOSE NEXT [Next](#)

Slide 5

Slide notes: We also have a variety of options available to change the course of the current Report execution, to our liking. We can choose from multiple formats that are offered for the Report.

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IES REPORTS AND QUERIES: - User Instructions

NAME:

1: - CHOOSE VERSION [Versions](#)
Report Version:

2: - CHOOSE SETTINGS
Format:
Output:
File Type:
Template:
Report Header:

3: - CHOOSE DATA SELECTOR [Change Selector](#)
choose from 4 data selectors
Data Selector:

4: - TO e-MAIL THE RESULTS Priority:
 Despatch By E-Mail Mail Drive: *

Mail To:
Mail Title:
Message Body:

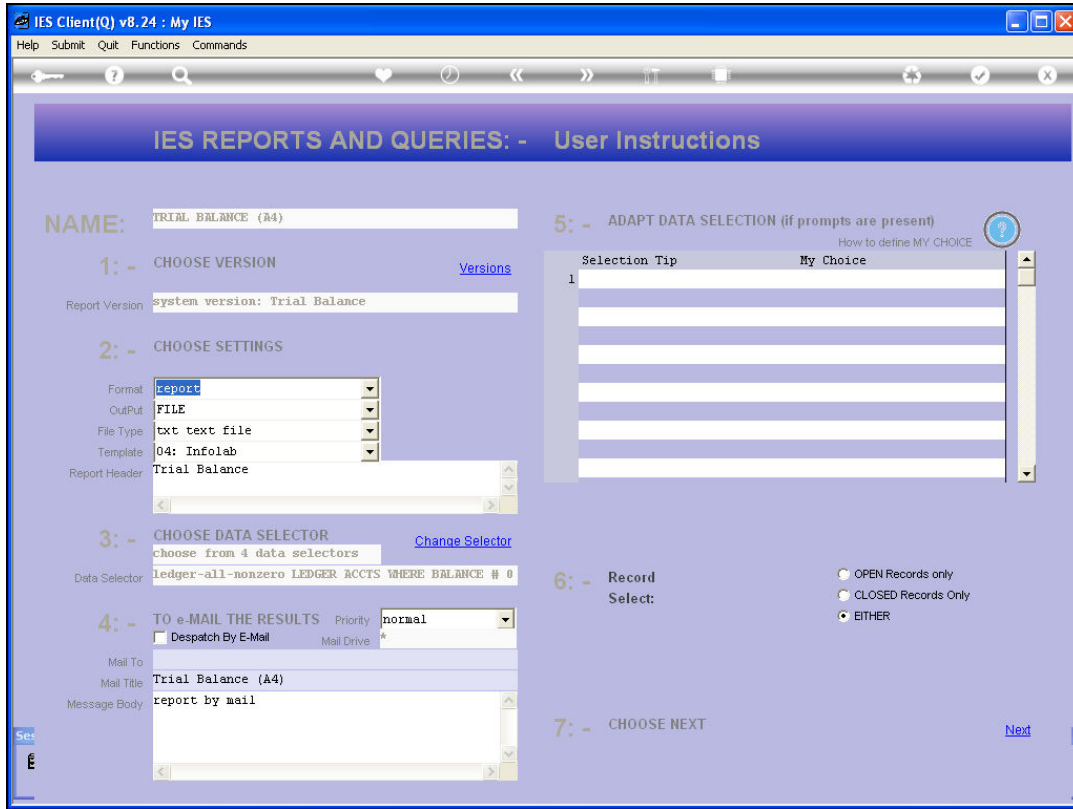
5: - ADAPT DATA SELECTION (if prompts are present) [?](#)
How to define MY CHOICE
Selection Tip:
1

6: - Record Select:
 OPEN Records only
 CLOSED Records Only
 EITHER

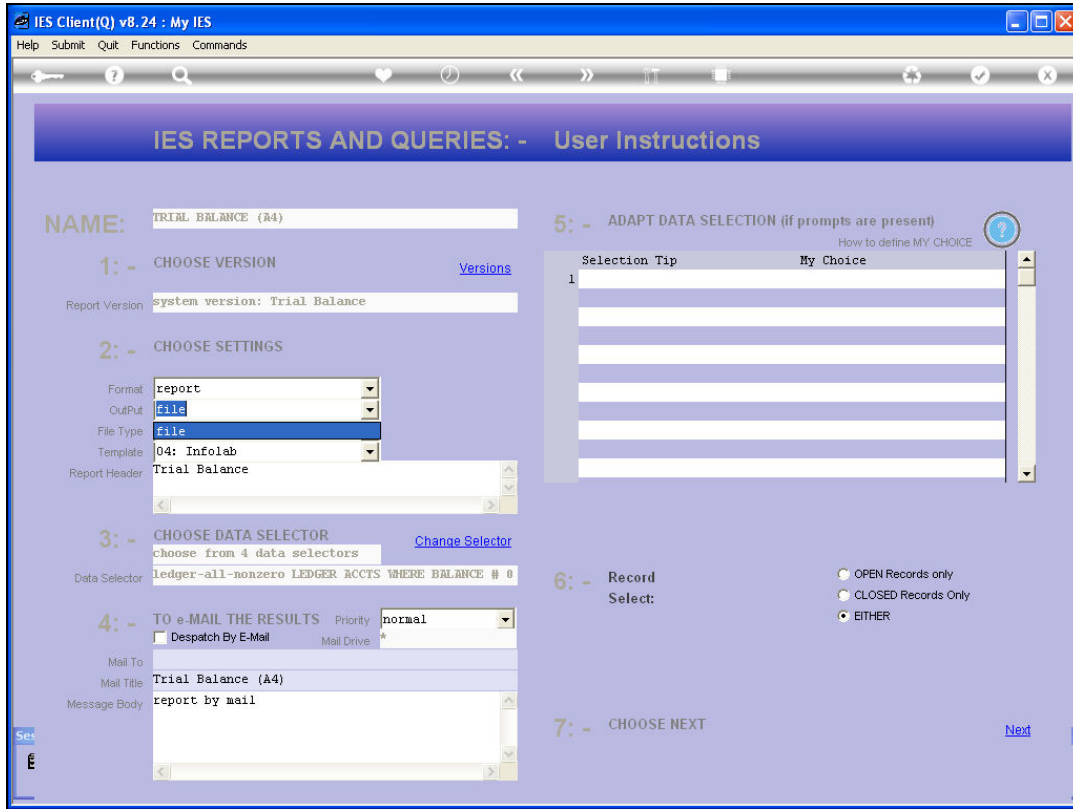
7: - CHOOSE NEXT [Next](#)

Slide 6

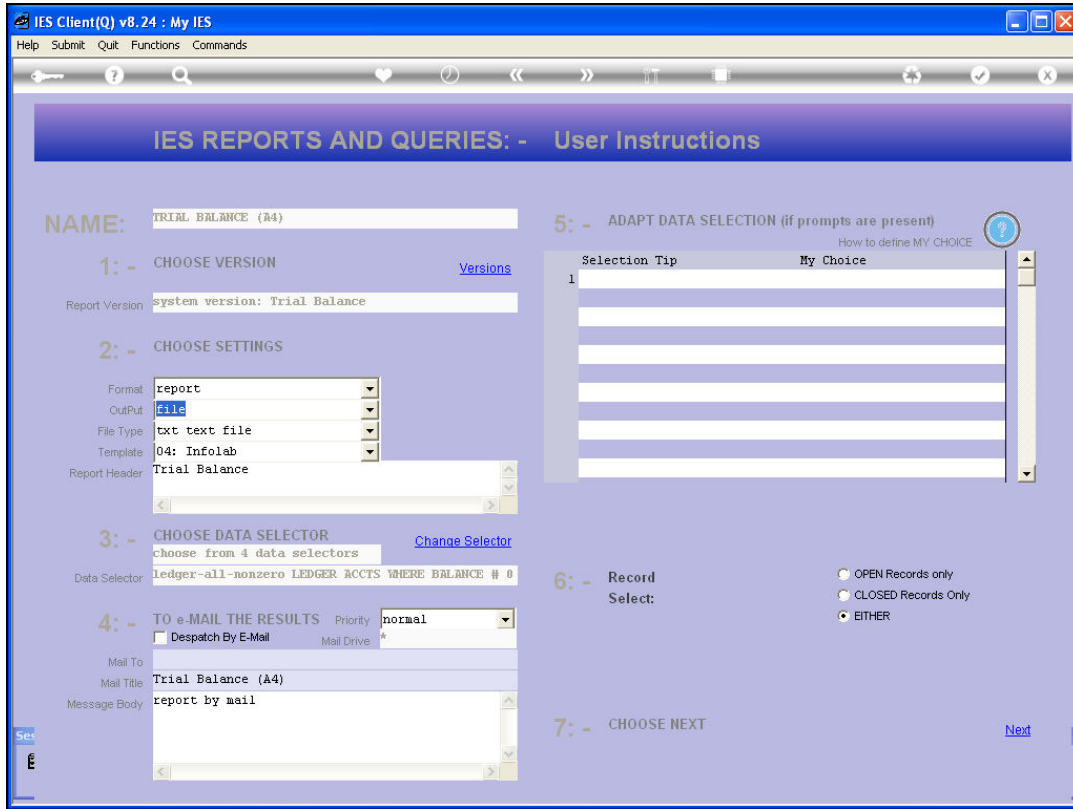
Slide notes: For example, if we choose QUERY as the format option, then the result will be put in a Spread Sheet rather than a standard report.



Slide 7
Slide notes:

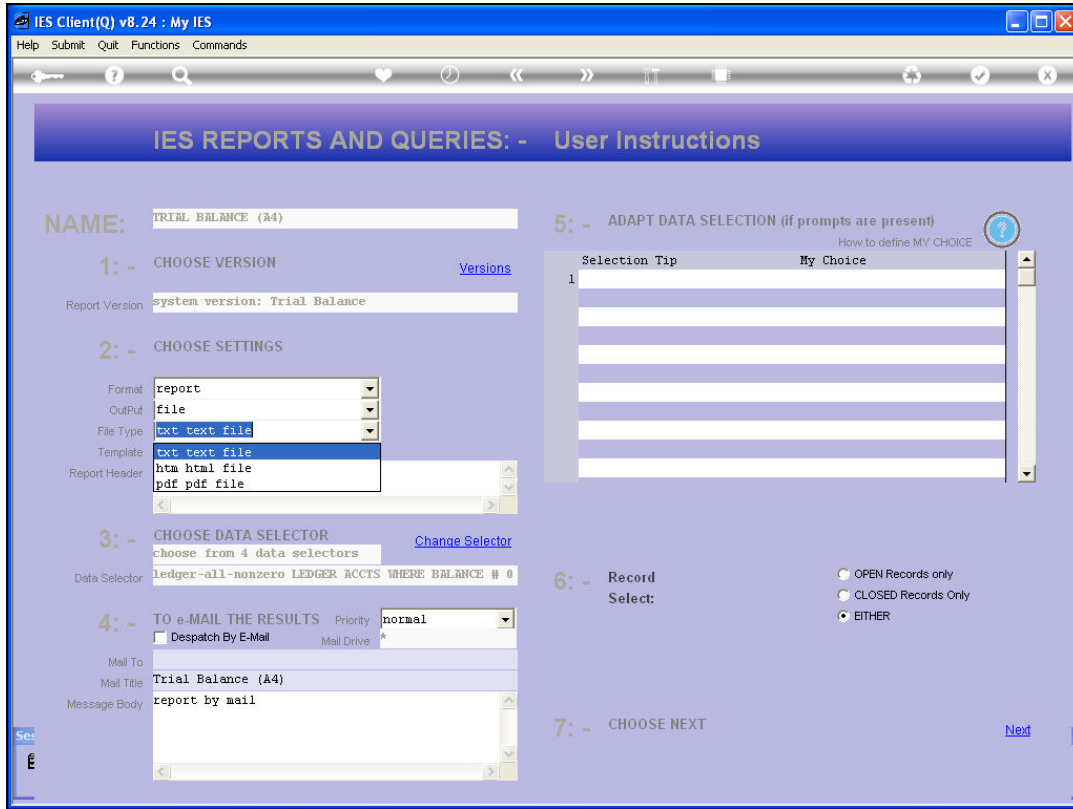


Slide 8
Slide notes:



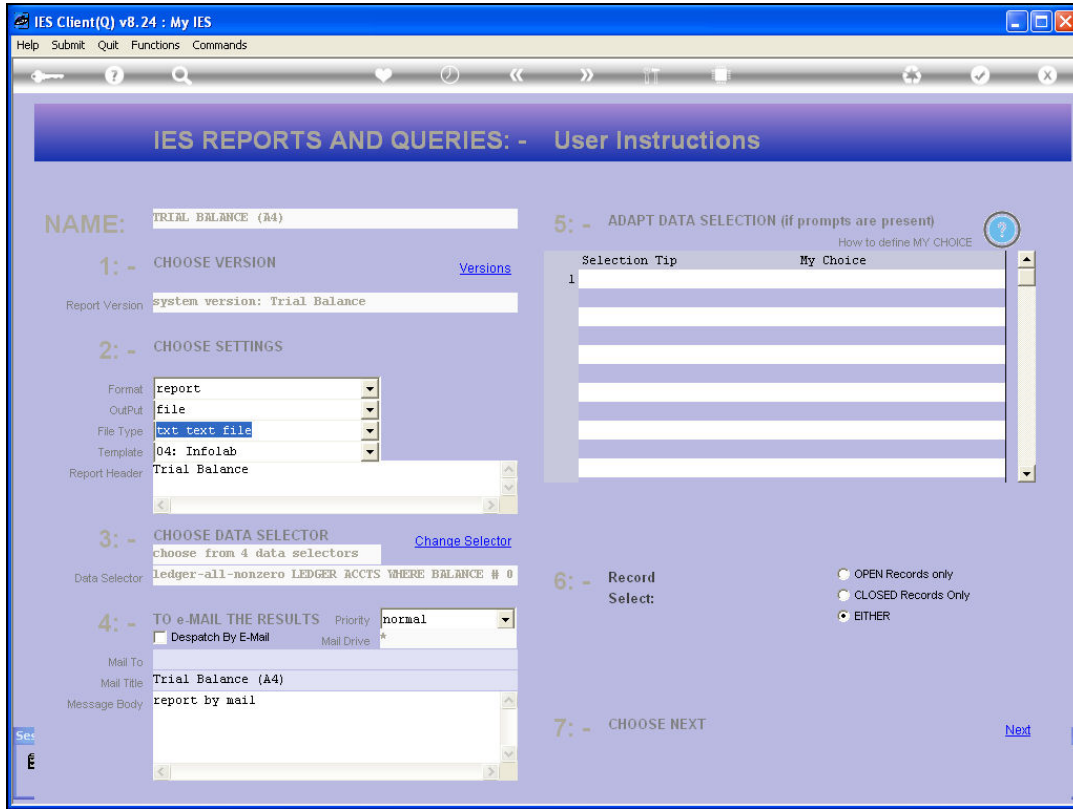
Slide 9

Slide notes:

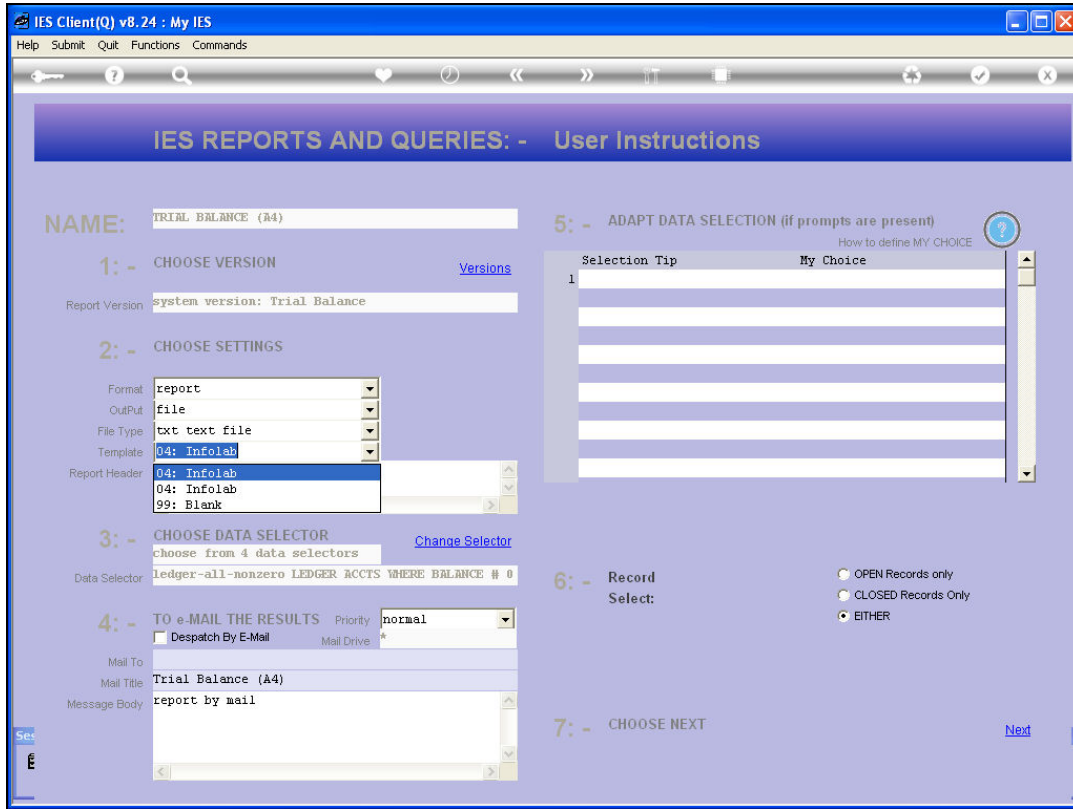


Slide 10

Slide notes: Usually, we can choose from a selection of file output types.

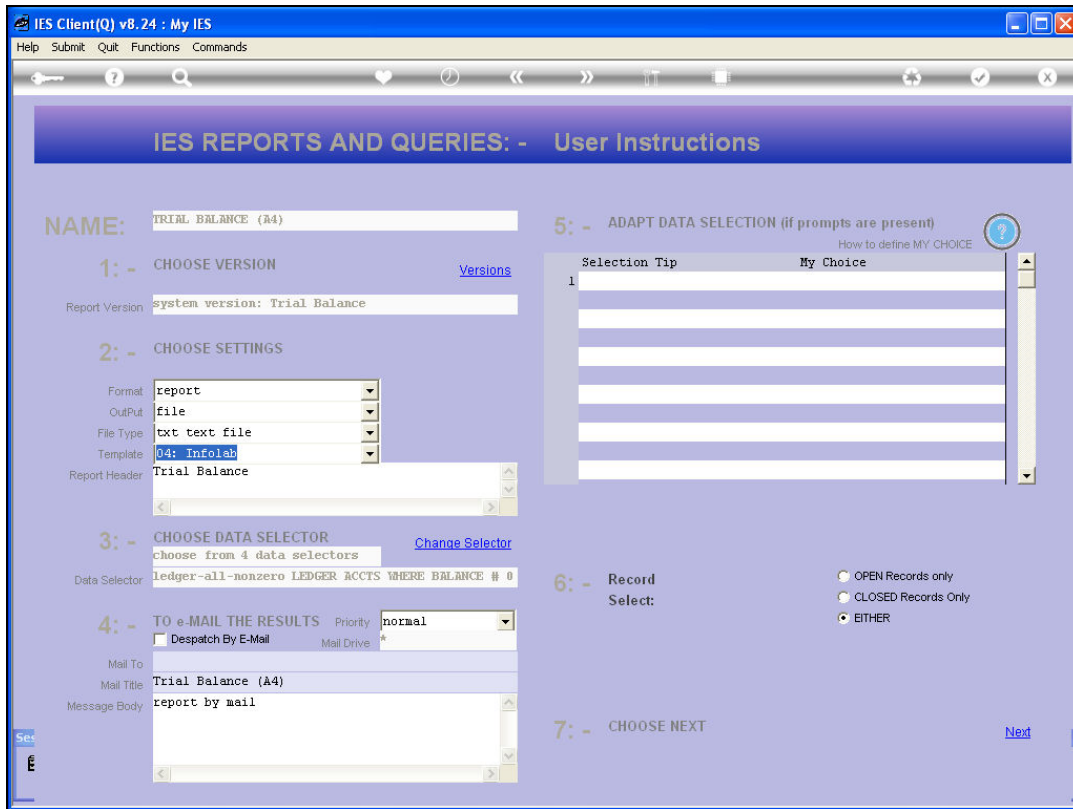


Slide 11
Slide notes:



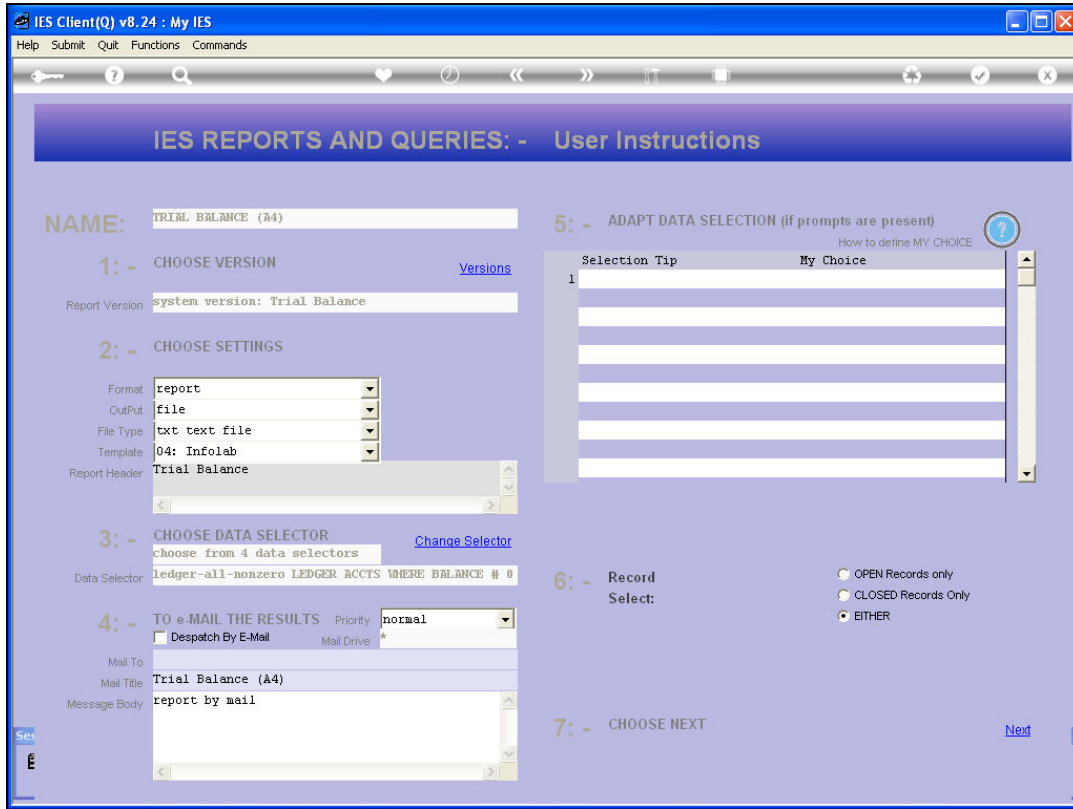
Slide 12

Slide notes: For HTML output, we may select a Template.



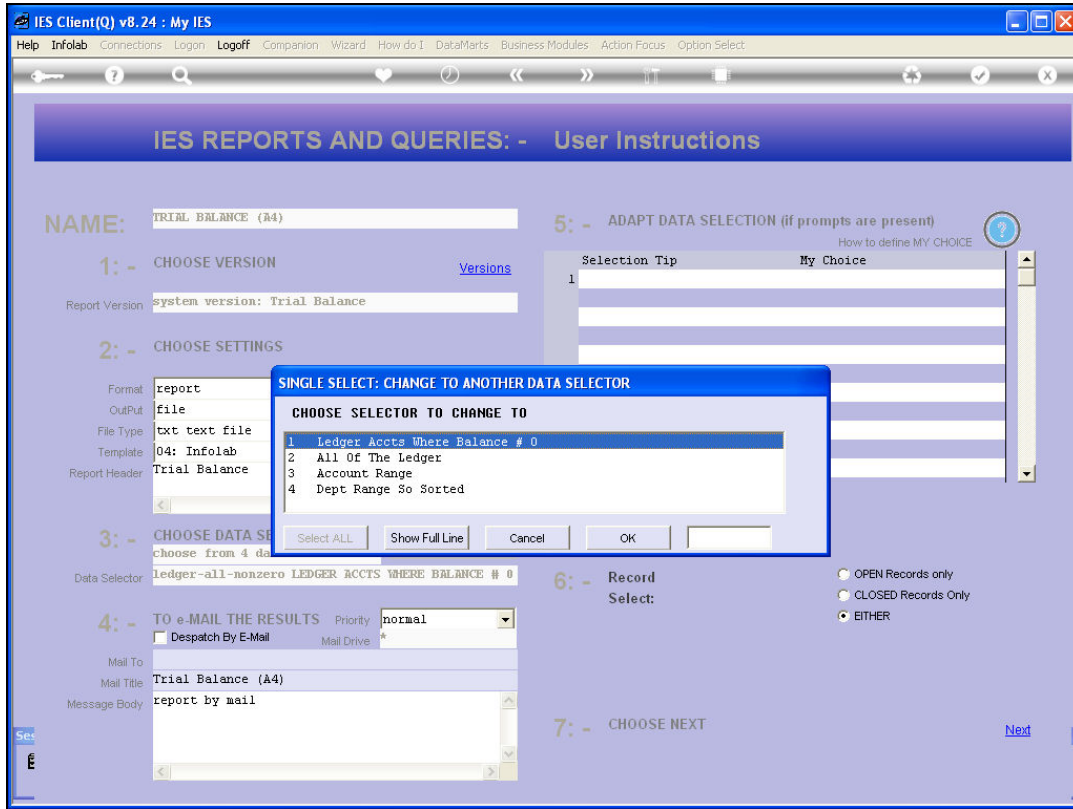
Slide 13

Slide notes:



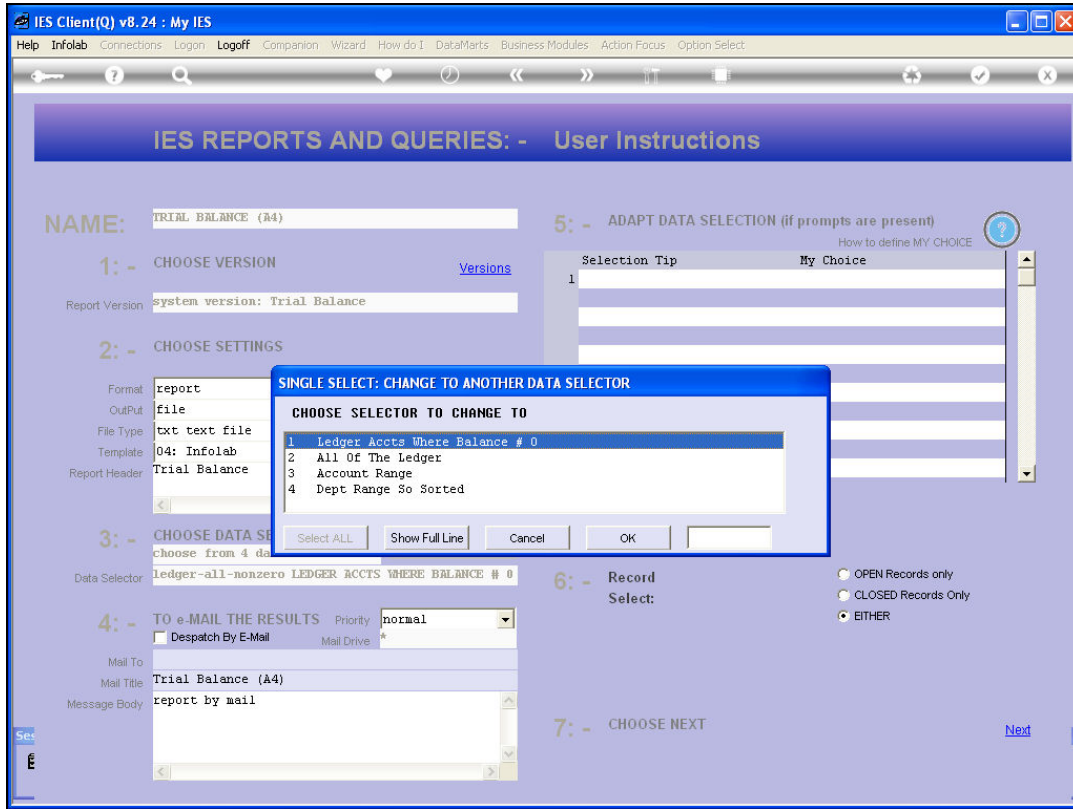
Slide 14

Slide notes: We may change the Report Header, if we want to.



Slide 15

Slide notes: And if multiple data selectors are offered, we can select a different selector according to the current need.



Slide 16
Slide notes:

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1: - CHOOSE VERSION [Versions](#)
 Report Version: system version: Trial Balance

2: - CHOOSE SETTINGS
 Format: report
 OutPut: file
 File Type: txt text file
 Template: 04: Infolab
 Report Header: Trial Balance

3: - CHOOSE DATA SELECTOR [Change Selector](#)
 choose from 4 data selectors
 Data Selector: Ledger -from-to ACCOUNT RANGE

4: - TO e-MAIL THE RESULTS Priority: normal
 Despatch By E-Mail Mail Drive: *
 Mail To:
 Mail Title: Trial Balance (A4)
 Message Body: report by mail

5: - ADAPT DATA SELECTION (if prompts are present) [?](#)
 How to define MY CHOICE

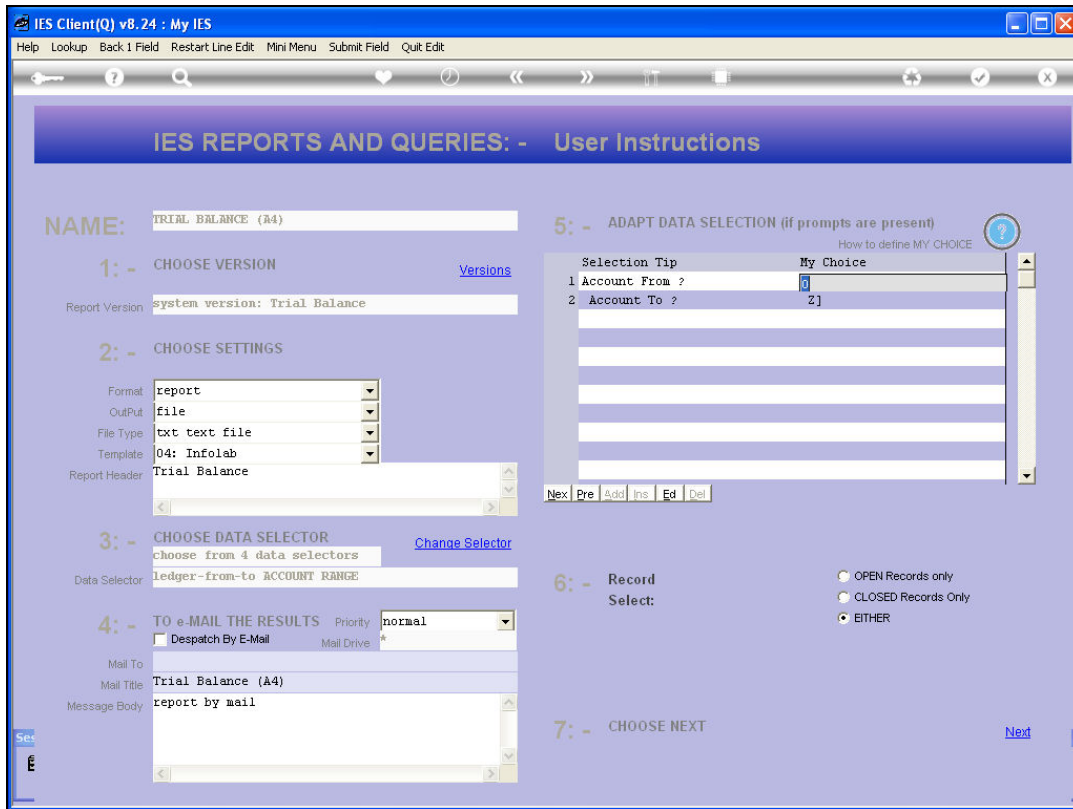
Selection Tip	My Choice
1 Account From ?	0
2 Account To ?	Z]

6: - Record Select:
 OPEN Records only
 CLOSED Records Only
 EITHER

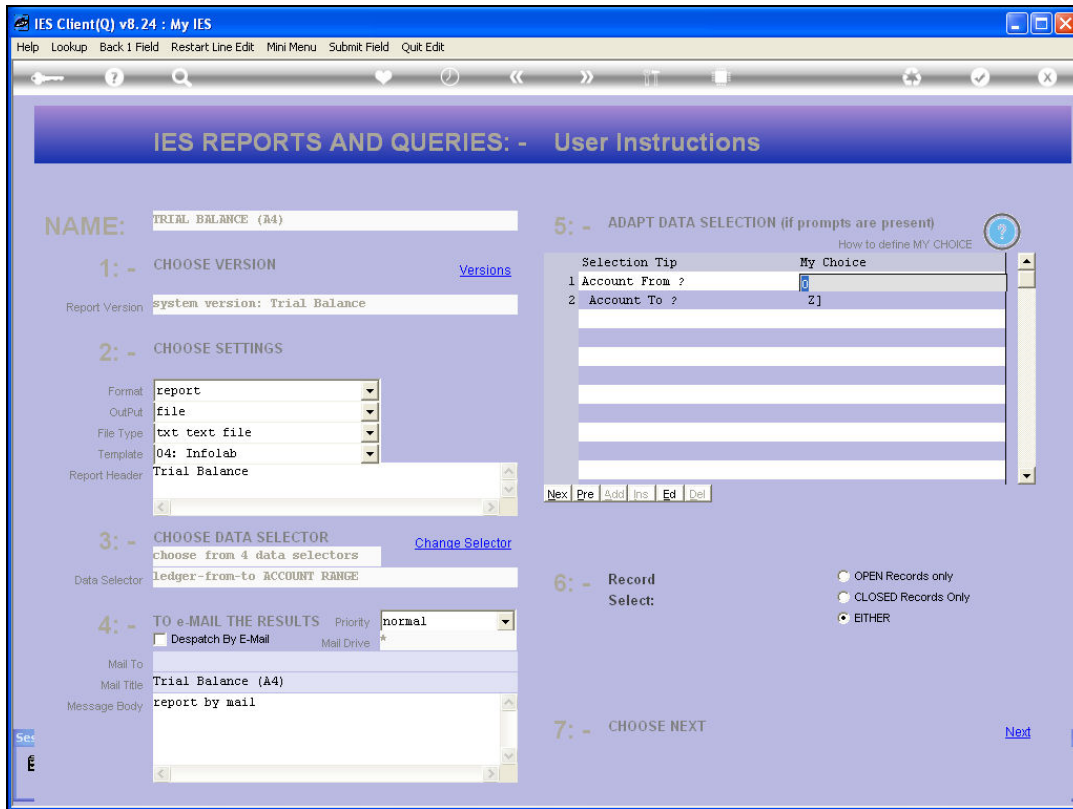
7: - CHOOSE NEXT [Next](#)

Slide 17

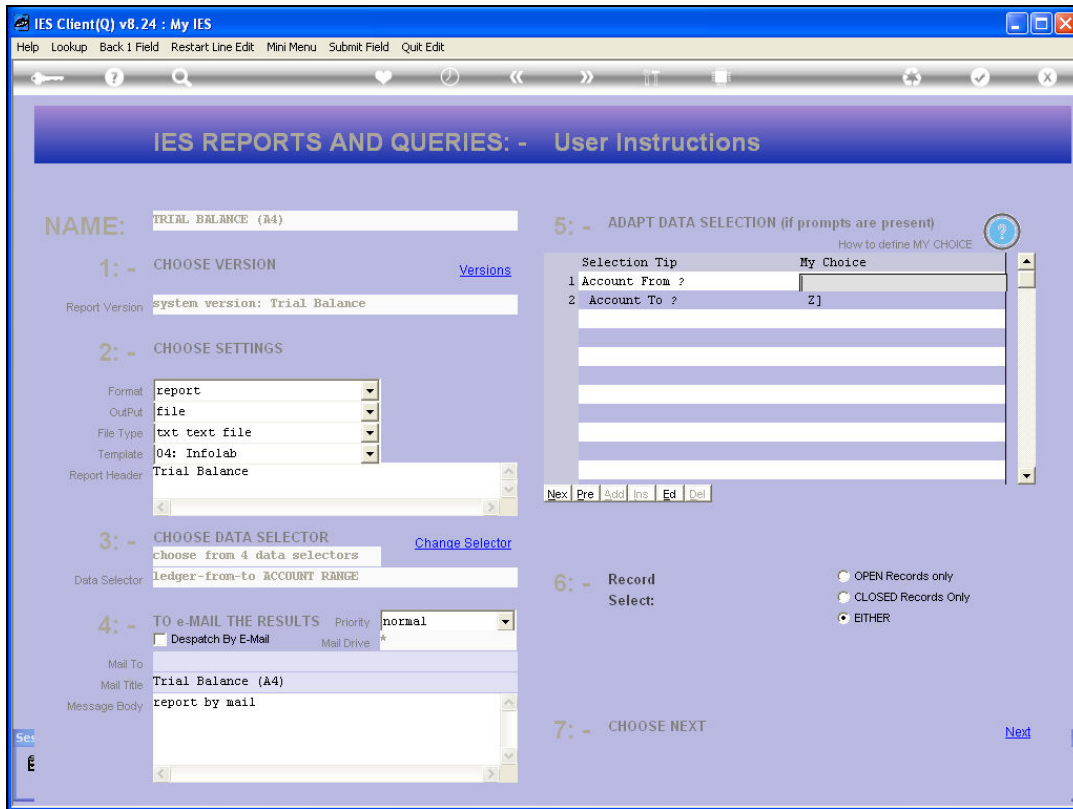
Slide notes: Depending on the chosen data selector, we may have runtime criteria that can be changed. For example, in this case, we can select the specific Account Range to include.



Slide 18
Slide notes:



Slide 19
Slide notes:



Slide 20
Slide notes:

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3: - CHOOSE DATA SELECTOR [Change Selector](#)
Data Selector: choose from 4 data selectors
Ledger -from-to ACCOUNT RANGE

4: - TO e-MAIL THE RESULTS Priority: normal
 Despatch By E-Mail Mail Drive: *
Mail To:
Mail Title: Trial Balance (A4)
Message Body: report by mail

5: - ADAPT DATA SELECTION (if prompts are present) [?](#)
How to define MY CHOICE

Selection Tip	My Choice
1 Account From ?	3000000
2 Account To ?	Z]

Nex | Pre | Add | Ins | Ed | Del

6: - Record Select:
 OPEN Records only
 CLOSED Records Only
 EITHER

7: - CHOOSE NEXT [Next](#)

Slide 21

Slide notes: When we choose NEXT, then the Report will continue with execution based on any choices that have been exercised.

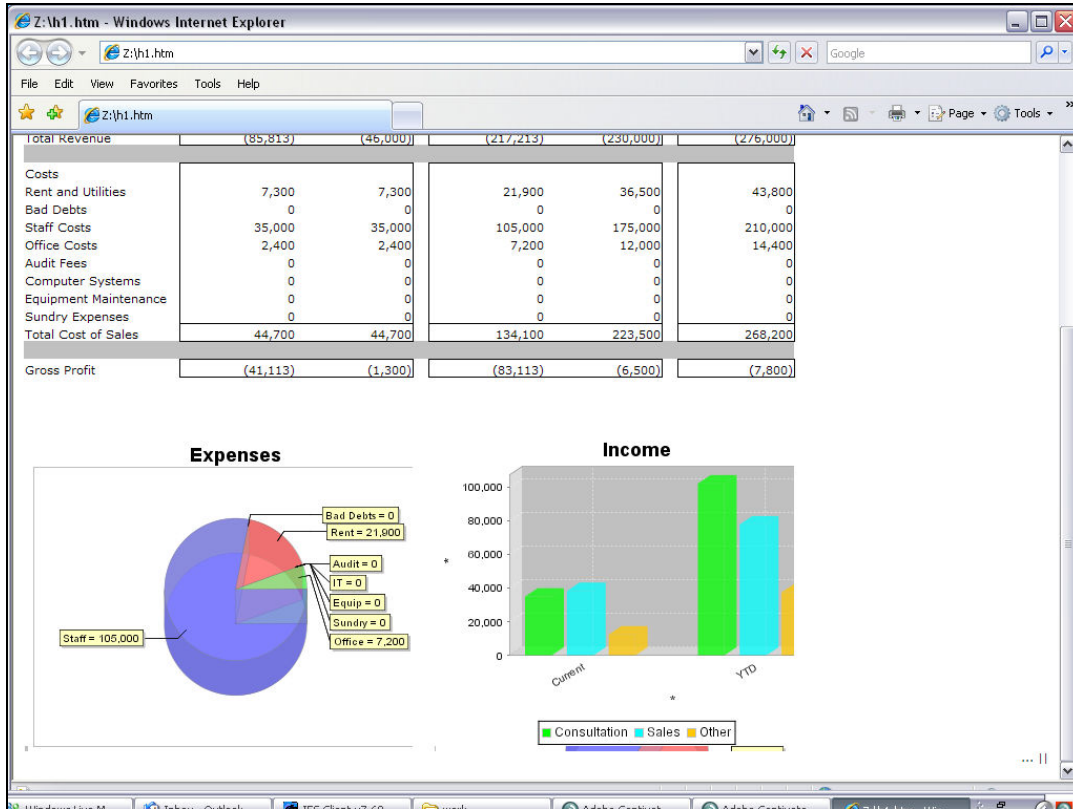
10:50:13 12 Dec 2008 page 1

Trial Balance Jan 2008 - Nov 2008

Ledgercode.....	*Description.....	Actual.....	Actual Ptd.....
10000000	ORDINARY SHARE CAPITAL : PRIVATE LEDGERS	10.00	10.00
10000001	DISCOUNT ALLOWED	0.00	-243,487.92
10000002	DISCOUNT RECEIVED	0.00	-1,032.89
10000002s	RETAIL SUSPENSE	0.00	81.94
10000003	POS CASH REFUNDS	0.00	452.04
10000004	F & L	0.00	144,870.33
10000004c	F & L	0.00	0.00
10000004G	Ins Provision	0.00	-1,508.00
10000004H	Ins Provision	0.00	-1,760.69
10000005	IV SUSPENSE	0.00	189.99
10000006	TRANSFER SUSPENSE ACCOUNT	0.00	-23,230.71
10000007	DIRECT ORDER PROFIT CENTRE : PRIVATE LEDGERS	0.00	4,567.47
10000008	VAT / GST CONTROL : PRIVATE LEDGERS	0.00	-12,184,340.53
10000008b	VAT / GST CONTROL : PRIVATE LEDGERS	-136.56	-31,762,611.28
10000008c	VAT / GST CONTROL : PRIVATE LEDGERS	0.00	-22.11
10000008d	VAT / GST CONTROL : PRIVATE LEDGERS	337.85	670,232.24
10000008e	VAT / GST CONTROL : PRIVATE LEDGERS	0.00	-40.15
10000008f	VAT / GST CONTROL : PRIVATE LEDGERS	0.00	-2.35
10000008g	VAT / GST CONTROL : PRIVATE LEDGERS	0.00	600,422.26

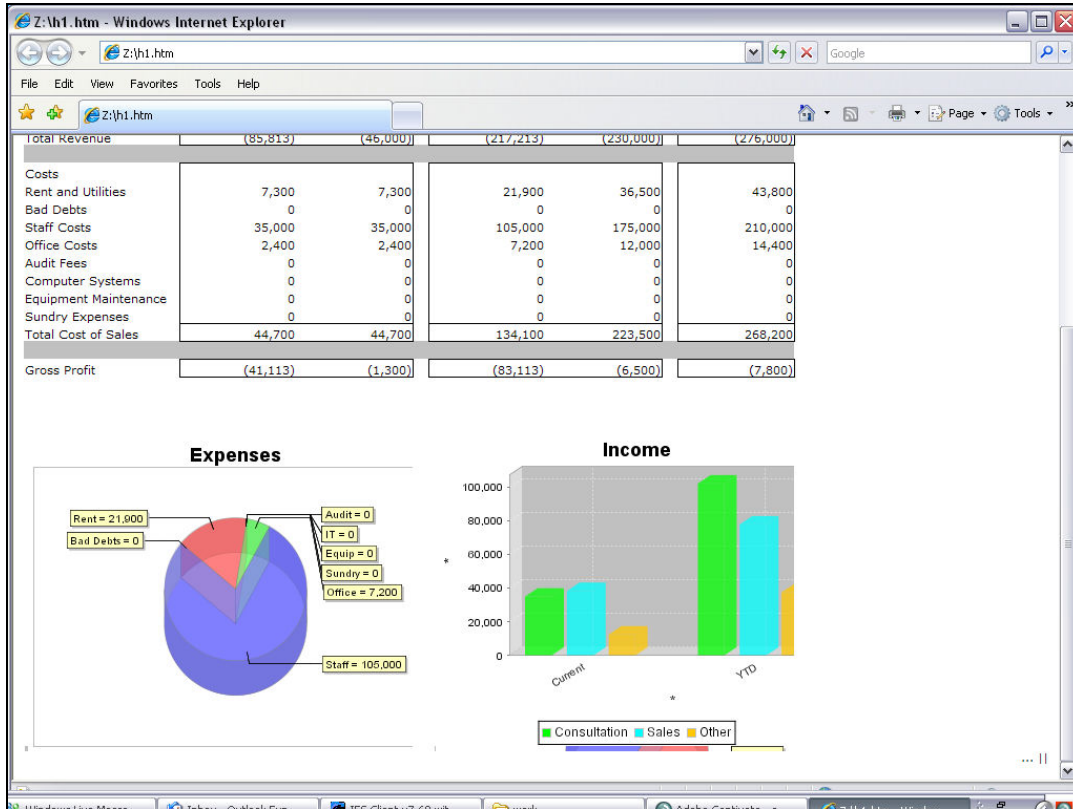
Slide 22

Slide notes: The result may be a simple text format Report like this.



Slide 23

Slide notes: Or a smarter, formatted report inclusive of charts and other visuals.



Slide 24

Slide notes: IES caters for all kinds of reports that we need in Business.