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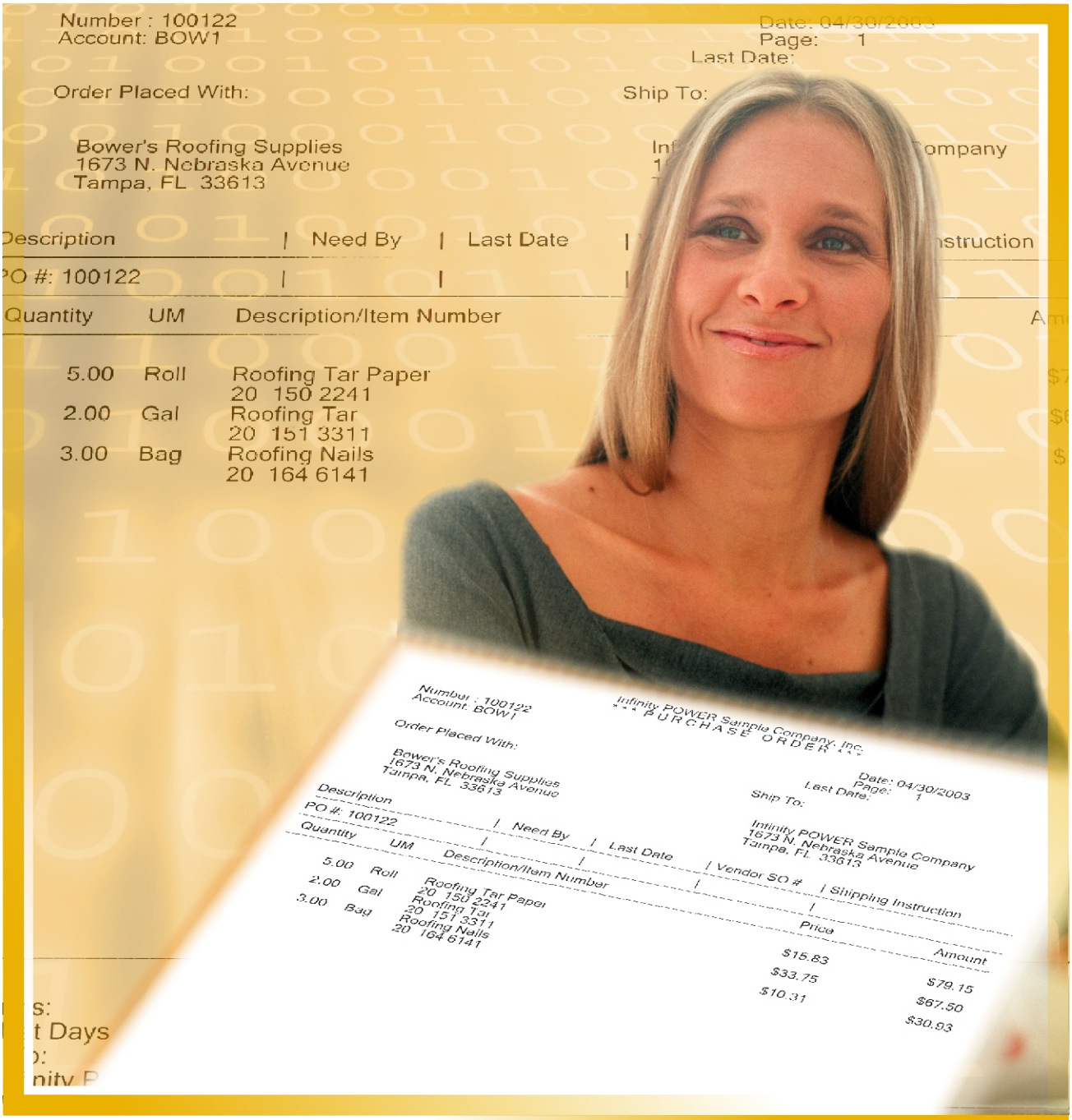

Report Writer

Advanced Utility for Creating Customized Reports and Extracting Data
Part #280

User Manual

Version 7.63

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CHAPTER 1 INTRODUCTION

This chapter covers several of the general concepts of how to use the **Infinity POWER Report Writer** module. This software program provides a very powerful tool, which not only allows the ability of creating and calculating customized reports, but also provides a tool designed to extract data out of the **Infinity POWER** data files to be imported into other software applications.

This may include other accounting systems, spreadsheets, databases, word processors and other customized utilities. The key is that this module provides specific control over how information within the **Infinity POWER** modules may be reported or exported to other applications. This same feature, however, would also allow you to conveniently re-import any data back into any number of **Infinity POWER** accounting modules, all of which contain File Import capabilities. This section also discusses some special features of this program.

Simply stated, a *Report Writer* is a program, which allows the user to create customized reports from a pre-existing data base *(collection of data files)*. This program allows for much of the technical design capabilities necessary for sophisticated reporting in a format that is easy to use by non-programmers.

Infinity POWER has successfully integrated these design considerations into an extremely powerful, yet easy to use package, called the **Infinity POWER Report Writer** module.

The Report Writer module allows user definition of all report characteristics including page size, page width, headings, default output device *(printer, screen, disk file, etc.)*, as well as the actual report contents.

All reports may be completely **file relational** using as many **Infinity POWER** files at any one time as your system's memory and operating system configuration will allow. This means that you can combine information from any **Infinity POWER** accounting programs into a single report.

This could include information from General Ledger, Accounts Payable, Payroll, Job Cost, Manufacturing Inventory, etc., all on the same report! You also have the flexibility of combining multiple reports to create extremely complex reporting capabilities.

All reports allow you to display information stored in most **Infinity POWER** data files. Advanced features such as user definable custom file definitions, variables, statistics, and formulas allow for even greater flexibility in the generation of custom reports.

Complex arithmetic formulas may include variables, file information or other formulas. Additionally, complete subtotaling and grand totaling is available in all numeric fields - including formulas!

Flexible report definitions allow you to specify file search, selection *(Boolean comparisons)*, and masks *(field wildcards)* on most fields within the data files used. These definitions may be *hard coded* in the report or instructed to *prompt* the user each time prior to the report being printed.

In addition, you can optionally use the *automatic report spacing* feature to let the system design your report columns' spacing, and the *auto-calculation of heading lines* to retrieve **Infinity POWER** field default descriptions. However, you can override these defaults at any time and define your own.

This module utilizes the same consistent **Infinity POWER** interface for ease of use and simple operation. As an additional convenience, a new *Word Processor* style interface is included for the editing of report headings.

Virtually every existing **Infinity POWER** report can be generated by the Report Writer module, plus an infinite number of new reports!

As you can see, the **Infinity POWER Report Writer** gives you the power of a systems level programmer in a simple to use non-programmer's package.

GENERAL CONCEPTS

Although the **Infinity POWER Report Writer** is extremely easy to use, it is important to understand the general concepts behind the structure of a report. Once you understand these concepts, the design and creation of a report will proceed very rapidly.

Most **Infinity POWER** reports contain the following elements:

Report Width	The maximum number of characters on a single line of the report. Normally, printers are designed to print **10** and/or **16.5** characters per horizontal inch. On an 8 1/2 by 11 printed page this allows **80 (or 132)** character report width, respectively.
Lines per Page	The maximum number of lines on a page. Most printers are designed to print **6** and/or **8** lines per vertical inch. On an 8 1/2 by 11 printed page this allows **66 (or 88)** lines per page, respectively. Laser printers normally allow for **60** lines per page.
Printed Lines per Page	The maximum number of actual printed lines on a page. Most reports are designed to print a one inch header and one inch footer. Normally, on a printed page with **66 (or 88)** lines per page, the printed lines per page would be **54 (or 72)**, respectively. This number cannot be greater than the total number of lines per page.
Report Title and Heading	The maximum title is two lines of **40** characters and will be centered. The maximum heading is four lines of **132** characters.
Report Body Control	This is the method in which information is retrieved from the data files for presentation on the report. This is the most difficult report writing concept for the non-programmer to comprehend.
Report Body Detail	This is the actual printed body of the report based on the information retrieved by the Report Body Control. The printed body may consist of the following items: **a. DP Fields:** These are the ***values*** or pieces of information retrieved from the **Infinity POWER** data files. These could be in the form of text, numeric or alpha/numeric information. In order to print this information, it must be retrieved during the Report Body Control step. **b. Text:** This is fixed text *(or constant)* that should print at a specific location within the body of the report. **c. Statistics:** These are numeric values, which may be entered periodically. These values may be used in formulas or printed directly on the report. **d. Formulas:** These are numeric values, which can be calculated based on mathematical equations. Each formula may include DP fields, statistics or other formulas. **e. Totals:** These are accumulations of numeric values that are summarized and printed on the report.

Often, when using a software package, it appears as though information magically appears on your screen. In actuality, the program was specifically designed to retrieve this information based on some objective criteria.

Information is stored on your disk in **data files.** Normally, these data files contain a number of similarly structured pieces of information called **records.** Each record is subdivided into **fields.**

The magic of retrieving this information is performed by the program. Normally, programs use a technique called **indexing** to allow quick access to the information. Using an index is like alphabetizing certain fields within the file, independent of one another.

For instance, you may have a data file which contains all of your customer address information. Each record within the file contains a single customer's address information. Each customer's record may be subdivided into these fields; customer number, customer name, customer phone number, customer address, customer credit limit, etc.

This customer file could be indexed on the customer number and customer name. Therefore, when you input the customer number or name, the program can automatically retrieve the entire customer address record. This index is also called a **search** field, since the records within the file are searched by this index for retrieval purposes.

In the customer file described above there are two search fields. Therefore, if you wanted to create a report called **Customer Listing,** you would have to tell the program to search by either the customer number or name.

In order to retrieve data from a file you must tell the report how to retrieve it. This concept is called the **search method.** Every time a file is used on a report, you must specify its search method as well as a **Data Source.** There are three different data sources available in the **Infinity POWER** Report Writer. This allows you to use a specific **default** data file or **other** data file which may be from a different company or year. You may also **custom** configure a data file to be sorted in a unique way.

Another important concept in the Report Body Control is that of **selection criteria.** Selection criteria tells the program whether to include a particular record on a report based on Boolean comparisons **(such as >, <, =, >=, <=, < >,** etc.).

For example, on the Customer Listing described above, you could instruct the program to only include those customer records that have a customer credit limit greater than or equal to $1000. The report would still be sorted in customer number or name order; however, all customers with credit limits less than $1000 would be omitted.

SYSTEM INTEGRATION

The Report Writer module integrates with all other **Infinity POWER** modules. All Reports may retrieve information from as many **Infinity POWER** files at any one time as your system's memory and operating system configuration will allow. Each file could be from a different module, if desired. There is no set up required.

These products data file structure are completely different than that of **Infinity POWER** products, thus making direct access to their data files impossible.

Infinity POWER Report Writer allows for the ability to create new **custom** files that can be added as accessible data files through Report Writer. This integration will allow you to create your own combinations of non-standard data *(e.g., merge customer files from three different companies, sort an existing file on a specific field or fields)* and then create reports that will access this **custom** data.

These **custom** files will allow you to define up to five **(5)** sort keys that may have up to five **(5)** sub-keys. This function will allow you to create reports that provide easy **sorting** capabilities beyond the normal **indexed** keys found within each module.

For instance, you may easily create a report for **AR** customers that is **sorted** in **Zip Code** order instead of one of the normal three key fields *(customer number, name, special field).*

This **custom** capability also means that you can create reports that combine data not only across companies, but fiscal years as well. Therefore, reports could be generated showing a five year historical trend for a specific range of customers, vendors, employees, etc.

After reports are created, the Report Writer has the capability of exporting/importing these reports. If **Custom File Definitions** were used in the report, these are also exported and imported. It also performs a verification check to see if the **Custom File Definition** already exists, and renames it to another name so that no data is lost.

All in all, the levels of integration that can be found with the Report Writer module are very powerful. Take advantage of the power and see how much you can do with all of the data to be found throughout the **Infinity POWER** line of products!

DATA FILE DESCRIPTIONS

The report Writer module utilizes the following data files:

1) **Master Configuration**
2) **Report Model File**
3) **Report Model Detail File**
4) **Search Criteria File**
5) **Custom File Definitions**
6) **Custom Detail File Definitions**

File Name	Description
Master Configuration File (filename: SYSRW0.dbf)	This file contains certain configuration information, such as auto-spacing offset, password configuration, etc.
Report Model File (filenames: SYSRW1.dbf and SYSRW1.mdx)	These files contain all overhead information pertinent to each report, such as titles, headings, report width, lines per page, report password, etc.
Report Detail File (filenames: SYSRW2.dbf and SYSRW2.mdx)	These files contain all of the information concerning each reports' actual printed detail, such as specified data files, fields, text, formulas, totals, statistics, print formats, etc.
Search Criteria File (filenames: SYSRW3.dbf and SYSRW3.mdx)	These files contain all of the **BEGIN FILE** line types for the **SINGLE MATCH** and **BEG/END RANGE** search types used in the reports.
Custom File Definition File (filenames: SYSRW4.dbf and SYSRW4.mdx)	These files contain all of the information concerning each Custom File Definition overhead information, such as file name, file type, number of records, last update date and time, etc.
Custom File Key File (filenames: SYSRW5.dbf and SYSRW5.mdx)	These files contain all of the information concerning the detail customization within the Custom Files. This information includes the key types, key numbers, key descriptions, sub-key information, etc.

NOTE

All of these files reside in the default program path **(i.e. POWER)** since they are considered program control files, instead of the data path. Therefore, during your normal backup procedures you should take specific steps to make certain that you also backup the Report Writer files.

REPORT WRITER DATA FILE, FIELD, AND INDEX DESCRIPTIONS

This section references the accounting data files and fields within each **Infinity POWER** data file which may be accessed and used by the **Infinity POWER Report Writer** module. These file and field descriptions are located within the **FILEINFO.dbf FLDINFO.dbf** and **NDXINFO.dbf** files located in the **POWER** or program directory. Make sure that you have loaded the latest version of the Report Writer module to insure that you have access to as many files and fields as possible. By reviewing the lists of files and fields available, you will be able to plan your report models in advance, saving much time and effort.

These files and fields are accessible during the set up of report models. If a field is not found during the set up of a report, then it is not accessible by the Report Writer program. There are very few instances where this will be the case. At the top of each page for each file definition, the heading will state the module name, the next line will describe the data file. The **"token name"** is the four character name that the Report Writer module uses to specify data file access, which is located at the beginning of each file name description.

Refer to the ***Data Dictionary Reference Manual*** to outline the various modules and each of their available data files.

File List

All array field choices enclosed in **[ ]**. All field values are enclosed in **{ }**.

FILETYPE	FILE NAME	DESCRIPTION
AP00	coAP0	Accounts Payable Configuration
AP01	coAP1dy	AP Vendor File
AP02	coAP2	AP Open Item File
AP03	coAP3dy	AP Transaction File
AP06	coAP6	AP Overhead Batch File
AP07	coAP7	AP Detail Batch File
AP10	coAPA	AP Recurring Expense File
AR00	coAR0	AR Configuration File
AR01	coAR1dy	Customer Master File
AR02	coAR2	AR Open Item File
AR03	coAR3dy	AR Transaction File
AR04	coAR4dy	AR Transaction Detail File
AR05	coAR5dy	AR Salesman File
AR06	coAR6dy	AR Tax Rate File
AR07	coAR7dy	AR Sales Code File
AR08	coAR8	Ship to Address File
AR10	coARA	Cycle Invoice File
AR15	coARF	AR Price Plan File
AR20	coARK	PS Register Balance File
AR21	coARL	PS EDC Configuration File

FILETYPE	FILE NAME	DESCRIPTION
AR22	coARM	PS EDC Audit File
CPY	coCPY	Company
CR00	coCR0	Master Configuration File
CR01	coCR1	Checking Account File
CR02	coCR2	Account Detail File
CR03	coCR3	EFT Configuration File
CR04	coCR4	EFT Detail File
CRNC	CURRENCY	Country File
CTRY	COUNTRY	Country File
GL00	coGL0	General Ledger Configuration
GL01	coGL1dy	General Ledger Accounts
GL02	coGL2dy	General Ledger Transactions
GL04	coGL4	Recurring Entry File
GL05	SYSGL5	Consolidation Entities
GL06	coGL6	Financial Statement File
GL07	coGL7	Financial Statement Detail
GL10	coGLA	Overhead Batch File
GL11	coGLB	Detail Batch File
IM00	coIM0	Inventory Configuration File
IM01	coIM1dy	Inventory Item Master File
IM02	coIM2dy	Inventory Transaction File
IM03	coIM3	Inventory Assembly File
IM04	coIM4	IM Price Plan Master File
IM05	coIM5	IM Price Plan Detail File
IM06	coIM6	Inventory Cost Layer File
IM07	SYSIM7	Inventory Location File
IM08	coIM8	Inventory U/M File
JC00	coJC0	Job Cost Configuration
JC01	coJC1dy	Job Cost Project File
JC02	coJC2dy	Job Cost Project Detail File
JC03	coJC3dy	Job Cost Transaction File
JC04	coJC4	Job Cost Cost Code File
NOTE	coNOTES	Notes

FILETYPE	FILE NAME	DESCRIPTION
PO00	coPO0	Purchase Order Configuration
PO01	coPO1dy	Purchase Order File
PO02	coPO2dy	Purchase Order Detail File
PO03	coPO3	PO Temporary Work File
PO04	coPO4	PO Batch File
PR00	coPR0	Payroll Configuration
PR01	coPR1cy	Payroll Employee File
PR02	coPR2cy	Payroll Transaction File
PR03	coPR3cy	Payroll Department File
PR04	coPR4	PR Special Pay Types File
PR05	coPR5	Payroll Tax Table File
PR06	coPR6	Payroll Employee Comments File
PR07	coPR7	PR Workers' Comp Class File
PR11	coPRB	Current Pay Data Work File
PR12	coPRCcy	PR Detailed Transaction File
PR22	CoPRMcy	PR Historical Accumulator File
PT01	coPT1	Address Book File
PT02	coPT2	Calendar File
PTR	PRINTERS	Printer File
SD00	coSD0	Support Database Configuration
SD01	coSD1	Serial Number File
SD02	coSD2dy	Support Ticket File
SD03	coSD3	Contract File
SD04	coSD4	Tickler File
SO00	coSO0	Sales Order Configuration
SO01	coSO1dy	Sales Order File
SO02	coSO2dy	Sales Order Detail File
SO03	coSO3	Sales Order Work File
SO04	coSO4	Picking Ticket Rpt Work File
SS00	SYSSS0	Configuration File
SS01	SYSSS1	User File
SS02	SYSSS2	Group File
SS03	SYSSS3	User/Group Assignment File

FILETYPE	FILE NAME	DESCRIPTION
SS04	coSS4	Permissions File
SS05	SYSSS5	Authority File
SS06	SYSSS6	Company Directory File
SS08	SYSSS8	Activity Log File
SS09	SYSSS9	Custom Object File
TE00	coTE0	Timesheet Entry Configuration
TE01	coTE1	Timesheet Entry File
TE02	SYSTE2	Timesheet Form

CHAPTER 2 CREATE OR MODIFY REPORTS

This chapter provides you with a step-by-step procedure for the initial set up of your custom report models. It also discusses some of the steps necessary for routine maintenance within this system. The contents of this chapter follow the sequence in which the options appear on the **"Set Up Report Models"** menu.

GENERAL OVERVIEW

The Report Writer module is a special program which may be executed by the **"Infinity POWER Systems Menu."** Once you have installed this module, reviewed the System Overview chapter, and set up Master Information, you will be ready to set up your custom report models.

For your convenience, a number of sample reports have already been predefined within the Report Writer. It is recommended that you review these reports before creating your own report models, so that you can learn from these examples. If you intend to create similar reports, you can modify or copy existing reports to simplify the process. You may also delete any sample reports at your discretion.

NOTE

Refer to Chapter 5 Sample Reports to import the report models.

BASIC REPORT DESIGN

One of the most important steps in accomplishing any goal is to clearly define what that goal is. The reason for creating any report is to provide you with information that is useful towards specific company goals. These goals may range from basic auditing needs, to financial accounting needs, to strategic management requirements, and so on.

After you have defined your reporting needs, then it is important to understand where the information is stored within your accounting data files, and how to retrieve this information for presentation on your report.

The following general steps are recommended to design your report:

1. **Define your reporting needs.** Determine the purpose of the report and what information you need. It may be customer address information, inventory cost information, employees' year-to-date federal withholding, etc.
2. **Identify what data files contain this information.** Since your accounting systems contain a number of data files, *(each containing different information)* you must determine where the information is located

   For instance, customer address information is stored in the Customer File **(AR01)**, inventory cost is in Inventory Item File **(IM01)**, employees' year-to-date federal withholding is located in the Employee File **(PR01)**, etc.
3. **Determine how to retrieve this information.** Determine the method of retrieving the data and getting the information in the sorted order to accomplish your report. For instance, suppose you want to print all customer addresses for each customer. Determine if you want the customers listed in numeric order by customer number, or if you want the customers listed alphabetically by customer name.

   This criteria is established when a file is opened and you are asked for a "**Key Number."** This key number tells the system how to "**sort"** the file. Each data file has one or more keys which you can individually choose to sort the file. If there is a need to sort the file in some other manner other than the normal sort keys, the **"Custom File"** is your answer. By creating a custom file, you can design how the data will be sorted. You may use just about any data field in the data to sort the data.
4. **Determine if special selection criteria is needed.** Selection criteria allow you to either include or exclude certain data file records based on some value within the data file.

For instance, you could specify to print only those customers on a customer list, which have a credit limit over $1000, and are located in Florida. This can be accomplished either upon opening the data file and choosing the search types; **Single Match, Begin/End Ranges** or by using a **"criteria"** statement in the body of the report before printing any of the data.

5. **Determine where to print the requested information.** Decide exactly which data fields to print and determine how you want this information aligned on the report. For, instance, you could specify your customer list to print a single customer per sheet of paper, print on a mailing label, print in a columnar format or print to a text file to create a file which can be used to import information into another program.
6. **Decide if special calculations are necessary.** If the information you need is not in a data file in "**final form,"** you may need to perform mathematical calculations, which are know as **"formulas."** For example, if you wanted to print the average employee year-to-date federal withholding, you would take the year-to-date withholding figure from the Employee File, then divide it by **12** months.
7. **Identify if any column totals are necessary.** Decide if you want any of the numeric fields totaled and printed at the end of a file section as a subtotal and/or printed at the end of the report as a grand total. This function may be accomplished using **"Prt Totals,"** on numeric data fields. If you are using a **"formula"** to produce a given result that will need to be totaled, you will also need another formula to accumulate the results of the first formula.

After you have completed these steps, the actual set up of the report should be a relatively easy procedure. Please refer to Chapter 4 for examples of the primary types of reports you may want to print. Prior to setting up report models, you must select the option, *"Change Master Configuration"* found in this chapter.

SET UP CUSTOM FILE DEFINITIONS

After selecting the Report Writer Module, proceed to select, *"Set Up Report Models."*

If your custom report will require a **"Custom File,"** you will need to select *"Set Up Custom Files."* This option is used to create a file in a different sort other than what is normally available. It may also include information from other systems that would not normally be accessible through the **Infinity POWER** data files.

CUSTOM FILES

This option allows you to inquire, add, change or delete *"Custom File Definitions."*

A Custom File Definition creates a method of uniquely sorting a data file using the original **Infinity POWER** accounting data file. This new data file can then be accessed in the report model and used to sort the information as established in the custom file definition.

The **Infinity POWER** data files are capable of being sorted by their predefined sort keys. Custom File Definitions allow the user to create new data files with the sort required to accomplish their reporting need.

After creating a custom file definition, you must **"merge"** the data from the original data file by issuing certain commands from within the Report Detail Lines section of the report model. This **"merge"** command will actually create and randomly name an additional set of data files ***(.dbf & .mdx)*** and place them in the data directory.

Add Mode (RW0410)

There are two areas, which must be defined when creating a custom file:

1) **Custom File Overhead**
2) **Custom File Detail Lines** ***(sort keys)***

When you select to add a *"Custom File"* you must specify the custom file number. Each custom file must be assigned a Custom ID number, which may be up to ten **(10)** characters ***(alpha/numeric)*****.** This is the primary number the system will use to track custom files.

CUSTOM FILE OVERHEAD

The following is an explanation of the two **(2)** data items present, when adding a Custom File Definition.

Description	This is the custom file definition description. Use this description to briefly define the custom file you will be creating. An example may be, **"AP Trans. sorted by GL acct."** This description may be up to thirty **(30)** characters (alpha/numeric).
File Type	This field is used to define which of the **Infinity POWER** data files will be used as a pattern to create the new custom file. Typically, you will choose an account master file or transaction file, however, all files are available except the Master Configuration files for each accounting program. This is due to the fact that these files do not have index **(.mdx)** files. These are the only fields that are required for the overhead section of the custom file. However, when this custom file is used in a report model and the new data files are created, the following information is added to the overhead and can be viewed under the change or inquiry mode of *"Custom Files."*
Delete File?	This button is only available once the custom file has been created. It allows you to delete the actual data files which were created by running a report using this Custom File Definition. Usually, this should only be performed if you have decided to make a change to the Custom File Definition. This will ensure that the next time the report model is run; a new set of data files will be created with the sort change.
File Name	This is the file name that is randomly issued to the newly created custom file. It creates a data file (.dbf) and an index file (.cdx or .mdx) and places them in the data directory.
# Records	This field is updated with the number of records the custom file contains every time the custom file has been changed or updated. Normally, this will occur when a **"Merge"** line type is used in the Report Detail Line section of the report model.
Updated	This field is updated with the date and time every time the custom file has been changed or updated. Normally, this will occur when a **"Merge"** line type is used in the Report Detail Line section of the report model.

CUSTOM FILE DETAIL LINES

The Custom File Detail Lines control the actual sort method that will be used when the custom file is created.

Once you have completed entering the Custom File Overhead information, a new scrolling data entry screen will appear which allows the input of thirty **(30)** detail lines.

Each **Infinity POWER** data file can be sorted in up to five **(5)** different major key sorts. Within these major key sorts, you can have five **(5)** different sub-key sorts.

For example, you want to sort the Accounts Payable transaction file by general ledger account number. You would also like this data sorted by vendor number and then by date.

The Key Sort would be the general ledger account number and the sub-key sorts would be the vendor number and date. This example only shows one **(1)** Key Sort with three **(3)** sub-key sorts.

The following is an explanation of each of the data fields on this detailed portion of the screen:

Item #	This field is numeric field **(1-5)** used to enter the sequence number of the Key fields.
Description	This is a thirty **(30)** character *(alpha/numeric)* field, which is the description for the Key you are defining. This description will appear in a "*pop-up*" box on the ***"Key Number"*** field when you select a **"Begin File"** line type in the Report Detail Line section of the report model.
Unique	This data defines whether or not this Key is unique. For example, chart of account numbers are unique. You cannot have two charts of accounts with the same account number. <Click> on the check box to define this Key as unique.
Item #	This field is numeric field **(1-5)** used to enter the sequence number of the Sub-key fields.
Field Name	This is the field in which the sub-sort will be based on. This is a valid field name within the file you have chosen.
Array 1	This field is used to define the first array of the field, if one is assigned.
Array 2	This field is used to define the second array of the field, if one is assigned.`
Sub Key Description	This is a thirty **(30)** character ***(alpha/numeric)*** field, which is the description for the Sub-key you are defining. The description of the Key associated with this sub-key will appear in a "pop-up" box on the **"Key Number"** field when you select a **"Begin File"** line type in the Report Detail Line section of the report model.

Custom File Definitions that are accessed within a report model will be automatically exported with the report model when you select the option to *"Export Report Models."*

When you import a report that contains a Custom File Definition the system will verify if there is a definition that already exists with the same name.

If there is an existing Custom File Definition, the system will automatically rename the file and add a **(-1)** to the end of the Custom File Definition number.

Results:

SYSRW4.dbf - Custom File Definition File
- Custom File Definition is added

SYSRW5.dbf - Custom File Key File
- Custom File Key detail lines added

Change Mode (RW0411)

This mode allows you to change information on an existing Custom File Definition.

If any mistakes were made during the set up process, you may return to the *"Custom Files"* option. This option will allow changes to any information already entered as long as the custom data file has not been created through a report model.

Having created the custom data file, this file contains the data in the format in which the key sorts were defined in the original Custom File Definition. If you are planning to change the sort keys or the sub-sort keys, you will need to delete the custom data file.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the "Navigation" option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the *"Modify the Current Record"* button or choose the *"Operation"* option from the Menu Bar and then *"Change."* Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

The "Delete" button will allow you to delete the custom data file created with the current key sorts. Once the file is deleted, you will then be able to change any of the key sorts and/or sub-key sorts.

Results:

SYSRW4.dbf - Custom File Definition File
- Custom File Definition is modified

SYSRW5.dbf - Custom File Key File
- Custom Key File is modified

Delete Mode (RW0412)

This mode allows you to delete custom file definitions that you may have entered by mistake, or that you no longer need. If a Custom File Definition has already been utilized in a report model and has created a Custom File, you will need to delete that custom file through the **"C*hange Mode"*** before deleting it through this option.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a custom file definition is deleted, there is no way to retrieve it again.

Results:

SYSRW4.dbf - Custom File Definition File
- custom file definition is marked for deletion

SYSRW5.dbf - Custom File Key File
- custom file keys are marked for deletion

Copy Mode (RW0413)

This mode allows you to create a new custom file definition by copying the information from an existing one. Using this option, the system provides a quick method of setting up custom file definitions that are very similar. This may apply in a situation where you want several variations of sort keys on the same file. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the Custom ID number, will be copied to a new record. Enter the new account number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

SYSRW4.dbf - Custom File Definition File
- Custom File Definition is added to file

SYSRW5.dbf - Custom File Key File
- Custom File Keys are added to file

SET UP REPORT MODELS

This section discusses the modes available to add, change, delete and copy existing report models.

Add Mode (RW0401)

This mode allows you to set up new report models. These report models are used to create custom reports for printing through the use of the *"Print Custom Reports"* option.

A "report model" is simply a user definable set of instructions, which informs the system to print specific data in a specific format. This model must specify where the information comes from and how to use it on the custom report. There are a number of sophisticated options, which may be utilized in the definition of a report model. However, most of these options are not necessary for the more common reporting needs. There are three areas, which must be defined when creating a report model:

1) **Report Overhead**
2) **Report Detail Lines**
3) **Report Heading Lines**

Each of these areas will be discussed separately.

When you select to add a *"Report Model,"* you must specify the report model number. Each report model must be assigned a report model number, which may be up to eight **(8)** characters *(alpha/numeric)*. This is the primary number the system will use to track reports.

Report Overhead

The following is an explanation of each of the eight **(7)** Report Overhead data items.

Title	This is the primary report title. It is centered on the printed page when the custom report is printed. This name may be up to forty **(40)** characters *(alpha/numeric)*. **NOTE:** Company name will automatically print; therefore, do not include it in the title. The following special commands may be utilized: **{DATE,#}** Current system date plus **#** of days **{BEGMON,#}** First day of current month *(period)* plus **#** of days **{ENDMON,#}** Last day of current month *(period)* plus **#** of days **{BEGYR,#}** First day of current year plus **#** of days **{ENDYR,#}** Last day of current year plus **#** of days
Sub-Title	This is the optional secondary report title. It is centered underneath the Title when the custom report is printed. This name may be up to forty **(40)** characters *(alpha/ numeric)*. The special commands, listed above, may be used.
Password	This is the optional password that may be required whenever you print or access this report model. To turn password protection on, you must have the "password" option turned on in the *Master Configuration* to allow password protection on reports. This field may be up to eight **(8)** characters *(alpha/numeric)*.
Headings	Default: **On** This field controls the printing of headings and page breaks on a report. If you specify **(N)**o by not checking the checkbox, the system will begin printing the report at the current printer position and will not skip over page breaks when they are encountered. *(This option is helpful if printing ASCII files for import into other software.)*

	If you specify **(Y)**es by <clicking> on the checkbox, the system will always start and end a report at the top of a page. In addition, a new heading will be printed at the top of every page within the report.
Page Numbers	Default: **On** This field controls the printing of page numbers at the top of every page of a report. If you specify **(N)**o by not checking on the checkbox, the system will not print page numbers.
Page Width	Default: **80** This field allows you to specify the maximum horizontal width in characters of the report. The maximum width for a printed report is **132** characters. **NOTE:** the report width can be set to zero to allow exporting records that are wider than **132** characters to a **"text file"** or **"comma-delimited file"** type file.
Chained Report #	This field allows you to specify a report model that will always print after the current report has printed. Simply enter the name/number of the report model that you wish to attach to the current report model. Then, when you select the option to *"Print Custom Reports,"* the attached report will always print immediately after the current report model. Form feeds will be sent after each report. The next chained report will start at the top of a new page.

Report Detail Lines

The Report Detail Lines control the actual printed body of the report. These lines may be set up or modified when you <click> on the ***"Detail Lines"*** button. At this point, a new scrolling data entry screen will appear which allows the input of up to **400** detail lines per report. The following is an explanation of each of the data fields on this new screen:

Line Type	This field indicates the type of instruction that the current line represents. **NOTE:** This line type will act as the *"master control"* for what other fields will be asked for on each line. When you press <click> on the arrow button, a *"pop-up"* window will display sixteen **(16)** line type choices. The following cells describe a description of each of the line types.
DP Field	This option allows you to retrieve the field value from a specified DP File for recognition of the field value for upcoming **Criteria line types** or to display as a printed field on the report. This is the basic building block of most reports. In order to use the **DP Field**, you must *first* specify which DP file the field will be used from. This is accomplished by using a **Begin File**. Some **DP Fields** have *arrays*. This means that a single **DP Field** may have several different values. For example, the **DP Field** for an Accounts Receivable Customer's City has an array of **(1) Bill To City** and **(2) Ship To City**. When you select the **DP Field, "City,"** the system will prompt you to enter either **(1)** or **(2)**. Refer to the Data Dictionary Reference Manual for a complete listing of **DP Fields** with arrays and values.
Text	This allows you to place fixed text at a predefined place on the report.
Command	This allows you to place special printer control codes within the report body *(such as forced line feeds, character control codes, font changes, etc.).* Some of the popular commands are: **{ASCII: ##}, {CR: #}, {NP}, {COUNT}** and **{JPEG}.**

	ASCII:## is used for sending an ASCII code to the printer. This requires a two **(2)** character ASCII code to be placed after the ":" to tell the system what character control code should be sent to the printer. **CR:#** is used for sending a certain number of carriage returns to the printer. This command requires and a number be placed after the ":" to tell the system how many carriage returns to perform. **NP** is used to send a new page command to the printer. **COUNT** is used to count a number of records in a routine. **JPEG** is used to send a graphic jpeg image to the printer as part of the form. The entire command line is {JPEG:linenumber,columnnumber,stretchpct,imagefilename} or an example would be: **{JPEG:10,30,15,dpa.jpg}**
Begin File	This line type creates the beginning of a *file section*, which is terminated by the **End File** line type. This *file section* serves two purposes. First, it allows you to specify what **DP File** to retrieve information from and print using the **DP Field** line types. In addition, it defines the report control, which instructs the system how much information should be read from the data file and in what order to retrieve it. When you select this line type, the system will display a special data entry screen, which allows you to specify the file information. The screen prompts are as follows:
File ID	This prompt allows you to specify what **DP File** type is selected for this **Begin File**. If you are not sure of the **DP File** you want to use, simply <click> on the arrow button and scroll through the data file list to make your selection. The type of file you choose will affect the way additional report criteria is utilized.
DATA SOURCE	This data field will define which data file will be used for this operation. A *"pop-up"* window will appear when you press the space bar and press **ENTER**. You may select any of the following choices:
Default Data File	This instructs the system to use the normal **Infinity POWER** data file *(for the current company in use)* for the DP File type selected. For example, if you selected the DP File type of AR01, the system would use the coAR1dy.dbf file *(where "co" represents the current company in use and "dy" represents the data year).*
Other Data File	This instructs the system to use a different data file other than the normal **Infinity POWER** data file. This selection allows you to define a specific company's file to use. This convention could be used to open and merge data from several different companies in one report model. Another use of this selection is to define a specific year's data file to use. You are capable of defining a specific year or define a variable of + or - years from the current year in use.
Custom File	This instructs the system to use a Custom File that was created through the use of a Custom File Definition. The system will prompt you for the Custom File Custom ID number or allow you to create one, by <clicking> on the **"Create"** button. Keep in mind, that this Custom Data File is referencing a physical data file, which will only contain data by running a report writer model, which **"merges"** data into this custom file. See the sections describing the **"Merge"** and **"Clear Merge"** line types.

SEARCH TYPE	This selection allows you to specify how the information should be retrieved from this file. You may select any of the following choices:
None	This instructs the system not to attempt any new data retrieval; instead use the data file information which has previously been retrieved.
Single Match	This tells the system to search for a matching item in the data file. Depending on the DP File you choose to open, the predefined sort keys will be the basis for the matching condition. For example, you could retrieve a customer's name from the customer file based on a specified customer number.
Entire File	This instructs the system to sequentially retrieve each record from the DP file chosen and continue through each of the line types defined in the report until it reaches the End File line type. It will then retrieve the next sequential record and continue through the report in the same fashion. It will continue this procedure until it has reached the last record in the file. The most common application for this is a quick listing that shows information from each record within the file.
Beg/End Range	This allows you to retrieve all records in a specified range for the DP File you choose to open. The predefined sort keys for this file will be the basis for the matching condition. For instance, in the AR01 DP File, you could create a report, which includes all customers whose names start with the letters *M* through *Q*.
Ask Beg/End Range	This selection allows you to retrieve all records in a specified range for the DP File you choose to open. The report model will prompt you for the beginning and ending items each time you prepare to print the custom report. The predefined sort keys for this file will be the basis for the matching condition.
Keys	Since most of the data files contain several different ways to search for a record *(such as number, name, description, special field, etc.)*, this option allows you to specify which sort key to use for the search. You will either be returned to the previous report detail line screen, or be prompted for some additional matching condition information, depending upon the Search Type you have entered.

Single Match or Beg/End Range

If you selected either ***Single Match*** **or** ***Beg/End Range*** search types, the specified sort key information will be displayed on the lower half of the screen. You will be required to specify what criteria the report should search on. You may select either a DP field from a previously retrieved file or a constant value.

Constant	The constant value is thirty **(30)** characters of text or numeric values, such as the *M* and *Q* in the previously mentioned customer file example. The constant value may also be one of the following special commands: **{BEGIN}** Search on the first record in the file. **{END**} Search on the last record in the file. **{DATE,#}** Search on the current system date, plus or minus **"#"** number of days. **{BEGMON,#}** Search on the first day of the current month (fiscal period), plus or minus **"#"** number of days.

	{ENDMON,#} Search on the last day of the current month (fiscal period), plus or minus **"#"** number of days. **{BEGYR,#}** Search on the first day of the current fiscal year, plus **"#"** number of days. **{ENDYR,#}** Search on the last day of the current fiscal year, plus or minus **"#"** number of days.

The date oriented commands may only be used when searching on a file with a sort key, which is a date variable. If you wish to use a specific date as a constant, the date should be entered in a **"mmddyy"** format.

If you specify a *Single Match* search type, the system will ask for the Match Field *(constant).* If you select one of the *Beg/End Range* search types, the system will prompt you for the Beginning and Ending Match Fields *(constants)*.

Field	The Field selection tells the system to perform the retrieval from the current file based on the information retrieved from a previous file. For example, if you create a report, which lists all customers and their salesmen, the customer file contains only a salesman number and not the salesman name. Therefore, you could tell the system to retrieve the salesman name from the salesman file, based on the DP Field for salesman number in the customer file. When you select DP Field, the system will prompt you for the DP File and the DP Field Name to base the retrieval on.
End File	This line defines the end of a *file section*. It can only be used with a previously specified *Begin File* line type. Once you have specified an *End File,* the report control will switch back to the previously specified file section, if applicable.
Criteria	This line type allows you to specify special selection criteria based on DP Fields retrieved from a data file. This line type can only be used inside of a Begin File and End File *section*. A *Criteria* line type allows the system to filter certain records from a data file and decide whether they should be included on the report. This line type compares DP fields to predefined values in Boolean (a term for >, <, >=, <= and <>) comparisons. The "~" may also be used as a masking character in a Criteria line type. When a *Criteria* line type is specified, and the value of the comparison is false, then all remaining lines within the *file section*, or until an *"End Criteria"* or *"Else"* line type is used, will be ignored for the current record. The system will then continue each record to see if it passes the criteria until it reached the end of the specified range of records.
Prt. Total	This line type tells the system to automatically print totals for all DP fields with numeric values and formulas in the previous *file section* that were defined as *"Print & Total"* detail lines. All totals printed, will be printed at the same column position and use the same print format as the original field.
Formula	This line type allows you to calculate and/or print values that require some kind of mathematical evaluation. The formulas may contain other formulas, numeric DP Fields, statistics and numeric constants. The mathematical operators include: **&** (add) **+** (add) **-** (subtract)

	***** (multiply) / (normal division) \ (divide with no remainder) **:** (round to nearest decimal place) Each formula must have a **Formula ID** associated with it so that may be used in other formulas or **ID Criteria** line types. It is the user's responsibility to name these formulas and keep track of them. Formulas may be printed and totaled as well. Formulas can also be used to store numeric character information so that ID Criteria may be performed. This includes a numeric chart of account number, a date, etc.
Statistic	This line type is used to create numeric variables which may be periodically modified using the *"Enter Statistics"* menu option. These variables may be printed or used in formula calculations.
ID Criteria	This line type is very similar to the *Criteria* line. However, its special selection criteria are based on *Formula* or *Statistic* line types instead of *DP Fields*. An *ID Criteria* line type can be used to tell the system whether a certain record retrieved from a data file should be included on the report. This line type compares *Formula* or *Statistic* values to predefined values in Boolean comparisons. When an *ID Criteria* line is specified, and the value of the comparison is false, then all remaining lines within the *file section*, or until an *"End Criteria"* or *"Else"* line type is used, will be ignored for the current record. The system will then continue each record to see if it passes the criteria until it reached the end of the specified range of records.
Else	This line type is used with a previously specified *Criteria* or *ID Criteria* line type. If the *Criteria* or *ID Criteria* comparison is false, the system checks for an *Else* statement. If an *Else* statement is found, the remainder of the detail lines will be executed until an *End Criteria*, *End File* or *Break* statement is found. If the *Criteria* or *ID Criteria* comparison is true, the statements following the *Else* statement will not be executed. The *Else* statement is optional, but only one *Else* statement per corresponding *Criteria* or *ID Criteria* can be used.
End Criteria	This line type defines the end of a criteria block. It is used with a previously specified *Criteria* or *ID Criteria* line type. Once you have specified an *End Criteria*, the report will execute the next statement. The system will automatically assume an *End Criteria* for each *Criteria* or *ID Criteria* used in the report model when an *End File* line type is encountered. It is recommended that *End Criteria* be specified for each *Criteria* and *ID Criteria*.
Comment	This line type is used to add comments to a report model. If a *Comment* statement is specified, the system will do nothing. *Comments* are used to define what the report does and to add special instructions that will be useful in determining what the report will be used for. Adding extra comments for debugging at a later date is highly recommended.
Break	This line type is used to escape from a file section. If a *Break* statement is found, the remainder of the detail lines for this file section will be skipped. The report will execute the detail lines after the next *End File*. For example, if a *Criteria* or *ID Criteria* comparison is true and the remainder of the detail lines in that file section don't need to be executed, a *Break* statement would *"escape"* directly to the *End File* line type and execute the next statement after the *End File*.

Merge	This line type is used to add records from the file currently opened to an existing *Custom ID File*. The file being written to is a randomly named file determined by the Custom File Definition. This Custom File Definition is also where sort keys and sub-sort keys are defined. When using this line type, you will be prompted for the name of the *Custom ID* you want to merge information into. You can only merge files with the same format. For example, if the *Custom ID File* is in the format of the Accounts Receivable Transaction File, the **"coAR3dy.dbf"** file, only records from that file can be added to the *Custom ID File***.** If no **Clear Merge** line type is used in the report model, this *Custom ID File* will be continually appended to.
Clear Merge	This instruction is used to clear a *Custom ID File*, before writing new information to it. This will allow the system to create a fresh new file each time this line type is selected. Normally, this line type would be used prior to a *Begin File* line type which will have a *Merge* line type defined within its *file section*.
Field Name/ID	This is a ten **(10)** character dual-purpose field to be utilized as a **Field Name**, **Formula ID**, or a **Custom ID** depending upon the type of line type specified. The **Field Name** is only used with *DP Field* and *Criteria* line types. It allows you to specify the actual DP field to be used on the current detail line. If the line type is *Criteria*, then the DP field selected will be used in conjunction with a Boolean comparison to determine if the rest of the current *file section* should be printed. The **ID** field is only used with *Formula*, *Statistic* and *ID Criteria* line types. With *Formula* and *Statistic* lines, it allows you to use the numeric value of this line in formulas that are utilized in the report model. If you use the same ID on multiple lines, the system will remember only the last value calculated. If the line type is an *ID Criteria*, the ID tells the system which variable to use in the criteria comparison. **NOTE:** Normally, all variables are zeroed out between reports. However, a special feature called **"global variables"** allows you to pass Formula or Statistic values between chained reports. To create a **"global variable,"** simply start an Formula or Statistical ID with the letter **"G."** This variable will then be passed automatically between all contiguously chained reports.
Action	This field is only used on *DP Field*, *Criteria*, *Formula* and *ID Criteria* line types. There are three possible choices for this line type: • **Print Only** • **Print & Total** • **Don't Print** Their meanings are slightly different depending upon the line types. If the line type is *DP Field* or *Formula*, then **"Print Only"** means to simply print the value, **"Print & Total"** means to print the value and accumulate a total for later printing, *(only if field is numeric)* and **"Don't Print"** means to access the field, but do not print it. If the line type is *Criteria* or *ID Criteria*, then you have the options to **"Execute if True"** which means to execute the remainder of the detail lines in this *file section* if the Boolean comparison is true or **"Skip if True"** means to skip the remainder of the detail lines in this *file section*, if the Boolean comparison is true.

Line	This field is only used on *DP Field* and *Formula* line types. This numeric field instructs the report to advance the specified number of lines vertically before printing the current field. Normally, this value is zero.
Col	This field is only used on *DP Field*, *Text* and *Formula* line types. This numeric field instructs the report to begin printing the current value at the specified column number. This column number will be automatically calculated for you during the initial set up, but you can override this default value. If you specify a column beyond the width of the report, the column number will default back to Column One. If you specify a column within the report width, but the length of the field being printed extends beyond the report width, the field will be truncated at the report width.

Format

This twenty **(20)** character field is only used on *DP Field* and *Formula* line types. This field describes the manner in which the current line value will be printed. It primarily defines the width of the printed field, decimal places and special formatting. All special characters should be surrounded by braces *{ }*.

If the line is a *Formula* or a numeric *DP Field*, the following special characters are available:

$	=	Print dollar sign
-	=	Print trailing negative sign
,	=	Print commas on numbers greater than 999
()	=	Surround negative numbers with braces
*****	=	Pad leading zeros with asterisk
y	=	Print *"Y"* if the numeric value is 1, otherwise print *"N"*
< >	=	Alternate negative brackets
d	=	If DP field is a date field, prints in mm/dd/yy format
b	=	Print blanks instead of decimal points (number of blanks = number of "Bs"
a	=	Print the absolute value of the number
z	=	Don't print the number if zero
p	=	Don't print the number if positive
n	=	Don't print the number if negative
m#,#	=	Print MIDSTR of STR *(only print a certain amount of characters in a string)*
r	=	Print reversed if comma *(e.g., "last, first"* prints as *"first, last"*)
0		Print leading zeros on numeric values

If the DP field is a date field, then *d* is the special character used to print in a *mm/dd/yy* format.

For example, a fifteen character text field should have the following format:

15 or 15{}

If you want to print only the first five characters, then use the following format:

5 or 5{}

If you want to print a sixteen digit numeric field with two decimal places, a dollar sign, commas if the number is greater that 999.999 and a trailing negative sign, use the following:

16.2{$-}

When using a DP field, the default format will automatically be supplied by the system. You may change this format if you prefer.

Criteria

This twenty **(20)** character field is only used on *Criteria* and *ID Criteria* line types. This field allows you to define the Boolean comparison that you want to perform on the DP field specified on this line.

The following comparisons are available:

> Greater than
< Less than
>= Greater than or equal to
<= Less than or equal to
= Equal to
<> Not equal to
~ Perform a mask (wildcard) comparison

All of the above comparisons may be used with text values. The *mask* comparison is especially useful since it allows positional comparison within text values.

Therefore, the mask *"??111??"* would evaluate as true with *"1211177," "4411156"* and *"1111111,"* but would be false with *"1121111."*

This field may specify a constant value, such as:

>=1000

which will be evaluated as *"the current DP Field, Formula or Statistic value is greater than or equal to 1000."*

In addition, you may specify a prompt value, which will ask you for the criteria value each time before you print the custom report. For example, the criteria statement:

<{ASK, What Quantity?}

will prompt you each time you print the custom report with:

What Quantity?

The value you enter will be evaluated in the criteria statement as *"the current DP Field, Formula or Statistic is less than your input value."*

Multiple criteria statements may be used on subsequent detail lines to check for values within a range, such as:

>=100
<=200

The net evaluation would be *"the current DP Field, Formula or Statistic is between the range of 100 to 200, inclusive."*

This criteria value may also be used in date comparisons. If the value entered is a constant, it must be in the *"mmddyy"* format. The following special date commands are also available:

{DATE,#}	Compare on the current system date, plus or minus "#" number of days.
{BEGMON,#}	Compare on the first day of the current month (period), plus or minus "#" number of days.
{ENDMON,#}	Compare on the last day of the current month (period), plus or minus "#" number of days.
{BEGYR,#}	Compare on the first day of the current accounting year, plus "#" number of days.
{ENDYR,#}	Compare on the last day of the current accounting year, plus or minus "#" number of days.

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For instance, the criteria statement:

>={DATE,30}

will evaluate *"the current DP Field's date value is greater than or equal to thirty days from the current system date."*

The criteria value may also include a *DP Field, Formula* or *Statistic* value for its comparison.

For instance, the criteria statement:

={GL01:account}

will evaluate *"the current DP Field is equal to the DP Field `account' in the `GL01' data file."*

An example *Formula* criteria statement is:

<>{A1}

which, evaluates as *"the current DP Field, Formula or Statistic is not equal to the 'A1' Formula value."*

NOTE

All comparisons using DP Fields, Formulas and Statistics as part of the comparison criteria statement must have the same variable type as the DP Field being compared to (e.g., DATE compared with DATE, TEXT compared with TEXT, NUMERIC compared with NUMERIC).

Ask Stat Description	This twenty **(20)** character field is only used on Statistic line types. This field allows you to define the screen prompt which will be used when you select the option to "Enter Statistics."
Text	This seventy **(70)** character field is only used on Text line types. This field allows you to specify all text that is to be printed on the current detail line.
Formula	This seventy **(70)** character field is only used on Formula line types. This field allows you to create a mathematical equation, which will be associated with the current detail line and the ID used by the current line. The equation specified may include complex multi-leveled steps which include other values represented by ID's (Formulas and Statistics line types), as well as DP Fields. The following formula uses many of these elements: (12 * {A}) / (10 & ({IM01:QTY} * .5)) This formula displays an ID value, surrounded by {} and identified as variable A. The DP field value QTY from the file IM01 is also represented. Note that both variable and DP field are surrounded by {}. These must be supplied in order to designate them as special values. In addition, all variables or DP Fields used in a formula must be previously defined in the report model, whether they are printed or not. If A equals 10 and IM01:QTY equals 20, then this formula would be evaluated as: (12 * 10) / (10 & (20 * .5)) (12 * 10) / (10 & 10) (12 * 10) / 20 120 / 20 6

Command	This seventy **(70)** character field is only used on Command line types. This field allows you to define special printer control codes within the report body (such as forced line feeds, character control codes, font changes, etc.). The following commands are available: **{NP}** This command forces the report to perform a new page. **{CR:#}** This command tells the program to print a number of carriage returns. The "#" in the command represents a numeric value (e.g., 1-66), or a formula name which contains the number of carriage returns to perform. For example, **{CR:4}** or **{CR:{number}}** where "number" is a formula name. The most common use of this feature is when you are creating report writer models to emulate the printing of forms such as invoices, statements, purchase orders, or checks. **{COUNT}** This command tells the system to increment the **"* Number of items printed:"** counter. This will count the number of items printed within the current file section and include this number at the end of the report. **{ASCII:#,#...,#}** This command forces the #'s specified to be printed as ASCII values to the output device. This is useful in switching fonts, printing bar code or any number of other special printer functions. An example of the use for this command is the printing of the City, State, Zip Code address line, where the State should be printed two spaces after the City, and the Zip Code should be printed one space after the State. The command {ASCII:32,32}, where 32 is the decimal value for a space would give two spaces if used after the City is printed. The State should then be printed at column position minus one (-1), then another {ASCII:32} would give another space before the Zip Code is printed.

Heading Lines

The Report Heading Lines are the fixed column headings that are included at the top of every page. Normally, these headings correspond to the detail lines defined in the body of the report.

The heading lines may be set up or modified if you <click> on the "Headings" button on the report overhead screen. The following is an explanation of each of the data items on this new screen:

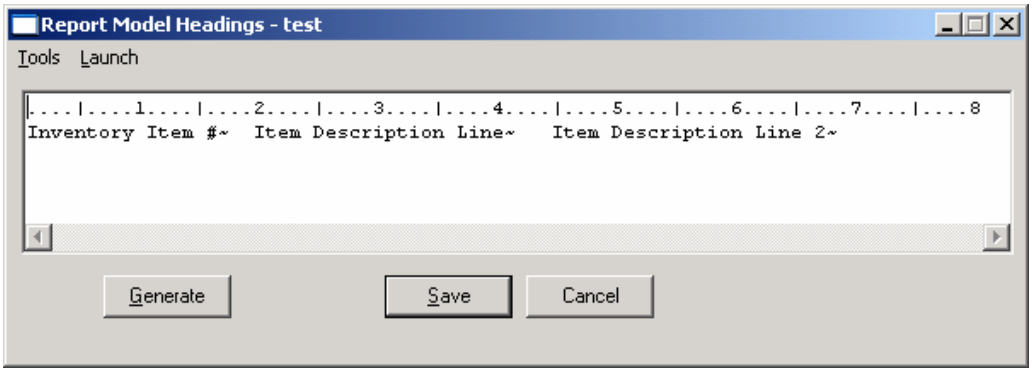
Generate

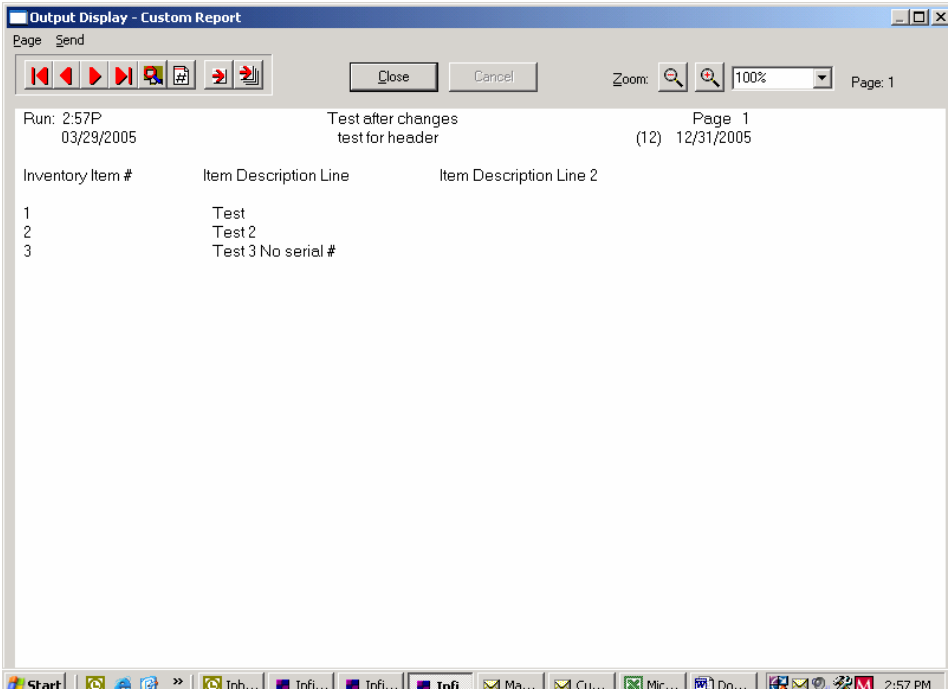
By <clicking> this button the system will automatically create the column descriptions in the heading lines based on the report detail lines. These descriptions are based on the DP Field default descriptions.

A special *"word processor"* type data entry format is utilized to allow set up of all four heading lines. The width of this field may be up to **132** characters wide, but will never be greater than the actual report width.

NOTE

To properly align column headings, a **~** or **`** character must be placed at the last position of the column. The **~** (tilde) will left justify the text and the **`** (acute) will right justify the text.





Once you have completed the report model set up, you may <click> on the **"Save"** button to validate or <click> on the **"Cancel"** button to cancel all changes.

Results:

SYSRW1.dbf - Report Model File
- Report Model is added

SYSRW2.dbf - Report Detail File
- Report Model Detail Lines are added

SYSRW3.dbf - Search Criteria File
- Search Criteria Lines are added

Change Mode (RW0402)

This mode allows you to change information on an existing report model. If any mistakes were made during the set up process, you may return to the "*Change Mode"* option to change any information already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the "Navigation" option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the *"Modify the Current Record"* button or choose the *"Operation"* option from the Menu Bar and then *"Change."* Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

SYSRW1.dbf - Report Model File
- Report Model is modified

SYSRW2.dbf - Report Detail File
- Report Model Detail Lines are modified

SYSRW3.dbf - Search Criteria File
- Search Criteria Lines are modified

Delete Mode (RW0403)

This mode allows you to delete report models that you may have entered by mistake, or you no longer need.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record. If you have specified that you want password protection for reports *(in the "Master Configuration")*, you will be prompted for the password. To proceed, you must either enter the report password or the system master password.

Make sure this is what you want to do, because once a custom file definition is deleted, there is no way to retrieve it again.

Results:

SYSRW1.dbf - Report Model File
- Report Model is marked for deletion

SYSRW2.dbf - Report Detail File
- Report Model detail lines are marked for deletion

SYSRW3.dbf - Search Criteria File
- Search Criteria lines are marked for deletion

Copy Mode (RW0404)

This option allows you to create a new report model by copying the information from an existing one.

Using this option, the system provides a quick method of setting up report models that are very similar. This may apply in a situation where you want several variations of the same report.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the Report Model number, will be copied to a new record. Enter the new number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

If you have specified that you want password protection for reports (in the *"Master Configuration"*), you will then be prompted for the source report model's password. To proceed, you must either enter the report password or the system master password.

Results:

SYSRW1.dbf - Report Model File
- Report Model is added to file

SYSRW2.dbf - Report Detail File
- Report Model Detail Lines are added to file

SYSRW3.dbf - Search Criteria File
- Search Criteria Lines added to the file

PRINT MAINTENANCE REPORTS

This section discussed all of the Report Writer maintenance reports options. These are used for listings of report models that currently exist within the system and the detail report, which should be used during the creation, and modification of reports to illustrate all of the lines of code for each specific report model.

Report Model Listing (RW0201)

This report provides a listing of all report models you have set up. This report is designed to provide you with a simple listing of all of your report models for quick reference purposes. It also contains the number of detail lines in the **RW02** file and search criteria lines in the **RW03** file. If there were any run-time errors, they will be listed at the end of this report.

Remember that this report may be sorted in different sequences so that you may get an alphabetical listing as well a listing based on report model numbers.

You may also print these listings to the screen if specific information is needed temporarily.

Field Names:

- Report Model Number
- Report Title
- Report Sub-Title
- RW02 records
- RW03 records

Report Model Detail (RW0202)

This report allows you to print a maintenance report containing all of the detail of a report model. This report is designed to provide you with a complete listing of all information that is set up for a specific report model.

When you select this option you will be asked to select the report model number that you wish to print this report for. If you have specified that you want password protection for reports (in the *"Master Configuration*"), you will prompted for the password. To proceed, you must either enter the report password or system master password. Press **ESC** to select another report if you do not know the password.

Field Names:

- Report Model Number
- Report Title
- Report Subtitle
- Report Password
- Page Width
- Lines per Page
- Printed Lines per Page
- Chained Report Model
- Default Output Device
- Heading Lines
- Files used in Report
- Report Detail Lines

EXPORT/IMPORT REPORTS

This section discusses two special options, which allow you to share your custom report models with other users of the Report Writer module.

These options, called **"export"** and **"import,"** allow you to send reports out of your system for others to use *(export)*, or bring reports from other Report Writer files into your system *(import)*.

NOTE

If you are importing report models that were created in Infinity Series Report Writer, *Versions 1.5 and higher*, there are some adjustments that are necessary on these report models. All information regarding print devices is not converted due to a new enhanced file structure change. This information, which consists of the Printer Name, Text File Name, Lines/Page and Printed/Page, will need to be re-keyed manually.

Also due to file structure changes in the Purchase Order Entry and Sales Order Entry modules in the **Infinity POWER** products, any report models accessing those files may need to change Begin File logic. Also, each line in the report model should be validated to ensure that none of the DP Field names have changed.

Export a Report Model (RW0405)

This option allows you to **export** a report model to a single file which may be **imported** into another system. If there is a *Custom File ID* contained in the report model, it will also export as part of this single file. This option allows you to export your reports to another directory or another medium for safe individual backup of each report model.

This option is used to share report models with other users. It allows you to create an operational report model and then either sell or give this report to another user.

NOTE

You only have the legal right to transfer the report model data files and not the Report Writer programs. Any user that you provide with a report model must have purchased a copy of the Report Writer or Report Writer Run-Time module. If you sell, lend, lease, give or otherwise transfer Report Writer programs to another user, you are in violation of federal copyright legislation.

This option creates an ASCII file which contains all of the specified report model information, including any *Custom File IDs*. This file is in a format, which is recognizable to the "*Import a Report Model"* option, described later in this chapter. When you select this option, you will be asked to enter the report model number that you wish to export.

If you have specified that you want password protection for reports (in the "*Master Configuration,"*) you will then be prompted for the source report model's password. To proceed, you must either enter the report password or the system master password. Once you have selected the report model, the system will ask you for the name of the export data file to be created. You may specify any valid data path *(drive assignment and subdirectory)* and file name.

Example:

C:\REPORT\EXPORT.RPT (DOS/LAN)

/usr/report/export.rpt (UNIX)

If you specify either an improper file name or an invalid data path, the system will display a **Warning 13**, "*Improper File Name"* message. If you specify a file that already exists, the system will ask you if you want to overwrite this file. When the new file is created, the old file is deleted. To be on the safe side, don't overwrite a file if you don't know what it is.

Once you have specified a valid file name, the system will perform the export. Now, you may do whatever you like with this self-contained report model.

Results:

Export File created with the specified Report Model and any Custom File Definitions.

Import a Report Model (RW0406)

This option allows you to import a report model from a single file, which was generated by another system or stored on another medium as a backup.

This option is primarily used to share report models with other users. It allows you to use operational report models that were created by other users or created on another system.

This option imports a data file which contains all of the specified report model information, including all Custom File Definitions that are contained within the report model. This file must be in a format which was created by the "*Export a Report Model"* option, described earlier in this chapter.

When you select this option, the system will ask you for the name of the data file to be imported. You must specify the valid data path *(drive assignment and subdirectory)* and file name as it was originally named during the export procedure.

During the import, the system will verify if there is not already an existing report model with the same name. If there is, the system will ask if you wish to replace the existing model. Additionally, if the report contains a Custom File Definition that already exists, it will automatically rename it by adding a **(-1)** to the end of the number.

Example:

C:\REPORT\EXPORT.RPT (DOS/LAN)

/usr/report/export.rpt (UNIX)

If you specify either an improper file name or an invalid data path, the system will display a Warning 13, "*Improper File Name"* message.

Results:

SYSRW1.dbf - Report Model File
- Report Model is added to file

SYSRW2.dbf - Report Detail File
- Report Model Detail Lines are added to file

SYSRW3.dbf - Search Criteria File
- Search Criteria Lines are added to file

SYSRW4.dbf - Custom File Definition File
- Custom File Definitions are added to file

SYSRW5.dbf - Custom File Key File
- Custom File Keys are added to file

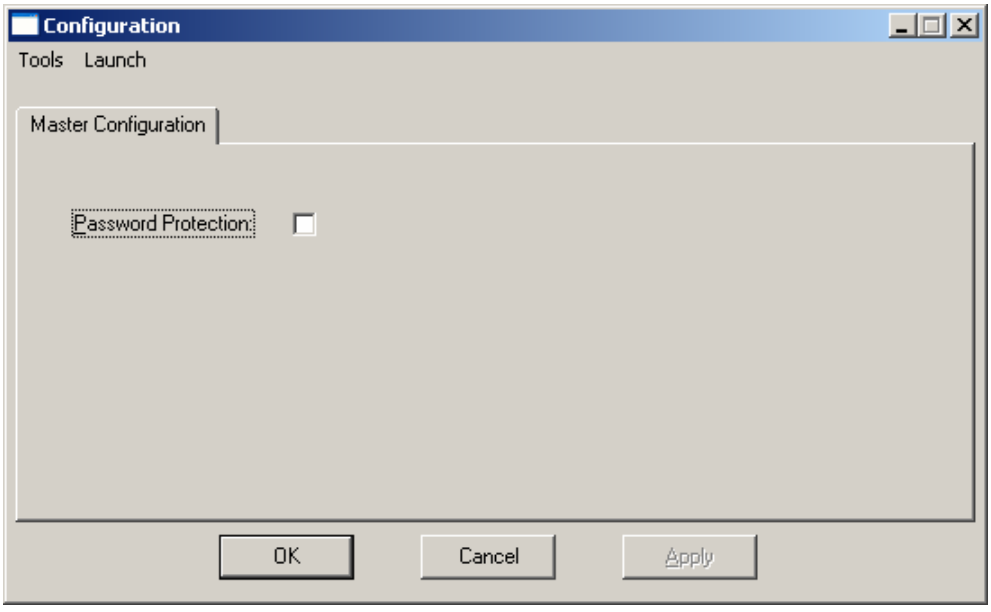
SET UP MASTER INFORMATION

This section discusses the options necessary to input your master file information. The options utilized in this menu allow you to custom configure your Report Writer master information.

An additional option is also available to pack your data files in case of hardware or media failure.

Change Master Configuration (RW0490)

This option allows you to change the standard Report Writer configuration. This includes changing the password configuration status and the auto-spacing characteristics.



Password Protection	Default: **Off** The Report Writer Module allows you to optionally assign a specific password to each report. Each report's password must be set up under the "*Set Up Report Model"* option. If you <click> on the checkbox, every time you select the option to "*Print Custom Reports"* the system will prompt you for each report's password before allowing it to be printed. The system will also require the entry of each report's password before you can access the report under the "*Set Up Report Models"* option. If you forget the password for any report, the system master password *(see the System Administrator manual)* will also allow access to the report.

A default configuration is already built into your Report Writer module. However, you may prefer to change this configuration to meet your company's specific requirements. If you decide to assume the default values, please review them carefully before you begin processing.

The Master Configuration screen will display the two data items necessary for configuring your Report Writer system. The following is a list of each of these data items and the default values and descriptions of each.

You have now completed the Master Information Configuration.

MAINTAIN DATA FILES (RW0491)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your Report Writer files after a hardware or media failure or to remove any items marked for deletion from your data files. You should **NOT** rely on the **"Pack"** option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

- **Power *(hardware)* failure.**
- **Media Error *(bad disk)***
- **Remove records marked for deletion**

You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Before you execute the Pack option, check the file size of your Report Writer files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **** ALL FILES ****
- **Report Model File**
- **Report Model Detail File**
- **Criteria Search File**
- **Custom File Definition File**
- **Custom File Key File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition.

There is also a button, **"Details,"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage.

Results:

All Records in all or specified Report Writer Files will be packed.

MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure and location of the Report Writer files is different than that of your normal data files. Report Writer files are located in the *program directory*. By default, this is the **\POWER** directory. A listing of the Report Writer files is located in Chapter 1.

We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **"careless disregard"** of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind** ***(such as a hard disk failure)***
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**
- **Careless Handling of Data Disks or Tapes** ***(such as copying files the wrong direction)***

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **"normally"** work on your files. Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week. Therefore, if problems were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files.

Of course the entries made during the last week may be lost, but that is better than many months or years worth of input. To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number (Week #1) and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files. Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again.

This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information. Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all report model detail be run at this time for hard copy backup. As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally *(at least monthly)* in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. The largest true cost of a hardware failure or loss of information is not the loss of programs, disks or even computers. The largest cost is that of labor and management's time designing and creating your Report Writer models. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times. This program is designed for creating and generating reports. Unfortunately, there is limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment. For further information on Backup Procedures and commands, refer to either the System Administrator manual or the documentation for your operating system.

CHAPTER 3 PRINT CUSTOM REPORTS

This section discusses the method in which you can print custom reports from the Report Writer module. These custom reports are based on the report models that you created in the *"Create or Modify Reports"* option, described in Chapter 2.

PRINT CUSTOM REPORTS (RW0101)

This option allows you to print custom reports based on specified report models. These report models should first be created under the "*Set Up Report Model"* option. You may modify and reprint these reports as often as you desire.

This option is used to print the actual reports that you defined in your report models. This is the end result of your report model creation. After selecting this option, you will be asked for the report model number. Select the report model that you would like to print. If you have specified that you want password protection for reports *(in the "Master Configuration")*, you will then be prompted for the password. To proceed, you must either enter the report password or the system master password. Press **ESC** to select another report. At this point the system will respond differently, depending on how the report model is defined.

If you have included any files in your report that have a search type of **#5 - Ask Beg/End** *(e.g., ask for a beginning and ending range)*, the system will prompt you for the beginning and ending items from the file before printing the report. The format of this prompt will be very similar to the way in which the standard accounting program would ask for a beginning and ending range. For instance, if you specified Ask Beg/End on the *AR01 File* (Customer File), and selected the customer number as the index, the system would first ask:

Enter the Beginning Customer #

After you made your selection the system would ask:

Enter the Ending Customer #

After you made this selection, the report would only include those customers on the report that were between the range of the two selected customers. The screen prompts for the above selections would respond almost identically to the **Accounts Receivable** system's screen prompts for a beginning and ending customer when printing the *Customer Listing*.

If your report model has specified more than one file with a search type of **Ask Beg/End**, then the system would prompt you for each file's beginning and ending items. Next, if you have configured your report model to include any criteria detail lines with an **ASK** value specified, then the system will prompt you for each of these values. After all the criteria values have been asked, the system will begin the actual printing process. If the report model has been set to the "*Normal"* print device, the system will print the report to the current device that you are using.

If you have defined the report model to always use a specific printer name, then the system will automatically switch to that device to print the report. After the report is completed, the system will automatically switch back to the previously defined print device. Please note that if you terminate a report prematurely, the system may not return to the previous print device automatically. It is wise to confirm that the previous print device has been restored after you exit a report mid-stream.

The actual printing should now begin. To stop the printing process you may press any key. To continue printing you should press **ENTER**, or you may press **ESC** to exit the report. If the specified report has heading printing turned on, then the system will do a top of form at its completion.

Finally, if the report model has a "*chained report"* specified, it will load the corresponding report model and begin its preliminary procedures *(e.g., ask password, Ask Beg/End file range and file Criteria)*. This report will now be printed, and its "*chained report"* will be processed, if applicable. After these reports have been printed, you will be asked for the next report model to print. At this point you may select another report or press **ESC** to return to the menu.

Results:

No DP Files affected

ENTER STATISTICS

This option allows you to periodically enter statistical information needed for special calculations in your report models.

This option allows you to periodically input numeric values which may be used by your report models for special calculations or printing. You may define the descriptions and use of these statistics when you set up your report models. In general these statistics are used for special report calculations.

For instance, if you want to calculate new credit limits for your customers, you could use a statistic named **"% increase"** to be used in the calculation of these new credit limits. Then, every time you print this report, you could use this option to enter a new percentage. An example of this is shown in the sample report mode **"1-SAMPLE."**

When you select this option, you will be asked for the report model number. Select the report model that you would like to enter statistics for.

If you have specified that you want password protection for reports, *(in the "Master Configuration")* you will be prompted for the password. To proceed, you must either enter the report password or the system master password. Press **ESC** to select another report. If the report model that you select does not have any statistic detail lines defined, you will not be prompted for any information. Otherwise, the screen will display all statistic descriptions and current values. You may change any values that you wish or simply validate the existing values.

Each statistical value may have up to five decimal places. The numeric range is between plus and minus **9,999,999,999.00000**. When you validate this data entry screen, all statistical values will be updated to the report model file. These values will be fixed within the report model until you change them using this option. Once you have validated the statistic data entry screen, you may select a new report model or press **ESC** to return to the menu.

Results:

SYSRW2.dbf - Report Detail File
- Statistics are stored for the report model

CHAPTER 4 DESIGNING CUSTOM REPORTS

This chapter provides you with general guidelines for designing custom reports. Of course, the starting point for every custom report is its design - that is, what information you want on a report and how that information should be presented. This chapter provides you with some insight into how to create a report that accomplishes your goals. In addition, several examples of the concepts discussed are provided.

BASIC REPORT DESIGN

One of the most important steps in accomplishing any goal is to clearly define what that goal is. The reason for creating any report is to provide you with information that is useful towards specific company goals. These goals may range from basic auditing needs to financial accounting needs, to strategic management requirements and so on.

After you have defined your reporting needs, then it is important to understand where the information is stored within your **Infinity POWER** data files, and how to retrieve this information for presentation on your report. Chapter 1 of each program user manual provides a detailed listing of all accounting data files and their contents.

The following general steps are recommended to design your report:

1. **Define your reporting needs.** Determine what information you need from the report. It may be customer address information, inventory cost information, employees' year-to-date federal withholding, etc.
2. **Determine what data files contain this information.** Since your accounting systems contain a number of different data files *(each containing unique information)* you must determine where the information is located.

   For instance, customer address information is stored in the Customer File **(AR01)**, inventory cost is in Inventory Item File **(IM01)**, employees' year-to-date federal withholding is located in the Employee File **(PR01)**, etc.
3. **Determine how to retrieve this information.** Determine the method of retrieving the data, getting the information in the sorted order to accomplish your report.

   For instance, suppose you want to print all customer addresses for each customer. Determine if you want the customers listed in numeric order by customer number, or if you want the customers listed alphabetically by customer

   This criteria is established when a file is opened and you are asked for a **"Key Number."** This key number tells the system how to **"sort"** the file. Each data file has one or more keys which you can individually choose to sort the file.

   If there is a need to sort the file in some other manner other than the normal sort keys, the **"Custom File"** is your answer. By creating a custom file, you can design how the data will be sorted. You may use just about any data field in the data to sort the data.
4. **Determine if special selection criteria is needed.** Selection criteria allow you to either include or exclude certain data file records based on some value within the data file. For instance, you could specify to print only those customers on a customer list, which have a credit limit over $1000, and are located in Florida.

   This can be accomplished either upon opening the data file and choosing the search types; **Single Match, Begin/End Ranges** or by using a **"criteria"** statement in the body of the report before printing any of the data.
5. **Determine where to print the requested information.** Decide exactly which data fields to print and determine how you want this information aligned on the report. For, instance, you could specify your customer list to print a single customer per sheet of paper, print on a mailing label, print in a columnar format or print to a text file to create a file which can be used to import information into another program.

6. **Decide if special calculations are necessary.** If the information you need is not in a data file in **"final form,"** you may need to perform mathematical calculations, which are known as **"formulas."** For example, if you wanted to print the average employee year-to-date federal withholding, you would take the year-to-date withholding figure from the Employee File, and then divide it by 12 months.
7. **Identify if any column totals are necessary.** Decide if you want any of the numeric fields totaled and printed at the end of a file section as a subtotal and/or printed at the end of the report as a grand total. This function may be accomplished using **"Prt Totals"**, on numeric data fields. If you are using a **"formula"** to produce a given result that will need to total, you will also need another formula to accumulate the results of the first formula.

After you have completed these steps, the actual set up of the report should be a relatively easy procedure. The remainder of this chapter provides you with several examples of the primary types of reports that you may want to print.

SAMPLE "LISTING" REPORT

Perhaps the most simplistic of all reports is a **"listing."** A listing normally provides a quick summary of basic information for a single data file. For example, you may want to create a report, which lists all Florida customers, alphabetically by name, which have a credit limit over **$1000**. In addition, you want to know how much total credit would be extended if you increased the credit limit **10%** for each customer.

Follow the steps below to design your report:

1. **Define your reporting needs.**
   - List of all customers.
   - Alphabetically by name.
   - Located in the State of Florida.
   - With a credit limit greater than $1000.
   - Calculate a new credit limit 10% higher.
2. **Determine what data files contain this information.**
   - Customer File (AR01).
3. **Determine how to retrieve this information.**
   - Customer File) AR01).
   Search Type: Entire File.
   Index: Customer Name.
4. **Determine if special selection criteria is required.**
   - Include if state equals Florida.
   - Include if credit limit is greater than $1000.
5. **Determine where to print the requested information.**
   - Print is columnar format.
   - Let the system automatically space columns.
6. **Determine if special calculations are necessary.**
   - New credit limit equals limit plus 10%.
7. **Determine if any column totals are necessary.**
   - Print a column total for existing credit limit.
   - Print a column total for new limit.

Once you have completed these steps, the creation of the report model *(using the "Set Up Report Models" option)* should be straightforward.

The following pages illustrate a sample Report Model Detail and a Sample Custom Report.

SAMPLE "TRANSACTION" REPORT

A **"transaction"** report generally provides a detailed look at information stored in one data file as transactions, which correspond to master items defined in another file. For example, you may want to create a report which lists all inventory items in numeric order which have a current quantity on-hand. In addition, you want to list all receipts for each item.

Follow the steps below to design your report:

1. **Define your reporting needs.**
   - List of all inventory items.
   - Numerically by number.
   - With quantity on hand.
   - List all receipts and subtotal.
2. **Determine what data files contain this information.**
   - Inventory Item File (IM01).
   - Inventory Transaction File (IM02).
3. **Determine how to retrieve this information.**
   - Inventory Item File (IM01).
   - Search Type: Entire File.
   - Index: Item Number.
   - Inventory Transaction File (IM02).
   - Search Type: Beg/End Range (all records for
   - current IM01 item number)
   - Index: Item Number.
4. **Determine if special selection criteria is required.**
   - Include Items (IM01) if quantity on hand is greater than zero.
   - Include Transactions (IM02) if transaction type equals Receipts.
5. **Determine where to print the requested information.**
   - Print Items (IM01) is columnar format.
   - Print Transactions (IM02) indented beneath.
   - Let the system automatically space columns.
6. **Determine if special calculations are necessary.**
   - None.
7. **Determine if any column totals are necessary.**
   - Print a column subtotal for each Item's receipts.
   - Print a column total for quantity on-hand.

Once you have completed these steps, the creation of the report model *(using the "Set Up Report Models" option)* should be straight forward. The following pages illustrate a sample Report Model Detail and a Sample Custom Report.

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Inventory Detail For Item Receipts

** Report Model: IMDET

Title : Inventory Detail For Item Receipts
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 0
Printed Lines / Page : 0
Report Width : 80

em Number Date Quantity Description

** Report Detail:

#	Type	File	Field/ID # / Text/Formula/Command	Print Control	Ln+	Col	Format/Criteria/Ask Stat
1)	Begin File	IM01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Item # Item # match type is Constant Beg Value: {BEGIN} End Value: {END}				
2)	| Criteria	IM01	QTY	Select			>0
3)	| ! Begin File	IM02	Search Type: Beg/End Range Data Source: Default data file Key # 1 is Item # Item # match type is DP Field Beg Field: {IM01:NUM} End Field: {IM01:NUM} Date match type is Constant Beg Value: {BEGIN} End Value: {END}				
4)	| ! | DP Field	IM02	NUM	Print Only	0	1	20
5)	| ! | DP Field	IM02	DATE	Print Only	0	21	10{d}
6)	| ! | DP Field	IM02	QTY	Print & Total	0	31	12.2{,-}
7)	| ! | DP Field	IM02	DESC	Print Only	0	43	20
8)	| ! End File	IM02					
9)	| ! Prt. Total						
10)	| ! Command	{CR:2}					
11)	| End Criteria						
12)	End File	IM01					

Infinity POWER Sample Company, Inc. Page 1
Inventory Detail For Item Receipts (4) 04/28/2006

Item Number	Date	Quantity	Description
1060178511	01/31/2006	200.00	Invoice
1060178511	01/31/2006	200.00	Invoice
1060178511	01/31/2006	1.00	Invoice
1060178511	01/31/2006	1.00	Invoice
1060178511	01/31/2006	1.00	Invoice
1060178511	01/31/2006	200.00	Invoice
1060178511	01/31/2006	1.00	Invoice
1060178511	01/31/2006	1.00	Invoice
1060178511	01/31/2006	1.00	Invoice
1060178511	02/28/2006	200.00	Invoice
1060178511	03/31/2006	200.00	Invoice
1060178511	04/01/2006	9,600.00	
1060178511	04/01/2006	9,600.00	
1060178511	04/01/2006	100.00-	1060178511
1060178511	04/01/2006	100.00	1060178511
1060178511	04/01/2006	50.00-	Cost Code:1 C M
1060178511	04/01/2006	1.00	Invoice
		20,157.00	
1060185461	01/10/2006	850.00	60111
1060185461	01/31/2006	400.00	Invoice
1060185461	01/31/2006	400.00	Invoice
1060185461	01/31/2006	400.00	Invoice
1060185461	02/15/2006	450.00-	Cost Code:1 C M
1060185461	02/28/2006	400.00	Invoice
1060185461	03/31/2006	400.00	Invoice
1060185461	04/01/2006	300.00	
1060185461	04/01/2006	1.00	Invoice
1060185461	04/30/2006	1,000.00	Invoice
		3,701.00	
1060216522	01/01/2006	128.00	Walkway products
1060216522	03/21/2006	55.00	Invoice
1060216522	04/01/2006	600.00	
		783.00	
201502241	01/10/2006	17.00-	
201502241	01/10/2006	2.00-	
201502241	01/10/2006	3.00-	
201502241	02/22/2006	4.00-	
201502241	02/22/2006	2.00-	
201502241	02/22/2006	2.00-	
201502241	02/22/2006	0.00	
201502241	02/22/2006	1.00-	
201502241	02/22/2006	5.00-	
201502241	02/28/2006	20.00	Invoice
201502241	02/28/2006	1.00	Invoice
201502241	02/28/2006	1.00	Invoice
201502241	03/09/2006	4.00-	
201502241	03/09/2006	3.00-	
201502241	03/09/2006	6.00-	

Infinity POWER Sample Company, Inc. Page 2
Inventory Detail For Item Receipts (4) 04/28/2006

Item Number	Date	Quantity	Description
201502241	03/09/2006	3.00-	
201502241	03/15/2006	7.00-	
201502241	03/31/2006	20.00	Invoice
201502241	03/31/2006	1.00	Invoice
201502241	03/31/2006	1.00	Invoice
201502241	04/01/2006	1.00-	
201502241	04/01/2006	2.00-	
201502241	04/01/2006	1.00-	Cost Code:1 R M
201502241	04/01/2006	50.00	Invoice
201502241	04/28/2006	50.00-	Stock Order
201502241	04/28/2006	8.00-	
201502241	04/28/2006	5.00-	
201502241	04/28/2006	1.00-	
201502241	04/28/2006	1.00-	SO #: 10493
201502241	04/28/2006	1.00-	SO #: 10484
201502241	04/28/2006	1.00	Invoice
201502241	04/28/2006	1.00	Invoice
		33.00-	
201513311	01/10/2006	8.50-	
201513311	01/10/2006	1.00-	
201513311	01/10/2006	1.50-	
201513311	02/22/2006	2.00-	
201513311	02/22/2006	1.00-	
201513311	02/22/2006	1.00-	
201513311	02/22/2006	0.00	
201513311	02/22/2006	0.50-	
201513311	02/22/2006	2.50-	
201513311	03/09/2006	2.00-	
201513311	03/09/2006	1.50-	
201513311	03/09/2006	3.00-	
201513311	03/09/2006	1.50-	
201513311	03/15/2006	3.50-	
201513311	04/01/2006	0.50-	
201513311	04/01/2006	1.00-	
201513311	04/01/2006	0.50-	Cost Code:1 R M
201513311	04/01/2006	10.00	Invoice
201513311	04/28/2006	4.00	Stock Order
201513311	04/28/2006	14.00	Various Supplies
201513311	04/28/2006	4.00-	
201513311	04/28/2006	2.50-	
201513311	04/28/2006	0.50-	
201513311	04/28/2006	0.50-	SO #: 10493
201513311	04/28/2006	0.50-	SO #: 10484
201513311	04/28/2006	1.00	Invoice
201513311	04/30/2006	75.00	Invoice
		64.50	

SAMPLE "MULTI-LEVEL" REPORT

A **"multi-level"** report normally combines information from a number of different data files to provide a heavily integrated report model. For example, you may want to create a report which lists all vendors and the inventory items for which they are primary vendors. In addition, you want to print each inventory item's asset account and the General Ledger account description.

Follow the steps below to design your report:

1. **Define your reporting needs.**
   - List of all vendors.
   - Numerically by vendor.
   - List all inventory items for each vendor.
   - Display each inventory item's GL Cost of Sales account
   - number and description.
2. **Determine what data files contain this information.**
   - Vendor File **(AP01).**
   - Inventory Item File **(IM01).**
3. **Determine how to retrieve this information.**
   - Vendor File **(AP01).**
   - *Search Type:* Entire File.
   - *Index:* Vendor Number.
   - Inventory Item File **(IM01).**
   - *Search Type:* Match on Beg/End File.
   - *Index:* Vendor Number.
4. **Determine where to print the requested information.**
   - Print Vendors **(AP01)** is columnar format.
   - Print inventory items **(IM01)** indented beneath.
   - Let the system automatically space columns.
5. **Determine if special calculations are necessary.**
   - None.
6. **Determine if any column totals are necessary.**
   - None.

Once you have completed these steps, the creation of the report model *(using the "Set Up Report Models" option)* should be straight forward.

The following pages illustrate a sample Report Model Detail and a Sample Custom Report.

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Inventory by Vendor with Costing Acct.

** Report Model: APCOST

Title : Inventory by Vendor with Costing Acct.	Printer Name :
Sub-Title :	Report Output File :
Password :	Clear Text File : No
Print Page Numbers : Yes	Lines / Page : 0
Print Page Headings : Yes	Printed Lines / Page : 0
Chained Report Model :	Report Width : 80

em Number Date Quantity Description

** Report Detail:

#	Type	File	Field/ID # / Text/Formula/Command	Print Control	Ln+	Col	Format/Criteria/Ask Stat
1)	Clear Merge	Custom ID: VENDOR					
2)	Begin File	IM01	Search Type: Entire File Data Source: Default data file Key # 1 is Item # Item # match type is Constant Beg Value: {BEGIN} End Value: {END}				
3)	| Merge	Custom ID: VENDOR					
4)	End File	IM01					
5)	Begin File	AP01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Vendor # Vendor # match type is Constant Beg Value: {BEGIN} End Value: {END}				
6)	| DP Field	AP01	NUM	Print Only	0	1	10
7)	| DP Field	AP01	NAME	Print Only	0	11	30
8)	| Begin File	IM01	Search Type: Beg/End Range Data Source: Custom file (Custom ID=VENDOR) Key # 1 is Vendor Number Vendor match type is DP Field Beg Field: {AP01:NUM} End Field: {AP01:NUM}				
9)	| | Criteria	IM01	VENDOR[1]	Select			={AP01:NUM}
10)	| | ! DP Field	IM01	NUM	Print Only	0	1	20
11)	| | ! DP Field	IM01	DESC	Print Only	0	21	30
12)	| | ! DP Field	IM01	COS	Print Only	0	51	20
13)	| | End Criteria						
14)	| | Command	{CR:2}					
15)	| End File	IM01					
16)	End File	AP01					

Infinity POWER Sample Company, Inc. Page 1
Inventory by Vendor with Costing Acct. (4) 04/28/2006

Item Number	Date	Quantity	Description	
AMEX	American Express			
BOW1	Bower's Roofing Supplies			
201502241			Roofing Tar Paper	51500
201513311			Roofing Tar	51500
201646141			Roofing Nails	51500
301402200			Roofing Shingles	51500
9990010010x12BLT			10 X 12 Storage Shed - BUILT	50000
999001008x10BLT			8 X 10 Storage Shed - BUILT	50000
SONY TV-5011			SONY 50" LCD Color Television	50000
CFS	Clark Financial Services, LLC			
Connor	Phil Connor			
FED-NTLDEP	Federal Depository			
FED-UNEMP	Federal Unemployment Office			
FLO1	Florida Lumber, Inc.			
305011670			8' - 2" X 4" Boards	51300
305011677			10' - 2" X 4" Boards	51300
305011688			12' - 2" X 4" Boards	51300
305022511			4' X 8' - Sheet Plywood	51300
GEN1	General Telphone Company			
NCNB	North Carolina National Bank			
PICF	Power Insurance Company of FL			
PITSAC	Pitts A/C Repair			
Postmaster	U.S. Postmaster			
S&S	S & S Sub Contractors			
SCO1	Scotty's Building Supplies			
50221165			Lightweight Sawblades	51300
606107			2" Wire Clamp	51200
SHEL	Shell Service Station			
State-Fl	State of Florida Tax Dept.			
STATE-UNEM	State Unemployment Office			
SUN1	Suncoast Concrete Supplies			
1060178511			Corner Blocks	51100
1060185461			Concrete Blocks	51100
1060216522			Cement - 100 lb. Bag	51100
TAM1	Tampa Electrical Supplies			

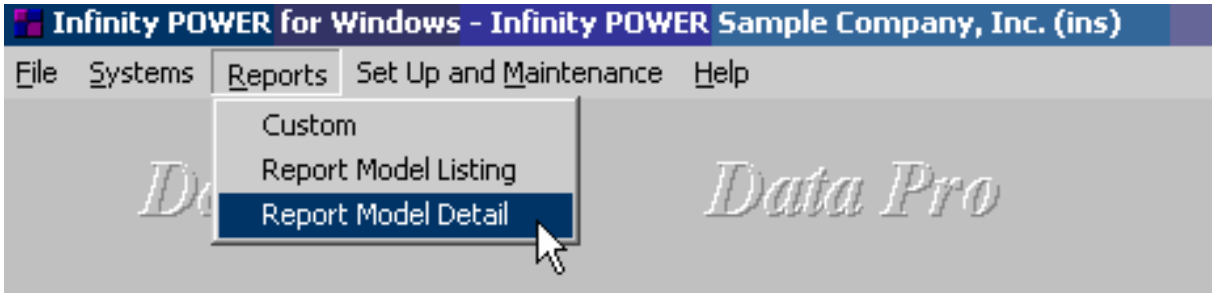
Infinity POWER Sample Company, Inc. Page 2
Inventory by Vendor with Costing Acct. (4) 04/28/2006

Item Number	Date	Quantity	Description
11APOLE			Electric Box Pole
40770611			100' - Heavy Gauge Copper Wire
40770614			50' - Heavy Gauge Copper Wire
408016134			Electrical Outlet Box
607131			Electric Box - Fuses
608112			Meter (Glass Case)
608126			Electric Box Pole Stand
TECO			Tampa Electrical Co.
UNI1			Unified Supply Company
SONY 52311			SONY 50" LCD Color Television
WATER			Tampa Water & Sewage Co.
WORK			Work Place
yellow			Tampa Yellow Pages

CHAPTER 5 SAMPLE REPORTS

This chapter shows examples of many of the sample reports available in the **Report Writer** module. These report model samples may be copied, edited, or used for your internal reporting needs. These are examples only and can lend guidance in the proper way to create or lay out a specific report model type.

The first report provides a listing of the examples included here. The remainder of this chapter will provide you with the **Report Model Detail** or the actual coding and set up of each report and then an actual sample of how the report model prints out using sample data files.



Report Model Listing (RW0401)

Infinity POWER Sample Company, Inc. — Page 1
Report Model Listing — (4) 04/28/2006

Report Number	Title / Sub-Title	
AP-1	AP Vendor Listing	
	11 RW02 records,	0 RW03 records
AP-2	Accounts Payable Past Due Aging	
	175 RW02 records,	1 RW03 records
AP-3	Accounts Payable Discount Report (Based on System Date)	
	118 RW02 records,	2 RW03 records
AR-1	Address Book Export/Import file.	
	35 RW02 records,	0 RW03 records
AR-2	Accounts Receivable Aging Report (Aging Based on Invoice Date)	
	221 RW02 records,	1 RW03 records
GL-1	GL Account Listing	
	17 RW02 records,	0 RW03 records
GL-2	Year-To-Date Trial Balance	
	130 RW02 records,	0 RW03 records
GL-3	YTD Summary By Account Type	
	123 RW02 records,	0 RW03 records
IM-1	Current Receipts Price Labels	
	25 RW02 records,	1 RW03 records
JC-1	Budget Comparison Report	
	75 RW02 records,	2 RW03 records
PO-1	Purchase Order Backorder Report	
	79 RW02 records,	1 RW03 records
PR-1	Employee Accumulators	
	33 RW02 records,	0 RW03 records
SO-1	Sales Order Backorder Report	
	72 RW02 records,	1 RW03 records

* Number of records printed: 13

Report Model Detail (AP Vendor Listing)

Infinity POWER Sample Company, Inc. — Page 1
Report Model Detail — (4) 04/28/2006
AP Vendor Listing

** Report Model: AP-1

Title : AP Vendor Listing
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 80

endor # Vendor Name Contact Phone

** Report Detail:

#	Type	File	Field/ID # / Text/Formula/Command	Print Control	Ln+	Col	Format/Criteria/Ask Stat
1)	Comment		**********				
2)	Comment		* Print vendor listing in numerical order.				
3)	Comment		* Prompt user for range of vendors to print.				
4)	Comment		**********				
5)	Begin File	AP01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Vendor # Vendor # match type is Constant Beg Value: {BEGIN} End Value: {END}				
6)	| DP Field	AP01	num	Print Only	0	1	10
7)	| DP Field	AP01	name	Print Only	0	12	30
8)	| DP Field	AP01	contact	Print Only	0	43	20
9)	| DP Field	AP01	phone	Print Only	0	64	14
10)	| Command		{COUNT}				
11)	End File	AP01					

Report Model Detail (AP Past Due Aging)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Accounts Payable Past Due Aging

** Report Model: AP-2
Title : Accounts Payable Past Due Aging
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

endor # Name
Phone Number Contact
Type Trans. # Description Date Not Due/Other 1 - 30 Days 31 - 60 Days Over 60 Days
Job # Ck

** Report Detail: #	Type	File	Field/ID # Text/Formula/Command	Print Control	Ln+	Col	Format/Criteria/Ask Stat
1)	Comment		**********				
2)	Comment		* Print vendor Past Due Aging Report only for vendors with a balance.				
3)	Comment		* Prompt user for range of vendors to print report for.				
4)	Comment		**********				
5)	Comment		**********				
6)	Comment		* Declare and initialize Formulas to a value of 0.00.				
7)	Comment		**********				
8)	Formula		VENDTOT	Don't Print			
			0.00				
9)	Formula		NUM	Don't Print			
			0.0				
10)	Formula		AGE1	Don't Print			
			0.00				
11)	Formula		AGE2	Don't Print			
			0.00				
12)	Formula		AGE3	Don't Print			
			0.00				
13)	Formula		AGE4	Don't Print			
			0.00				
14)	Formula		VENDBAL	Don't Print			
			0.00				
15)	Formula		TOTAGE1	Don't Print			
			0.00				
16)	Formula		TOTAGE2	Don't Print			
			0.00				
17)	Formula		TOTAGE3	Don't Print			
			0.00				
18)	Formula		TOTAGE4	Don't Print			
			0.00				
19)	Formula		TOTBAL	Don't Print			
			0.00				
20)	Begin File	AP01	Search Type: Ask Beg/End Range Data Source: Default data file				

```
                                    Infinity POWER Sample Company, Inc.                                    Page  2
                                              Report Model Detail                                    ( 4)  04/28/2006
                                    Accounts Payable Past Due Aging

                                      Key # 1 is Vendor #
                                    Vendor # match type is Constant
                                      Beg Value:  {BEGIN}
                                      End Value:  {END}
21)     | DP Field      AP01   num              Don't Print
22)     | Formula              VENDTOT          Don't Print
                       0.00
23)     | Comment      ************************************************************************
24)     | Comment      * Check if vendor has a balance by opening the Open Item file and
25)     | Comment      * adding the open item total to the Formula VENDTOT, if the field
26)     | Comment      * "paidyn" is equal to 0.
27)     | Comment      ************************************************************************
28)     | Begin File   AP02   Search Type: Entire File
                              Data Source: Default data file
                                    Key # 1 is Open Item Key
                                Vendor # match type is Constant
                                  Beg Value:  {BEGIN}
                                  End Value:  {END}
                                Date match type is Constant
                                  Beg Value:  {BEGIN}
                                  End Value:  {END}
                                Invoice # match type is Constant
                                  Beg Value:  {BEGIN}
                                  End Value:  {END}
                                Type match type is Constant
                                  Beg Value:  {BEGIN}
                                  End Value:  {END}
29)     | | DP Field     AP02   paidyn           Don't Print
30)     | | Criteria     AP02   paidyn           Select                          =0
31)     | | ! Formula            VENDTOT          Don't Print
                          {VENDTOT} & {AP02:totamt}
32)     | | End Criteria
33)     | End File      AP02
34)     | Comment      ************************************************************************
35)     | Comment      * Check if vendor's total balance has a value other than 0.00.
36)     | Comment      * If vendor balance is NOT equal to 0.00 print desired information
37)     | Comment      * from the Vendor file.
38)     | Comment      ************************************************************************
39)     | ID Criteria          VENDTOT          Select                          <>0.00
40)     | End Criteria
41)     | Text                                                  0     1
                       ____________________________________________________________________
42)     | Text                                                  0    66
                       ____________________________________________________________________
43)     | DP Field      AP01   num              Print Only      0     1   10
44)     | DP Field      AP01   name             Print Only      0    13   30
45)     | Command      {CR:1}
46)     | DP Field      AP01   phone            Print Only      0    13   14
47)     | DP Field      AP01   contact          Print Only      0    29   20
48)     | Command      {CR:1}
49)     | Text                                                  0     1
                       *** Open Items:
```

```
                                    Infinity POWER Sample Company, Inc.                                    Page  3
                                          Report Model Detail                                          ( 4)  04/28/2006
                                    Accounts Payable Past Due Aging

50)     | Command      {CR:1}
51)     | Formula              NUM                Don't Print
                       0.0
52)     | Begin File   AP02   Search Type: Beg/End Range
                             Data Source: Default data file
                                  Key # 1 is Open Item Key
                               Vendor # match type is DP Field
                                 Beg Field:  {AP01:num}
                                 End Field:  {AP01:num}
                               Date match type is Constant
                                 Beg Value:   {BEGIN}
                                 End Value:   {END}
                               Invoice # match type is Constant
                                 Beg Value:   {BEGIN}
                                 End Value:   {END}
                               Type match type is Constant
                                 Beg Value:   {BEGIN}
                                 End Value:   {END}
53)     | | Criteria     AP02   paidyn              Select                          =0
54)     | | ! Comment     ************************************************************************
55)     | | ! Comment     * Add 1 to line count. Line numbers are printed on the report.
56)     | | ! Comment     ************************************************************************
57)     | | ! Formula            NUM                Print Only          0     1   3.0
                        {NUM} & 1.0
58)     | | ! Text                                                     0     4
                        )
59)     | | ! DP Field    AP02   type               Print Only          0     7   1
60)     | | ! DP Field    AP02   invnum             Print Only          0    10   10
61)     | | ! DP Field    AP02   desc               Print Only          0    22   20
62)     | | ! DP Field    AP02   date               Print Only          0    44   8{d}
63)     | | ! Comment     ************************************************************************
64)     | | ! Comment     * Determine where to print the open item total based on terms type
65)     | | ! Comment     * and date of transaction.
66)     | | ! Comment     * At the same time accumulate open item total into the appropriate
67)     | | ! Comment     * Formula to be printed at bottom of report as aging category total.
68)     | | ! Comment     ************************************************************************
69)     | | ! Criteria    AP02   termtype           Select                          >3
70)     | | ! ! DP Field    AP02   totamt             Print Only          0    71   14.2{$,-}
71)     | | ! ! Formula           AGE1                Don't Print
                          {AGE1} & {AP02:totamt}
72)     | | ! End Criteria
73)     | | ! Criteria    AP02   termtype           Select                          >1
74)     | | ! ! Criteria    AP02   duedate            Select                          >{DATE,0}
75)     | | ! ! ! DP Field    AP02   totamt             Print Only          0    71   14.2{$,-}
76)     | | ! ! ! Formula           AGE1                Don't Print
                          {AGE1} & {AP02:totamt}
77)     | | ! ! End Criteria
78)     | | ! End Criteria
79)     | | ! Criteria    AP02   termtype           Select                          =1
80)     | | ! ! DP Field    AP02   totamt             Print Only          0    86   14.2{$,-}
81)     | | ! ! Formula           AGE2                Don't Print
                          {AGE2} & {AP02:totamt}
```

```
                                Infinity POWER Sample Company, Inc.                                    Page  4
                                        Report Model Detail                                          ( 4)  04/28/2006
                                Accounts Payable Past Due Aging

82)     | | !  End Criteria
83)     | | !  Criteria        AP02   termtype          Select                        >1
84)     | | ! !  Criteria        AP02   termtype          Select                        <4
85)     | | ! ! !  Criteria        AP02   duedate           Select                        <={DATE,0}
86)     | | ! ! ! !  Criteria        AP02   duedate           Select                        >={DATE,-30}
87)     | | ! ! ! ! !  DP Field        AP02   totamt            Print Only          0    86   14.2{$,-}
88)     | | ! ! ! ! !  Formula                AGE2             Don't Print
                                {AGE2} & {AP02:totamt}
89)     | | ! ! ! !  End Criteria
90)     | | ! ! !  End Criteria
91)     | | ! !  End Criteria
92)     | | !  End Criteria
93)     | | !  Criteria        AP02   termtype          Select                        >1
94)     | | ! !  Criteria        AP02   termtype          Select                        <4
95)     | | ! ! !  Criteria        AP02   duedate           Select                        <{DATE,-30}
96)     | | ! ! ! !  Criteria        AP02   duedate           Select                        >={DATE,-60}
97)     | | ! ! ! ! !  DP Field        AP02   totamt            Print Only          0   101   14.2{$,-}
98)     | | ! ! ! ! !  Formula                AGE3             Don't Print
                                {AGE3} & {AP02:totamt}
99)     | | ! ! ! !  End Criteria
100)    | | ! ! !  End Criteria
101)    | | ! !  End Criteria
102)    | | !  End Criteria
103)    | | !  Criteria        AP02   termtype          Select                        >1
104)    | | ! !  Criteria        AP02   termtype          Select                        <4
105)    | | ! ! !  Criteria        AP02   duedate           Select                        <{DATE,-60}
106)    | | ! ! ! !  DP Field        AP02   totamt            Print Only          0   116   14.2{$,-}
107)    | | ! ! ! !  Formula                AGE4             Don't Print
                                {AGE4} & {AP02:totamt}
108)    | | ! ! !  End Criteria
109)    | | ! !  End Criteria
110)    | | !  End Criteria
111)    | | !  Text                                                  0     3
                        Job #:
112)    | | !  DP Field        AP02   proj              Print Only          0    12   10
113)    | | !  DP Field        AP02   chknum            Print Only          0    31   1
114)    | | !  Text                                                  0    39
                        Due:
115)    | | !  DP Field        AP02   duedate           Print Only          0    44   8{d}
116)    | | !  Command        {CR:1}
117)    | |  End Criteria
118)    |  End File        AP02
119)    |  Comment        ************************************************************
120)    |  Comment        * Print vendor totals.
121)    |  Comment        ************************************************************
122)    |  Text                                                  0    56
                        _____________
123)    |  Text                                                  0    71
                        _____________
124)    |  Text                                                  0    86
                        _____________
```

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                                Infinity POWER Sample Company, Inc.                                    Page  5
                                        Report Model Detail                                          ( 4)  04/28/2006
                                    Accounts Payable Past Due Aging

125)    | Text                                                  0   101
                 ____________
126)    | Text                                                  0   116
                 ____________
127)    | Text                                                  0    38
                 * Vendor Totals:
128)    | Formula        VENDBAL        Print Only             0    56   14.2{$,-}
                 {AGE1} & {AGE2} & {AGE3} & {AGE4}
129)    | Formula        AGE1           Print Only             0    71   14.2{$,-}
130)    | Formula        AGE2           Print Only             0    86   14.2{$,-}
131)    | Formula        AGE3           Print Only             0   101   14.2{$,-}
132)    | Formula        AGE4           Print Only             0   116   14.2{$,-}
133)    | Text                                                  0    56
                 ____________
134)    | Comment  ************************************************************
135)    | Comment  * Add vendor totals to grand totals (roll over totals).
136)    | Comment  ************************************************************
137)    | Formula        TOTAGE1        Don't Print
                 {TOTAGE1} & {AGE1}
138)    | Formula        TOTAGE2        Don't Print
                 {TOTAGE2} & {AGE2}
139)    | Formula        TOTAGE3        Don't Print
                 {TOTAGE3} & {AGE3}
140)    | Formula        TOTAGE4        Don't Print
                 {TOTAGE4} & {AGE4}
141)    | Comment  ************************************************************
142)    | Comment  * Clear vendor totals.
143)    | Comment  ************************************************************
144)    | Formula        AGE1           Don't Print
                 0.00
145)    | Formula        AGE2           Don't Print
                 0.00
146)    | Formula        AGE3           Don't Print
                 0.00
147)    | Formula        AGE4           Don't Print
                 0.00
148)    | Formula        VENDBAL        Don't Print
                 0.00
149)    | Command  {COUNT}
150)    End File  AP01
151)    Comment  ************************************************************
152)    Comment  * Print report totals and calculate percentages.
153)    Comment  ************************************************************
154)    Text                                                  0     1
                 ____________________________________________________________
155)    Text                                                  0    66
                 ____________________________________________________________
156)    Command  {CR:2}
157)    Text                                                  0    27
                 ** Totals for all Accounts:
158)    Command  {CR:1}
```

159)	Formula	TOTBAL	Print Only	0	56	14.2{$,-}
	{TOTAGE1} & {TOTAGE2} & {TOTAGE3} & {TOTAGE4}					
160)	Formula	TOTAGE1	Print Only	0	71	14.2{$,-}
161)	Formula	TOTAGE2	Print Only	0	86	14.2{$,-}
162)	Formula	TOTAGE3	Print Only	0	101	14.2{$,-}
163)	Formula	TOTAGE4	Print Only	0	116	14.2{$,-}
164)	Command	{CR:1}				
165)	Formula	TOTBAL	Print Only	0	58	11.2{,}
	100.0					
166)	Text			0	69	
	%					
167)	Formula	TOTBAL	Don't Print			
	{TOTAGE1} & {TOTAGE2} & {TOTAGE3} & {TOTAGE4}					
168)	Formula	TOTAGE1	Print Only	0	73	11.2{,}
	{TOTAGE1} / {TOTBAL} * 100.0					
169)	Text			0	84	
	%					
170)	Formula	TOTAGE2	Print Only	0	88	11.2{,}
	{TOTAGE2} / {TOTBAL} * 100.0					
171)	Text			0	99	
	%					
172)	Formula	TOTAGE3	Print Only	0	103	11.2{,}
	{TOTAGE3} / {TOTBAL} * 100.0					
173)	Text			0	114	
	%					
174)	Formula	TOTAGE4	Print Only	0	118	11.2{,}
	{TOTAGE4} / {TOTBAL} * 100.0					
175)	Text			0	129	
	%					

Report Model Detail (AP Discount Report)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Accounts Payable Discount Report

** Report Model: AP-3
Title : Accounts Payable Discount Report
Sub-Title : (Based on System Date)
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

endor # Name
Date Invoice # Open Item Description Total Amount Discount% Due Date Discounts Taken Discounts Lost

** Report Detail: #		Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat Text/Formula/Command
1)		Comment						**********
2)		Comment						* Print list of vouchers for each vendors (if any) showing their
3)		Comment						* discount taken or discount lost with subtotals for each vendors,
4)		Comment						* report totals are also printed.
5)		Comment						* Prompt user for range of vendors to be printed on this report.
6)		Comment						**********
7)		Comment						**********
8)		Comment						* Declare Formulas to be used in this report and initialize values
9)		Comment						* at 0.00.
10)		Comment						**********
11)		Formula		VENDTOT	Don't Print			0.00
12)		Formula		DISC	Don't Print			0.00
13)		Formula		DISCLOST	Don't Print			0.00
14)		Formula		TOTDISC	Don't Print			0.00
15)		Formula		TOTLOST	Don't Print			0.00
16)		Formula		DISCAMOUNT	Don't Print			0.00
17)		Begin File	AP01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Vendor # Vendor # match type is Constant Beg Value: {BEGIN} End Value: {END}				
18)	|	Comment						**********
19)	|	Comment						* Clear Formula VENDTOT and determine if vendor has a balance due by
20)	|	Comment						* checking if there are any open items with a terms type of
21)	|	Comment						* 1-Immediate, 2-Net Days or 3-Net EOM. If any open items are found
22)	|	Comment						* add the total amount to the Formula VENDTOT.
23)	|	Comment						**********
24)	|	Formula		VENDTOT	Don't Print			0.00

Infinity POWER Sample Company, Inc. Page 2
Report Model Detail (4) 04/28/2006
Accounts Payable Discount Report

```
25)  | Begin File      AP02  Search Type: Beg/End Range
                             Data Source: Default data file
                                  Key # 1 is Open Item Key
                               Vendor # match type is DP Field
                                 Beg Field: {AP01:num}
                                 End Field: {AP01:num}
                               Date match type is Constant
                                 Beg Value:  010160
                                 End Value:  123159
                               Invoice # match type is Constant
                                 Beg Value:  {BEGIN}
                                 End Value:  {END}
                               Type match type is Constant
                                 Beg Value:  {BEGIN}
                                 End Value:  {END}
26)  | | DP Field       AP02  paidyn          Don't Print
27)  | | Criteria       AP02  paidyn          Select                    =0
28)  | | ! Criteria       AP02  termtype        Select                    <4
29)  | | ! ! Formula            VENDTOT         Don't Print
                             {VENDTOT} & {AP02:totamt}
30)  | | ! End Criteria
31)  | | End Criteria
32)  | End File       AP02
33)  | Comment        ************************************************************************
34)  | Comment        * If Formula VENDTOT has an amount NOT equal to 0.00, clear Formulas
35)  | Comment        * to be used in this section and print desired information from the
36)  | Comment        * Vendor file.
37)  | Comment        ************************************************************************
38)  | ID Criteria          VENDTOT       Select                    <>0.00
39)  | ! Formula              DISC          Don't Print
                        0.00
40)  | ! Formula              DISCLOST      Don't Print
                        0.00
41)  | ! DP Field     AP01  num           Print Only          0     1   10
42)  | ! DP Field     AP01  name          Print Only          0    12   30
43)  | ! Begin File   AP02  Search Type: Beg/End Range
                             Data Source: Default data file
                                  Key # 1 is Open Item Key
                               Vendor # match type is DP Field
                                 Beg Field: {AP01:num}
                                 End Field: {AP01:num}
                               Date match type is Constant
                                 Beg Value:  010160
                                 End Value:  123159
                               Invoice # match type is Constant
                                 Beg Value:  {BEGIN}
                                 End Value:  {END}
                               Type match type is Constant
                                 Beg Value:  {BEGIN}
                                 End Value:  {END}
44)  | ! | Criteria       AP02  paidyn          Select                    =0
```

```
                                    Infinity POWER Sample Company, Inc.                                    Page  3
                                          Report Model Detail                                          ( 4)  04/28/2006
                                    Accounts Payable Discount Report

45)   | ! | ! Criteria      AP02   termtype          Select                    <4
46)   | ! | ! ! DP Field      AP02   date              Print Only        0    3   8{d}
47)   | ! | ! ! DP Field      AP02   invnum            Print Only        0   14   10
48)   | ! | ! ! DP Field      AP02   desc              Print Only        0   26   20
49)   | ! | ! ! DP Field      AP02   totamt            Print Only        0   48   16.2{,-}
50)   | ! | ! ! DP Field      AP02   disc              Print Only        0   66   7.2{,-}
51)   | ! | ! ! Text                                                    0   73
                              %
52)   | ! | ! ! Comment      ************************************************************************
53)   | ! | ! ! Comment      * Calculate discount amount.
54)   | ! | ! ! Comment      ************************************************************************
55)   | ! | ! ! Formula              DISCAMOUNT       Don't Print
                              {AP02:totamt} * {AP02:disc} / 100
56)   | ! | ! ! Comment      ************************************************************************
57)   | ! | ! ! Comment      * If terms type is other than Immediate print the the due date.
58)   | ! | ! ! Comment      ************************************************************************
59)   | ! | ! ! Criteria      AP02   termtype          Exclude                    =1
60)   | ! | ! ! ! DP Field      AP02   duedate           Print Only        0   76   8{d}
61)   | ! | ! ! End Criteria
62)   | ! | ! ! Comment      ************************************************************************
63)   | ! | ! ! Comment      * If terms type is equal to Immediate print the text "Immediate"
64)   | ! | ! ! Comment      * instead of the due date.
65)   | ! | ! ! Comment      ************************************************************************
66)   | ! | ! ! Criteria      AP02   termtype          Select                    =1
67)   | ! | ! ! ! Text                                                    0   76
                                Immediate
68)   | ! | ! ! ! Formula              DISCAMOUNT       Print Only        0   90   16.2{,-}
69)   | ! | ! ! ! Formula              DISC             Don't Print
                                {DISC} & {DISCAMOUNT}
70)   | ! | ! ! End Criteria
71)   | ! | ! ! Comment      ************************************************************************
72)   | ! | ! ! Comment      * If due date is past the current system date add discount amount
73)   | ! | ! ! Comment      * to the Formula DISC.
74)   | ! | ! ! Comment      ************************************************************************
75)   | ! | ! ! Criteria      AP02   duedate           Select                    >{DATE,0}
76)   | ! | ! ! ! Formula              DISCAMOUNT       Print Only        0   90   16.2{,-}
77)   | ! | ! ! ! Formula              DISC             Don't Print
                                {DISC} & {DISCAMOUNT}
78)   | ! | ! ! End Criteria
79)   | ! | ! ! Comment      ************************************************************************
80)   | ! | ! ! Comment      * If due date is prior to the current system date add discount amount
81)   | ! | ! ! Comment      * to the Formula DISCLOST.
82)   | ! | ! ! Comment      ************************************************************************
83)   | ! | ! ! Criteria      AP02   duedate           Select                    <={DATE,0}
84)   | ! | ! ! ! Criteria      AP02   termtype          Exclude                    =1
85)   | ! | ! ! ! ! Formula              DISCAMOUNT       Print Only        0  110   16.2{,-}
86)   | ! | ! ! ! ! Formula              DISCLOST         Don't Print
                                {DISCLOST} & {DISCAMOUNT}
87)   | ! | ! ! ! End Criteria
88)   | ! | ! ! End Criteria
89)   | ! | ! End Criteria
```

```
90)   | ! | End Criteria
91)   | ! End File      AP02
92)   | ! Comment       **************************************************************************
93)   | ! Comment       ** Count number of vendors being printed on the report.
94)   | ! Comment       * Note: Count command placed inside this criteria section will only
95)   | ! Comment       * count the number of vendors being printed not the number of
96)   | ! Comment       * open items being printed. This count will be printed at the end of
97)   | ! Comment       * the report.
98)   | ! Comment       **************************************************************************
99)   | ! Command       {COUNT}
100)  | ! Comment       **************************************************************************
101)  | ! Comment       * Print vendor totals and add vendor totals to report totals.
102)  | ! Comment       **************************************************************************
103)  | ! Text                                                      0   73
                        * Vendor Totals:
104)  | ! Formula             DISC          Print Only            0   90  16.2{$-}
105)  | ! Formula             DISCLOST      Print Only            0  110  16.2{$,-}
106)  | ! Text                                                    0  126
                        *
107)  | ! Formula             TOTDISC       Don't Print
                        {TOTDISC} & {DISC}
108)  | ! Formula             TOTLOST       Don't Print
                        {TOTLOST} & {DISCLOST}
109)  | ! Command       {CR:2}
110)  | End Criteria
111)  End File          AP01
112)  Comment           **************************************************************************
113)  Comment           * Print report totals.
114)  Comment           **************************************************************************
115)  Text                                                    1   63
                        ** Totals For All Vendors:
116)  Formula               TOTDISC       Print Only            0   90  16.2{$,-}
117)  Formula               TOTLOST       Print Only            0  110  16.2{$,-}
118)  Text                                                    0  126
                        *
```

Report Model Detail (Address Book Export/Import File)

Infinity POWER Sample Company, Inc. — Page 1
Report Model Detail — (4) 04/28/2006
Address Book Export/Import file.

** Report Model: AR-1

Title : Address Book Export/Import file.
Sub-Title :
Password :
Print Page Numbers : No
Print Page Headings : No
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 0
Printed Lines / Page : 0
Report Width : 0

** Report Detail:

#	Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat
			Text/Formula/Command				
1)	Comment		**********				
2)	Comment		* List all customer information needed for address book export/import.				
3)	Comment		* Create an comma delimited file to be imported into the address				
4)	Comment		* book at later date.				
5)	Comment		* Note: The zip code is being imported in the special field, so that				
6)	Comment		* the addresses can be sorted by zip code for bulk mailing.				
7)	Comment		* This report will automacally create a file named CUSTLIST in the				
8)	Comment		* Program Directory.				
9)	Comment		**********				
10)	Begin File	AR01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Customer # Customer # match type is Constant Beg Value: {BEGIN} End Value: {END}				
11)	| Text		4,"		0	1	
12)	| DP Field	AR01	name	Print Only	0	-1	30
13)	| Text		","		0	-1	
14)	| DP Field	AR01	ZIP[1]	Print Only	0	-1	10
15)	| Text		","		0	-1	
16)	| DP Field	AR01	phone	Print Only	0	-1	14
17)	| Text		","		0	-1	
18)	| DP Field	AR01	contact	Print Only	0	-1	20
19)	| Text		","		0	-1	
20)	| DP Field	AR01	ADDR1[1]	Print Only	0	-1	25
21)	| Text		","		0	-1	
22)	| DP Field	AR01	ADDR2[1]	Print Only	0	-1	25
23)	| Text		","		0	-1	
24)	| DP Field	AR01	CITY[1]	Print Only	0	-1	15
25)	| Text		","		0	-1	

Infinity POWER Sample Company, Inc. Page 2
Report Model Detail (4) 04/28/2006
Address Book Export/Import file.

26)	| DP Field	AR01	STATE[1]	Print Only	0	-1	2
27)	| Text				0	-1	
		","					
28)	| DP Field	AR01	ZIP[1]	Print Only	0	-1	10
29)	| Text				0	-1	
		","					
30)	| DP Field	AR01	COMENT[1]	Print Only	0	-1	49
31)	| Text				0	-1	
		","					
32)	| DP Field	AR01	COMENT[2]	Print Only	0	-1	49
33)	| Text				0	-1	
		"					
34)	| Command	{CR:}					
35)	End File	AR01					

Report Model Detail (Accounts Receivable Aging Report)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Accounts Receivable Aging Report

** Report Model: AR-2
Title : Accounts Receivable Aging Report
Sub-Title : (Aging Based on Invoice Date)
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

ustomer Name Region Salesman
Phone Number Contact
Type Invoice # Description Date Current 1 - 30 Days 31 - 60 Days 61 to 90 Days Over 90 Days

** Report Detail:

#	Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat
			Text/Formula/Command				
1)	Comment		**********				
2)	Comment		* Print Accounts Receivable Aging based in the invoice date instead				
3)	Comment		* of the due date and for a specific salesman.				
4)	Comment		* Prompt user for range of customers to print on this report and for				
5)	Comment		* the salesman mask at the time the report is printed.				
6)	Comment		* Percentage used in calculatiion of finance charge is entered as a				
7)	Comment		* statistic, thru the option "Enter Statistics", prior to running				
8)	Comment		* the report.				
9)	Comment		**********				
10)	Comment		**********				
11)	Comment		* Declare Formulas and Statistics and initialize values at 0.00.				
12)	Comment		**********				
13)	Formula		TESTPRT	Don't Print			
			0.00				
14)	Formula		AMT	Don't Print			
			0.00				
15)	Formula		AGECUR	Don't Print			
			0.00				
16)	Formula		AGE1	Don't Print			
			0.00				
17)	Formula		AGE2	Don't Print			
			0.00				
18)	Formula		AGE3	Don't Print			
			0.00				
19)	Formula		AGE4	Don't Print			
			0.00				
20)	Formula		VENDBAL	Don't Print			
			0.00				
21)	Formula		TOTAGECUR	Don't Print			
			0.00				
22)	Formula		TOTAGE1	Don't Print			
			0.00				
23)	Formula		TOTAGE2	Don't Print			
			0.00				

```
                                    Infinity POWER Sample Company, Inc.                                    Page  2
                                              Report Model Detail                                    ( 4)  04/28/2006
                                    Accounts Receivable Aging Report

24)     Formula                 TOTAGE3          Don't Print
                        0.00
25)     Formula                 TOTAGE4          Don't Print
                        0.00
26)     Formula                 TOTBAL           Don't Print
                        0.00
27)     Formula                 BALANCE          Don't Print
                        0.00
28)     Formula                 FINCHARGE        Don't Print
                        0.00
29)     Statistic               FCPCT                                          Mon. Interest Rate
                                     Statistical Value:      0.00000
30)     Begin File      AR01    Search Type: Ask Beg/End Range
                                Data Source: Default data file
                                     Key # 1 is Customer #
                                  Customer # match type is Constant
                                     Beg Value:  {BEGIN}
                                     End Value:  {END}
31)     | Comment        ***********************************************************************
32)     | Comment        * Prompt user for salesman mask.
33)     | Comment        ***********************************************************************
34)     | Criteria       AR01   slm                Select                          ~{ASK,Salesman Mask}
35)     | ! Formula              TESTPRT          Don't Print
                        0.00
36)     | ! DP Field     AR01   AGEING[1]         Don't Print
37)     | ! DP Field     AR01   AGEING[2]         Don't Print
38)     | ! DP Field     AR01   AGEING[3]         Don't Print
39)     | ! DP Field     AR01   AGEING[4]         Don't Print
40)     | ! DP Field     AR01   AGEING[5]         Don't Print
41)     | ! Comment      ***********************************************************************
42)     | ! Comment      * Determine if customer has a balance due by totaling all the account
43)     | ! Comment      * aging categories in the Formula TESTPRT. If the value is not equal
44)     | ! Comment      * to 0.00 print desired information from the Customer file.
45)     | ! Comment      ***********************************************************************
46)     | ! Formula              TESTPRT          Don't Print
                        {AR01:AGEING[1]}&{AR01:AGEING[2]}&{AR01:AGEING[3]}&{AR01:AGEING[4]}
47)     | ! Formula              TESTPRT          Don't Print
                        {TESTPRT} & {AR01:AGEING[5]}
48)     | ! ID Criteria         TESTPRT          Select                          <>0.00
49)     | ! ! Comment      ***********************************************************************
50)     | ! ! Comment      * Clear Formulas used in this section.
51)     | ! ! Comment      ***********************************************************************
52)     | ! ! Formula            AGECUR           Don't Print
                        0.00
53)     | ! ! Formula            AGE1             Don't Print
                        0.00
54)     | ! ! Formula            AGE2             Don't Print
                        0.00
55)     | ! ! Formula            AGE3             Don't Print
                        0.00
56)     | ! ! Formula            AGE4             Don't Print
                        0.00
```

```
                                    Infinity POWER Sample Company, Inc.                                    Page  3
                                          Report Model Detail                                          ( 4)  04/28/2006
                                    Accounts Receivable Aging Report

57)   | ! !  Formula          NUM          Don't Print
                        0.0
58)   | ! !  Text                                          0    1
                        ____________________________________________________________________________
59)   | ! !  Text                                          0   66
                        ____________________________________________________________________________
60)   | ! !  DP Field   AR01  num          Print Only      0    1   10
61)   | ! !  DP Field   AR01  name         Print Only      0   13   30
62)   | ! !  DP Field   AR01  region       Print Only      0   45    5
63)   | ! !  DP Field   AR01  slm          Print Only      0   52    5
64)   | ! !  Command    {CR:1}
65)   | ! !  DP Field   AR01  phone        Print Only      0   13   14
66)   | ! !  DP Field   AR01  contact      Print Only      0   29   20
67)   | ! !  Command    {CR:1}
68)   | ! !  Text                                          0    1
                        *** Open Items:
69)   | ! !  Command    {CR:1}
70)   | ! !  Comment    ***********************************************************************
71)   | ! !  Comment    * Determine which items are open items by checking if the field
72)   | ! !  Comment    * paidyn is equal to 0. If an open item is found print desired
73)   | ! !  Comment    * information from the Open Item file.
74)   | ! !  Comment    ***********************************************************************
75)   | ! !  Begin File AR02  Search Type: Beg/End Range
                              Data Source: Default data file
                                   Key # 1 is Open Item Key
                                Customer # match type is DP Field
                                   Beg Field:  {AR01:num}
                                   End Field:  {AR01:num}
                                Date match type is Constant
                                   Beg Value:   010160
                                   End Value:   123159
                                Invoice # match type is Constant
                                   Beg Value:   {BEGIN}
                                   End Value:   {END}
                                Type match type is Constant
                                   Beg Value:   {BEGIN}
                                   End Value:   {END}
76)   | ! ! | Criteria   AR02  paidyn        Select                    =0
77)   | ! ! | ! Comment    ***********************************************************************
78)   | ! ! | ! Comment    * Ad 1 to line count. Line numbers are printed on the report.
79)   | ! ! | ! Comment    ***********************************************************************
80)   | ! ! | ! Formula          NUM          Print Only      0    1   3.0
                        {NUM} & 1.0
81)   | ! ! | ! Text                                          0    4
                        )
82)   | ! ! | ! DP Field   AR02  type         Print Only      0    6   2
83)   | ! ! | ! DP Field   AR02  invnum       Print Only      0   10   10
84)   | ! ! | ! DP Field   AR02  desc         Print Only      0   22   20
85)   | ! ! | ! DP Field   AR02  date         Print Only      0   43   8{d}
86)   | ! ! | ! DP Field   AR02  saleamt      Don't Print
87)   | ! ! | ! DP Field   AR02  taxamt       Don't Print
```

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                    Infinity POWER Sample Company, Inc.                                    Page  4
                          Report Model Detail                                          ( 4)  04/28/2006
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88)   | ! ! | ! DP Field     AR02   framt              Don't Print
89)   | ! ! | ! Formula            AMT                 Don't Print
                            {AR02:saleamt} & {AR02:taxamt} & {AR02:framt}
90)   | ! ! | ! Comment     ************************************************************************
91)   | ! ! | ! Comment     * If transaction is a type 7 "Dep/Adv" or a type 8 "Payment" reverse
92)   | ! ! | ! Comment     * sign to a minus.
93)   | ! ! | ! Comment     * Note: A deposit or payment is stored as a debit amount not as a
94)   | ! ! | ! Comment     * credit amount.
95)   | ! ! | ! Comment     ************************************************************************
96)   | ! ! | ! Criteria    AR02   type               Select                          >6
97)   | ! ! | ! ! Criteria    AR02   type               Select                          <9
98)   | ! ! | ! ! ! Formula          AMT                 Don't Print
                              {AMT} * -1.0
99)   | ! ! | ! ! End Criteria
100)  | ! ! | ! End Criteria
101)  | ! ! | ! Comment     ************************************************************************
102)  | ! ! | ! Comment     * If the invoice date is later than the current system date add the
103)  | ! ! | ! Comment     * open item amount to the Formula AGECUR and print in a specific
104)  | ! ! | ! Comment     * column on the report. This same procedure of determining which aging
105)  | ! ! | ! Comment     * category the open item belongs to and adding the open item amount
106)  | ! ! | ! Comment     * to the appropriate Formula is followed for each aging category.
107)  | ! ! | ! Comment     ************************************************************************
108)  | ! ! | ! Criteria    AR02   date               Select                          >={DATE,0}
109)  | ! ! | ! ! Formula          AMT                 Print Only          0    52   15.2{$,-}
110)  | ! ! | ! ! Formula          AGECUR              Don't Print
                              {AGECUR} & {AMT}
111)  | ! ! | ! End Criteria
112)  | ! ! | ! Criteria    AR02   date               Select                          <{DATE,0}
113)  | ! ! | ! ! Criteria    AR02   date               Select                          >={DATE,-30}
114)  | ! ! | ! ! ! Formula          AMT                 Print Only          0    68   15.2{$,-}
115)  | ! ! | ! ! ! Formula          AGE1                Don't Print
                              {AGE1} & {AMT}
116)  | ! ! | ! ! End Criteria
117)  | ! ! | ! End Criteria
118)  | ! ! | ! Criteria    AR02   date               Select                          <{DATE,-30}
119)  | ! ! | ! ! Criteria    AR02   date               Select                          >={DATE,-60}
120)  | ! ! | ! ! ! Formula          AMT                 Print Only          0    84   15.2{$,-}
121)  | ! ! | ! ! ! Formula          AGE2                Don't Print
                              {AGE2} & {AMT}
122)  | ! ! | ! ! End Criteria
123)  | ! ! | ! End Criteria
124)  | ! ! | ! Criteria    AR02   date               Select                          <{DATE,-60}
125)  | ! ! | ! ! Criteria    AR02   date               Select                          >={DATE,-90}
126)  | ! ! | ! ! ! Formula          AMT                 Print Only          0   100   15.2{$,-}
127)  | ! ! | ! ! ! Formula          AGE3                Don't Print
                              {AGE3} & {AMT}
128)  | ! ! | ! ! End Criteria
129)  | ! ! | ! End Criteria
130)  | ! ! | ! Criteria    AR02   date               Select                          <{DATE,-90}
131)  | ! ! | ! ! Formula          AMT                 Print Only          0   116   15.2{$,-}
132)  | ! ! | ! ! Formula          AGE4                Don't Print
                              {AGE4} & {AMT}
```

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                                    Infinity POWER Sample Company, Inc.                                    Page  5
                                          Report Model Detail                                          ( 4)  04/28/2006
                                    Accounts Receivable Aging Report

133)    | ! ! | ! End Criteria
134)    | ! ! | ! Text                                                    0     6
                        Slm:
135)    | ! ! | ! DP Field    AR02   slm              Print Only          0    11   5
136)    | ! ! | ! Text                                                    0    38
                        Due:
137)    | ! ! | ! DP Field    AR02   duedate          Print Only          0    43   8{d}
138)    | ! ! | End Criteria
139)    | ! ! End File     AR02
140)    | ! ! Comment      ***********************************************************************
141)    | ! ! Comment      * Determine if there are any unpaid finance charges. If so increment
142)    | ! ! Comment      * line count by 1, print finance charge line and add finance charges
143)    | ! ! Comment      * to the Formula AGECUR.
144)    | ! ! Comment      ***********************************************************************
145)    | ! ! Criteria     AR01   fccur            Select                        >0.00
146)    | ! ! ! Formula          NUM              Print Only          0     1   3.0
                        {NUM} & 1.0
147)    | ! ! ! Text                                                    0     4
                        ) 5
148)    | ! ! ! Text                                                    0    22
                        Unpaid Finance Charges
149)    | ! ! ! DP Field    AR01   fccur            Print Only          0    52   15.2{$,-}
150)    | ! ! ! Formula          AGECUR           Don't Print
                        {AGECUR} & {AR01:fccur}
151)    | ! ! End Criteria
152)    | ! ! Comment      ***********************************************************************
153)    | ! ! Comment      * Calculate new finance charges for this aging period and print line
154)    | ! ! Comment      * for new charges if Formula FINANCE has a value greater than 0.00.
155)    | ! ! Comment      * Add new finance charges to the Formula AGECUR.
156)    | ! ! Comment      ***********************************************************************
157)    | ! ! Formula            BALANCE          Don't Print
                        {AGE1} & {AGE2} & {AGE3} & {AGE4}
158)    | ! ! Formula            FINANCE          Don't Print
                        {BALANCE} * {FCPCT} / 100.0
159)    | ! ! ID Criteria       FINANCE          Select                        >0.00
160)    | ! ! ! Formula          AGECUR           Don't Print
                        {AGECUR} & {FINANCE}
161)    | ! ! ! Formula          NUM              Print Only          0     1   3.0
                        {NUM} & 1.0
162)    | ! ! ! Text                                                    0     4
                        )
163)    | ! ! ! Text                                                    0    22
                        FC on Past Due Items
164)    | ! ! ! Formula          FINANCE          Print Only          0    52   15.2{$,-}
165)    | ! ! End Criteria
166)    | ! ! Comment      ***********************************************************************
167)    | ! ! Comment      * Print customer's aging category totals.
168)    | ! ! Comment      ***********************************************************************
169)    | ! ! Command      {CR:1}
170)    | ! ! Text                                                    0    37
```

```
                                Infinity POWER Sample Company, Inc.                                    Page  6
                                        Report Model Detail                                        ( 4)  04/28/2006
                                    Accounts Receivable Aging Report

171)    | ! !  Text                                                    0    53
                                  ____________
172)    | ! !  Text                                                    0    69
                                  ____________
173)    | ! !  Text                                                    0    85
                                  ____________
174)    | ! !  Text                                                    0   101
                                  ____________
175)    | ! !  Text                                                    0   117
                                  ____________
176)    | ! !  Command      {CR:1}
177)    | ! !  Text                                                    0     6
                          ** Customer Totals:
178)    | ! !  Formula            VENDBAL          Print Only          0    36   16.2{$,-}
                          {AGECUR} & {AGE1} & {AGE2} & {AGE3} & {AGE4}
179)    | ! !  Formula            AGECUR           Print Only          0    52   15.2{$,-}
180)    | ! !  Formula            AGE1             Print Only          0    68   15.2{$,-}
181)    | ! !  Formula            AGE2             Print Only          0    84   15.2{$,-}
182)    | ! !  Formula            AGE3             Print Only          0   100   15.2{$,-}
183)    | ! !  Formula            AGE4             Print Only          0   116   15.2{$,-}
184)    | ! !  Comment      ***********************************************************************
185)    | ! !  Comment      * Add totals for vendor's aging categories to report total Formulas.
186)    | ! !  Comment      ***********************************************************************
187)    | ! !  Formula            TOTAGECUR        Don't Print
                          {TOTAGECUR} & {AGECUR}
188)    | ! !  Formula            TOTAGE1          Don't Print
                          {TOTAGE1} & {AGE1}
189)    | ! !  Formula            TOTAGE2          Don't Print
                          {TOTAGE2} & {AGE2}
190)    | ! !  Formula            TOTAGE3          Don't Print
                          {TOTAGE3} & {AGE3}
191)    | ! !  Formula            TOTAGE4          Don't Print
                          {TOTAGE4} & {AGE4}
192)    | ! !  Formula            TOTBAL           Don't Print
                          {TOTBAL} & {VENDBAL}
193)    | ! !  Text                                                    0    37
                          ____________
194)    | ! !  Command      {COUNT}
195)    | !  End Criteria
196)    |  End Criteria
197)    End File      AR01
198)    Command       {CR:2}
199)    Comment       ***********************************************************************
200)    Comment       * Print report totals and calculate percentages.
201)    Comment       ***********************************************************************
202)    Text                                                    0     1
                      ____________________________________________________________________
203)    Text                                                    0    66
                      ____________________________________________________________________
204)    Text                                                    0     1
                      ** Totals for all Accounts:
```

205)	Formula	TOTBAL	Print Only	0	36	16.2{$,-}
206)	Formula	TOTAGECUR	Print Only	0	52	15.2{$,-}
207)	Formula	TOTAGE1	Print Only	0	68	15.2{$,-}
208)	Formula	TOTAGE2	Print Only	0	84	15.2{$,-}
209)	Formula	TOTAGE3	Print Only	0	100	15.2{$,-}
210)	Formula	TOTAGE4	Print Only	0	116	15.2{$,-}
211)	Text			0	45	
	100.00%					
212)	Formula	AGECURPCT	Print Only	0	55	11.2{,}
	{TOTAGECUR} / {TOTBAL} * 100.0					
213)	Text			0	66	
	%					
214)	Formula	AGE1PCT	Print Only	0	71	11.2{,}
	{TOTAGE1} / {TOTBAL} * 100.0					
215)	Text			0	82	
	%					
216)	Formula	AGE2PCT	Print Only	0	87	11.2{,}
	{TOTAGE2} / {TOTBAL} * 100.0					
217)	Text			0	98	
	%					
218)	Formula	AGE3PCT	Print Only	0	103	11.2{,}
	{TOTAGE3} / {TOTBAL} * 100.0					
219)	Text			0	114	
	%					
220)	Formula	AGE4PCT	Print Only	0	119	11.2{,}
	{TOTAGE4} / {TOTBAL} * 100.0					
221)	Text			0	130	
	%					

Report Model Detail (General Ledger Accounting Listing)

Infinity POWER Sample Company, Inc. — Page 1
Report Model Detail — (4) 04/28/2006
GL Account Listing

** Report Model: GL-1

Title : GL Account Listing	Printer Name :
Sub-Title :	Report Output File :
Password :	Clear Text File : No
Print Page Numbers : Yes	Lines / Page : 66
Print Page Headings : Yes	Printed Lines / Page : 54
Chained Report Model :	Report Width : 80

ccount # Description Type Contra

** Report Detail:

#	Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat
			Text/Formula/Command				
1)	Comment		**********				
2)	Comment		* Print accounts in numerical order.				
3)	Comment		* List account number, account description, account type and print				
4)	Comment		* whether the account is a contra account or not.				
5)	Comment		* Prompt user for range of accounts to print on this report.				
6)	Comment		**********				
7)	Begin File	GL01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Account # Account # match type is Constant Beg Value: {BEGIN} End Value: {END}				
8)	| DP Field	GL01	account	Print Only	0	1	10
9)	| DP Field	GL01	desc	Print Only	0	13	30
10)	| DP Field	GL01	type	Print Only	0	45	2
11)	| DP Field	GL01	contra	Print Only	0	51	1{y}
12)	| Comment		**********				
13)	| Comment		* Count number of accounts being printed. This count will be printed				
14)	| Comment		* at the end of the report.				
15)	| Comment		**********				
16)	| Command		{COUNT}				
17)	End File	GL01					

Report Model Detail (Y-T-D Trial Balance)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Year-To-Date Trial Balance

** Report Model: GL-2
Title : Year-To-Date Trial Balance
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model : GL-3
Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 80

ccount Description Debit Credit

** Report Detail: #	Type	File	Field/ID # Text/Formula/Command	Print Control	Ln+	Col	Format/Criteria/Ask Stat
1)	Comment		**********				
2)	Comment		* List in numerical order all accounts that have a balance. All				
3)	Comment		* balances will be added to Global Formulas for later printing.				
4)	Comment		* This report chains to another report, where a summary by account				
5)	Comment		* type will be printed.				
6)	Comment		**********				
7)	Comment		* Declare and initialize Formulas used in report at 0.00.				
8)	Comment		**********				
9)	Comment		**********				
10)	Formula		CREDITS	Don't Print			
			0.00				
11)	Formula		DEBITS	Don't Print			
			0.00				
12)	Formula		GTOT1	Don't Print			
			0.00				
13)	Formula		GTOT2	Don't Print			
			0.00				
14)	Formula		GTOT3	Don't Print			
			0.00				
15)	Formula		GTOT4	Don't Print			
			0.00				
16)	Formula		GTOT5	Don't Print			
			0.00				
17)	Formula		GTOT6	Don't Print			
			0.00				
18)	Formula		GTOT7	Don't Print			
			0.00				
19)	Formula		GTOT8	Don't Print			
			0.00				
20)	Formula		GTOT9	Don't Print			
			0.00				
21)	Formula		GTOT10	Don't Print			
			0.00				
22)	Formula		GTOT11	Don't Print			
			0.00				
23)	Formula		GTOT12	Don't Print			
			0.00				

```
                                    Infinity POWER Sample Company, Inc.                                    Page  2
                                          Report Model Detail                                          ( 4)  04/28/2006
                                        Year-To-Date Trial Balance

24)     Formula                 GTOT13          Don't Print
                        0.00
25)     Formula                 GTOT14          Don't Print
                        0.00
26)     Formula                 GTOT15          Don't Print
                        0.00
27)     Begin File      GL01    Search Type: Entire File
                                Data Source: Default data file
                                     Key # 1 is Account #
                                  Account # match type is Constant
                                    Beg Value:  {BEGIN}
                                    End Value:  {END}
28)     | Comment        ***********************************************************************
29)     | Comment        * Add Year-to-Date amount to begining balance in Formula AMT.
30)     | Comment        ***********************************************************************
31)     | DP Field       GL01    begbal          Don't Print
32)     | DP Field       GL01    AMT[Y]          Don't Print
33)     | Formula                AMT             Don't Print
                        {GL01:begbal} & {GL01:amt[Y]}
34)     | Comment        ***********************************************************************
35)     | Comment        * If account has a balance greater than 0.00 print desired information
36)     | Comment        * from the Account file.
37)     | Comment        ***********************************************************************
38)     | ID Criteria            AMT             Exclude                         =0.0
39)     | ! DP Field      GL01    account         Print Only          0     1   10
40)     | ! DP Field      GL01    desc            Print Only          0    13   30
41)     | ! Comment       ***********************************************************************
42)     | ! Comment       * If the amount is a debit print in column 47 on the report (the
43)     | ! Comment       * debit column) and add amount to the Formula DEBITS.
44)     | ! Comment       * This procedure is followed for each account type.
45)     | ! Comment       ***********************************************************************
46)     | ! ID Criteria          AMT             Select                          >0.0
47)     | ! ! Formula            AMT             Print Only          0    47   18.2{$,()}
48)     | ! ! Formula            DEBITS          Don't Print
                          {DEBITS} & {AMT}
49)     | ! End Criteria
50)     | ! Comment       ***********************************************************************
51)     | ! Comment       * If the amount is a credit print in column 61 on the report (the
52)     | ! Comment       * credit column) and add the amount to the Formula CREDITS.
53)     | ! Comment       This procedure is followed for each account type.
54)     | ! Comment       ***********************************************************************
55)     | ! ID Criteria          AMT             Select                          <0.0
56)     | ! ! Formula            AMT             Print Only          0    61   18.2{$,()}
57)     | ! ! Formula            CREDITS         Don't Print
                          {CREDITS} & {AMT}
58)     | ! End Criteria
59)     | ! Comment       ***********************************************************************
60)     | ! Comment       * Determine account type and add amount to appropriate Global Formula.
61)     | ! Comment       ***********************************************************************
62)     | ! Criteria      GL01    type            Select                          =1
63)     | ! ! Formula            GTOT1           Don't Print
                          {GTOT1} & {AMT}
```

```
64)   | ! End Criteria
65)   | ! Criteria      GL01  type          Select          =2
66)   | ! ! Formula           GTOT2         Don't Print
                      {GTOT2} & {AMT}
67)   | ! End Criteria
68)   | ! Criteria      GL01  type          Select          =3
69)   | ! ! Formula           GTOT3         Don't Print
                      {GTOT3} & {AMT}
70)   | ! End Criteria
71)   | ! Criteria      GL01  type          Select          =4
72)   | ! ! Formula           GTOT4         Don't Print
                      {GTOT4} & {AMT}
73)   | ! End Criteria
74)   | ! Criteria      GL01  type          Select          =5
75)   | ! ! Formula           GTOT5         Don't Print
                      {GTOT5} & {AMT}
76)   | ! End Criteria
77)   | ! Criteria      GL01  type          Select          =6
78)   | ! ! Formula           GTOT6         Don't Print
                      {GTOT6} & {AMT}
79)   | ! End Criteria
80)   | ! Criteria      GL01  type          Select          =7
81)   | ! ! Formula           GTOT7         Don't Print
                      {GTOT7} & {AMT}
82)   | ! End Criteria
83)   | ! Criteria      GL01  type          Select          =8
84)   | ! ! Formula           GTOT8         Don't Print
                      {GTOT8} & {AMT}
85)   | ! End Criteria
86)   | ! Criteria      GL01  type          Select          =9
87)   | ! ! Formula           GTOT9         Don't Print
                      {GTOT9} & {AMT}
88)   | ! End Criteria
89)   | ! Criteria      GL01  type          Select          =10
90)   | ! ! Formula           GTOT10        Don't Print
                      {GTOT10} & {AMT}
91)   | ! End Criteria
92)   | ! Criteria      GL01  type          Select          =11
93)   | ! ! Formula           GTOT11        Don't Print
                      {GTOT11} & {AMT}
94)   | ! End Criteria
95)   | ! Criteria      GL01  type          Select          =12
96)   | ! ! Formula           GTOT12        Don't Print
                      {GTOT12} & {AMT}
97)   | ! End Criteria
98)   | ! Criteria      GL01  type          Select          =13
99)   | ! ! Formula           GTOT13        Don't Print
                      {GTOT13} & {AMT}
100)  | ! End Criteria
101)  | ! Criteria      GL01  type          Select          =14
102)  | ! ! Formula           GTOT14        Don't Print
                      {GTOT14} & {AMT}
```

```
                                    Infinity POWER Sample Company, Inc.                                    Page  4
                                          Report Model Detail                                          ( 4)  04/28/2006
                                      Year-To-Date Trial Balance

103)    | !  End Criteria
104)    | !  Criteria        GL01   type              Select                        =15
105)    | ! !  Formula              GTOT15            Don't Print
                              {GTOT15} & {AMT}
106)    | !  End Criteria
107)    | End Criteria
108)    End File       GL01
109)    Comment        ************************************************************************
110)    Comment        * Print totals.
111)    Comment        ************************************************************************
112)    Begin File     GL01   Search Type: None
                              Data Source: Default data file
113)    | Text                                                  0    47
                       ____________________________________
114)    | Text                                                  0    13
                       Total Debits :
115)    | Formula              DEBITS            Print Only    0    47   18.2{$,()}
116)    | Text                                                  0    13
                       Total Credits:
117)    | Formula              CREDITS           Print Only    0    61   18.2{$,()}
118)    | Text                                                  0    13
                       Balance    :
119)    | Formula              AMT               Don't Print
                       {DEBITS} & {CREDITS}
120)    | ID Criteria          AMT               Select                    >0.00
121)    | !  Formula             AMT               Print Only    0    47   18.2{$,()}
122)    | End Criteria
123)    | ID Criteria          AMT               Select                    <0.00
124)    | !  Formula             AMT               Print Only    0    61   18.2{$,()}
125)    | End Criteria
126)    | ID Criteria          AMT               Select                    =0.00
127)    | !  Text                                                0    62
                         - 0 -
128)    | End Criteria
129)    End File       GL01
130)    Text                                                  0    47
                       ==================================
```

Report Model Detail (Y-T-D Summary by Account Type)

```
                                    Infinity POWER Sample Company, Inc.                                    Page  1
                                          Report Model Detail                                          ( 4)  04/28/2006
                                      YTD Summary By Account Type


** Report Model: GL-3
    Title      : YTD Summary By Account Type                    Printer Name       :
    Sub-Title  :                                                Report Output File  :
    Password   :                                                Clear Text File    : No
    Print Page Numbers  : Yes                                          Lines / Page       : 66
    Print Page Headings  : Yes                                       Printed Lines / Page : 54
    Chained Report Model :                                             Report Width       : 80

 Account Type Description                 Debit      Credit


** Report Detail:          Type     File  Field/ID #    Print Control  Ln+  Col  Format/Criteria/Ask Stat
        #                                Text/Formula/Command
        ----------  ----  ----------    ------------  ---  ---  ----------------------
         1)      Comment          ***********************************************************************
         2)      Comment          * List by account type the summary balances. The total balance for
         3)      Comment          * each account type was accumulated previously in the sample report
         4)      Comment          * GL-2 using Global Formulas. Gl-2 chains to GL-3 to print a
         5)      Comment          * summary page.
         6)      Comment          ***********************************************************************
         7)      Text                                                                  0      1
                                   1) CA - Cash
         8)      Comment          ***********************************************************************
         9)      Comment          * If the amount is a debit print in column 47 on the report (the
        10)      Comment          * debit column).
        11)      Comment          * This procedure is followed for each account type.
        12)      Comment          ***********************************************************************
        13)      Begin File       GL01   Search Type: None
                                        Data Source: Default data file
        14)      | ID Criteria          GTOT1          Select                                  >=0.0
        15)      | !  Formula            GTOT1          Print Only          0     47   18.2{$,()}
        16)      | End Criteria
        17)      | Comment          ***********************************************************************
        18)      | Comment          * If the amount is a credit print in column 61 on the report (the
        19)      | Comment          * credit column).
        20)      | Comment          * This procedure is followed for each account type.
        21)      | Comment          ***********************************************************************
        22)      | ID Criteria          GTOT1          Select                                  <0.0
        23)      | !  Formula            GTOT1          Print Only          0     61   18.2{$,()}
        24)      | End Criteria
        25)      | Text                                                                  0      1
                                   2) CA - A/R
        26)      | ID Criteria          GTOT2          Select                                  >=0.0
        27)      | !  Formula            GTOT2          Print Only          0     47   18.2{$,()}
        28)      | End Criteria
        29)      | ID Criteria          GTOT2          Select                                  <0.0
        30)      | !  Formula            GTOT2          Print Only          0     61   18.2{$,()}
        31)      | End Criteria
        32)      | Text                                                                  0      1
                                   3) CA - Inventory
```

Infinity POWER Sample Company, Inc.
Report Model Detail
YTD Summary By Account Type

Page 2
(4) 04/28/2006

```
33)  | ID Criteria      GTOT3        Select                  >=0.0
34)  | ! Formula         GTOT3        Print Only      0   47   18.2{$,()}
35)  | End Criteria
36)  | ID Criteria      GTOT3        Select                  <0.0
37)  | ! Formula         GTOT3        Print Only      0   61   18.2{$,()}
38)  | End Criteria
39)  | Text                                         0   1
                    4) CA - Mkt Securities
40)  | ID Criteria      GTOT4        Select                  >=0.0
41)  | ! Formula         GTOT4        Print Only      0   47   18.2{$,()}
42)  | End Criteria
43)  | ID Criteria      GTOT4        Select                  <0.0
44)  | ! Formula         GTOT4        Print Only      0   61   18.2{$,()}
45)  | End Criteria
46)  | Text                                         0   1
                    5) CA - Other
47)  | ID Criteria      GTOT5        Select                  >=0.0
48)  | ! Formula         GTOT5        Print Only      0   47   18.2{$,()}
49)  | End Criteria
50)  | ID Criteria      GTOT5        Select                  <0.0
51)  | ! Formula         GTOT5        Print Only      0   61   18.2{$,()}
52)  | End Criteria
53)  | Text                                         0   1
                    6) Fixed/Other Assets
54)  | ID Criteria      GTOT6        Select                  >=0.0
55)  | ! Formula         GTOT6        Print Only      0   47   18.2{$,()}
56)  | End Criteria
57)  | ID Criteria      GTOT6        Select                  <0.0
58)  | ! Formula         GTOT6        Print Only      0   61   18.2{$,()}
59)  | End Criteria
60)  | Text                                         0   1
                    7) Current Liab.
61)  | ID Criteria      GTOT7        Select                  >=0.0
62)  | ! Formula         GTOT7        Print Only      0   47   18.2{$,()}
63)  | End Criteria
64)  | ID Criteria      GTOT7        Select                  <0.0
65)  | ! Formula         GTOT7        Print Only      0   61   18.2{$,()}
66)  | End Criteria
67)  | Text                                         0   1
                    8) Long-Term Liab.
68)  | ID Criteria      GTOT8        Select                  >=0.0
69)  | ! Formula         GTOT8        Print Only      0   47   18.2{$,()}
70)  | End Criteria
71)  | ID Criteria      GTOT8        Select                  <0.0
72)  | ! Formula         GTOT8        Print Only      0   61   18.2{$,()}
73)  | End Criteria
74)  | Text                                         0   1
                    9) Equity
75)  | ID Criteria      GTOT9        Select                  >=0.0
76)  | ! Formula         GTOT9        Print Only      0   47   18.2{$,()}
77)  | End Criteria
```

Infinity POWER Sample Company, Inc. Page 3
Report Model Detail (4) 04/28/2006
YTD Summary By Account Type

78)	| ID Criteria	GTOT9	Select			<0.0		
79)	| ! Formula	GTOT9	Print Only	0	61	18.2{$,()}		
80)	| End Criteria							
81)	| Text			0	1			
	10) Income / Sales							
82)	| ID Criteria	GTOT10	Select			>=0.0		
83)	| ! Formula	GTOT10	Print Only	0	47	18.2{$,()}		
84)	| End Criteria							
85)	| ID Criteria	GTOT10	Select			<0.0		
86)	| ! Formula	GTOT10	Print Only	0	61	18.2{$,()}		
87)	| End Criteria							
88)	| Text			0	1			
	11) Cost of Sales							
89)	| ID Criteria	GTOT11	Select			>=0.0		
90)	| ! Formula	GTOT11	Print Only	0	47	18.2{$,()}		
91)	| End Criteria							
92)	| ID Criteria	GTOT11	Select			<0.0		
93)	| ! Formula	GTOT11	Print Only	0	61	18.2{$,()}		
94)	| End Criteria							
95)	| Text			0	1			
	12) Operating Expenses							
96)	| ID Criteria	GTOT12	Select			>=0.0		
97)	| ! Formula	GTOT12	Print Only	0	47	18.2{$,()}		
98)	| End Criteria							
99)	| ID Criteria	GTOT12	Select			<0.0		
100)	| ! Formula	GTOT12	Print Only	0	61	18.2{$,()}		
101)	| End Criteria							
102)	| Text			0	1			
	13) OpExp - Depr/Amort							
103)	| ID Criteria	GTOT13	Select			>=0.0		
104)	| ! Formula	GTOT13	Print Only	0	47	18.2{$,()}		
105)	| End Criteria							
106)	| ID Criteria	GTOT13	Select			<0.0		
107)	| ! Formula	GTOT13	Print Only	0	61	18.2{$,()}		
108)	| End Criteria							
109)	| Text			0	1			
	14) Other Expenses							
110)	| ID Criteria	GTOT14	Select			>=0.0		
111)	| ! Formula	GTOT14	Print Only	0	47	18.2{$,()}		
112)	| End Criteria							
113)	| ID Criteria	GTOT14	Select			<0.0		
114)	| ! Formula	GTOT14	Print Only	0	61	18.2{$,()}		
115)	| End Criteria							
116)	| Text			0	1			
	15) Other Income							
117)	| ID Criteria	GTOT15	Select			>=0.0		
118)	| ! Formula	GTOT15	Print Only	0	47	18.2{$,()}		
119)	| End Criteria							
120)	| ID Criteria	GTOT15	Select			<0.0		
121)	| ! Formula	GTOT15	Print Only	0	61	18.2{$,()}		
122)	| End Criteria							

Infinity POWER Sample Company, Inc. Page 4
Report Model Detail (4) 04/28/2006
YTD Summary By Account Type

123) End File GL01

Report Model Detail (Current Receipts Price Labels)

Infinity POWER Sample Company, Inc. — Page 1
Report Model Detail — (4) 04/28/2006
Current Receipts Price Labels

** Report Model: IM-1

Title : Current Receipts Price Labels
Sub-Title :
Password :
Print Page Numbers : No
Print Page Headings : No
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 80

** Report Detail:

#	Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat Text/Formula/Command
1)	Comment						**********
2)	Comment						* Print labels for items received within a specified date range.
3)	Comment						* Prompt user for date range to print labels for.
4)	Comment						* Check for transactions with a type 2-Record Receipts.
5)	Comment						**********
6)	Begin File	IM02					Search Type: Entire File Data Source: Default data file Key # 2 is Transaction Date Date match type is Constant Beg Value: {BEGIN} End Value: {END}
7)	| DP Field	IM02	date	Don't Print			
8)	| DP Field	IM02	type	Don't Print			
9)	| Comment						**********
10)	| Comment						* Prompt user for date range to print on this report.
11)	| Comment						**********
12)	| Criteria	IM02	date	Select			>={ASK,Beg. Date}
13)	| ! Criteria	IM02	date	Select			<={ASK,End Date}
14)	| ! ! Criteria	IM02	type	Select			=2
15)	| ! ! ! DP Field	IM02	num	Print Only	0	1	20
16)	| ! ! ! Begin File	IM01					Search Type: Single Match Data Source: Default data file Key # 1 is Item # Item # match type is DP Field Match Field: IM02:num
17)	| ! ! ! | DP Field	IM01	desc	Print Only	0	1	30
18)	| ! ! ! | DP Field	IM01	PRICE[1]	Print Only	0	1	12.2{,-}
19)	| ! ! ! | DP Field	IM01	um	Print Only	0	15	4
20)	| ! ! ! | Command		{NP}				
21)	| ! ! ! End File	IM01					
22)	| ! ! End Criteria						
23)	| ! End Criteria						
24)	| End Criteria						
25)	End File	IM02					

Report Model Detail (Budget Comparison Report)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Budget Comparison Report

** Report Model: JC-1
Title : Budget Comparison Report
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

roject # Project Description
Cost Code Description Cost Budget PTD Cost Budget Variance Variance %
Detail Description

** Report Detail: #		Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat
				Text/Formula/Command				
1)	Comment	**********						
2)	Comment	* List in order by project number the budgets, cost amounts and their						
3)	Comment	* variances for each cost code on the project.						
4)	Comment	Prompt user for range of projects to print on this report.						
5)	Comment	* Print project totals and report totals.						
6)	Comment	**********						
7)	Comment	**********						
8)	Comment	* Declare Formulas to be used in report and initialize at value 0.00						
9)	Comment	**********						
10)	Formula			TOTBUDD	Don't Print			
		0.00						
11)	Formula			TOTVAR	Don't Print			
		0.00						
12)	Formula			PROJBUD	Don't Print			
		0.00						
13)	Formula			PROJVAR	Don't Print			
		0.00						
14)	Begin File	JC01	Search Type: Ask Beg/End Range					
			Data Source: Default data file					
			Key # 1 is Project #					
			Project # match type is Constant					
			Beg Value: {BEGIN}					
			End Value: {END}					
15)	| Comment	**********						
16)	| Comment	* Clear Formulas to be used in this section and print desired						
17)	| Comment	* information from the Project file.						
18)	| Comment	**********						
19)	| DP Field	JC01	num	Print Only	0	1	10	
20)	| DP Field	JC01	desc	Print Only	0	13	30	
21)	| Formula		PROJBUD	Don't Print				
		0.00						
22)	| Formula		PROJVAR	Don't Print				
		0.00						
23)	| Begin File	JC02	Search Type: Beg/End Range					
			Data Source: Default data file					

```
                                    Infinity POWER Sample Company, Inc.                                    Page  2
                                              Report Model Detail                                    ( 4)  04/28/2006
                                            Budget Comparison Report

                                                Key # 1 is Project Detail
                                          Project # match type is DP Field
                                             Beg Field:  {JC01:num}
                                             End Field:  {JC01:num}
                                          Cost Code match type is Constant
                                             Beg Value:   {BEGIN}
                                             End Value:   {END}
                                          Detail Description match type is Constant
                                             Beg Value:   {BEGIN}
                                             End Value:   {END}
24)     | | DP Field      JC02   codenum          Print Only          0    13   10
25)     | | Comment      ************************************************************************
26)     | | Comment      * Open Cost Code file and retrieve cost code description.
27)     | | Comment      * Note: Only the cost code number is stored in the Project Detail file
28)     | | Comment      * the description must be retrieve from the Cost Code file with a
29)     | | Comment      * single match Search Type.
30)     | | Comment      ************************************************************************
31)     | | Begin File   JC04   Search Type: Single Match
                                Data Source: Default data file
                                    Key # 1 is Code #
                                  Code # match type is DP Field
                                    Match Field: JC02:codenum
32)     | | | DP Field     JC04   desc             Print Only          0    25   30
33)     | | End File     JC04
34)     | | Comment      ************************************************************************
35)     | | Comment      * Print desired information from the Project Detail file.
36)     | | Comment      ************************************************************************
37)     | | DP Field     JC02   costamtbud       Print & Total       0    57   16.2{$,-}
38)     | | DP Field     JC02   PDCAMT[14]       Print & Total       0    75   16.2{$,-}
39)     | | Formula             VAR              Print & Total       0    93   16.2{$,-}
                        {JC02:costamtbud} - {JC02:PDCAMT[14]}
40)     | | Formula             PCT              Print Only          0   113   7.2{,-}
                        {var} / {JC02:costamtbud} * 100.0
41)     | | Formula             PROJBUD          Don't Print
                        {projbud} & {JC02:costamtbud}
42)     | | Formula             PROJVAR          Don't Print
                        {PROJVAR} & {VAR}
43)     | | Formula             TOTBUD           Don't Print
                        {TOTBUD} & {JC02:costamtbud}
44)     | | Formula             TOTVAR           Don't Print
                        {TOTVAR} & {VAR}
45)     | | Criteria     JC02   detdesc          Select                          >
46)     | | ! DP Field     JC02   detdesc          Print Only          0    25   20
47)     | | End Criteria
48)     | End File     JC02
49)     | Comment      ************************************************************************
50)     | Comment      * Print project totals.
51)     | Comment      ************************************************************************
52)     | Text                                                        0    57
                        ________________
53)     | Text                                                        0    75
                        ________________
```

```
                                Infinity POWER Sample Company, Inc.                                    Page  3
                                        Report Model Detail                                        ( 4)  04/28/2006
                                      Budget Comparison Report

54)   | Text                                                          0    93
                  ______________
55)   | Text                                                          0   111
                  ________
56)   | Text                                                          0    27
                  ** Project Totals:
57)   | Prt. Total
58)   | Formula          VAR              Print Only                  0   113   7.2{,-}
                  {PROJVAR} / {PROJBUD} * 100.0
59)   | Command      {CR:3}
60)   | Comment      ************************************************************************
61)   | Comment      * Count number of projects printed. This count will be printed at the
62)   | Comment      * end of the report.
63)   | Comment      ************************************************************************
64)   | Command      {COUNT}
65)   End File       JC01
66)   Comment       ************************************************************************
67)   Comment       * Print report totals.
68)   Comment       ************************************************************************
69)   Text                                                          0    57
                  ______________
70)   Text                                                          0    75
                  ______________
71)   Text                                                          0    93
                  ______________
72)   Text                                                          0   111
                  ________
73)   Text                                                          0    18
                  ** Totals For All Projects:
74)   Prt. Total
75)   Formula          VAR              Print Only                  0   113   7.2{,-}
                  {TOTVAR} / {TOTBUD} * 100.0
```

Report Model Detail (Purchase Order Backorder Report)

Infinity POWER Sample Company, Inc. — Page 1
Report Model Detail — (4) 04/28/2006
Purchase Order Backorder Report

** Report Model: PO-1
Title : Purchase Order Backorder Report
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :
Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

O Number Vendor # Vendor Name PO Date Rec Date Order Status
Description Qty Ordered Backordered Unit Cost Discount % Backorder Amt
Item Number

** Report Detail:

#	Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat
			Text/Formula/Command				
1)	Comment		**********				
2)	Comment		* List Purchase Orders for each vendors.				
3)	Comment		* Use the print option 2 "Print And Total" to total the order totals				
4)	Comment		* and the report totals, so that they can be printed later using the				
5)	Comment		* the line type PRT. TOTAL.				
6)	Comment		* Prompt user for range of Purchase Orders to print on this report.				
7)	Comment		* Set up a line counter and calculate total backorder amount without				
8)	Comment		* discount.				
9)	Comment		**********				
10)	Formula		NUM	Don't Print			
			0.0				
11)	Formula		BACKORD	Don't Print			
			0.00				
12)	Formula		BACKAMT	Don't Print			
			0.00				
13)	Begin File		PO01 Search Type: Ask Beg/End Range				
			Data Source: Default data file				
			Key # 1 is Order #				
			Order # match type is Constant				
			Beg Value: {BEGIN}				
			End Value: {END}				
14)	| DP Field		PO01 type	Don't Print			
15)	| Comment		**********				
16)	| Comment		* Exclude the transactions with a Purchase Order type 2 "Request for				
17)	| Comment		* Proposal".				
18)	| Comment		**********				
19)	| Criteria		PO01 type	Exclude			=2
20)	| ! DP Field		PO01 num	Print Only	0	1	10
21)	| ! DP Field		PO01 vnum	Print Only	0	13	10
22)	| ! DP Field		PO01 vname	Print Only	0	25	30
23)	| ! DP Field		PO01 date	Print Only	0	57	8{d}
24)	| ! DP Field		PO01 rdate	Print Only	0	67	8{d}
25)	| ! DP Field		PO01 status	Print Only	0	77	30
26)	| ! Command		{CR:2}				

```
                    Infinity POWER Sample Company, Inc.                                  Page  2
                              Report Model Detail                                   ( 4)  04/28/2006
                    Purchase Order Backorder Report

27)   | ! Begin File     PO02  Search Type: Beg/End Range
                                Data Source: Default data file
                                      Key # 1 is Purchase Order #
                                  Purchase Order # match type is DP Field
                                    Beg Field:  {PO01:NUM}
                                    End Field:  {PO01:NUM}
                                  Line # match type is Constant
                                    Beg Value:   {BEGIN}
                                    End Value:   {END}
28)   | ! | Comment      ************************************************************************
29)   | ! | Comment      * Add 1 to line count. Line numbers are printed on the report.
30)   | ! | Comment      ************************************************************************
31)   | ! | Comment      ************************************************************************
32)   | ! | Comment      * Suppress printing of description only lines.
33)   | ! | Comment      ************************************************************************
34)   | ! | Criteria     PO02  glacc              Exclude                          ~.
35)   | ! | ! Formula          NUM              Print Only          0     5   4.0
                         {NUM} & 1.0
36)   | ! | ! Text                                                  0     9
                         )
37)   | ! | ! DP Field   PO02  desc             Print Only          0    11   30
38)   | ! | ! DP Field   PO02  glacc            Don't Print
39)   | ! | ! DP Field   PO02  qtyord           Print & Total       0    43   12.2{,-}
40)   | ! | ! DP Field   PO02  qtyrcvd          Don't Print
41)   | ! | ! Comment    ************************************************************************
42)   | ! | ! Comment    * Calculate and print backorder quantity.
43)   | ! | ! Comment    ************************************************************************
44)   | ! | ! Formula          BACKORD          Print & Total       0    57   12.2{,-}
                         {PO02:qtyord} - {PO02:qtyrcvd}
45)   | ! | ! DP Field   PO02  uncost           Print Only          0    71   16.2{$,-}
46)   | ! | ! DP Field   PO02  disc             Print Only          0    89   12.2{,-}
47)   | ! | ! Comment    ************************************************************************
48)   | ! | ! Comment    * Calculate backorder amount and subtract discount (if any) from
49)   | ! | ! Comment    * backorder amount.
50)   | ! | ! Comment    ************************************************************************
51)   | ! | ! Formula          BACKAMT          Print & Total       0   103   16.2{$,-}
                         ({BACKORD}*{PO02:uncost})-({BACKORD}*{PO02:uncost}*{PO02:disc}/100.0)
52)   | ! | ! Comment    ************************************************************************
53)   | ! | ! Comment    * Print item number (if any).
54)   | ! | ! Comment    ************************************************************************
55)   | ! | ! Criteria   PO02  imnum            Select                           >
56)   | ! | ! ! DP Field   PO02  imnum            Print Only          0    11   20
57)   | ! | ! End Criteria
58)   | ! | End Criteria
59)   | ! End File       PO02
60)   | ! Command        {CR:1}
61)   | ! Comment        ************************************************************************
62)   | ! Comment        * Print order totals.
63)   | ! Comment        ************************************************************************
64)   | ! Text                                                  0    43
```

```
                                Infinity POWER Sample Company, Inc.                                  Page  3
                                        Report Model Detail                                        ( 4)  04/28/2006
                                  Purchase Order Backorder Report

65)     | !  Text                                                    0   111
                                  ________
66)     | !  Command      {CR:1}
67)     | !  Text                                                    0    22
                                  * Order Totals:
68)     | !  Prt. Total
69)     | !  Command      {CR:3}
70)     | !  Command      {COUNT}
71)     |  End Criteria
72)     End File        PO01
73)     Comment         ************************************************************
74)     Comment         * Print report totals.
75)     Comment         ************************************************************
76)     Text                                                    0    43
                                  ____________________________________________________
77)     Text                                                    0   111
                                  ________
78)     Text                                                    0    12
                                  ** Totals for all Orders:
79)     Prt. Total
```

Report Model Detail (Employee Accumulators)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Employee Accumulators

** Report Model: PR-1

Title : Employee Accumulators
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

mployee # Employee Name Accum YTD 1 Accum YTD 2 Accum YTD 3 Accum YTD 4 Accum YTD 5
Accum YTD 6 Accum YTD 7 Accum YTD 8 Accum YTD 9 Accum YTD 10

** Report Detail:

#	Type	File	Field/ID #	Print Control	Ln+	Col	Format/Criteria/Ask Stat Text/Formula/Command
1)	Comment		**********				
2)	Comment		* Print in employee number order all employee accumulators with a				
3)	Comment		* report total for each accumulator.				
4)	Comment		* Prompt user for range of employees to print on this report.				
5)	Comment		* Use the print option 2 "Print And Total" to total the accumulator				
6)	Comment		* amounts, so that they can be printed later using the line type				
7)	Comment		* PRT. TOTAL.				
8)	Comment		**********				
9)	Begin File	PR01	Search Type: Ask Beg/End Range Data Source: Default data file Key # 1 is Employee # Employee # match type is Constant Beg Value: {BEGIN} End Value: {END}				
10)	| DP Field	PR01	num	Print Only	0	1	12
11)	| DP Field	PR01	name	Print Only	0	15	30
12)	| DP Field	PR01	ACCSPT[3][1]	>> Invalid field name <<			
13)	| DP Field	PR01	ACCSPT[3][2]	>> Invalid field name <<			
14)	| DP Field	PR01	ACCSPT[3][3]	>> Invalid field name <<			
15)	| DP Field	PR01	ACCSPT[3][4]	>> Invalid field name <<			
16)	| DP Field	PR01	ACCSPT[3][5]	>> Invalid field name <<			
17)	| DP Field	PR01	ACCSPT[3][6]	>> Invalid field name <<			
18)	| DP Field	PR01	ACCSPT[3][7]	>> Invalid field name <<			
19)	| DP Field	PR01	ACCSPT[3][8]	>> Invalid field name <<			
20)	| DP Field	PR01	ACCSPT[3][9]	>> Invalid field name <<			
21)	| DP Field	PR01	ACCSPT[3][10]	>> Invalid field name <<			
22)	| Command	{COUNT}					
23)	End File	PR01					
24)	Comment		**********				
25)	Comment		* Print report totals.				
26)	Comment		**********				
27)	Text		_____		0	47	
28)	Text		_____		0	61	

Infinity POWER Sample Company, Inc. Page 2
Report Model Detail (4) 04/28/2006
Employee Accumulators

29)	Text		0	75
30)	Text		0	89
31)	Text		0	103
32)	Text		0	12
		** Totals For All Employees:		
33)	Prt. Total			

Report Model Detail (Sales Order Backorder Report)

Infinity POWER Sample Company, Inc. Page 1
Report Model Detail (4) 04/28/2006
Sales Order Backorder Report

** Report Model: SO-1
Title : Sales Order Backorder Report
Sub-Title :
Password :
Print Page Numbers : Yes
Print Page Headings : Yes
Chained Report Model :

Printer Name :
Report Output File :
Clear Text File : No
Lines / Page : 66
Printed Lines / Page : 54
Report Width : 132

ales Order Customer # Name Date Sch Date Order Status
Description Qty Ordered Backordered Unit Price Discount % Backorder Amt
Item Number

** Report Detail: #	Type	File	Field/ID # Text/Formula/Command	Print Control	Ln+	Col	Format/Criteria/Ask Stat
1)	Comment		**********				
2)	Comment		* List Sales Orders for each customer.				
3)	Comment		* Use the print option 2 "Print And Total" to total the order totals,				
4)	Comment		* so that they can be printed later using the line type PRT. TOTAL.				
5)	Comment		* Prompt user for range of Sales Orders to print on this report.				
6)	Comment		* Set a up line counter and calculate total backorder amount.				
7)	Comment		**********				
8)	Formula		NUM	Don't Print			
		0.0					
9)	Formula		BACKORD	Don't Print			
		0.00					
10)	Formula		BACKAMT	Don't Print			
		0.00					
11)	Begin File	SO01	Search Type: Ask Beg/End Range				
			Data Source: Default data file				
			Key # 1 is Order #				
			Order # match type is Constant				
			Beg Value: {BEGIN}				
			End Value: {END}				
12)	| Formula		NUM	Don't Print			
		0.0					
13)	| DP Field	SO01	num	Print Only	0	1	10
14)	| DP Field	SO01	cnum	Print Only	0	13	10
15)	| DP Field	SO01	cname	Print Only	0	25	30
16)	| DP Field	SO01	date	Print Only	0	57	8{d}
17)	| DP Field	SO01	sdate	Print Only	0	67	8{d}
18)	| DP Field	SO01	status	Print Only	0	77	30
19)	| Command	{CR:2}					
20)	| Begin File	SO02	Search Type: Beg/End Range				
			Data Source: Default data file				
			Key # 1 is Sales Order #				
			Sales Order # match type is DP Field				
			Beg Field: {SO01:NUM}				
			End Field: {SO01:NUM}				

```
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                                  Line # match type is Constant
                                    Beg Value:  {BEGIN}
                                    End Value:  {END}
21)    | | Comment      ************************************************************************
22)    | | Comment      * Add 1 to line count. Line numbers are printed on the report.
23)    | | Comment      ************************************************************************
24)    | | Criteria     SO02   sc                 Exclude                                  ~.
25)    | | ! Formula          NUM                Print Only          0     5   4.0
                        {NUM} & 1.0
26)    | | ! Text                                                    0     9
                        )
27)    | | ! DP Field   SO02   desc               Print Only          0    11   30
28)    | | ! DP Field   SO02   sc                 Don't Print
29)    | | ! DP Field   SO02   qtyord             Print & Total       0    43   12.2{,-}
30)    | | ! DP Field   SO02   QTYSHP             Don't Print
31)    | | ! Comment    ************************************************************************
32)    | | ! Comment    * Calculate and print backorder quantity.
33)    | | ! Comment    ************************************************************************
34)    | | ! Formula          BACKORD            Print & Total       0    57   12.2{,-}
                        {SO02:qtyord} - {SO02:qtyshp}
35)    | | ! DP Field   SO02   price              Print Only          0    71   16.2{$,-}
36)    | | ! DP Field   SO02   disc               Print Only          0    89   12.2{,-}
37)    | | ! Comment    ************************************************************************
38)    | | ! Comment    * Calculate backorder amount and subtract discount (if any) from
39)    | | ! Comment    * backorder amount.
40)    | | ! Comment    ************************************************************************
41)    | | ! Formula          BACKAMT            Print & Total       0   103   16.2{$,-}
                        ({BACKORD}*{SO02:price})-({BACKORD}*{SO02:price}*{SO02:disc}/100.0)
42)    | | ! Comment    ************************************************************************
43)    | | ! Comment    * Print item number (if any).
44)    | | ! Comment    ************************************************************************
45)    | | ! Criteria   SO02   imnum              Select                                   >
46)    | | ! ! DP Field   SO02   imnum              Print Only          0    11   20
47)    | | ! End Criteria
48)    | | End Criteria
49)    | End File     SO02
50)    | Command      {CR:1}
51)    | Comment      ************************************************************************
52)    | Comment      * Print order totals.
53)    | Comment      ************************************************************************
54)    | Text                                                      0    43
                        ____________________________________________________________________________
55)    | Text                                                      0   111
                        ________
56)    | Command      {CR:1}
57)    | Text                                                      0    22
                        * Order Totals:
58)    | Prt. Total
59)    | Command      {CR:3}
60)    | Comment      ************************************************************************
61)    | Comment      * Count number of customers printed. This count will be printed at the
```

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62)	| Comment	* end of the report.		
63)	| Comment	**********		
64)	| Command	{COUNT}		
65)	End File	SO01		
66)	Comment	**********		
67)	Comment	* Print report totals.		
68)	Comment	**********		
69)	Text		0	43
70)	Text		0	111
71)	Text		0	12
		** Totals for all Orders:		
72)	Prt. Total			

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