## Slide 1 - Slide 1



Purchase Order Totals: All Suppliers
On Order

Received 2,854,268.99

Invoiced 77,725.31

«<<>> | Sheet1 | Sheet2 Sheet3 |
| :--- | :--- |

Done

## Slide notes

In this tutorial, we want to show how to use the Template for a 'Number from the Accounts'. It is a powerful Tag Template that does not require the Data Source to be listed for the Report, because it is listed on the Template itself, and it will operate on any IES Business Accounts, including Ledger, Assets, Stock, Suppliers, etc. In this example Report, we see the Purchase Order totals, but the 'On Order' Amount has not been done yet.

## Slide 2 - Slide 2



## Slide notes

## Slide 3 - Slide 3



Purchase Order Totals: All Suppliers

| On Order | $\|0001\|$ |
| :--- | :--- |
| Received | $\|0002\|$ |
| Invoiced | $\|0003\|$ |


| «<>> | Sheet1 | Sheet2 |
| :--- | :--- | :--- |
|  | Sheet3 |  |



## Slide notes

In the Report Layout, it is Tag 1 that we still need to do.

## Slide 4 - Slide 4



## Purchase Order Totals: All Suppliers

| On Order | $\|0001\|$ |
| :--- | :--- |
| Received | $\|0002\|$ |
| Invoiced | $\|0003\|$ |

## Slide 5 - Slide 5



## DOCUMENT WRITER



## Slide notes

## Slide 6 - Slide 6



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## Slide notes

Note that we do not need any Data Sources listed here, unless of course we may need it for other parts of the Report.

## Slide 7 - Slide 7



## Slide notes

## Slide 8 - Slide 8



## Slide notes

## Slide 9 - Slide 9



## SINGLE SELECT: TEMPLATE AND MACRO OPTIONS

## SELECT -



```
    User Defined Macro - Build Your Own Macro With Tag Logic.
```



```
    Numeric Result, Accounts - Use With AnY Ies Business Account Types, E.g. Ledger, Assets, Jobs, Stock, Debtors, Creditors, Et
    Numeric Result, Gl, Single Rule - Use With Ledger Only, Based On Single Select Rule.
Numeric Result, Gl, Double Rule - Use With Ledger Only, Based On Double Select Rule.
Numeric Result, Gl, Multi Rule - Use With Ledger OnlY, Based On Multi Select Rule.
Iterative Units
```

Unit Call, Data Iteration
Unit Call, Data Selector

- Use For Unit Call Based On Data Iteration I.e. Multi-value Data Set Within Record.

Unit Call, Ikeys Multi Rule

- Use For Unit Call Based On Data Selector With Direct Data Source For Document.

Unit Call, Ikeys Single Rule, Gl - Use For Unit Call Based On Single Rule Selection of Keys, only Gl Ledger.
19 Unit Call, Ikeys Double Rule, Gl - Use For Unit Call Based on Double Rule Selection of Keys, Only Gl Ledger.
20 Unit Dependent Tag - Use For Unit Dependent Tags, I.e. Those Following The Call Tag, On The Same Line.
Unit Final Line - Use Instead of The "call" Tag For A Dupli Line With "underline" As Final Line.

## Slide notes

## Slide 10 - Slide 10



## SINGLE SELECT: TEMPLATE AND MACRO OPTIONS

## SELECT -



```
    User Defined Macro - Build Your Own Macro With Tag Logic.
```



```
    Numeric Result, Accounts - Use With AnY Ies Business Account Types, E.g. Ledger, Assets, Jobs, Stock, Debtors, Creditors, Et
    Numeric Result, Gl, Single Rule - Use With Ledger Only, Based On Single Select Rule.
Numeric Result, Gl, Double Rule - Use With Ledger Only, Based On Double Select Rule.
Numeric Result, Gl, Multi Rule - Use With Ledger OnlY, Based On Multi Select Rule.
**************木****************** Iterative Units
Unit Call, Data Iteration
    - Use For Unit Call Based On Data Iteration I.e. Multi-value Data Set Within Record.
Unit Call, Data Selector - Use For Unit Call Based On Data Selector With Direct Data Source For Document.
Unit Call, Ikeys Multi Rule - Use For Unit Call Based On Multi Rule Selection Of Keys, Any Data Source.
8 Unit Call, Ikeys Single Rule, Gl - Use For Unit Call Based On Single Rule Selection of Keys, Only Gl Ledger.
19 Unit Call, Ikeys Double Rule, Gl - Use For Unit Call Based on Double Rule Selection of Keys, Only Gl Ledger.
20 Unit Dependent Tag - Use For Unit Dependent Tags, I.e. Those Following The Call Tag, On The Same Line.
21 Unit Final Line - Use Instead of The "call" Tag For A Dupli Line With "underline" As Final Line.
```

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Nex/Pre|Add|ins/Ed/Del|

## Slide notes

## Slide 11 - Slide 11



## Slide notes

## Slide 12 - Slide 12



## Slide notes

## Slide 13 - Slide 13



## Slide notes

We have to select a Data Source on the Template itself. For this, we may use the metadata lookup if we do not already know the Data Source Name.

## Slide 14 - Slide 14



## Slide notes

## Slide 15 - Slide 15



## Slide notes

## Slide 16 - Slide 16



## Slide notes

## Slide 17 - Slide 17



| TAG\# | 0001 |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Name | On Order | Tag Addressing | relative | $\checkmark$ |
|  |  | Period Mapping | 2: tag maps to current year | $\square$ |
| Data Source Name | LENTS CUSTOMER REGISTER | Forex Exchange Rate | 1: not used | $\checkmark$ |
|  |  | Financial Soaling | \|l: no scaling | $\square$ |
| Data Field Name |  | Rounding for Numbers | \| 1 : do not apply rounding | $\checkmark$ |
| Data Name OR Literal (see help) |  | Display Mask |  |  |
| Names Operation | $1:$ no operation | Aligrment | r : right justified | $-$ |
|  |  | Resut Widh | 21 |  |
|  |  | Bold? | normal | $\checkmark$ |
|  |  | Underline? | normal | $\stackrel{\rightharpoonup}{*}$ |
|  | (9) Remove Template |  |  |  |
|  | (5) Copy Template |  | $\Gamma$ Sign Convert ? $(+1-$ ) |  |
|  | Reveal Logic | Tag Result | always return a result | $\checkmark$ |
|  | Save | Test Operator | \|= | $\checkmark$ |

> Data Selection: -


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## Slide notes

## Slide 18 - Slide 18



## Slide notes

## Slide 19 - Slide 19



## Slide notes

The Data Name can also be looked up.

## Slide 20 - Slide 20



## TEMPLATE 058: Accounts Numeric - Multi Rule

## TAG\# 0001

SINGLE SELECT: © OBJECT NAME (DICT) : ATT:STRUCTURE :HEADER (PROM

## SELECT ONLY 1



## Slide notes

## Slide 21 - Slide 21

## Slide notes

## Slide 22 - Slide 22



## TEMPLATE 058: Accounts Numeric - Multi Rule

TAG \# 0001

SINGLE SELECT: *OBJECT NAME (DICT) :ATT:STRUCTURE :HEADER (PROM

## SELECT ONLY 1



## Slide notes

## Slide 23 - Slide 23



## Slide notes

## Slide 24 - Slide 24



## Slide notes

## Slide 25 - Slide 25



## Slide notes

And then we may optionally use another Data Name, or a Direct Number, and perform an operation on the 2 Values.

## Slide 26 - Slide 26



## Slide notes

## Slide 27 - Slide 27



| TAG\# | 0001 |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Name | On Order | Tag Addressing | relative | $\checkmark$ |
|  |  | Period Mapping | 2: tag maps to current year | $\checkmark$ |
| Data Source Name | LENTS CUSTOMER REGISTER | Forex Exchange Rate | 1: not used | $\square$ |
|  |  | Financial Soaling | 1: no scaling | $\checkmark$ |
| Data Field Name | ord-cur Ordered | Rounding for Numbers | \|: do not apply rounding | - |
| Data Name OR Literal (see help) |  | Display Mask |  |  |
| Names Operation | 1: No Operation - | Alighment | r : right justified | $-$ |
|  | 1: No Operation | Result Wicth | 21 |  |
|  | 2: Multiply | Bold ? | normal | $\checkmark$ |
|  | $\begin{aligned} & \text { 3: Divide } \\ & \text { 4: Add } \end{aligned}$ | Underline? | normal | $\checkmark$ |
|  | 5: Subtract |  |  |  |
|  | (3) CopyTemplate |  | $\Gamma$ Sign Convert ? ( +1 -) |  |
|  | Reveal Logic | Tag Result | always return a result | $\cdots$ |
|  | Save | Test Operator | $=$ | $\checkmark$ |

## Data Selection:


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## Slide notes

## Slide 28 - Slide 28



## Slide notes

No default display mask is provided. We need to select the mask to use.

## Slide 29 - Slide 29



## Slide notes

## Slide $\mathbf{3 0}$ - Slide 30



## Slide notes

## Slide 31 - Slide 31



| TAG \# | 0001 |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Name | On Order | Tag Addressing | relative | $\checkmark$ |
|  |  | Period Mapping | 2: tag maps to current year | - |
| Data Source Name | LENTS CUSTOMER REGISTER | Forex Exchange Rate | 1: not used | $\square$ |
|  |  | Financial Scaling | 1: no scaling | $\checkmark$ |
| Data Field Name | ord-cur Ordered | Rounding for Numbers | $\mid$ 1: do not apply rounding | $\checkmark$ |
| Data Name OR Literal (see help) |  | Display Mask | Lookup? |  |
| Names Operation | 1: No Operation - | Aligriment | Recent Values | - |
|  |  | Resuth Madh |  |  |
|  |  | Bold ? | normal | $\checkmark$ |
|  |  | Underline? | normal | $\checkmark$ |
|  | Remove Template Copy Template |  | $\Gamma$ Sign Convert ? $(+1-$ ) |  |
|  | Reveal Logic | Tag Result | always return a result | $\checkmark$ |
|  | Save | Test Operator | $=$ | $\checkmark$ |
|  |  | Conditional Value |  |  |

## Data Selection: -



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## Slide notes

## Slide 32 - Slide 32



## Slide notes

## Slide 33 - Slide 33

## Slide notes

## Slide 34 - Slide 34




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## Slide notes

## Slide 35 - Slide 35



## Slide notes

## Slide 36 - Slide 36



## Slide notes

## Slide 37 - Slide 37



## Slide notes

At the Data Selection, we need a minimum of 1 Rule Line, but we can use many Lines if we need to. On the 1st Rule Line, the 'and / or' operator choice does not apply, therefore the system inserts a star.

## Slide 38 - Slide 38



## Slide notes

We can use any suitable Data Names from the Source, to state our selection rules, and we work with from / to value ranges. The Data Names can be looked up also.

## Slide 39 - Slide 39



## Slide notes

All Supplier Accounts in the source called 'LENTS' are flagged with type ' C '.

## Slide 40 - Slide 40



## Slide notes

## Slide 41 - Slide 41



## Slide notes

## Slide 42 - Slide 42



## TEMPLATE 058: Accounts Numeric - Multi Rule



```
        Data Selection: -
```



## Slide notes

## Slide 43 - Slide 43



## Slide notes

By selecting all Supplier Accounts, we need no further rules in this case, because we want the Purchase Order Totals for all Suppliers.

## Slide 44 - Slide 44



## Slide notes

## Slide 45 - Slide 45



## Slide notes

## Slide 46 - Slide 46



## Slide notes

## Slide 47 - Slide 47



## DOCUMENT WRITER

| Doc Writer Key | example-008 | Design Version | ins excel |
| :---: | :---: | :---: | :---: |
|  | Which is Which | Ownershim | public |
| Object Name | Example: Purchase Order Totals | Last Upid Ey | Terry |
| Category | Training | Last Upd | 30/08/2010 |



Appearance and Layout
Desian Lavout
Pre-View Lavout
Herative Units
Find New Tads Mass Edit Taq Names

IES Business Functions

Template Functions Report Flaq Functions
Report Memo Values GLAccess Reports
Period Comments

## Slide notes

## Slide 48 - Slide 48



DOCUMENT WRITER


## Slide notes

## Slide 49 - Slide 49



DOCUMENT WRITER


## Slide notes

## Slide 50 - Slide 50



## Slide notes

## Slide 51 - Slide 51



DOCUMENT WRITER

| Doc Writer Key | example-008 | Design Version | ns excel |
| :---: | :---: | :---: | :---: |
|  | Which is Which | Ownnershin | public |
| Object vaine | Example: Purchase Order Totals | Last Uped Ey | Terry |
| Category | Training | Last Upd | 30/08/2010 |




## Slide notes

## Slide 52 - Slide 52



DOCUMENT WRITER



## Slide notes

## Slide 53 - Slide 53



## Slide notes

## Slide 54 - Slide 54



Purchase Order Totals: All Suppliers

On Order
$-1,700.00$
Received
2,854,268.99
Invoiced
77,725.31


## Slide notes

When we test, we see that the Number comes up as a Negative. This is correct, because the Supplier Accounts are credited with Order Amounts. However, we'd like to see a positive here, so we will apply a Sign Convert function on the answer.

## Slide 55 - Slide 55



## Purchase Order Totals: All Suppliers

| On Order | $-1,700.00$ |
| :--- | ---: |
| Received | $2,854,268.99$ |
| Invoiced | $77,725.31$ |

## Slide 56 - Slide 56



## Slide notes

## Slide 57 - Slide 57



## Slide notes

## Slide 58 - Slide 58



## Slide notes

## Slide 59 - Slide 59



## Slide notes

## Slide 60 - Slide 60



| TAG\# | 0001 |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Name | On Order | Tag Addressing | relative | $\checkmark$ |
|  |  | Period Mapping | 2: tag maps to current year | $\checkmark$ |
| Data Source Name | LENTS CUSTOMER REGISTER | Forex Exchange Rate | \|1: not used | $\checkmark$ |
|  |  | Financial Soaling | \|: no scaling | $\checkmark$ |
| Data Field Name | ord-cur Ordered | Rounding for Numbers | $\mid$ l: do not apply rounding | $-$ |
| Data Name OR Literal (see help) |  | Display Mask | mr22, |  |
| Names Operation | 1: no operation | Aligrinent | r : right justified | $\square$ |
|  |  | Result Wicth | 21 |  |
|  |  | Bold? | normal | $\square$ |
|  |  | Underline? | normal | $\checkmark$ |
|  | Remove Template Copy Template |  | $\sqrt{\text { S }}$ Sign Convert? $(+1-)$ |  |
|  | Reveal Logic | Tag Result | always return a result | $\checkmark$ |
|  | Save | Test Operator | $=$ | $-1$ |
|  |  | Conditional Value |  |  |

## Data Selection: -



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## Slide notes

## Slide 61 - Slide 61



## Slide notes

## Slide 62 - Slide 62



## Slide notes

## Slide 63 - Slide 63



## DOCUMENT WRITER

| Doc Writer Key | example-008 | Design Version | ns excel |
| :---: | :---: | :---: | :---: |
|  | Which is Which | Ownnership | public |
| Object Name | Example: Purchase Order Totals | Last Upid Ey | Terry |
| Category | Training | Last Upd | 30/08/2010 |



Appearance and Layout
Desian Lavout
Pre-View Lavout
terative Units
Find New Tads Mass Edit Taq Names

IES Business Functions

Template Functions Interim Save Report Flaq Functions Save

Report Memo Values GLAccess Reports
Period Comments

Slide notes

## Slide 64 - Slide 64



## DOCUMENT WRITER



## Slide notes

## Slide 65 - Slide 65



## Slide notes

## Slide 66 - Slide 66



## DOCUMENT WRITER

| Doc Writer Key | example-008 | Design Version | ms excel |
| :---: | :---: | :---: | :---: |
|  | Which is Which | Ownership | public |
| Object Name | Example: Purchase Order Totals | Last Upad Ey | Terry |
| Category | Training | Last Upd | 30/08/2010 |




## Slide notes

## Slide 67 - Slide 67



DOCUMENT WRITER



## Slide notes

## Slide 68 - Slide 68



DOCUMENT WRITER



## Slide notes

## Slide 69 - Slide 69



Purchase Order Totals: All Suppliers

| On Order | $1,700.00$ |
| :--- | ---: |
| Received | $2,854,268.99$ |
| Invoiced | $77,725.31$ |


| «< $<\ggg$ | Sheet1 | Sheet2 |
| :--- | :--- | :--- |

(7) Internet

## Slide notes

This time, the Amount shows the way we want it to. So this is our example of how to use the Template for 'Number from the Accounts'.

