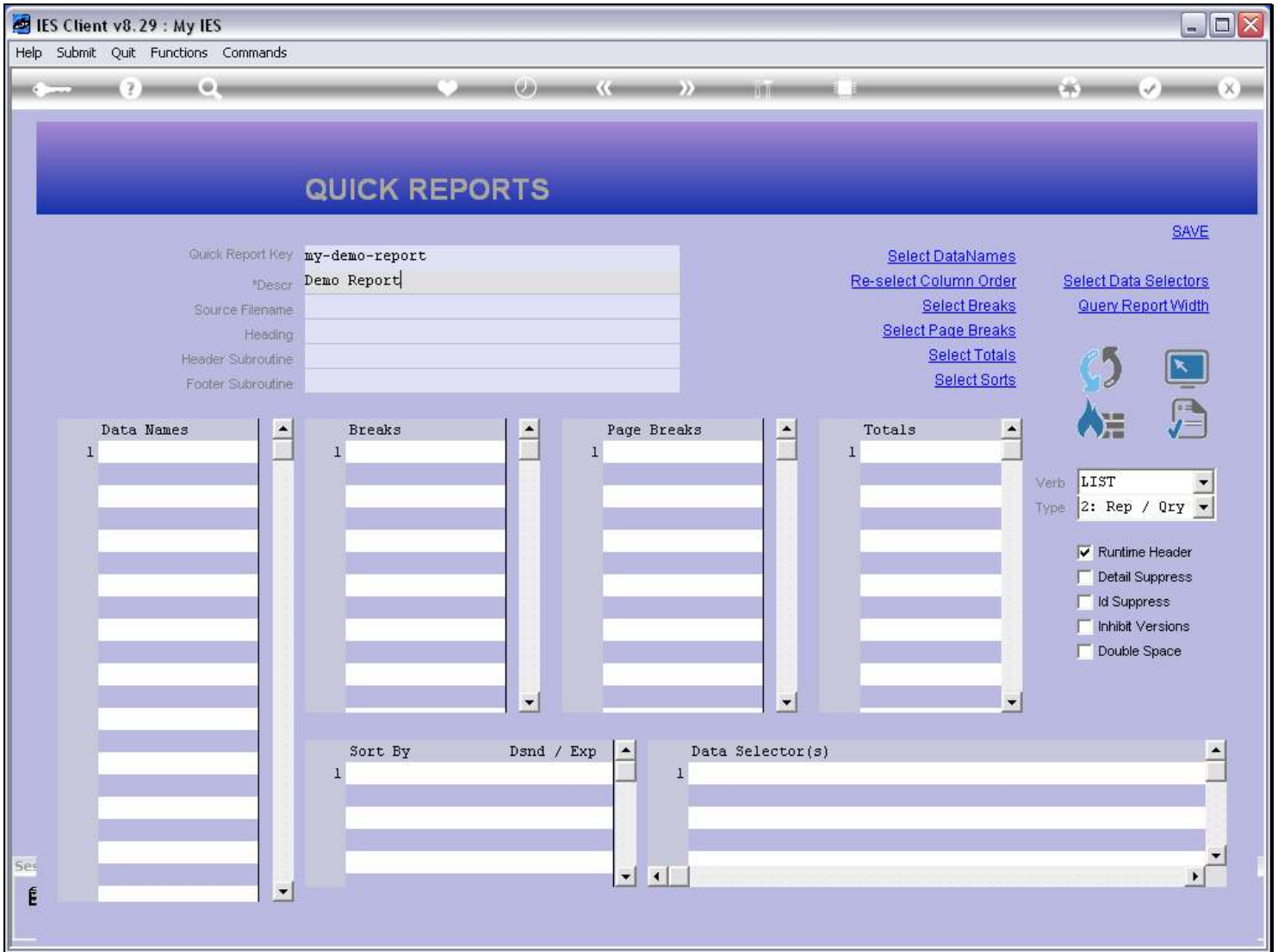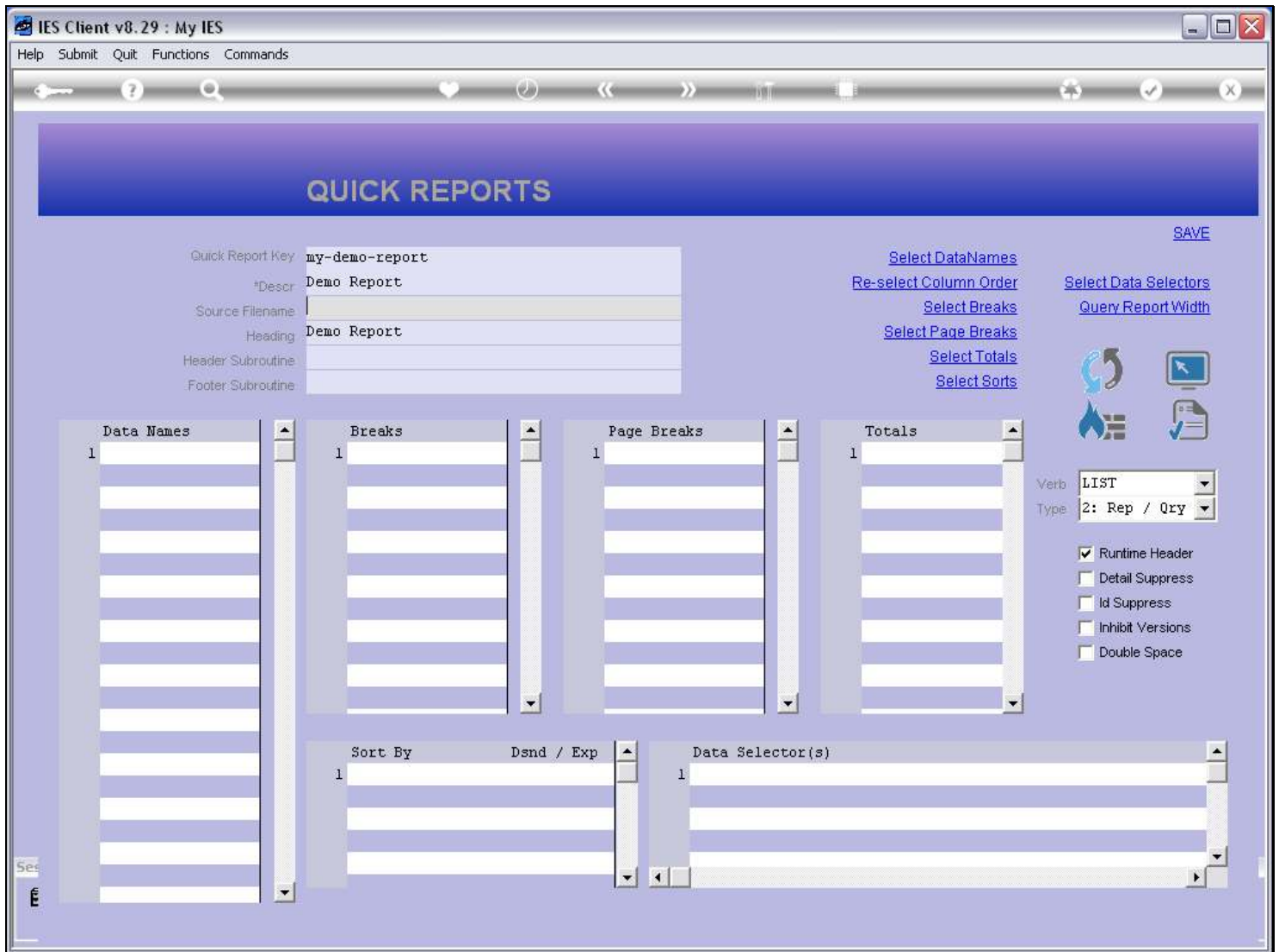## Slide 1 - Slide 1

Slide notes

When we write a new Quick Report, then we have to select a Data Source. The Data Source is the basis for the information that will be reported, even if, in the process, information is also collected from other Files.

Slide 2 - Slide 2

Slide notes

When we reach the prompt for 'Source Filename' then we can of course type it if we already know it. Most often, we will use the lookup.

Slide 3 - Slide 3

Slide notes

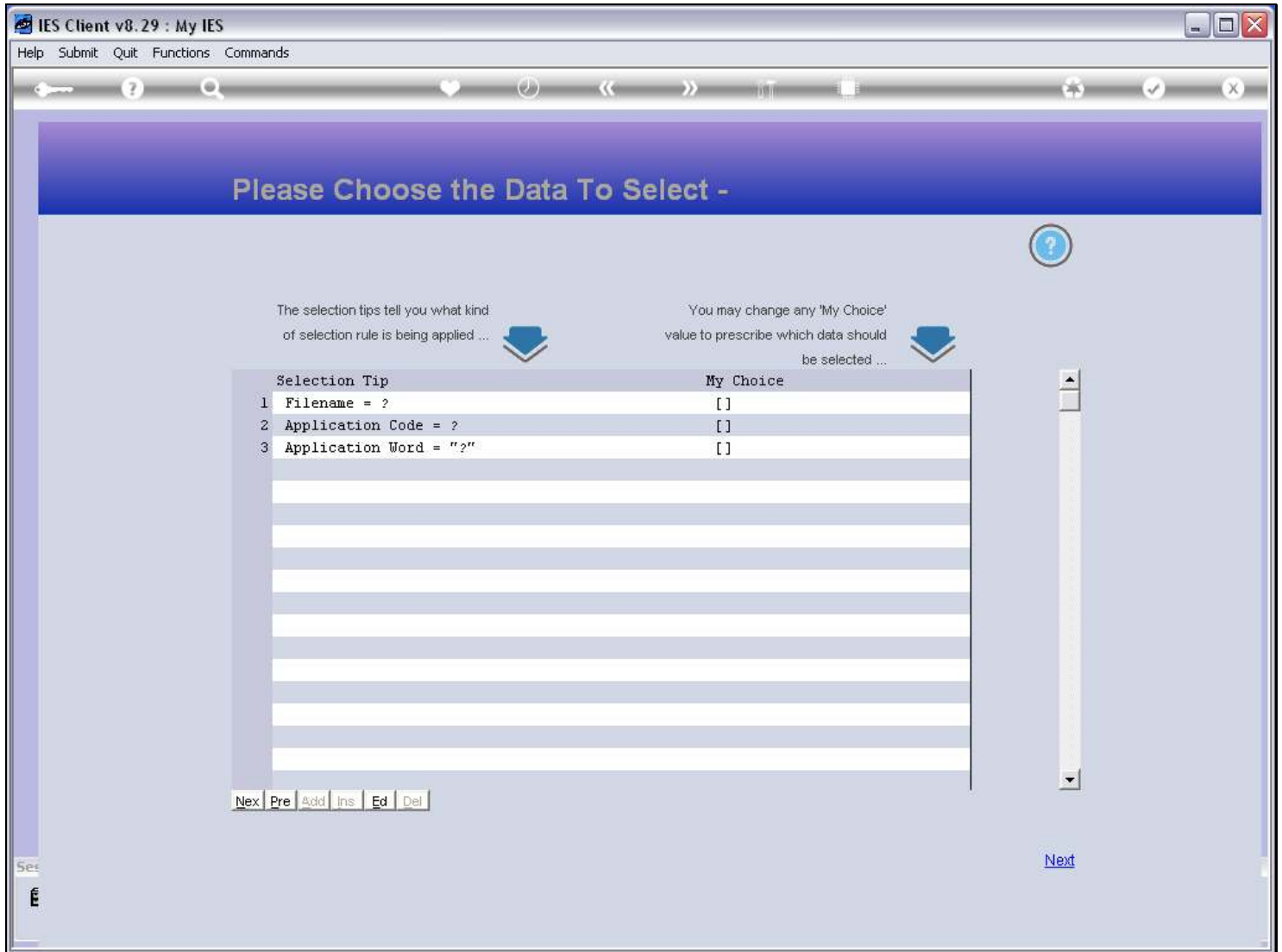## Slide 4 - Slide 4

Slide notes

Slide 5 - Slide 5
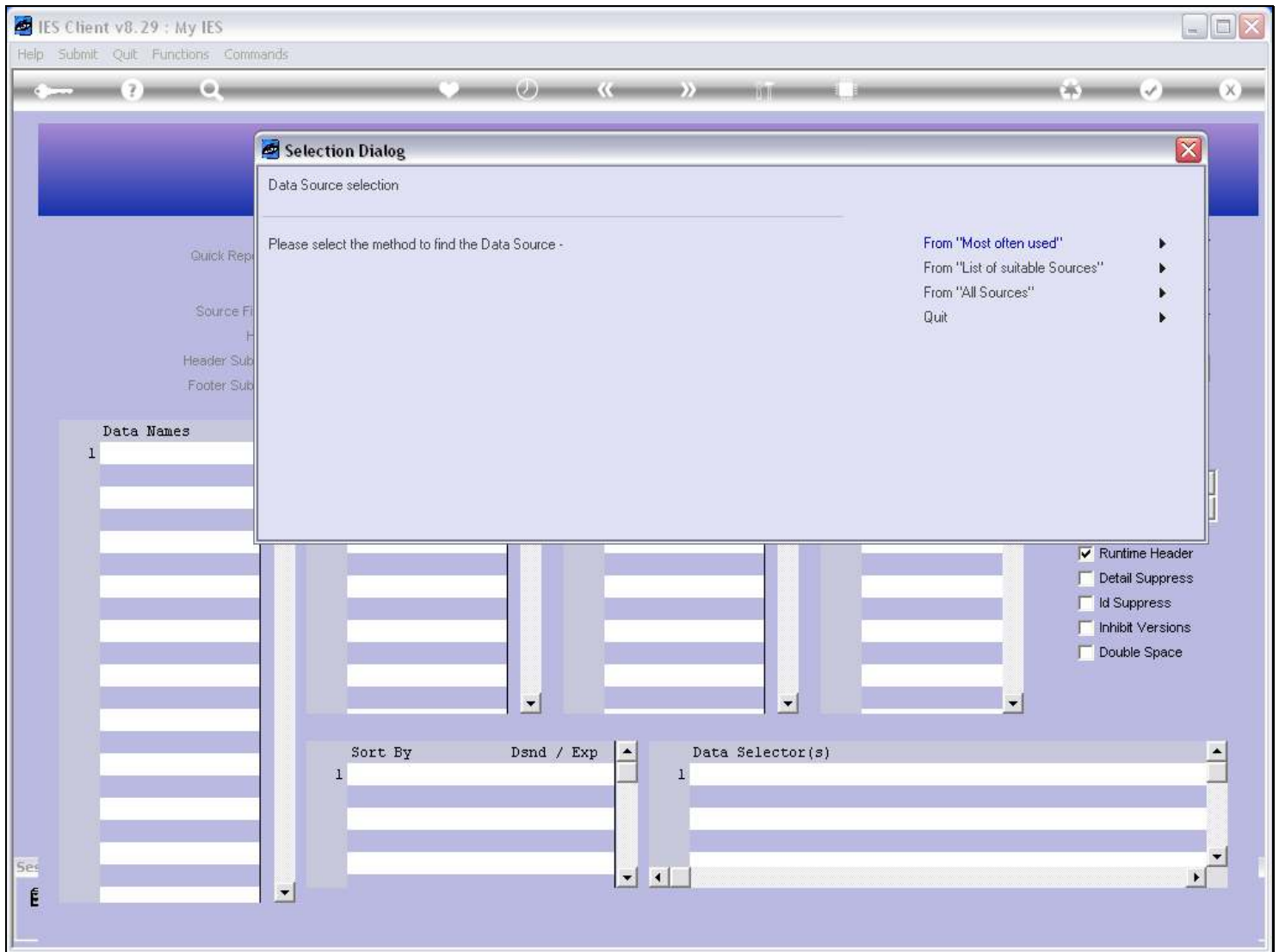
Slide notes

And the system is able to help us find the Source File as easily as possible, offering 3 methods. We will seldom use the 3rd option, but in this example we will start there. 'All Sources' will include all the FileNames in IES Business, and there are thousands.

Slide 6 - Slide 6

Slide notes

We can narrow the search by specifying some criteria on the Filename, the Application Code or an Application Word, if we know any of those pieces of information.
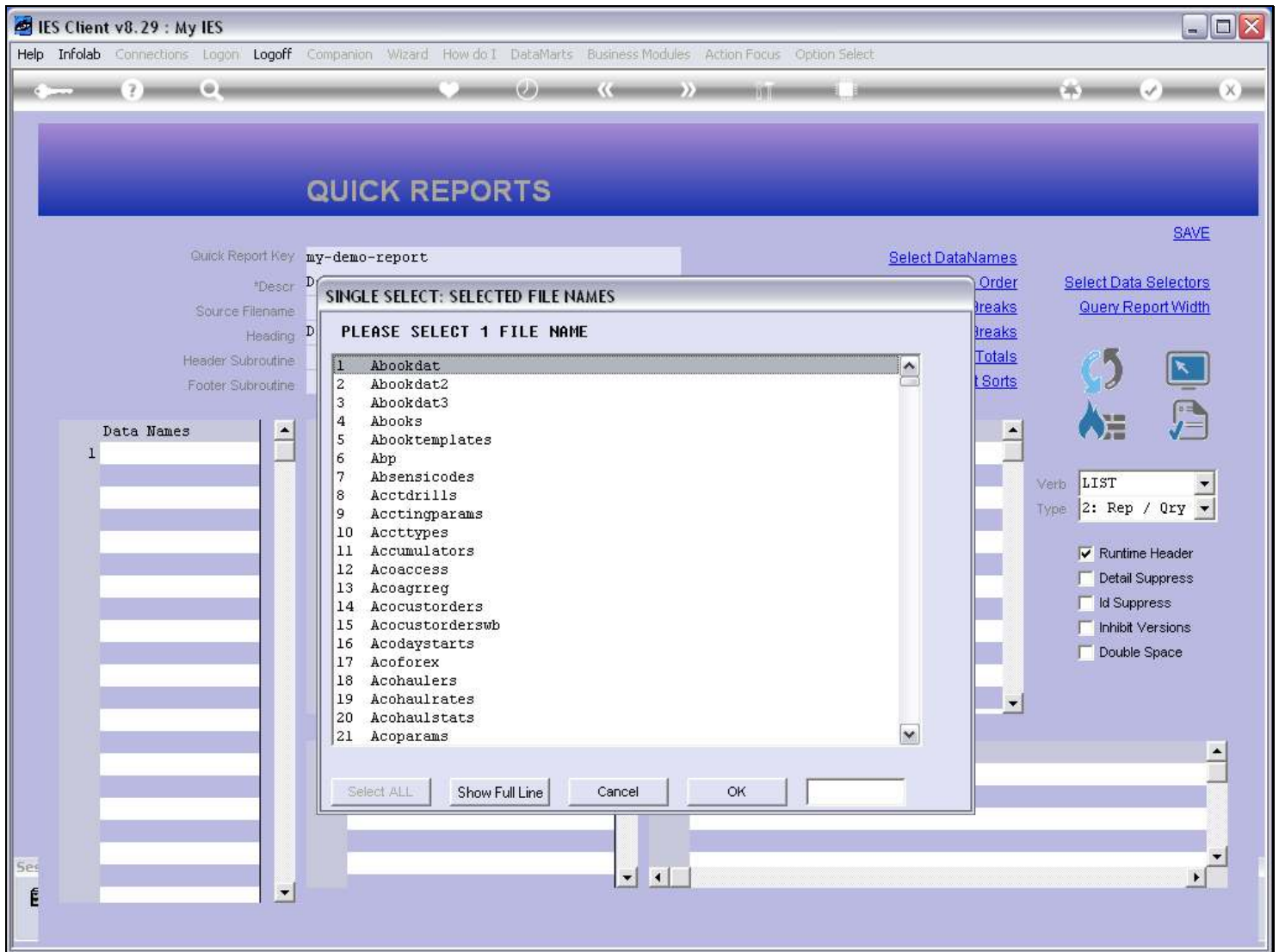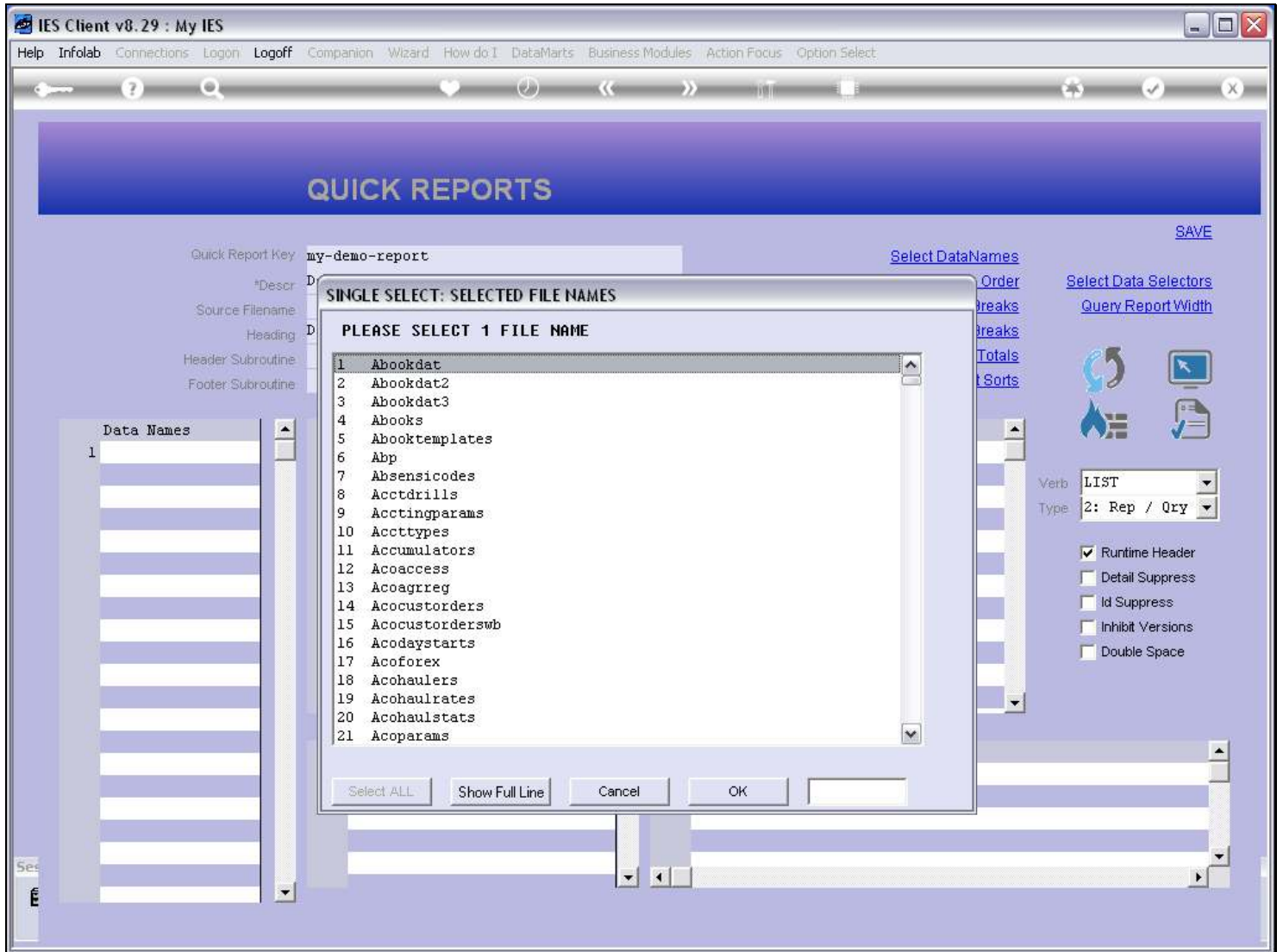
Slide 7 - Slide 7

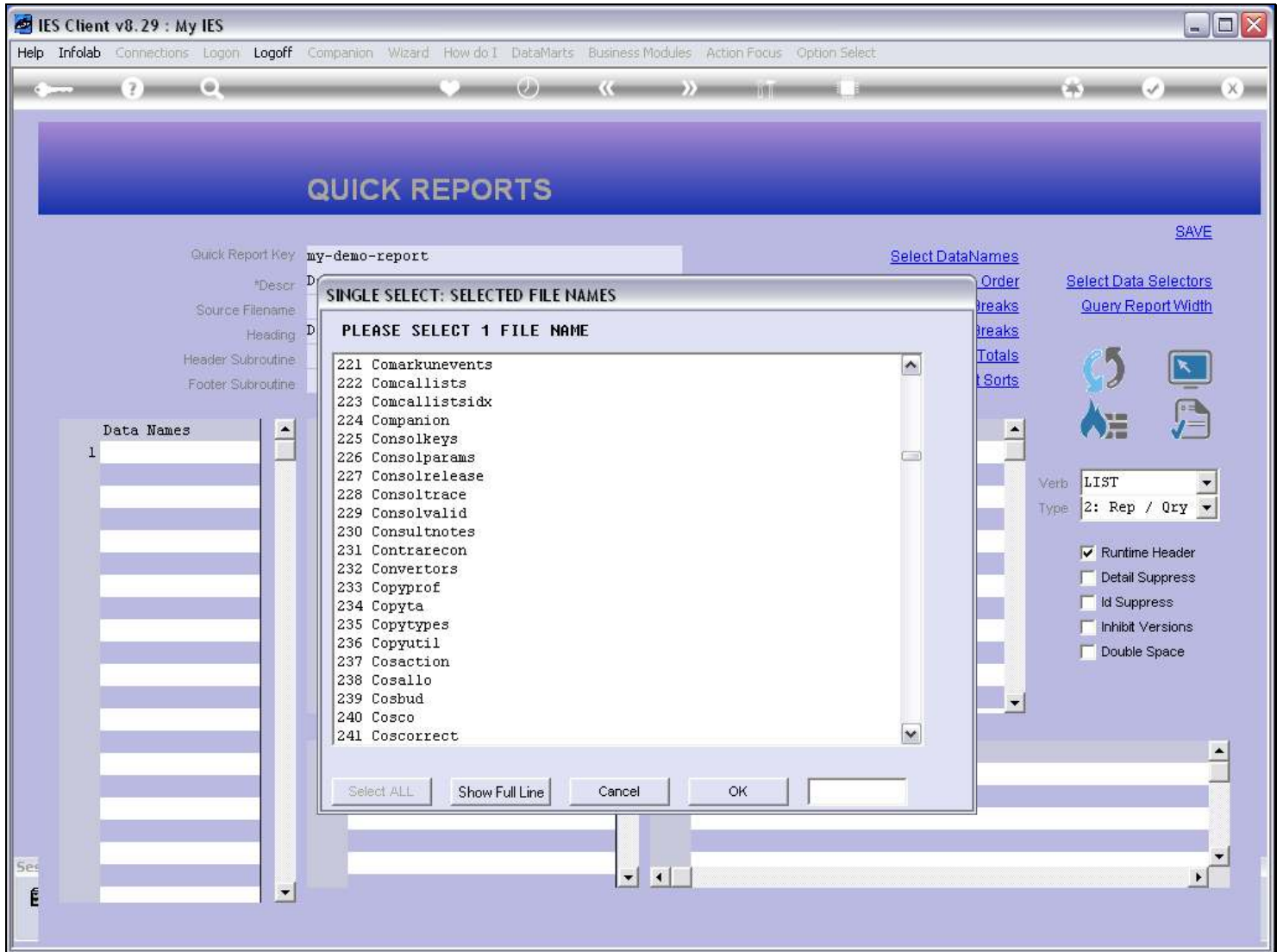## Slide notes

Slide 8 - Slide 8

Slide notes

For this method, the available FileNames are just listed in Name Order, for us to select which one. One would really need to know or have a good idea of which File, to select it this way.
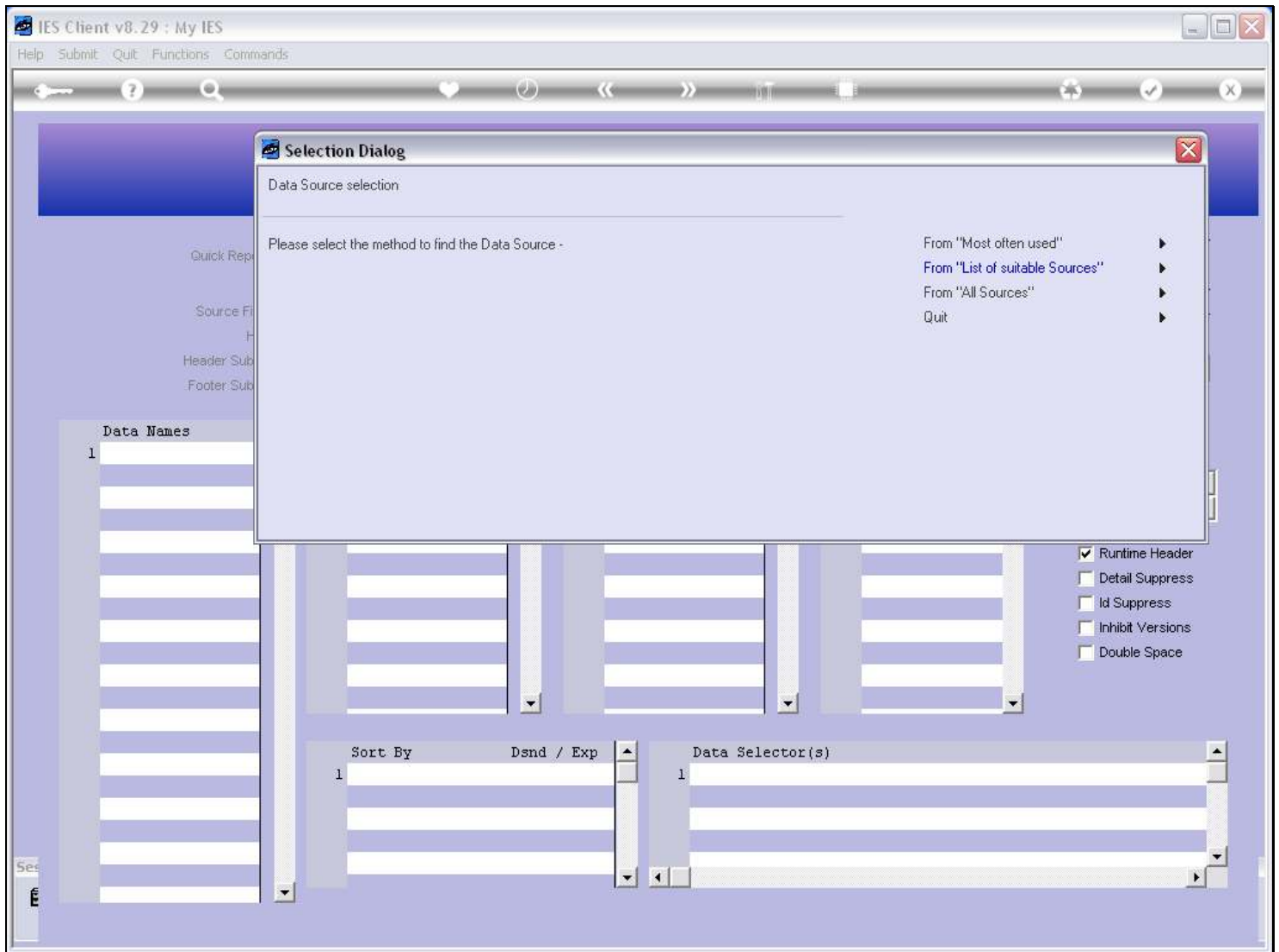
Slide 9 - Slide 9

Slide notes

Slide 10 - Slide 10

Slide notes

Slide 11 - Slide 11

Slide notes

The next option we look at is the one called 'List of Suitable Sources', and this is a much shorter list, making it quite easy to find the FileName we want to use. These Files have all been flagged as quite suitable for Quick Reports.

Slide 12 - Slide 12

Slide notes

Slide 13 - Slide 13

Slide notes

On the left, we see the Application, which can be helpful in identifying the correct File. In the middle we have the FileName, and on the right we have some helpful description of what the File may be good for in terms of Information.

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Slide notes

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Slide 16 - Slide 16

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Slide 17 - Slide 17

Slide notes

Slide 18 - Slide 18

Slide notes

Slide 19 - Slide 19

Slide notes

The most often used option is also called 'Most Often Used' and this is the shortest list. We will always use this list and only proceed to the other options if we cannot find our desired Data Source here. This list has the most popular Data Sources for Quick Reports.

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Slide notes

Slide 21 - Slide 21
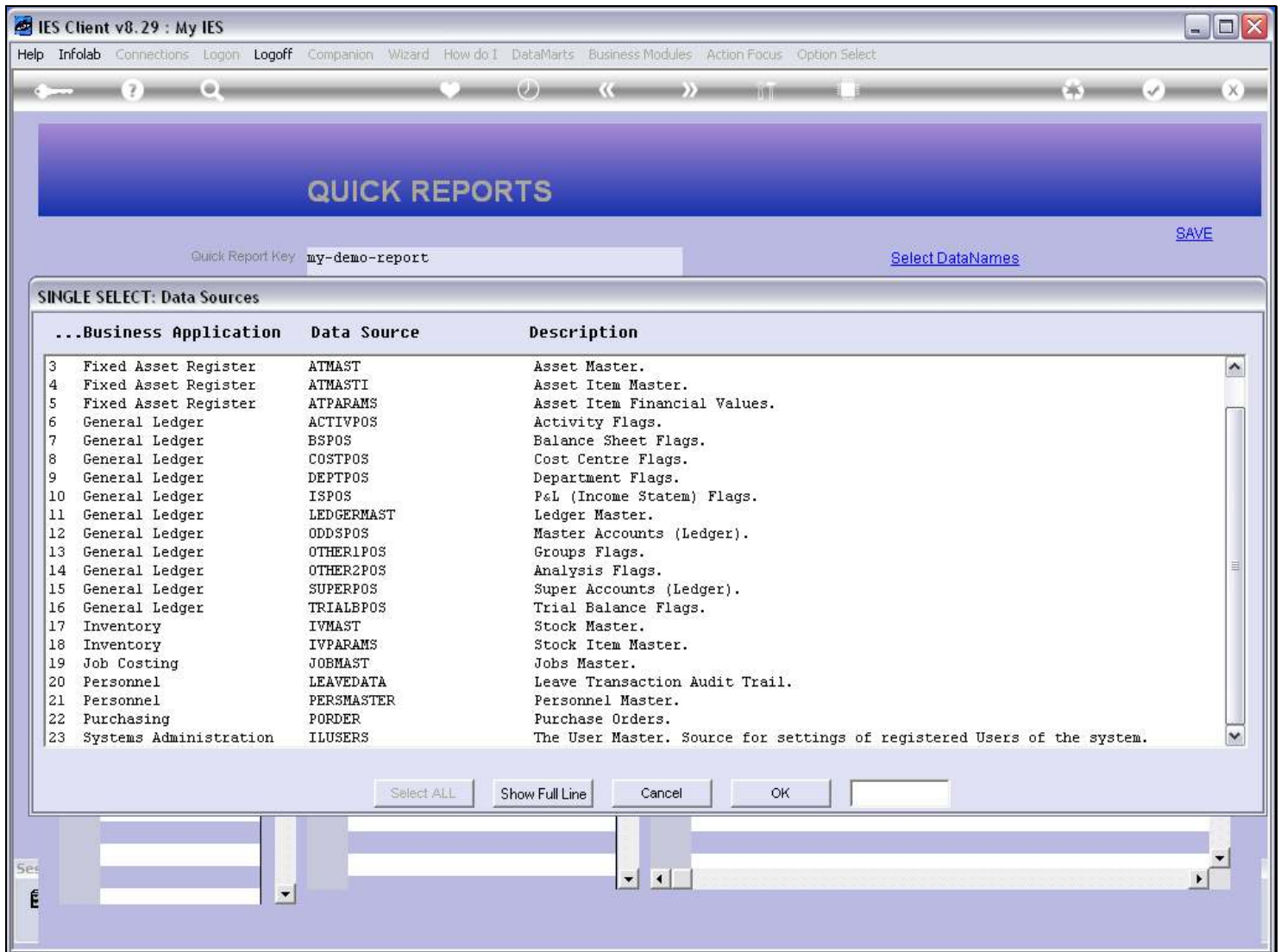

Slide notes

Slide 22 - Slide 22

Slide notes

Slide 23 - Slide 23

Slide notes

For example, if we want to make a Report that will include a list of GL Accounts, then we will choose the Ledger Master.

Slide 24 - Slide 24

Slide notes

Slide 25 - Slide 25

Slide notes