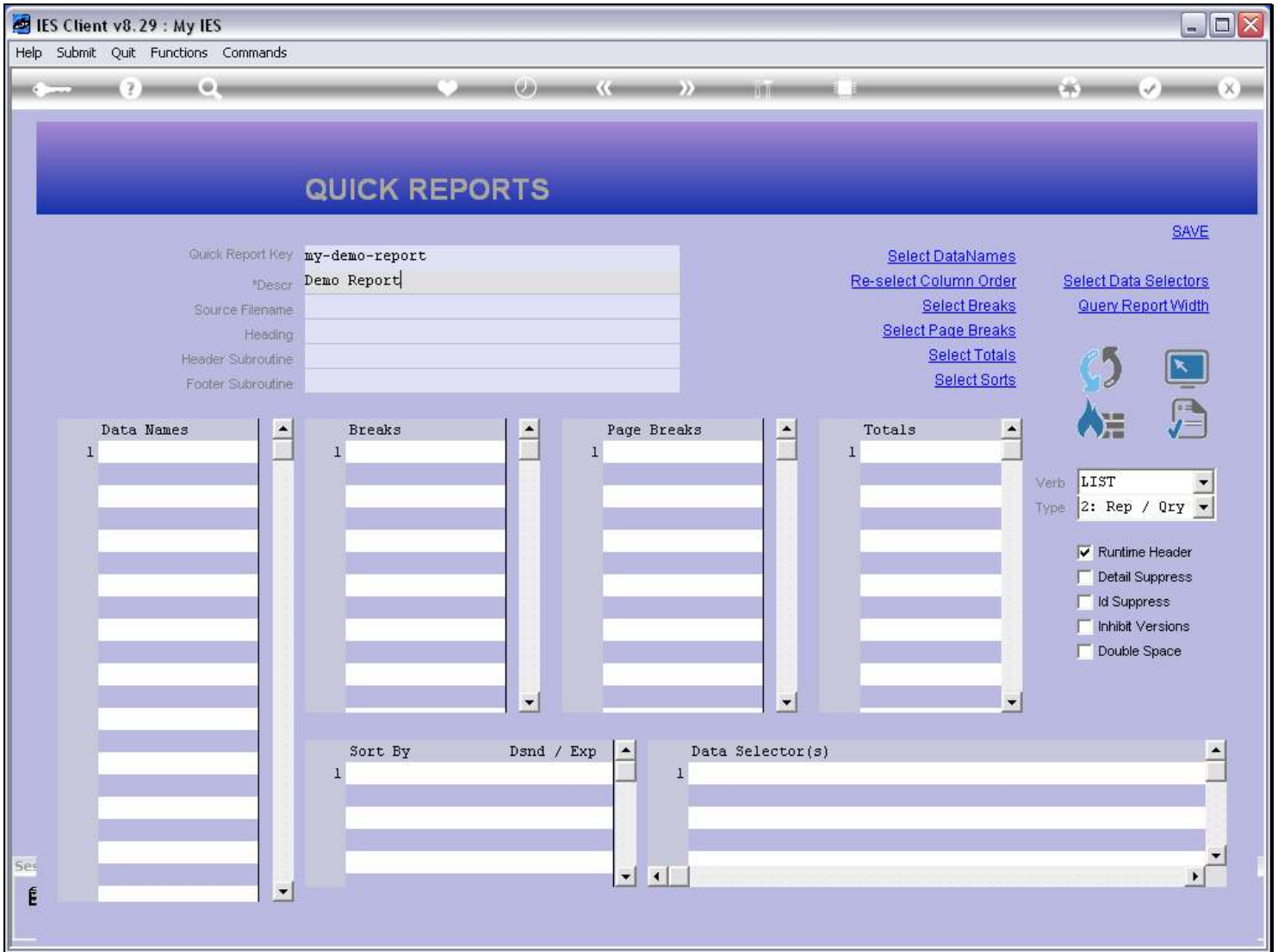


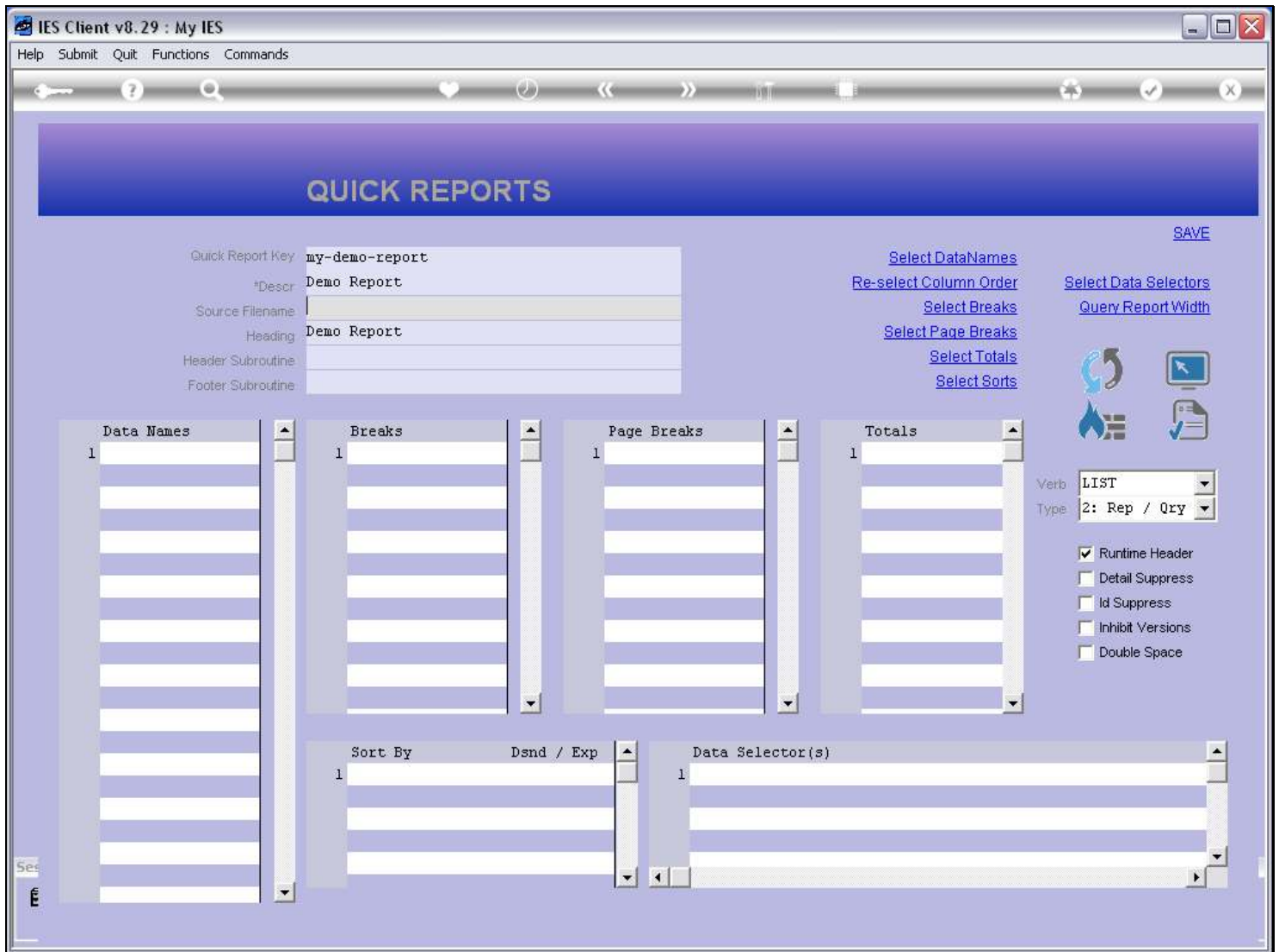
Slide 1 - Slide 1



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

The screenshot shows the IES Client v8.29: My IES interface. At the top, there is a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. Below the menu bar is a toolbar with various icons. The main area is titled 'QUICK REPORTS' in a blue header. Below the header, there is a form for configuring a report. The form includes fields for 'Quick Report Key' (my-demo-report), '#Descr' (Demo Report), 'Source Filename', 'Heading' (Demo Report), 'Header Subroutine', and 'Footer Subroutine'. A 'Lookup?' button is visible next to the 'Heading' field. To the right of the form are several links: 'Select DataNames', 'Re-select Column Order', 'Select Breaks', 'Select Page Breaks', 'Select Totals', 'Select Sorts', 'Select Data Selectors', and 'Query Report Width'. A 'SAVE' button is located in the top right corner. Below the form are four columns: 'Data Names', 'Breaks', 'Page Breaks', and 'Totals'. Each column has a list of items, with '1' in the first row of each. Below these columns are two more sections: 'Sort By' and 'Data Selector(s)'. The 'Sort By' section has a dropdown menu set to 'Dsnd / Exp' and a list of items with '1' in the first row. The 'Data Selector(s)' section has a list of items with '1' in the first row. On the right side of the interface, there are several icons and a 'Verb' dropdown menu set to 'LIST'. Below the 'Verb' dropdown is a 'Type' dropdown menu set to '2: Rep / Qty'. There are also several checkboxes: 'Runtime Header' (checked), 'Detail Suppress', 'Id Suppress', 'Inhibit Versions', and 'Double Space'.

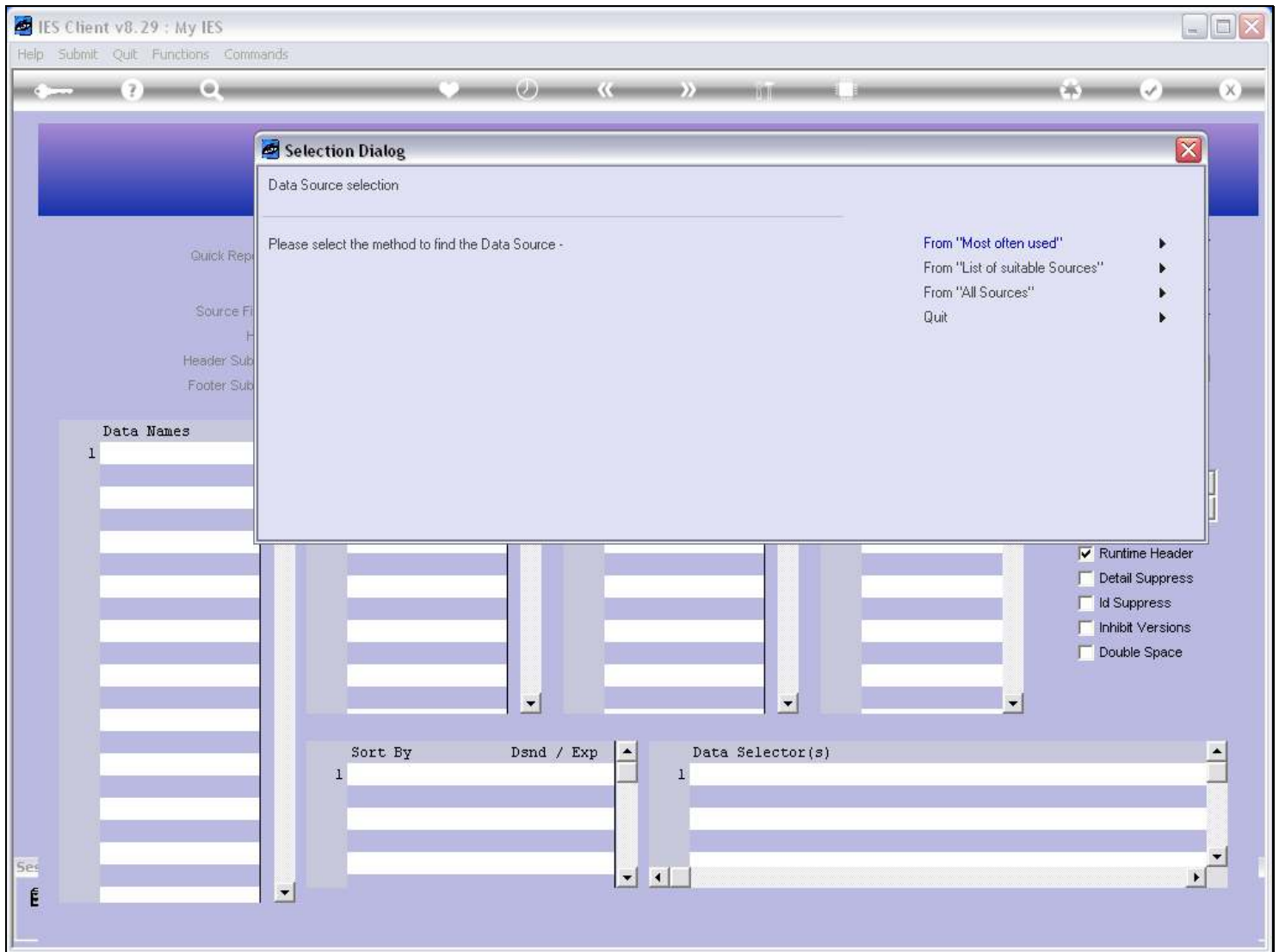
Slide notes

Slide 4 - Slide 4

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes the text "IES Client v8.29 : My IES" and standard window controls. Below the title bar is a menu bar with "Help", "Submit", "Quit", "Functions", and "Commands". A toolbar with various icons is located below the menu bar. The main content area is titled "QUICK REPORTS" in a blue header. Below this header, there is a configuration area for a report. On the left, a table lists report properties: "Quick Report Key" (my-demo-report), "#Descr" (Demo Report), "Source Filename", "Heading" (Demo Report), "Header Subroutine", and "Footer Subroutine". A "Lookup?" button is positioned over the "Heading" field. To the right of this table are several blue hyperlinks: "Select DataNames", "Re-select Column Order", "Select Breaks", "Select Page Breaks", "Select Totals", and "Select Sorts". Further right, there are more hyperlinks: "Select Data Selectors" and "Query Report Width", along with a "SAVE" button. Below these links are several icons representing report actions. The main configuration area consists of four vertical panels: "Data Names", "Breaks", "Page Breaks", and "Totals". Each panel has a list box with a single entry "1". Below these panels are two more panels: "Sort By" (with "Dsnd / Exp" selected) and "Data Selector(s)". On the right side of the configuration area, there are two dropdown menus: "Verb" (set to "LIST") and "Type" (set to "2: Rep / Qty"). Below these are several checkboxes: "Runtime Header" (checked), "Detail Suppress", "Id Suppress", "Inhibit Versions", and "Double Space".

Slide notes

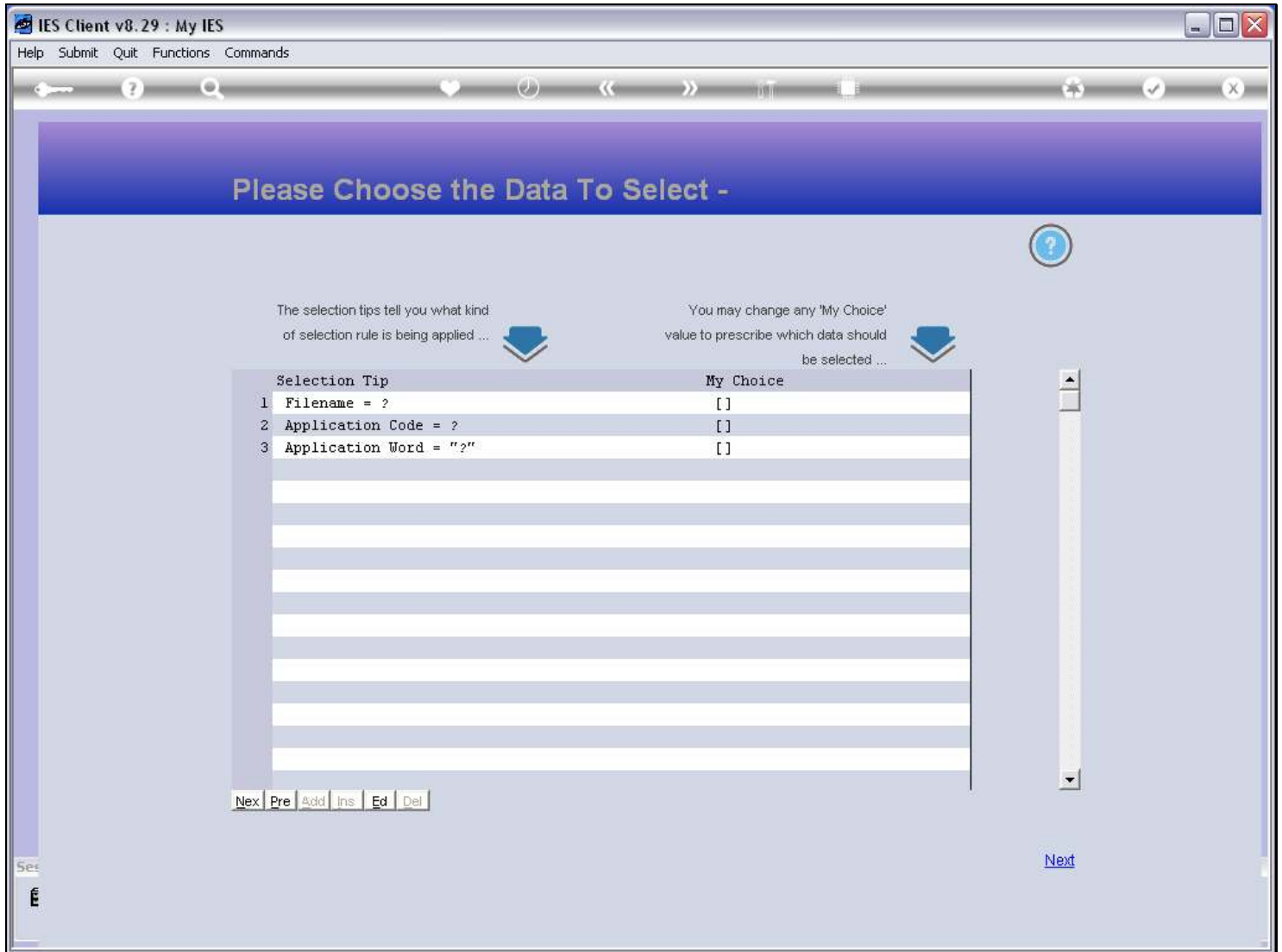
Slide 5 - Slide 5



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.

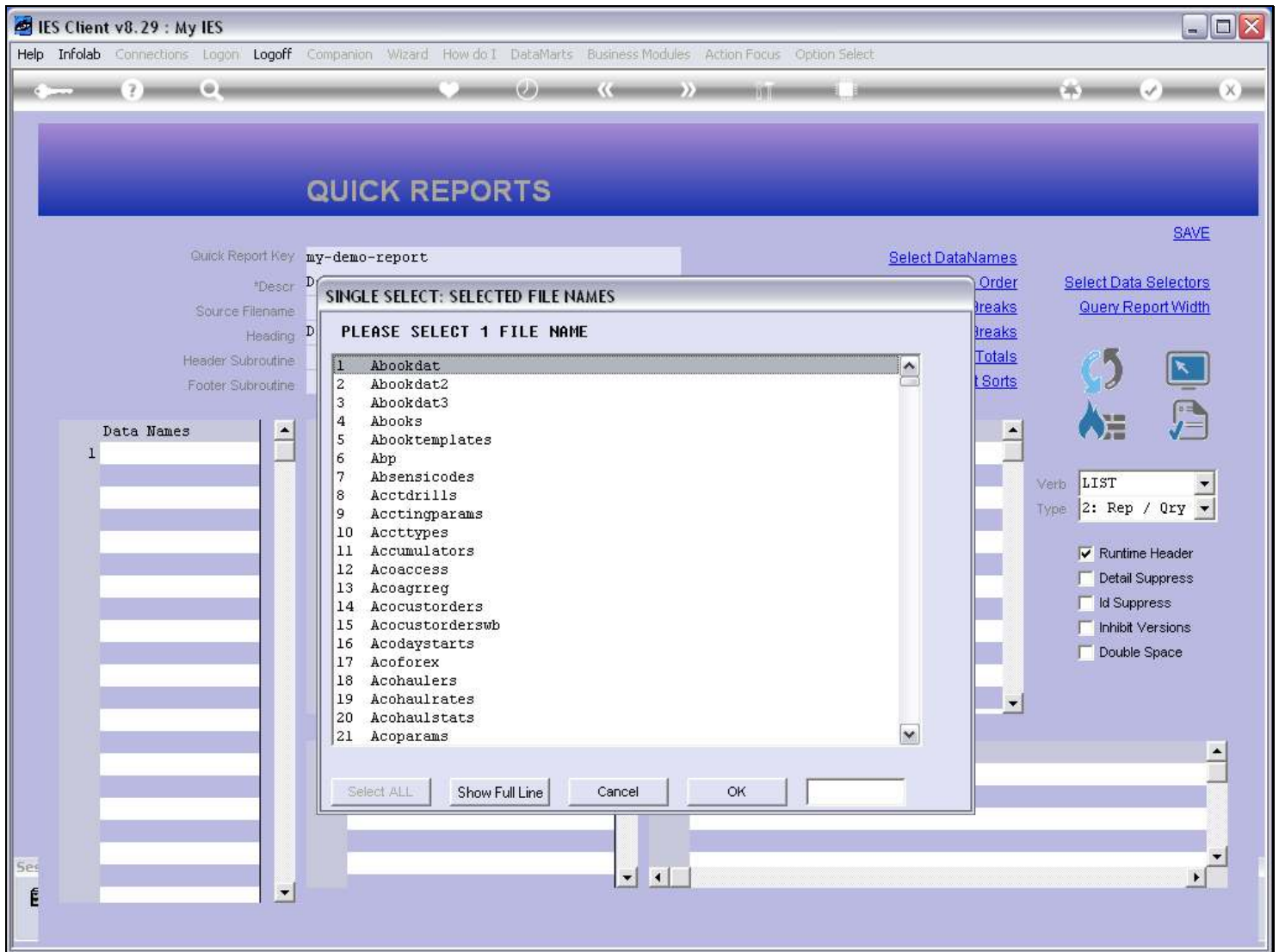
Slide 7 - Slide 7

The screenshot shows the IES Client v8.29: My IES application window. The title bar includes the text 'IES Client v8.29 : My IES' and standard window control buttons. The menu bar contains 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. Below the menu bar is a toolbar with icons for help, search, home, back, forward, print, and refresh. The main content area has a blue header with the text 'Please Choose the Data To Select -'. Below the header, there are two columns of text: 'The selection tips tell you what kind of selection rule is being applied ...' and 'You may change any 'My Choice' value to prescribe which data should be selected ...'. Between these columns are two blue downward-pointing arrows. A table is displayed in the center with two columns: 'Selection Tip' and 'My Choice'. The table contains three rows of data. Below the table is a row of buttons: 'Nex', 'Pre', 'Add', 'Ins', 'Ed', and 'Del'. On the right side of the table, there is a vertical scrollbar. At the bottom right of the window, there is a 'Next' link. The status bar at the bottom left shows 'Sec' and a cursor icon.

Selection Tip	My Choice
1 Filename = ?	[]
2 Application Code = ?	[]
3 Application Word = "?"	[]

Slide notes

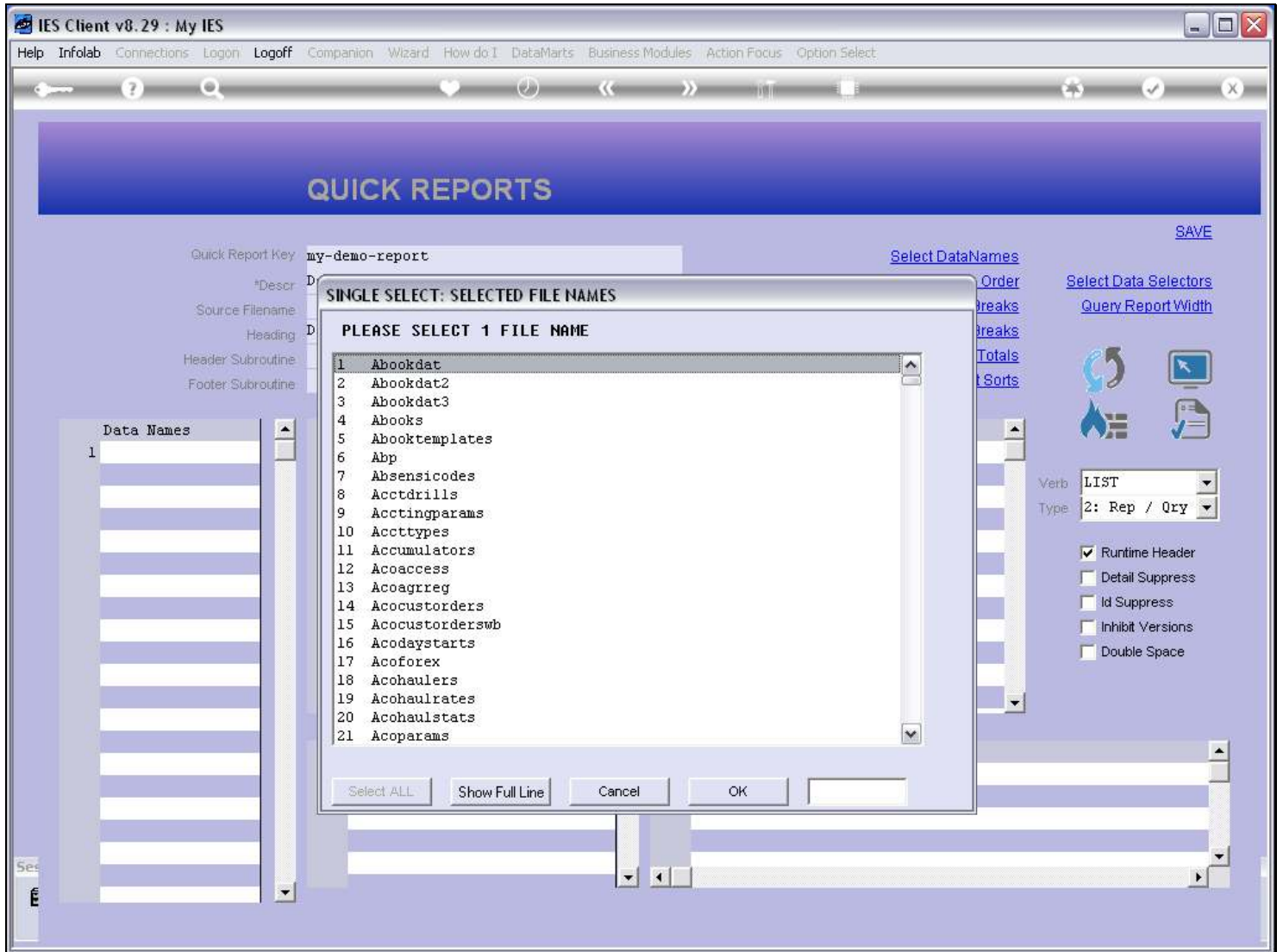
Slide 8 - Slide 8



Slide notes

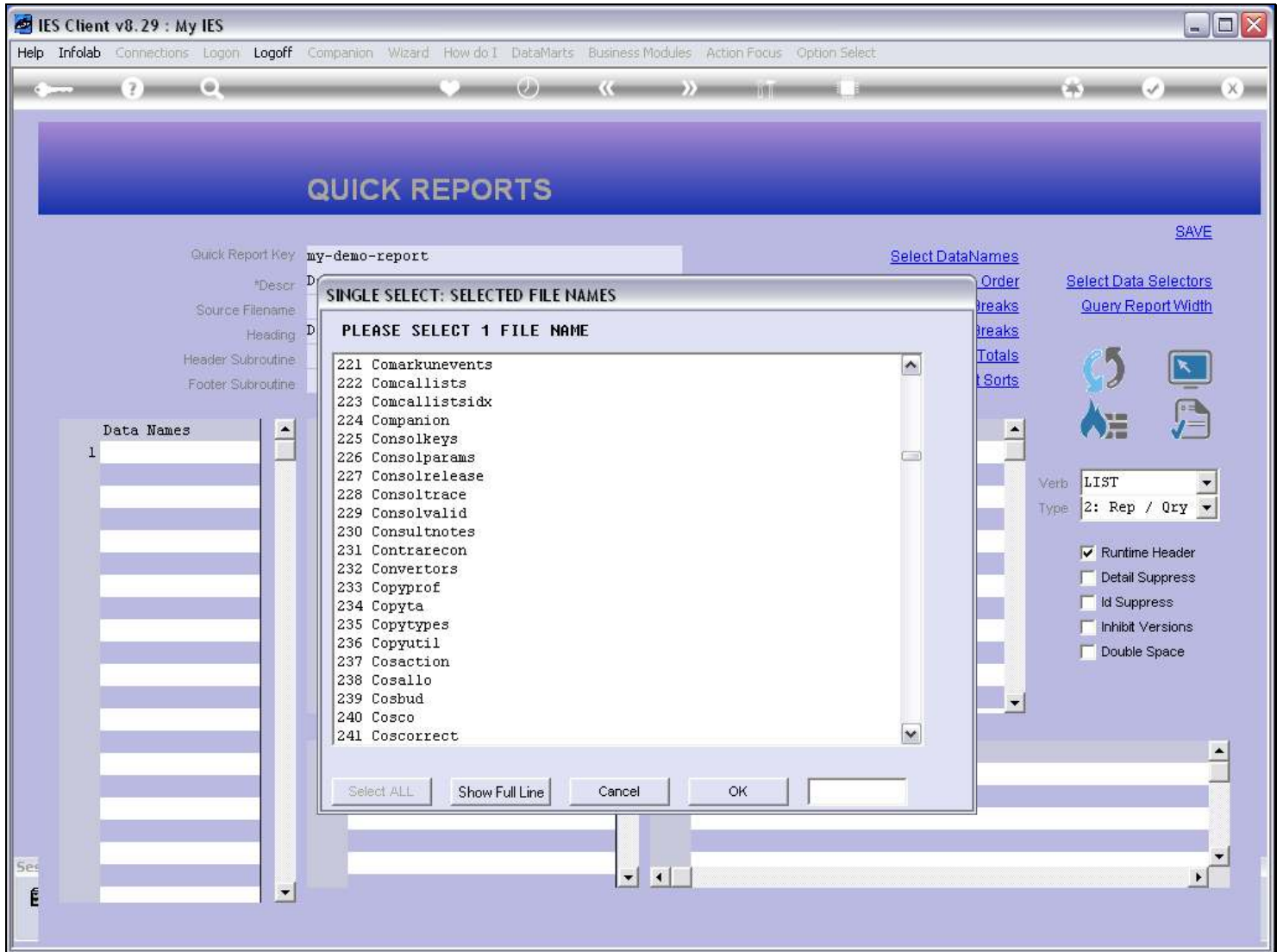
For this method, the available FileNames are just listed in Name Order, for us to select which one. One would really need to know or have a good idea of which File, to select it this way.

Slide 9 - Slide 9

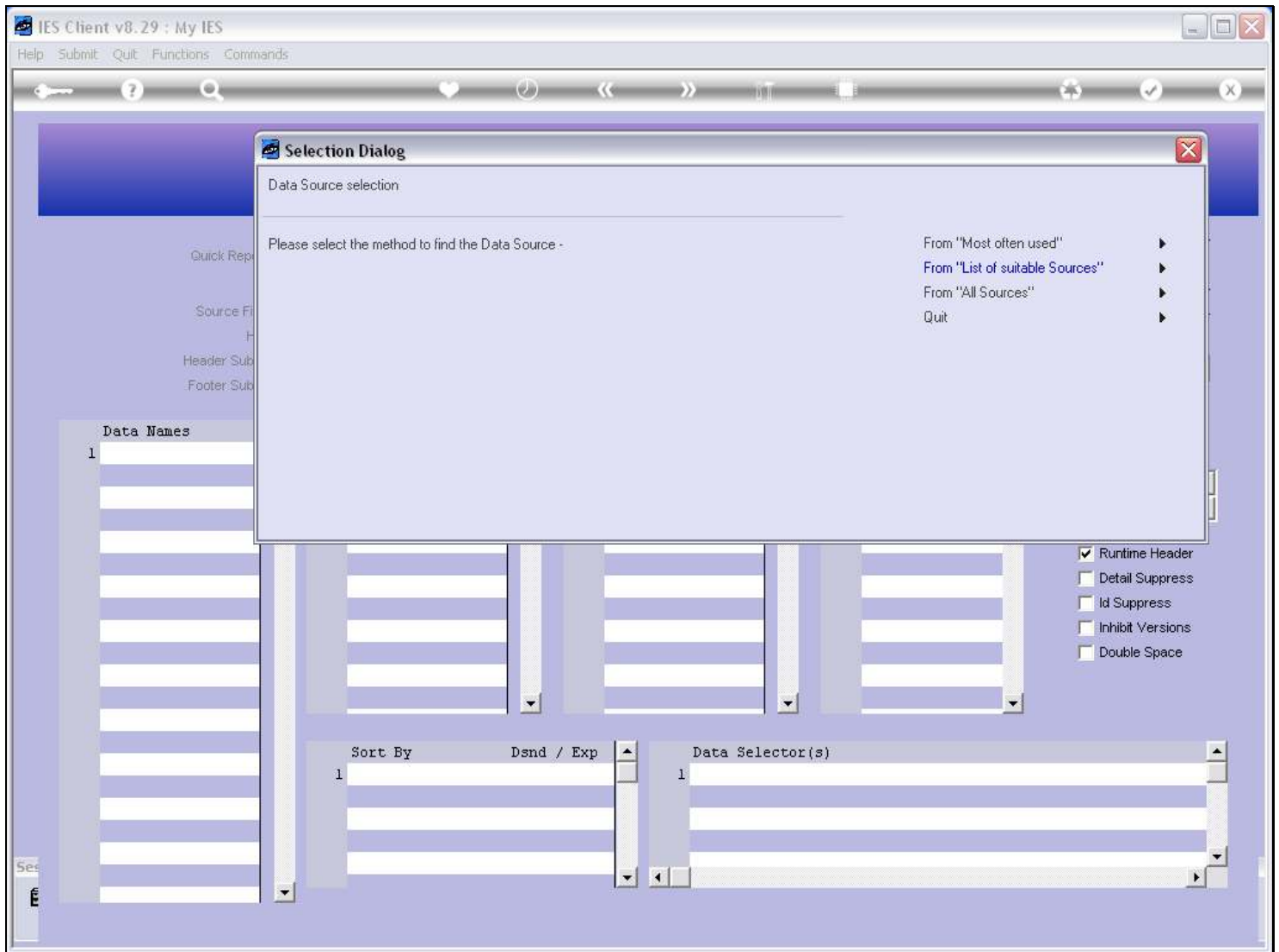


Slide notes

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

IES Client v8.29 : My IES

Help Infolab Connections Logon Logoff Companion Wizard How do I DataMarts Business Modules Action Focus Option Select

QUICK REPORTS

Quick Report Key [Select DataNames](#) [SAVE](#)

SINGLE SELECT: Data Sources

...	Business Application	Data Source	Description
1	Accounting Controls	LENTS	Customer Register, AP (type C) and AR (type D) and Loans (type N).
2	Accounting Controls	TRANSREAL	Transaction Audit Trail.
3	Consumer and Market Loans	LOANMAST	Loan Master.
4	Fixed Asset Register	ATCODES	Asset Codes for Prof, Loss and Depr Accts.
5	Fixed Asset Register	ATGROUP	Asset Groups.
6	Fixed Asset Register	ATMAST	Asset Master.
7	Fixed Asset Register	ATMASTI	Asset Item Master.
8	Fixed Asset Register	ATPARAMS	Asset Item Financial Values.
9	Fixed Asset Register	ATSUBGROUPS	Asset Sub Groups.
10	Fixed Asset Register	DEPRCATG	Depreciation Type Objects.
11	General Ledger	ACTIVPOS	Activity Flags.
12	General Ledger	BSPOS	Balance Sheet Flags.
13	General Ledger	COSTPOS	Cost Centre Flags.
14	General Ledger	DEPTPOS	Department Flags.
15	General Ledger	ISPOS	P&L (Income Statem) Flags.
16	General Ledger	LEDGERMAST	Ledger Master.
17	General Ledger	ODDSPOS	Master Accounts (Ledger).
18	General Ledger	OTHER1POS	Groups Flags.
19	General Ledger	OTHER2POS	Analysis Flags.
20	General Ledger	SUPERPOS	Super Accounts (Ledger).
21	General Ledger	TRIALBPOS	Trial Balance Flags.

Select ALL Show Full Line Cancel OK

Slide notes

Slide 13 - Slide 13

IES Client v8.29 : My IES

Help Infolab Connections Logon Logoff Companion Wizard How do I DataMarts Business Modules Action Focus Option Select

QUICK REPORTS

Quick Report Key [Select DataNames](#) [SAVE](#)

SINGLE SELECT: Data Sources

...	Business Application	Data Source	Description
1	Accounting Controls	LENTS	Customer Register, AP (type C) and AR (type D) and Loans (type N).
2	Accounting Controls	TRANSREAL	Transaction Audit Trail.
3	Consumer and Market Loans	LOANMAST	Loan Master.
4	Fixed Asset Register	ATCODES	Asset Codes for Prof, Loss and Depr Accts.
5	Fixed Asset Register	ATGROUP	Asset Groups.
6	Fixed Asset Register	ATMAST	Asset Master.
7	Fixed Asset Register	ATMASTI	Asset Item Master.
8	Fixed Asset Register	ATPARAMS	Asset Item Financial Values.
9	Fixed Asset Register	ATSUBGROUPS	Asset Sub Groups.
10	Fixed Asset Register	DEPRCATG	Depreciation Type Objects.
11	General Ledger	ACTIVPOS	Activity Flags.
12	General Ledger	BSPOS	Balance Sheet Flags.
13	General Ledger	COSTPOS	Cost Centre Flags.
14	General Ledger	DEPTPOS	Department Flags.
15	General Ledger	ISPOS	P&L (Income Statem) Flags.
16	General Ledger	LEDGERMAST	Ledger Master.
17	General Ledger	ODDSPOS	Master Accounts (Ledger).
18	General Ledger	OTHER1POS	Groups Flags.
19	General Ledger	OTHER2POS	Analysis Flags.
20	General Ledger	SUPERPOS	Super Accounts (Ledger).
21	General Ledger	TRIALBPOS	Trial Balance Flags.

Select ALL Show Full Line Cancel OK

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.

Slide 14 - Slide 14



Slide notes

Slide 15 - Slide 15

IES Client v8.29 : My IES

Help Infolab Connections Logon Logoff Companion Wizard How do I DataMarts Business Modules Action Focus Option Select

QUICK REPORTS

Quick Report Key [Select DataNames](#) [SAVE](#)

SINGLE SELECT: Data Sources

...	Business Application	Data Source	Description
25	Inventory	IVAN2	Stock Sub Groups.
26	Inventory	IVAN3	Stock Sub Sub Groups.
27	Inventory	IVMAST	Stock Master.
28	Inventory	IVPARAMS	Stock Item Master.
29	Job Costing	JOBEVENTS	Job Cost Types.
30	Job Costing	JOBGROUPS	Job Groups.
31	Job Costing	JOBMAST	Jobs Master.
32	Job Costing	JOBMOMS	Job Types.
33	Personnel	LEAVEDATA	Leave Transaction Audit Trail.
34	Personnel	PERSJOBMAST	Personnel Job Descriptions.
35	Personnel	PERSMASTER	Personnel Master.
36	Property Management	PMAMANDATE	Property Mandates.
37	Purchasing	NEWPO	Proforma Purchase Orders (not yet authorized).
38	Purchasing	PORDER	Purchase Orders.
39	System Business Objects	ACCUMULATORS	System Accumulator values.
40	System Business Objects	APPLIS	DataMart Business Modules (Applications).
41	System Business Objects	APPROGS	Menu Processes.
42	System Business Objects	APTYPES	Menu Action Types.
43	System Business Objects	PARA	Quick Reports.
44	System Business Objects	SLS	Data Selectors.
45	Systems Administration	ILUSERS	The User Master. Source for settings of registered Users of the system.

Select ALL Show Full Line Cancel OK

Slide notes

Slide 16 - Slide 16

The screenshot shows the IES Client v8.29: My IES application window. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main area is titled 'QUICK REPORTS' and contains a configuration form for a report named 'my-demo-report'. The form includes fields for 'Quick Report Key', '#Descr', 'Source Filename', 'Heading', 'Header Subroutine', and 'Footer Subroutine'. To the right of these fields are several blue hyperlinks: 'Select DataNames', 'Re-select Column Order', 'Select Breaks', 'Select Page Breaks', 'Select Totals', and 'Select Sorts'. Further right are 'Select Data Selectors' and 'Query Report Width' links, along with a 'SAVE' button. Below the form are four vertical list boxes: 'Data Names', 'Breaks', 'Page Breaks', and 'Totals', each containing a single entry '1'. At the bottom, there are two more list boxes: 'Sort By' (with 'Dsnd / Exp' selected) and 'Data Selector(s)'. On the right side, there are icons for refresh, search, and print, and a section with a 'Verb' dropdown set to 'LIST' and a 'Type' dropdown set to '2: Rep / Qty'. Below these are several checkboxes: 'Runtime Header' (checked), 'Detail Suppress', 'Id Suppress', 'Inhibit Versions', and 'Double Space'.

Slide notes

Slide 17 - Slide 17

The screenshot shows the IES Client v8.29: My IES application window. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main area is titled 'QUICK REPORTS' and contains several configuration sections:

- Form Fields:**
 - Quick Report Key: my-demo-report
 - #Descr: Demo Report
 - Source Filename: (empty)
 - Heading: Demo Report
 - Header Subroutine: (empty)
 - Footer Subroutine: (empty)
- Buttons:** A 'LookUp?' button with a 'Recent Values' dropdown menu is positioned over the Source Filename field.
- Navigation Links:** Select DataNames, Re-select Column Order, Select Breaks, Select Page Breaks, Select Totals, Select Sorts, Select Data Selectors, and Query Report Width.
- SAVE** button.
- Configuration Panels:**
 - Data Names:** A list with one entry '1'.
 - Breaks:** A list with one entry '1'.
 - Page Breaks:** A list with one entry '1'.
 - Totals:** A list with one entry '1'.
 - Sort By:** A list with one entry 'Dsnd / Exp'.
 - Data Selector(s):** A list with one entry '1'.
- Options:**
 - Verb: LIST
 - Type: 2: Rep / Qty
 - Runtime Header
 - Detail Suppress
 - Id Suppress
 - Inhibit Versions
 - Double Space

Slide notes

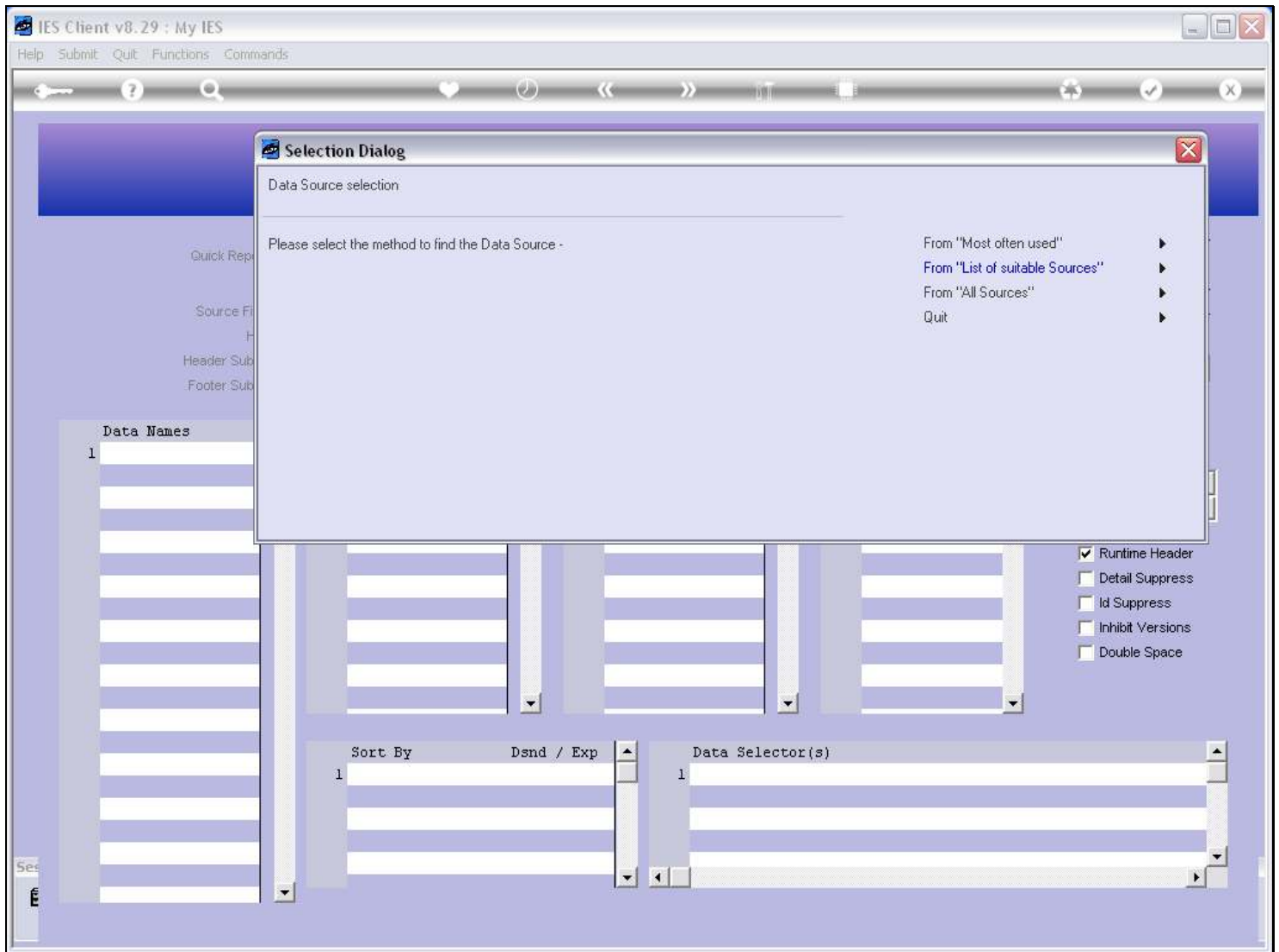
Slide 18 - Slide 18

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main area is titled 'QUICK REPORTS' and contains several configuration sections:

- Form Fields:**
 - Quick Report Key: my-demo-report
 - #Descr: Demo Report
 - Source Filename: (empty)
 - Heading: Demo Report
 - Header Subroutine: (empty)
 - Footer Subroutine: (empty)
- Buttons:** A 'LookUp?' button with a 'Recent Values' dropdown is positioned over the Source Filename field. A 'SAVE' button is in the top right.
- Configuration Links:** Select DataNames, Re-select Column Order, Select Breaks, Select Page Breaks, Select Totals, Select Sorts, Select Data Selectors, and Query Report Width.
- Verb and Type:** Verb: LIST, Type: 2: Rep / Qty
- Checkboxes:** Runtime Header (checked), Detail Suppress, Id Suppress, Inhibit Versions, Double Space.
- Tables:** Four tables for 'Data Names', 'Breaks', 'Page Breaks', and 'Totals', each with a single row containing the number '1'. Below these are 'Sort By' (Dsnd / Exp) and 'Data Selector(s)' tables, also with a single row containing '1'.

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.

Slide 20 - Slide 20

IES Client v8.29 : My IES

Help Infolab Connections Logon Logoff Companion Wizard How do I DataMarts Business Modules Action Focus Option Select

QUICK REPORTS

Quick Report Key [Select DataNames](#) [SAVE](#)

SINGLE SELECT: Data Sources

...	Business Application	Data Source	Description
1	Accounting Controls	LENTS	Customer Register, AP (type C) and AR (type D) and Loans (type N).
2	Consumer and Market Loans	LOANMAST	Loan Master.
3	Fixed Asset Register	ATMAST	Asset Master.
4	Fixed Asset Register	ATMASTI	Asset Item Master.
5	Fixed Asset Register	ATPARAMS	Asset Item Financial Values.
6	General Ledger	ACTIVPOS	Activity Flags.
7	General Ledger	BSPOS	Balance Sheet Flags.
8	General Ledger	COSTPOS	Cost Centre Flags.
9	General Ledger	DEPTPOS	Department Flags.
10	General Ledger	ISPOS	P&L (Income Statem) Flags.
11	General Ledger	LEDGERMAST	Ledger Master.
12	General Ledger	ODDSPOS	Master Accounts (Ledger).
13	General Ledger	OTHER1POS	Groups Flags.
14	General Ledger	OTHER2POS	Analysis Flags.
15	General Ledger	SUPERPOS	Super Accounts (Ledger).
16	General Ledger	TRIALBPOS	Trial Balance Flags.
17	Inventory	IVMAST	Stock Master.
18	Inventory	IVPARAMS	Stock Item Master.
19	Job Costing	JOBMAST	Jobs Master.
20	Personnel	LEAVEDATA	Leave Transaction Audit Trail.
21	Personnel	PERMAST	Personnel Master.

Select ALL Show Full Line Cancel OK

Slide notes

Slide 21 - Slide 21

The screenshot shows the IES Client v8.29: My IES interface. At the top, there is a menu bar with options: Help, Infolab, Connections, Logon, Logoff, Companion, Wizard, How do I, DataMarts, Business Modules, Action Focus, and Option Select. Below the menu bar is a toolbar with various icons. A large blue banner reads "QUICK REPORTS". Below the banner, there is a "Quick Report Key" field containing "my-demo-report" and a "Select DataNames" button. The main area is titled "SINGLE SELECT: Data Sources" and contains a table with three columns: "...Business Application", "Data Source", and "Description". The table lists 21 rows of data sources. At the bottom of the dialog, there are buttons for "Select ALL", "Show Full Line", "Cancel", and "OK".

...	Business Application	Data Source	Description
1	Accounting Controls	LENTS	Customer Register, AP (type C) and AR (type D) and Loans (type N).
2	Consumer and Market Loans	LOANMAST	Loan Master.
3	Fixed Asset Register	ATMAST	Asset Master.
4	Fixed Asset Register	ATMASTI	Asset Item Master.
5	Fixed Asset Register	ATPARAMS	Asset Item Financial Values.
6	General Ledger	ACTIVPOS	Activity Flags.
7	General Ledger	BSPOS	Balance Sheet Flags.
8	General Ledger	COSTPOS	Cost Centre Flags.
9	General Ledger	DEPTPOS	Department Flags.
10	General Ledger	ISPOS	P&L (Income Statem) Flags.
11	General Ledger	LEDGERMAST	Ledger Master.
12	General Ledger	ODDSPOS	Master Accounts (Ledger).
13	General Ledger	OTHER1POS	Groups Flags.
14	General Ledger	OTHER2POS	Analysis Flags.
15	General Ledger	SUPERPOS	Super Accounts (Ledger).
16	General Ledger	TRIALBPOS	Trial Balance Flags.
17	Inventory	IVMAST	Stock Master.
18	Inventory	IVPARAMS	Stock Item Master.
19	Job Costing	JOBMAST	Jobs Master.
20	Personnel	LEAVEDATA	Leave Transaction Audit Trail.
21	Personnel	PERMAST	Personnel Master.

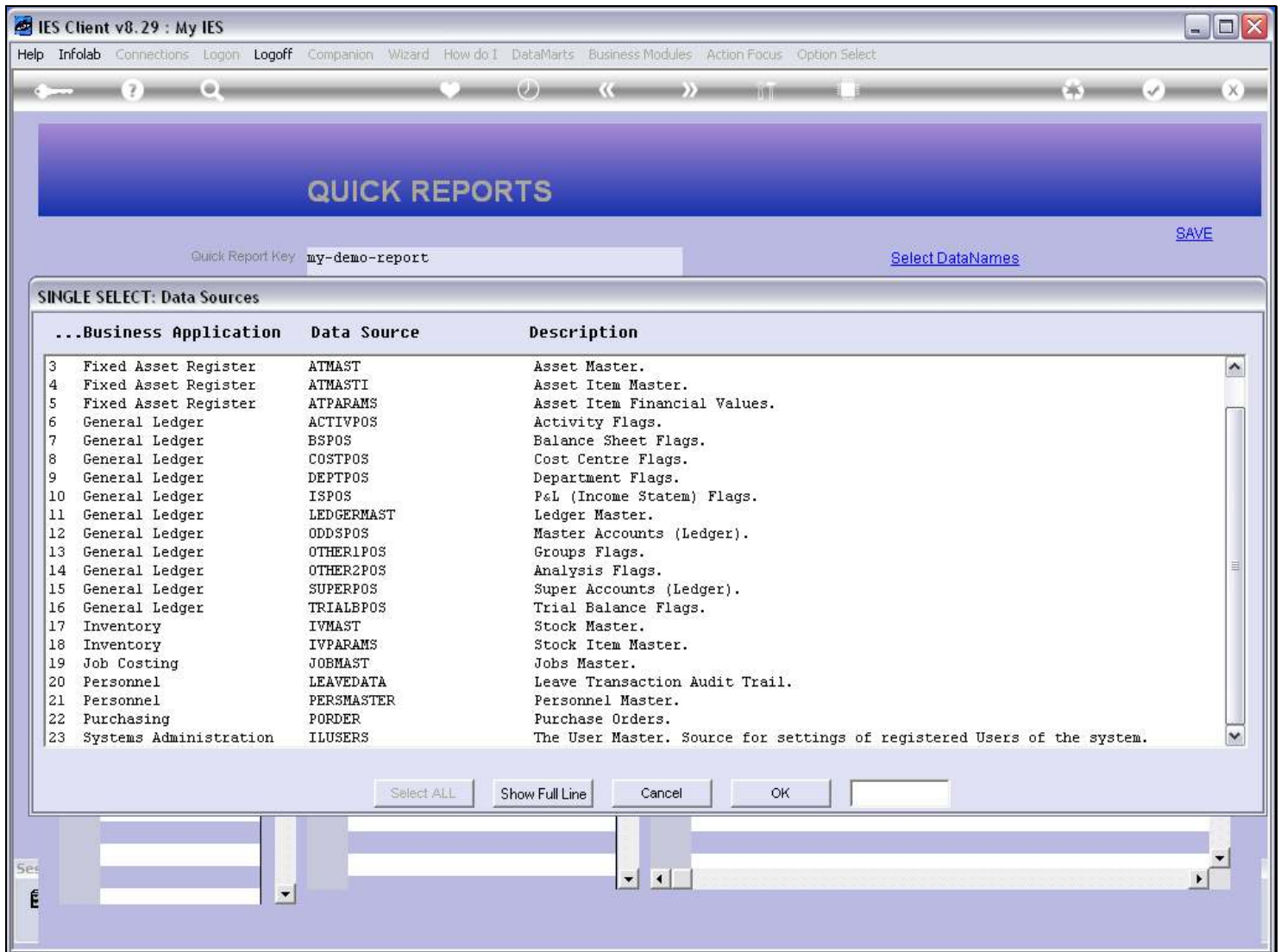
Slide notes

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 25 - Slide 25

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

QUICK REPORTS

Quick Report Key: my-demo-report

#Descr: Demo Report

Source Filename: LEDGERMAST

Heading: Demo Report

Header Subroutine:

Footer Subroutine:

[Select DataNames](#)

[Re-select Column Order](#)

[Select Breaks](#)

[Select Page Breaks](#)

[Select Totals](#)

[Select Sorts](#)

[SAVE](#)

[Select Data Selectors](#)

[Query Report Width](#)

Verb: LIST

Type: 2: Rep / Qty

- Runtime Header
- Detail Suppress
- Id Suppress
- Inhibit Versions
- Double Space

Data Names: 1

Breaks: 1

Page Breaks: 1

Totals: 1

Sort By: Dsmd / Exp

Data Selector(s): 1

Slide notes