

**Slide 1 - Slide 1**

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. Below the title bar is a navigation toolbar with icons for home, search, heart, clock, back, forward, refresh, and close. The main content area has a blue header with the text 'Accounts Payable / Creditors'. Below the header, there is a descriptive paragraph: 'Accounts Payable, also known as Creditors, are Supplier and Service Accounts. While integrated with Purchasing and other Modules, the primary AP functions are found here.' To the right of this text is a 'Knowledge Base' link and a photograph of a warehouse. The interface is organized into six functional categories, each with a small icon and a list of links: 'File Maintenance' (AP Account, Invoices, Tax Certificates, Ratings, Categories, Groups), 'Enquiries' (AP Account, Invoices, Cheques), 'Regular' (Journal Processing, Payment (Bulk)), 'Custom' (Local Options), 'Control' (Move Account, Set Up Matching, Currency Control), and 'Reports' (Report Options).

**Slide notes**

Users have access to User Versions of Reports when performing Reports.

## Slide 2 - Slide 2



### Slide notes

Let us select an AP Creditors Listing Report, just as an example.

## Slide 3 - Slide 3

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

**NAME:** CREDITOR LISTING (NAME AND CODE ONLY)

**1: - CHOOSE VERSION** [Versions](#)  
 Report Version: system version: AP / Creditor Accounts Listing

**2: - CHOOSE SETTINGS**  
 Format: report  
 OutPut: FILE  
 File Type: txt text file  
 Template: 04: Infolab  
 Report Header: AP / Creditor Accounts Listing

**3: - CHOOSE DATA SELECTOR** [Change Selector](#)  
 Data Selector: cred-open OPEN CREDITORS

**4: - TO e-MAIL THE RESULTS** Priority: normal  
 Despatch By E-Mail Mail Drive \*  
 Mail To:  
 Mail Title: Creditor Listing (name and code only)  
 Message Body: report by mail

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

Selection Tip	My Choice
1 Group No =	[ ]

Nex Pre Add Ins Ed Del

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

**7: - CHOOSE NEXT** [Next](#)

## Slide notes

Not all, but most Reports pass through this kind of run-time screen where we as Users can exercise a range of choices with regards to the current Report. These choices include data selection criteria, report format, report output, report heading, etc.

## Slide 4 - Slide 4

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: CREDITOR LISTING (NAME AND CODE ONLY)

1: - CHOOSE VERSION [Versions](#)

Report Version: system version: AP / Creditor Accounts Listing

2: - CHOOSE SETTINGS

Format: report

OutPut: FILE

File Type: txt text file

Template: 04: Infolab

Report Header: AP / Creditor Accounts Listing

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

choose from 6 data selectors

Data Selector: cred-open OPEN CREDITORS

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

Despatch By E-Mail Mail Drive \*

Mail To:

Mail Title: Creditor Listing (name and code only)

Message Body: report by mail

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

Selection Tip	My Choice
1. Group No =	[ ]

Nex Pre Add Ins Ed Del

6: - Record Select:

OPEN Records only

CLOSED Records Only

EITHER

7: - CHOOSE NEXT [Next](#)

## Slide notes

And most, though not all, Reports have the 'Versions' option enabled. If it is enabled, it means that we, as Users, can use User Versions on this Report. In other words, we can change the Report, add columns, drop columns, re-arrange columns, etc. In fact, we can have multiple versions of the same Report option.

### Slide 5 - Slide 5

**IES Client v8.29 : My IES**

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

## IES REPORTS AND QUERIES: - User Instructions

**NAME:** CREDITOR LISTING (NAME AND CODE ONLY)

**1: - CHOOSE VERSION** [Versions](#)

Report Version: system version: AP / Creditor Accounts Listing

**2: - CHOOSE SETTINGS**

Format: report  
OutPut: FILE  
File Type: txt text file  
Template: 04: Infolab  
Report Header: AP / Creditor Ac

**3: - CHOOSE DATA SE**

choose from 6 da  
Data Selector: cred-open OPEN CREDITORS

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

Despatch By E-Mail Mail Drive \*

Mail To:  
Mail Title: Creditor Listing (name and code only)  
Message Body: report by mail

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

Selection Tip	My Choice
1 Group No =	[ ]

**SINGLE SELECT: VERSION OPTIONS**

**SELECT OPTION**

- 1 Run System Version
- 2 \*\*\* Make A New User Version
- 3 \*\*\* Remove Version Option
- 4 Quit Version Options

Select ALL Show Full Line Cancel OK

**6: - Record Select:**

- OPEN Records only
- CLOSED Records Only
- EITHER

**7: - CHOOSE NEXT** [Next](#)

### Slide notes

