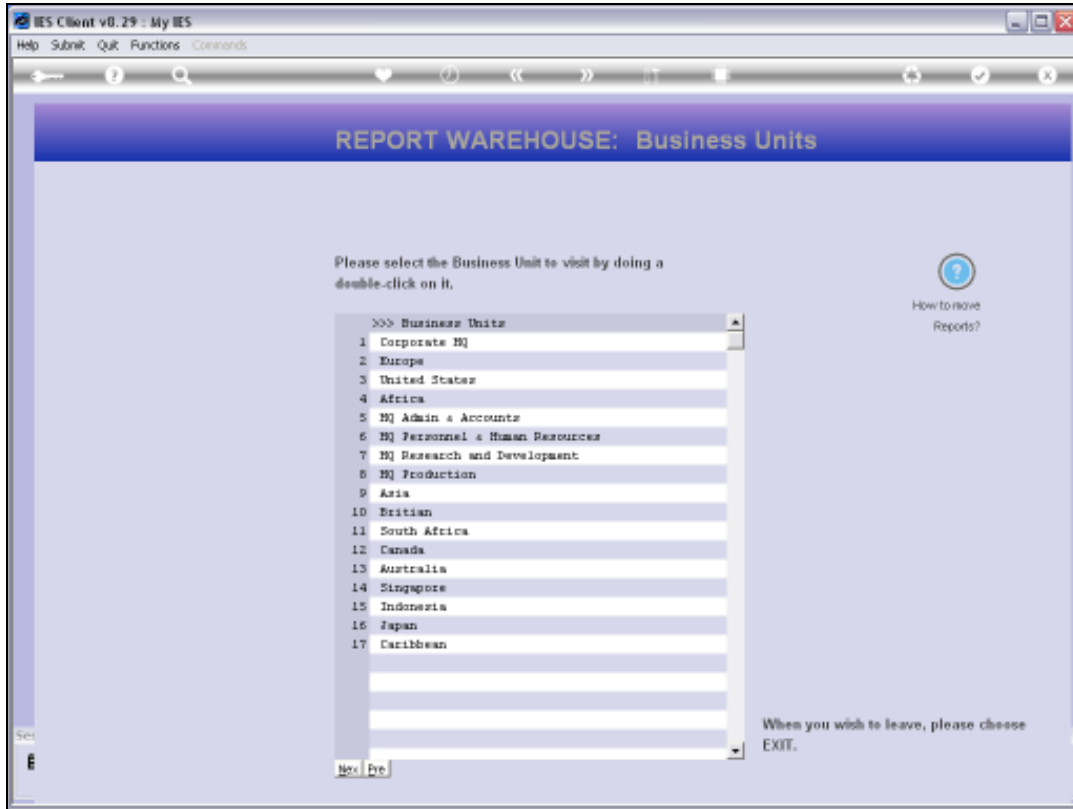
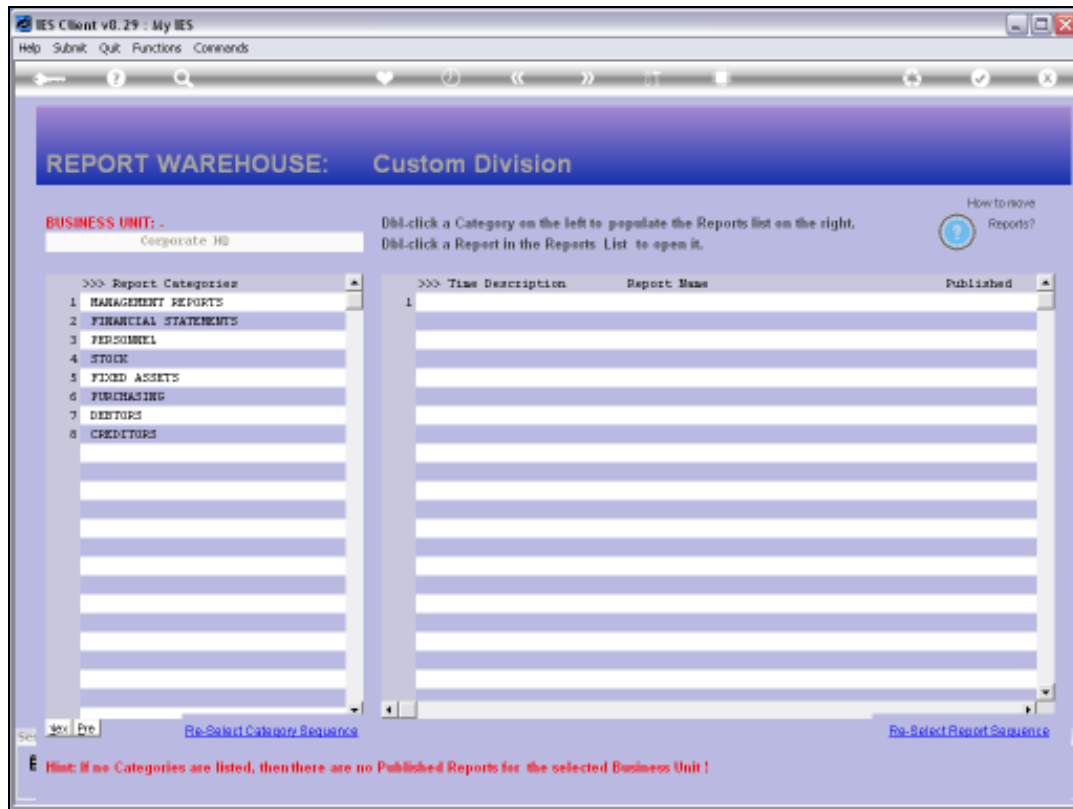


## Slide 1

Slide notes: We will now see how we can manage Report Time Labels, and we start by looking at the Time Labels currently in the Warehouse.



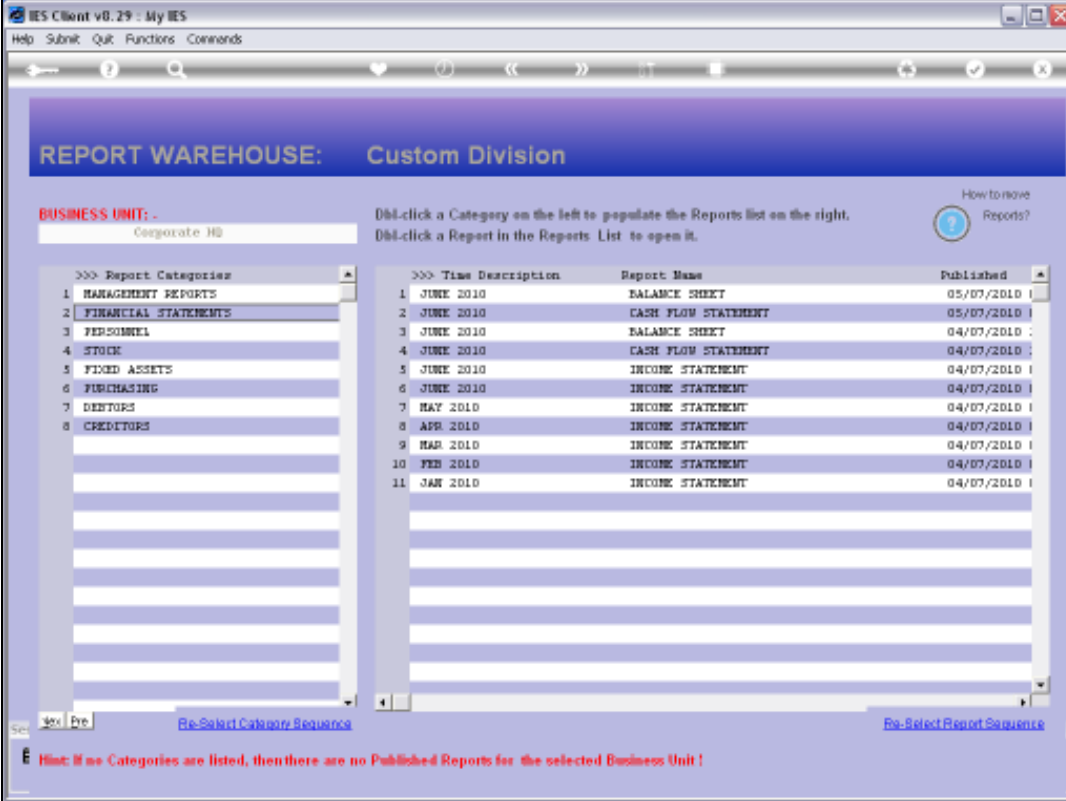
Slide 2  
Slide notes:



Slide 3  
Slide notes:



Slide 4  
Slide notes:



IES Client v8.29 : My IES

Help Submit Quit Functions Commands

## REPORT WAREHOUSE: Custom Division

**BUSINESS UNIT:** Corporate HQ

DBL-click a Category on the left to populate the Reports list on the right.  
DBL-click a Report in the Reports List to open it.

How to move Reports?

>>> Report Categories	>>> Time Description	Report Name	Published
1 MANAGEMENT REPORTS	1 JUNE 2010	BALANCE SHEET	05/07/2010
2 FINANCIAL STATEMENTS	2 JUNE 2010	CASH FLOW STATEMENT	05/07/2010
3 PERSONNEL	3 JUNE 2010	BALANCE SHEET	04/07/2010
4 STOCK	4 JUNE 2010	CASH FLOW STATEMENT	04/07/2010
5 FIXED ASSETS	5 JUNE 2010	INCOME STATEMENT	04/07/2010
6 PURCHASING	6 JUNE 2010	INCOME STATEMENT	04/07/2010
7 DEBTORS	7 MAY 2010	INCOME STATEMENT	04/07/2010
8 CREDITORS	8 APR 2010	INCOME STATEMENT	04/07/2010
	9 MAR 2010	INCOME STATEMENT	04/07/2010
	10 FEB 2010	INCOME STATEMENT	04/07/2010
	11 JAN 2010	INCOME STATEMENT	04/07/2010

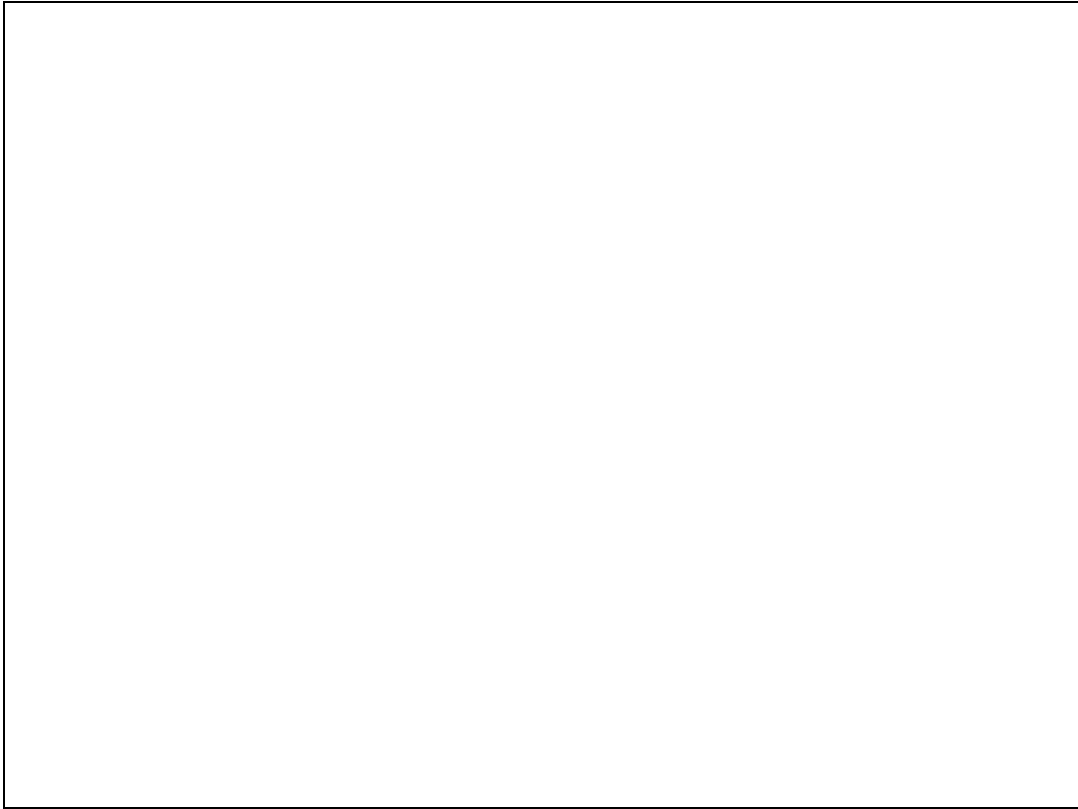
Re-Select Category Sequence

Re-Select Report Sequence

**Hint: If no Categories are listed, then there are no Published Reports for the selected Business Unit!**

Slide 5

Slide notes: Here we can note some Time Labels, and specifically we note the 'June 2010' labels.



Slide 6

Slide notes:

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

REPORT WAREHOUSE: Custom Division

BUSINESS UNIT: Corporate HQ

How to view Reports?

DBL-click a Category on the left to populate the Reports list on the right.  
DBL-click a Report in the Reports List to open it.

>>> Report Categories	>>> Time Description	Report Name	Published
1 MANAGEMENT REPORTS	1 JUNE 2010	BALANCE SHEET	05/07/2010
2 FINANCIAL STATEMENTS	2 JUNE 2010	CASH FLOW STATEMENT	05/07/2010
3 PERSONNEL	3 JUNE 2010	BALANCE SHEET	04/07/2010
4 STOCK	4 JUNE 2010	CASH FLOW STATEMENT	04/07/2010
5 FIXED ASSETS	5 JUNE 2010	INCOME STATEMENT	04/07/2010
6 PURCHASING	6 JUNE 2010	INCOME STATEMENT	04/07/2010
7 DEBTORS	7 MAY 2010	INCOME STATEMENT	04/07/2010
8 CREDITORS	8 APR 2010	INCOME STATEMENT	04/07/2010
	9 MAR 2010	INCOME STATEMENT	04/07/2010
	10 FEB 2010	INCOME STATEMENT	04/07/2010
	11 JAN 2010	INCOME STATEMENT	04/07/2010

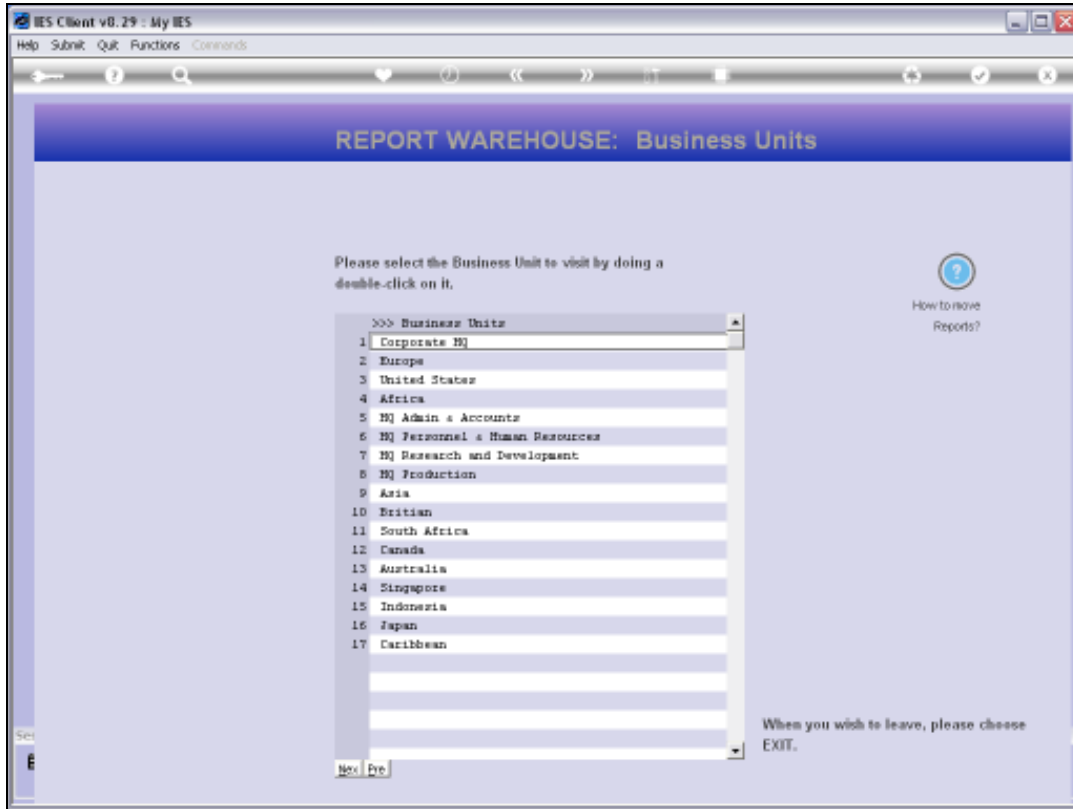
Re-Select Category Sequence

Re-Select Report Sequence

Hint: If no Categories are listed, then there are no Published Reports for the selected Business Unit!

Slide 7

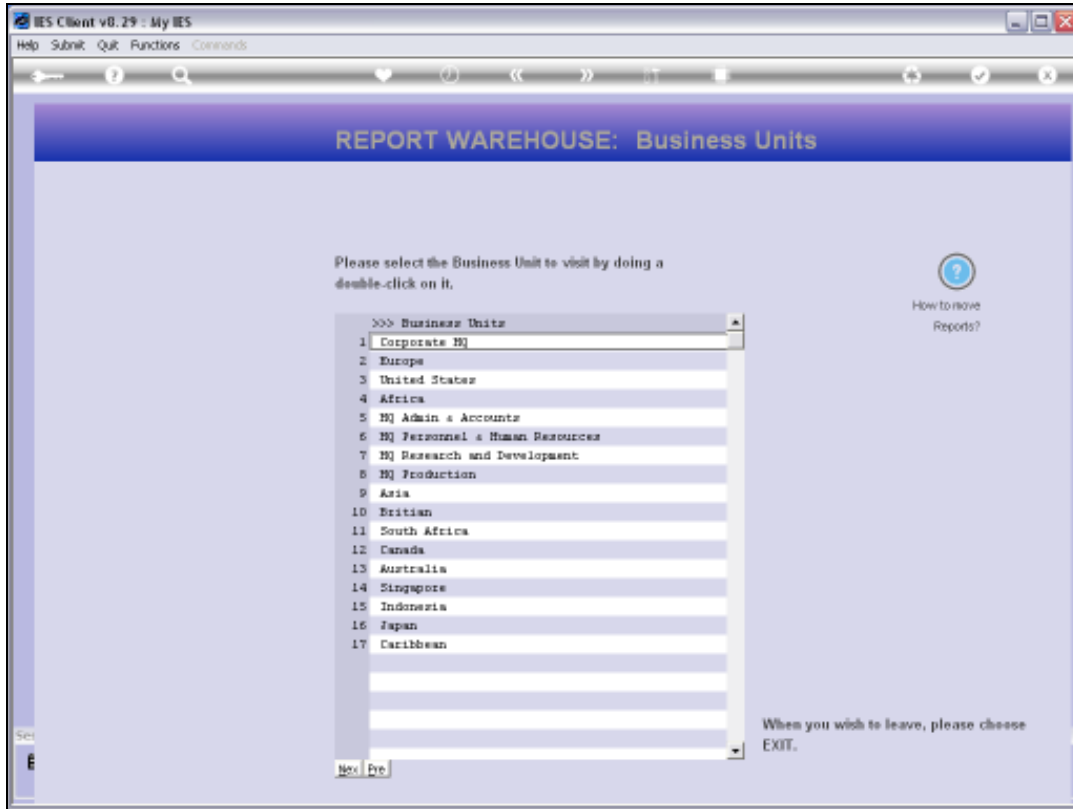
Slide notes:



Slide 8

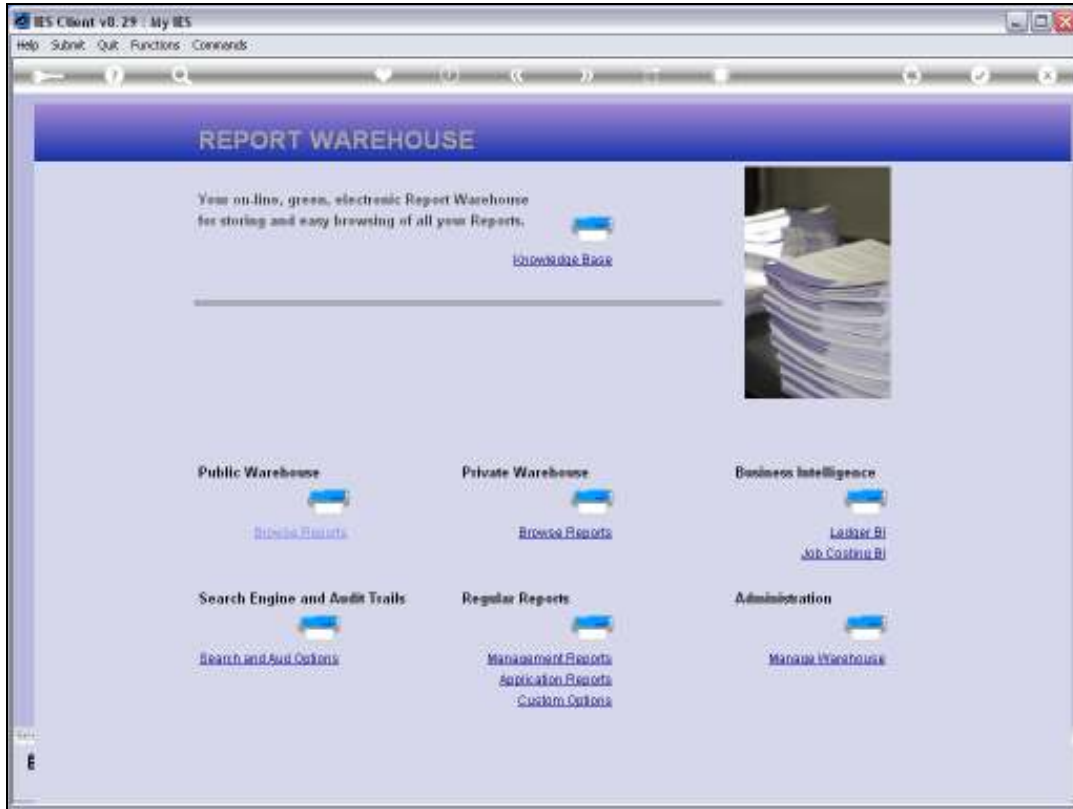
Slide notes:



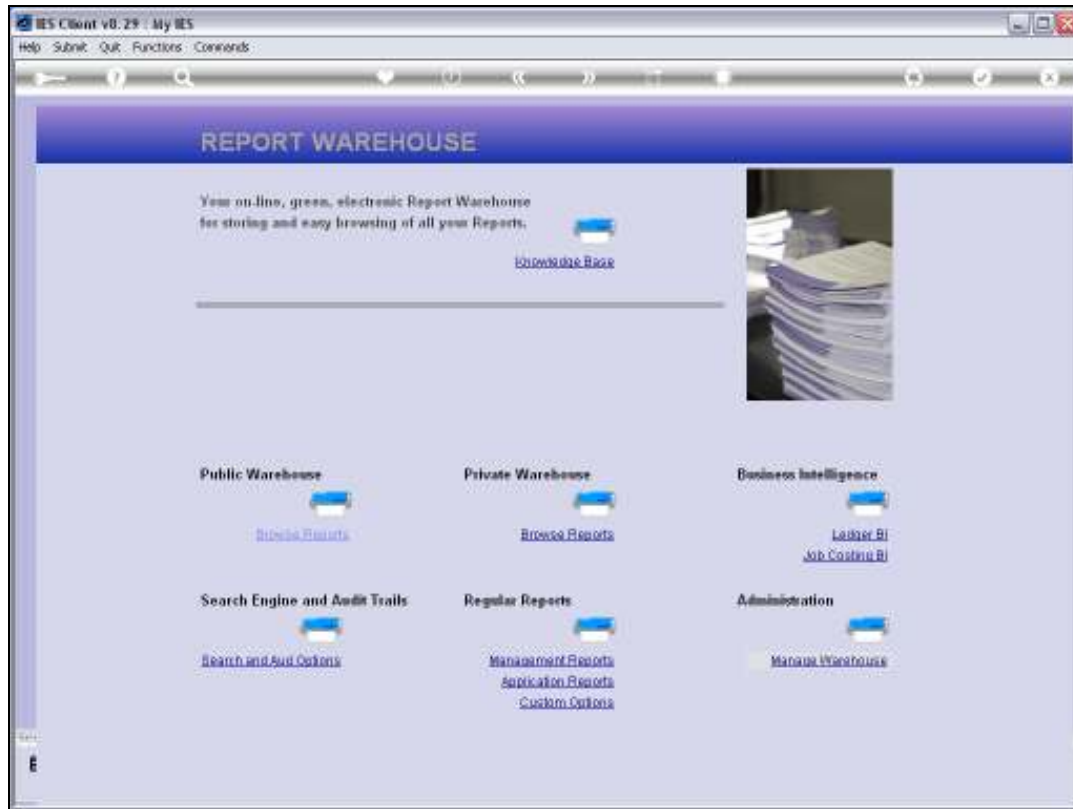


Slide 9

Slide notes:

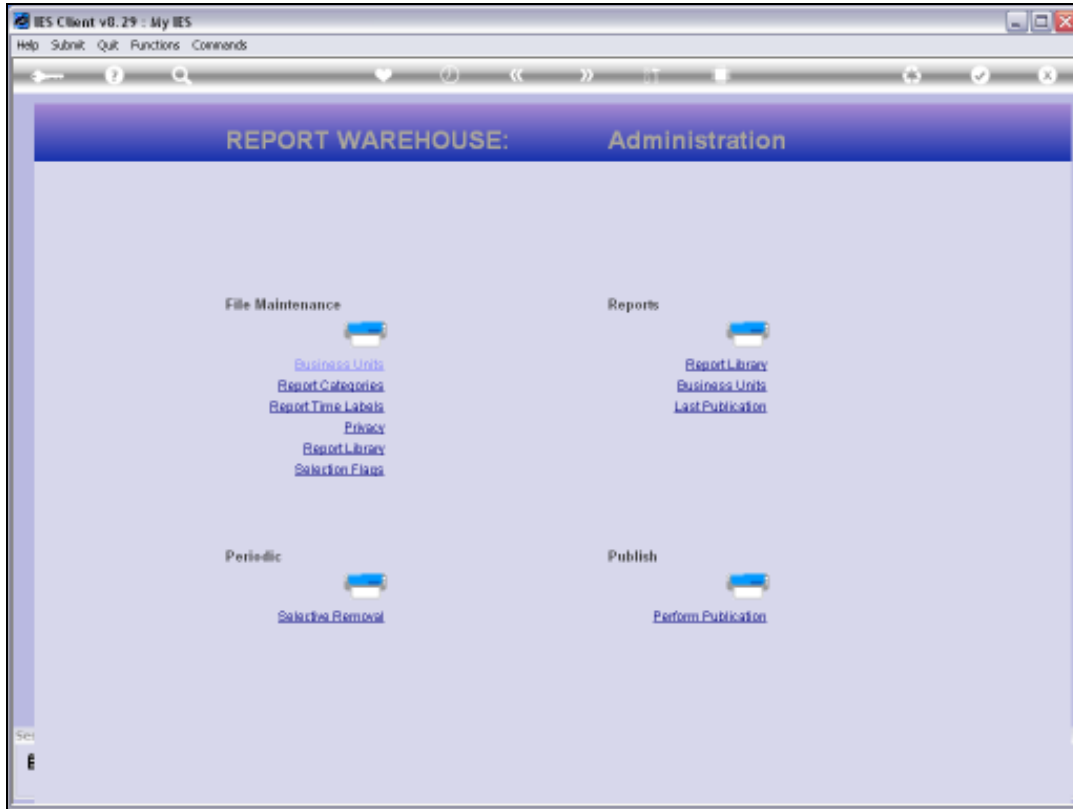


Slide 10  
Slide notes:



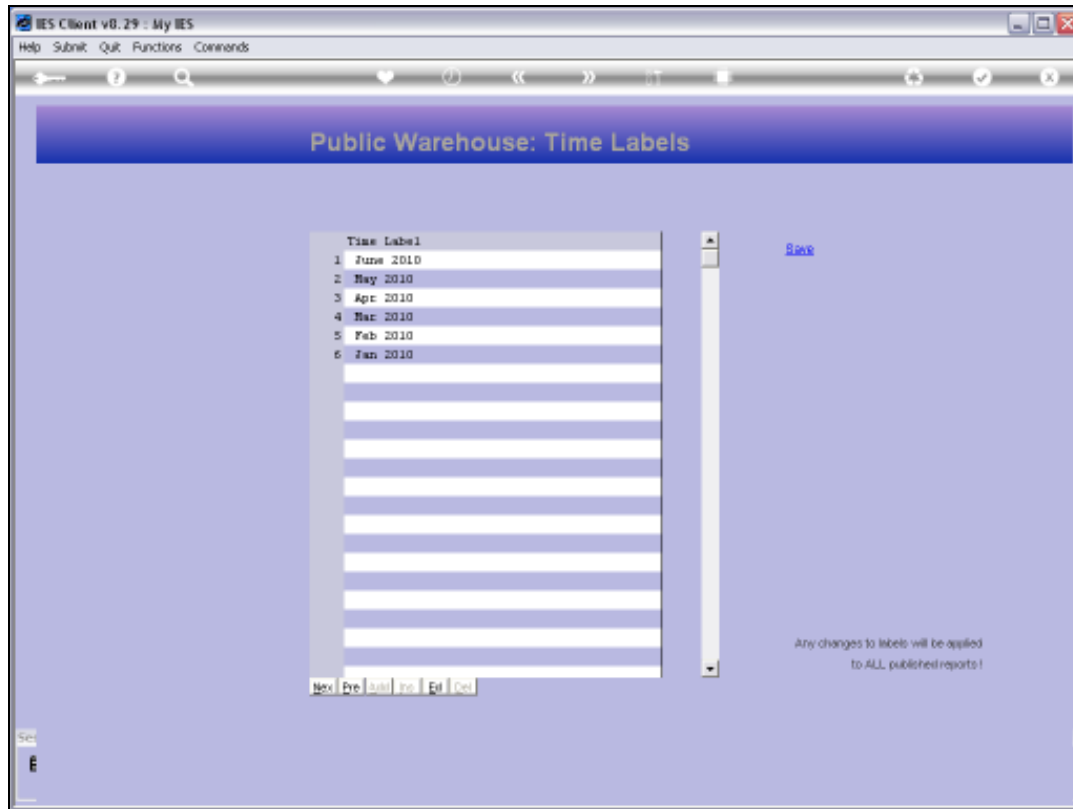
Slide 11

Slide notes: Next, we go to 'Manage Warehouse'.



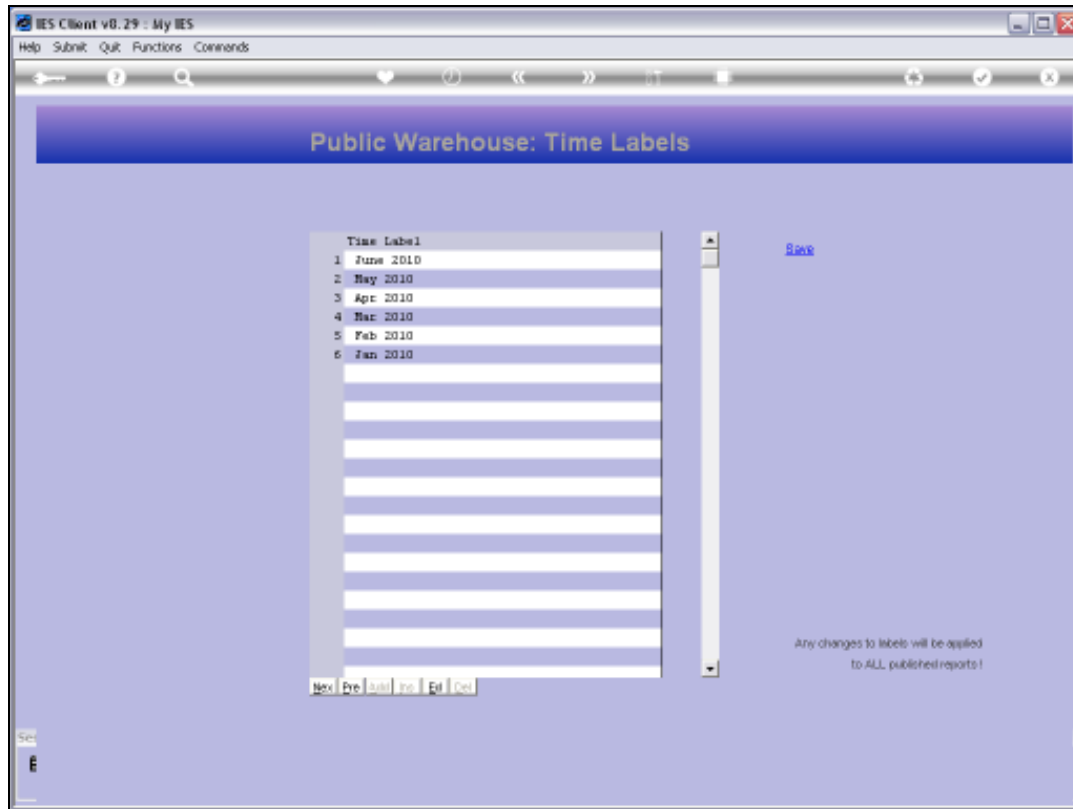
Slide 12

Slide notes: And we choose 'Report Time Labels'.



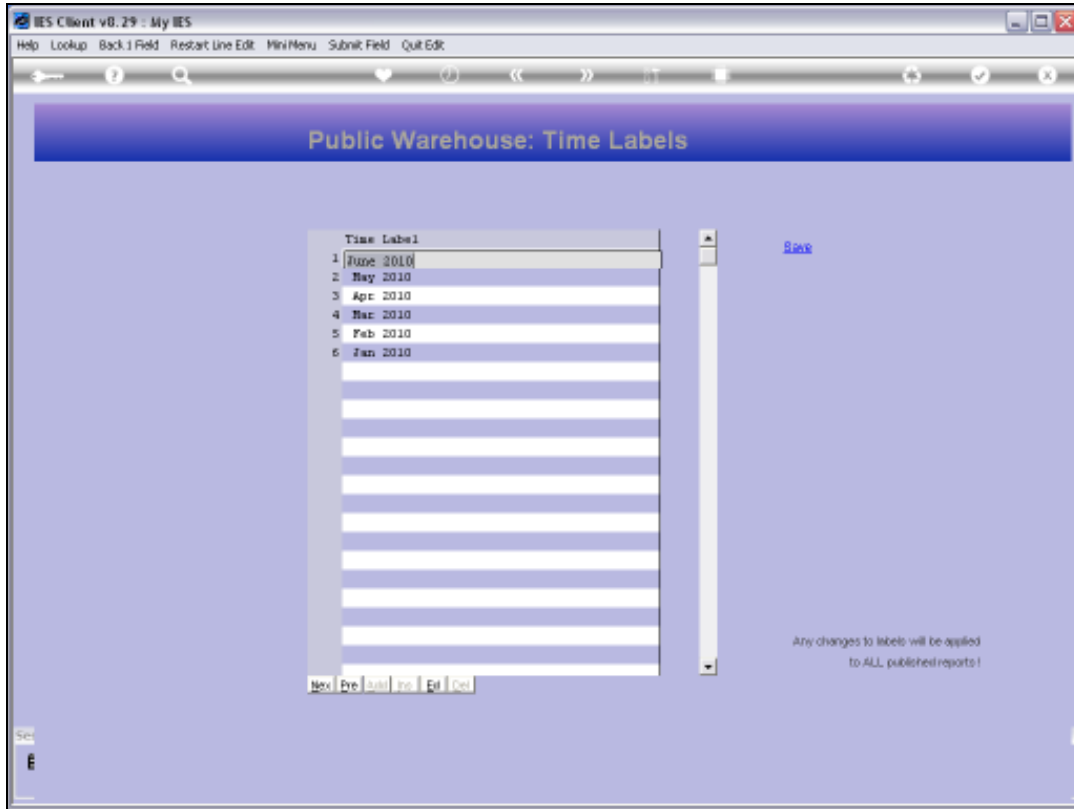
### Slide 13

Slide notes: We cannot insert Time Labels here, nor can we delete them. In fact, the Time Labels appear automatically when we publish a Report with a new Time Label, and a Time Label will disappear by itself when the last Report with that Label is removed. But what if we want to change a Time Label on hundreds of thousands of published Reports? Well, we can easily do that right here.



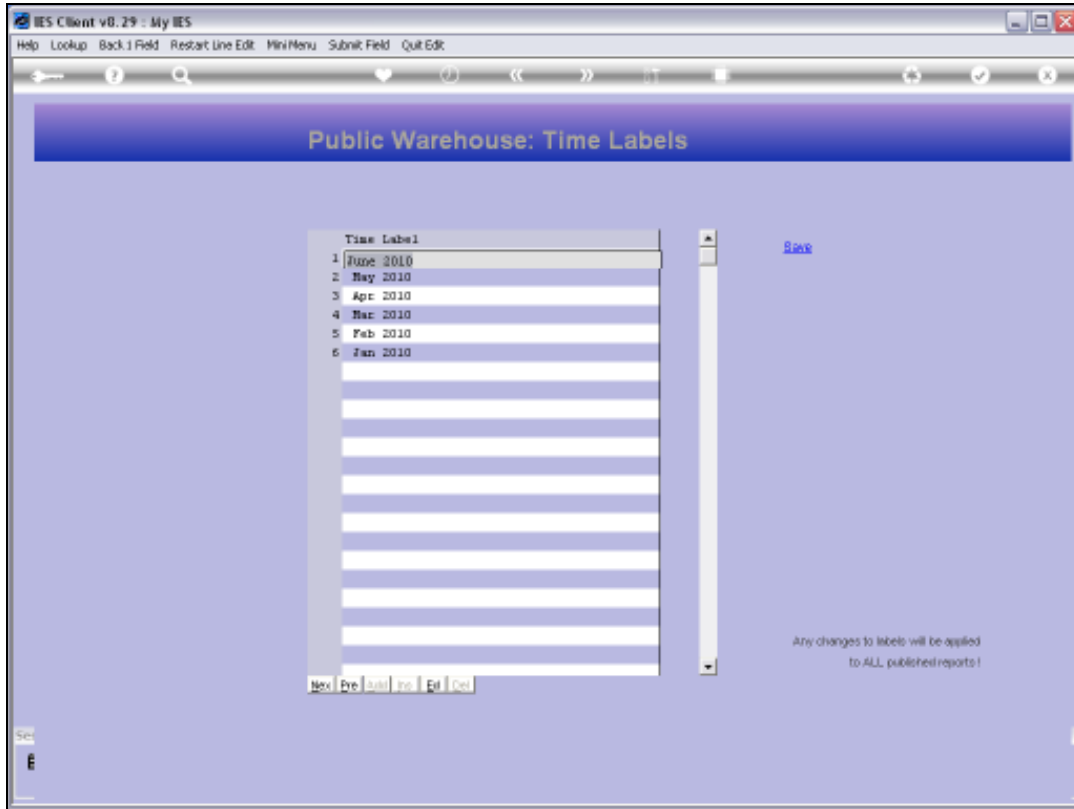
#### Slide 14

Slide notes: Note that our labels follow the pattern of 3 characters for the Month, except for the 'June 2010' label. Now, if we change that and choose SAVE, then all occurrences of this Time Label throughout the Warehouse will automatically learn the new status.



Slide 15

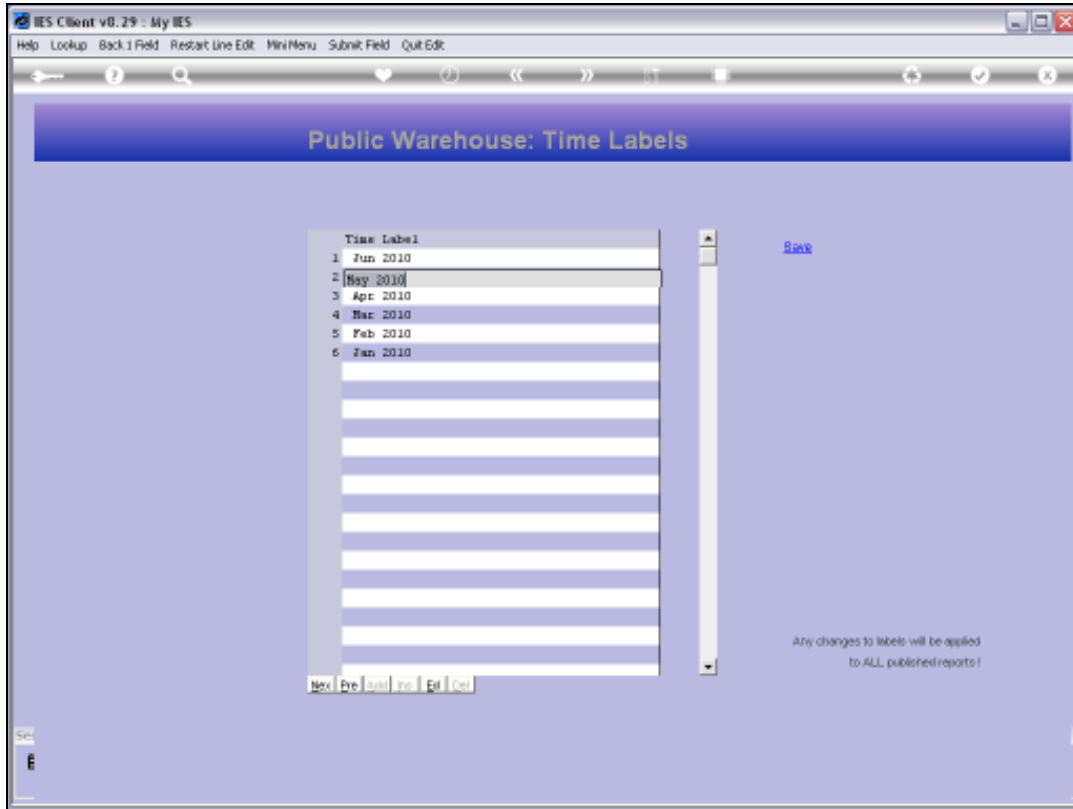
Slide notes:



Slide 16

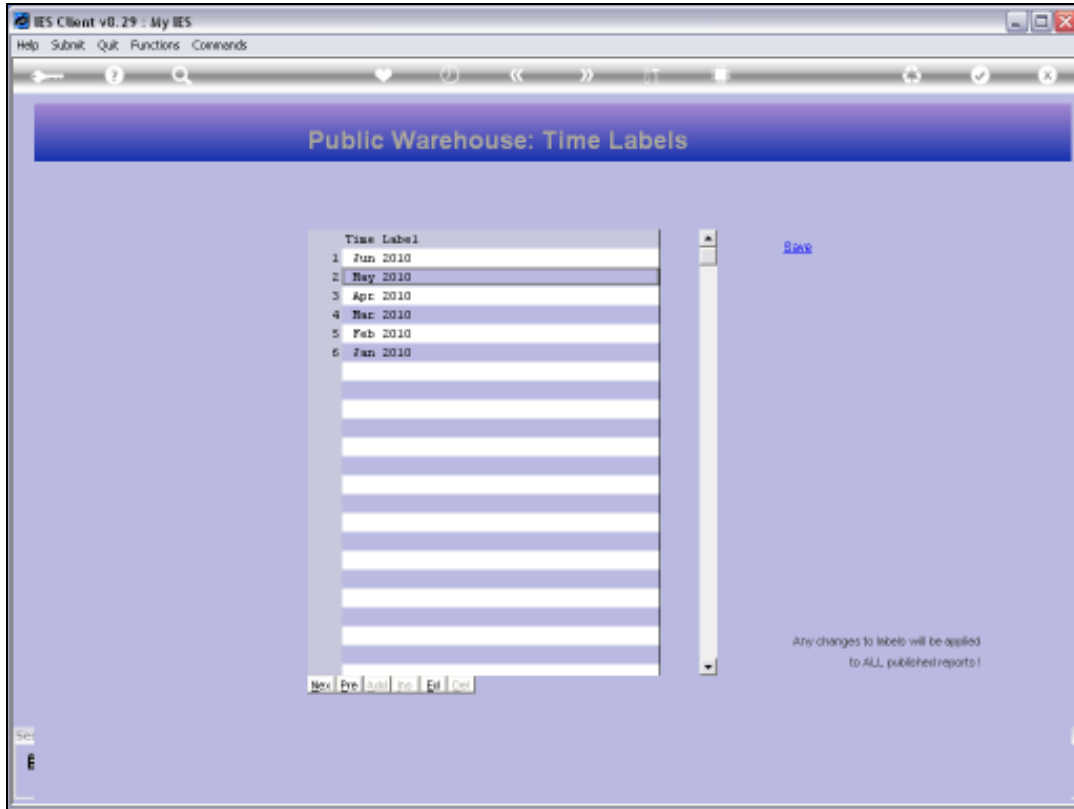
Slide notes:





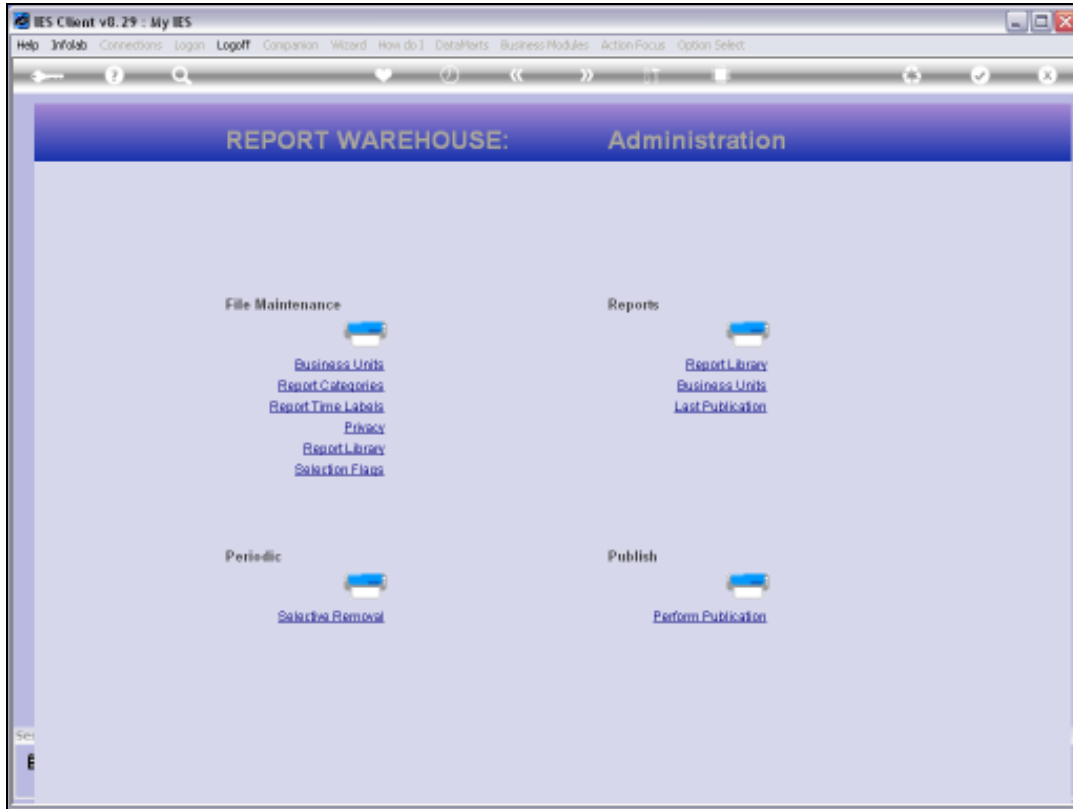
Slide 17

Slide notes:

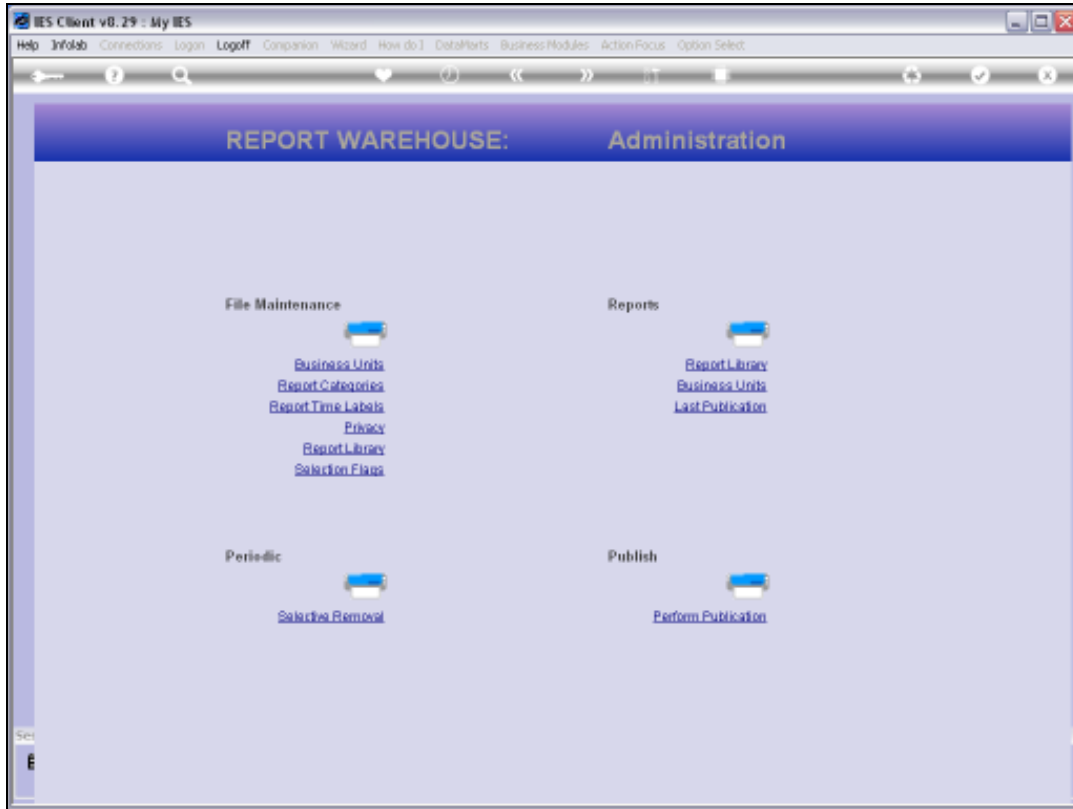


Slide 18

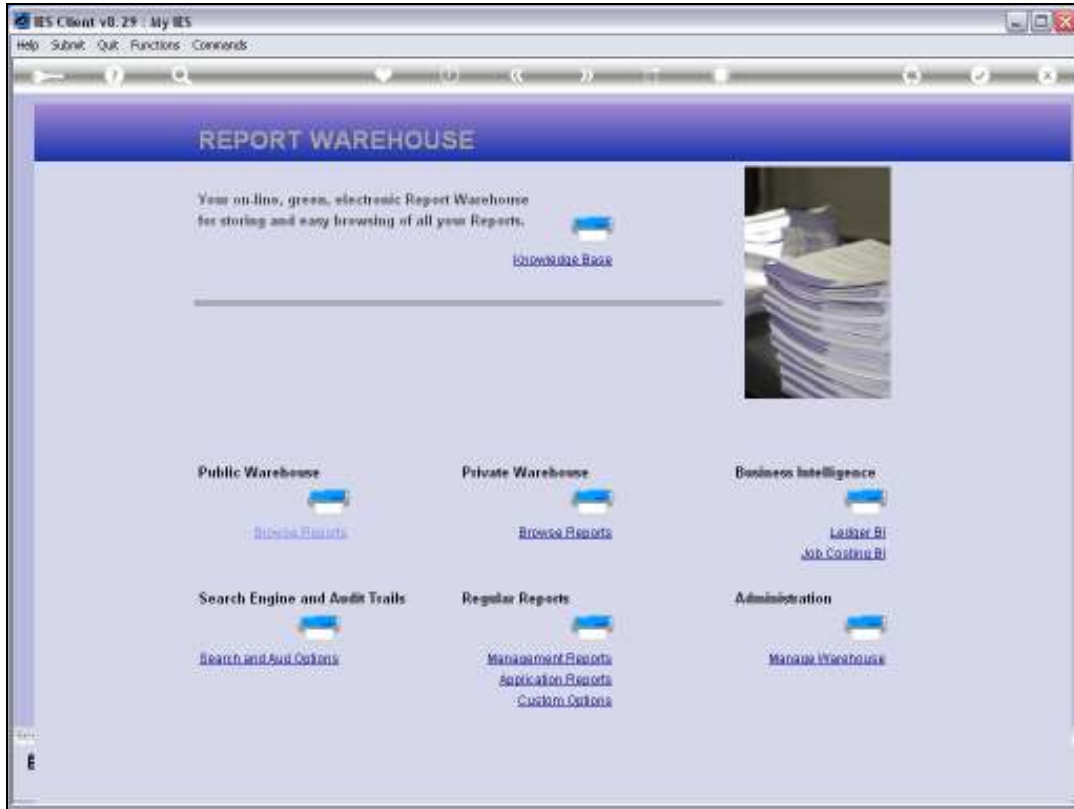
Slide notes:



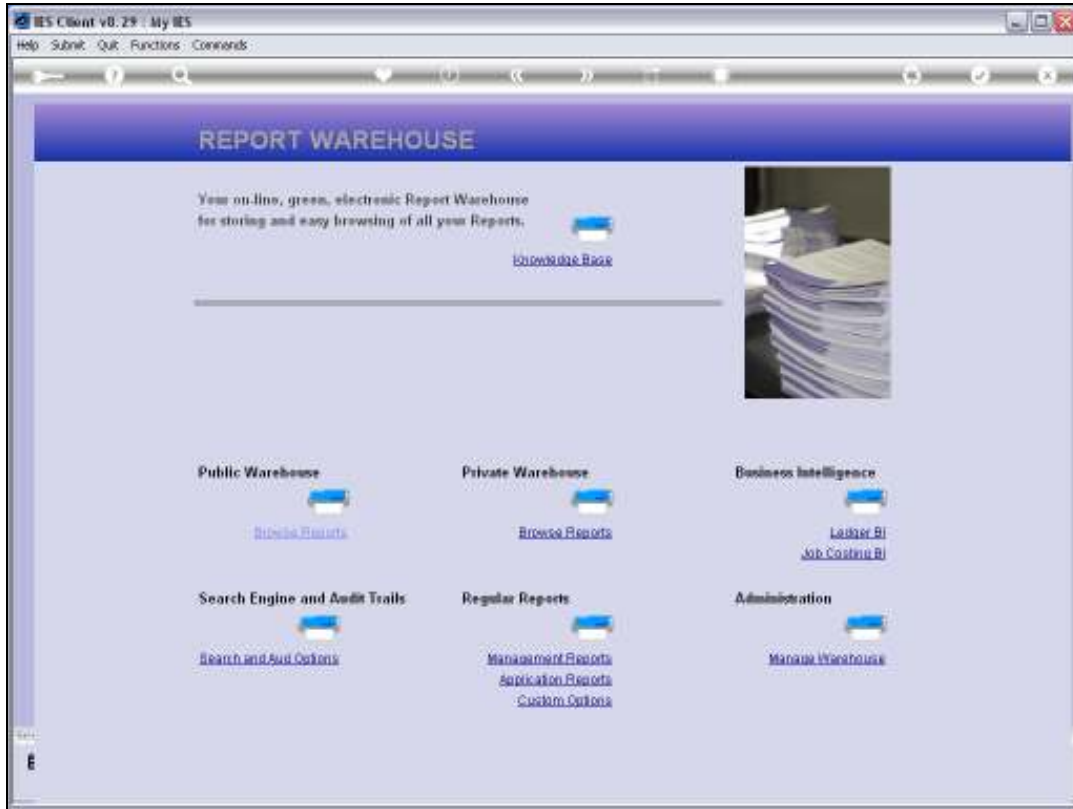
Slide 19  
Slide notes:



Slide 20  
Slide notes:

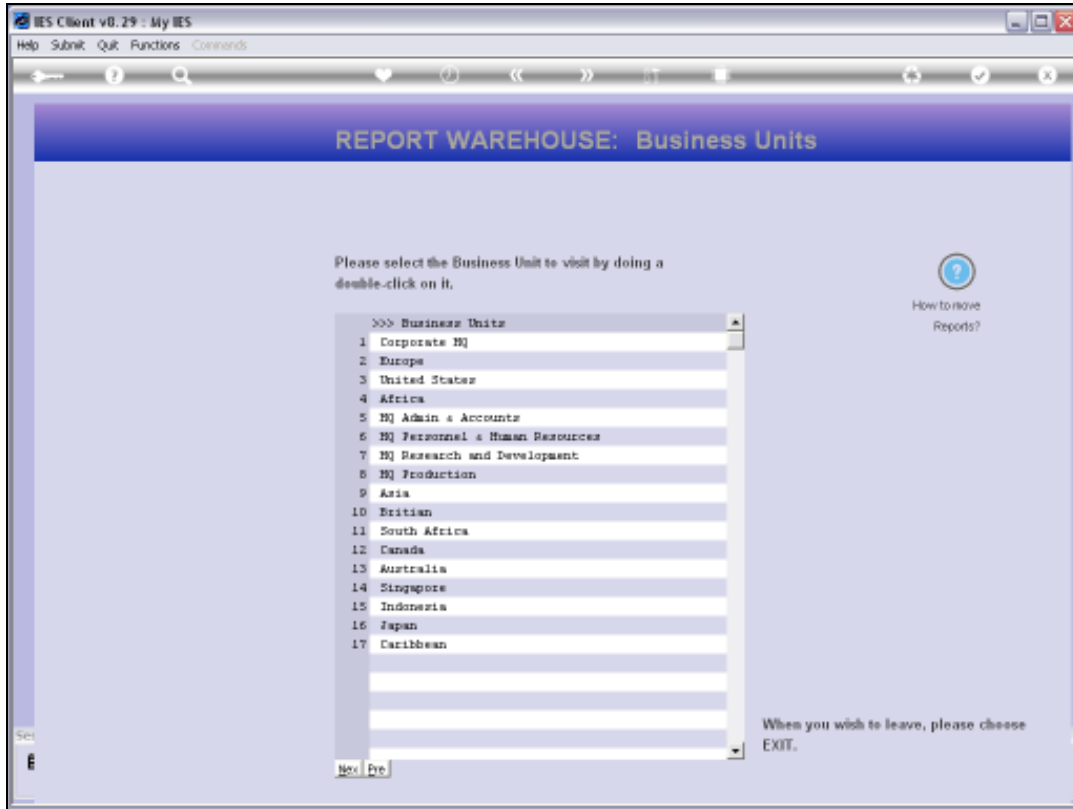


Slide 21  
Slide notes:



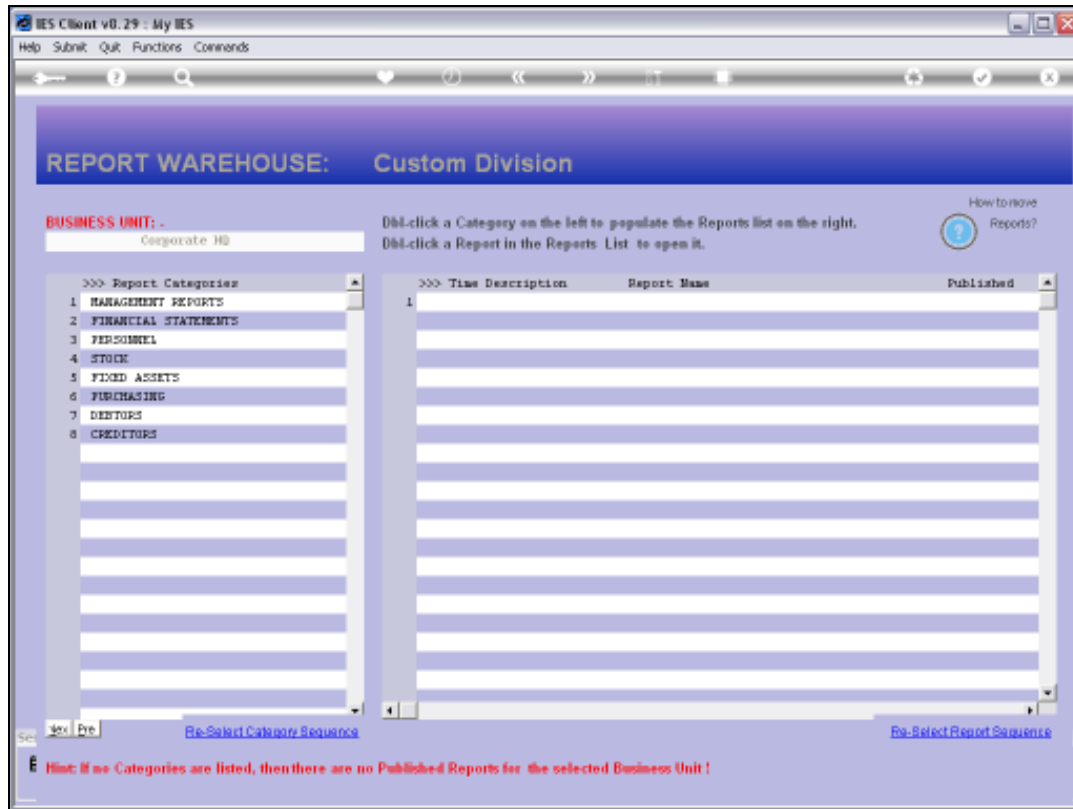
Slide 22

Slide notes:



Slide 23

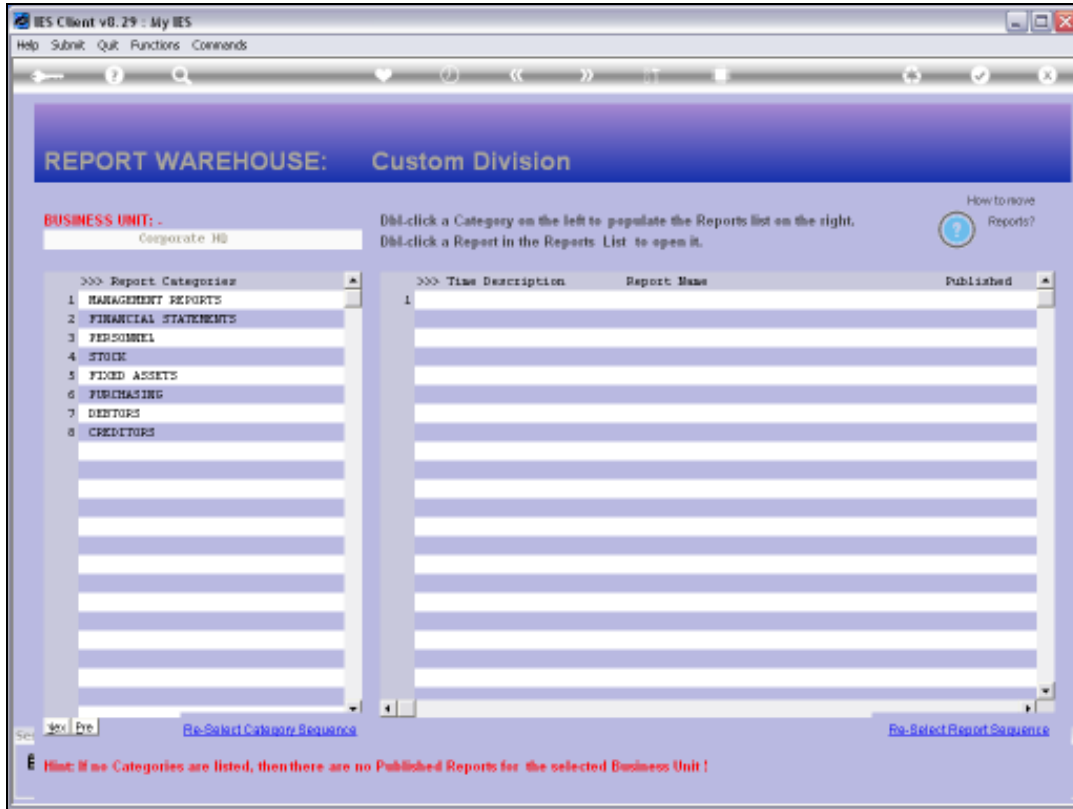
Slide notes:



Slide 24

Slide notes:





Slide 25

Slide notes:



Slide 26

Slide notes: And as we can see, all the June 2010 labels have adapted. So this is how we can easily manage Time Labels that have already been published in the Warehouse.



Slide 27  
Slide notes: