The Simic system

REPORT WRITER

INDEX

<u>REPORT WRITER</u>

GENERAL POINTS

The report writer analysis module (RW) has been conceived so as to use the potential of the method of recording information in the general ledger. This tool is thus complementary to the general ledger and cannot be used for other ends.

The exploitable areas of the general ledger for the report writer are as follows:

- Description zone 1
- Reference zones 1, 2, 3
- Quantity zone

Each character being a selection criterion itself, it may be combined with any other character recorded in one of the zones mentioned above.

The present model allows execution of a report in three types of format production:

- Printed
- Printed and file produced without column formation
- Printed and file produced with column formation

The first type prepares a document in the system spool. Once printed the document remains in ***save mode**.

The other two types prepare the document in the spool and create a file in the specific library SM2PCD. This file may be taken via Rumba, for example, into a PC table printer of the Excel or Lotus kind. Also this file may be used by extraction tools of the SQL or Query kind or by PC applications of the Side Table kind.

The idea of variables, introduced in the latest version of the Report Writer, facilitates the maintenance of documents while restraining the number, thus avoiding the waste of producing similar reports.

All possibilities and functions of the module are resumed in menu point 731.

Note: Users who have the rights for menu point 731, *Report production*, only have access to reports that they can execute or modify according to whether they are owners or users.

Also the RW only applies itself to data in the general ledger and cannot be used for extracting information from the Debtors and/or Suppliers File (e.g. address, personal details sheet, bank relations etc.).

THE SIMIC SYSTEM includes the following functions :

- *Multi-reports*

The user may define as many reports as he wants. Each report is produced based on one or several companies.

- Report destination

The creator of a report may attribute it to a user or a group of users.

- Complete report description

For each report, the following are determined :

- Page arrangement (orientation, type of characters, format)
- Title page
- Headings and titles
- Columns
- Lines

- Queries

The user may extract results and information by interrogating in each column and line
- A Data Set
- A group of periods
- A group of accounts
- The account transactions

- Results

The results are based on :

- The amounts in company currency
- The amounts in account currency
- Quantities

There is the possibility, all through the report, of performing basic arithmetic operations.
One is also able to determine the presentation of obtained numbers.

<u>NOTE</u>

<u>SPECIAL KEYS</u>

AID	Interactive aid.
F3	Return to preceding menu.
F4	Search in an information window.
F6	Creation of information.
F12	Annulation of the operation.
Attn	Transfer to alternative menu. This menu allows you to bring into effect all options for which you have the rights except the one you have just left. This key thus allows access to another principal menu point without however leaving the work you are doing.

<u>DIVERSE PRINCIPAL MENU OPTIONS</u>

Page up/page down	Shows other menu options.
F13	Choice of the company you work with.
F14	Choice of the work Data Set.

731   REPORT MANAGEMENT

GENERAL POINTS

This menu point allows management of the report description prepared with the help of the SIMIC SYSTEM Report Writer.

The managing of a report takes place in three stages :
- report definition (name, heading, page arrangement)
- column definition
- line definition

During the elaboration of a new report, one goes through the diverse elements of the report according to the three stages. To begin with it is strongly recommended to make a rough sketch of the report on a sheet of paper so as to make the report structure clear in the user's mind.

All reports from the SIMIC SYSTEM work environment are available using this menu point.

USE

OPTIONS

2=Modify	Allows modification of report characteristics
3=Copy	Allows creation of a new report copying the chosen characteristics
4=Delete	Allows deletion of a report
5=Display	Allows display of the report characteristics
6=Print	Prints line/column definitions
7=Rename	Allows renaming of a report or changing the sequence number of a column or line
9=Execute	Executes a report

FUNCTION KEYS

F4=Invite	Choice of a parameter with the help of a window	
F6=Create	Creates the definition of	a new report
		a new column
		a new line
F7=Variable management	Management of specific variables for the report	
F8=Invite	Choice of a group of users from a window	
F9=Accept	Confirms and executes the option asked for	
F14=Column def.	Manages the report column	
F15=Line def.	Manages the report lines	

REPORT WRITER

WORK DISPLAY

```
RBM7761                SIMIC SYSTEM - REPORT WRITER        Company no : 107
                            Change a report
 Report code            : VENTES01__
 Owner      (ALL)  F4/F8: SIMICR95__    NICOLAS
 Report name            : CA PAR MARCHES_____
 Author                 : M. SIMON_____
 Report  heading 1    F4: CHIFFRE D'AFFAIRE PAR MARCHES PERIODE COURANTE
 Report  heading 2    F4: =============================================
 Company heading      F4: 107__      SIMIC INFORMATIQUE
 Period  heading      F4: (#901) 10  COMPAGNIE
 Text 1 cover page      : CHIFFRE D'AFFAIRE PAR MARCHES PERIODE COURANTE__
 Text 2 cover page      : SOUMIS PAR M. SIMON DEPARTEMENT DES VENTES_____
 User/Group (ALL)  F4/F8: PF_____  PHILIPPE
 Print cover page   Y/N: Y
 Lines per pages        : 00
 Char. / inch 10/12/15/16: 00
 Form type              : *STD_____
 Font identifier        : *DEVD_____
 Degree of page rotation : 90
 Width                  : 000
 Column defin.  ready   : N
 Line  defin.  ready    : N
         F4=Variable list                    F14=Column def.
F3=Exit   F7=Work with variables   F9=Accept   F15=Line  def.   F12=Cancel
```

Report number:

When creating a new report, this field allows the assigning of a ten character alphanumeric code to the report. Obligatory zone The first character must be a letter. The system does not accept a blank in the number nor a full stop or hyphen.
(Format Example : F001)

Owner:

This indicates the owner of the report. The owner is considered to be either the user who created the report or the user to whom the security officer has transferred the ownership of the report. The owner an also be a group of users or ALL.
Only the owner or the SIMIC security officer is able to modify the report and this zone.

Report name:

This field allows indication of the complete report description. This name appears on the diverse screens of the report writer. Also this description allows the user to identify his report.

Author:

This allows indication, for information, of the author of the report. This name appears on the diverse screens of the report writer. Moreover it does not restrain the access to the report for the enrolled user.

Line 1 and line 2 headings:

The first line is obligatory. The heading is that of the document and appears on each printing. This zone has a length of 50 characters. The text is not automatically framed by the system, it is for the user to displace it to the right to frame it better as a function of the format of his document.

Company number heading:

This zone asks for the input of the company code for which the report is made. A variable can be registered instead. The input code appears in the document heading only.

Heading period:

This allows indication of the period that is to be mentioned in the document heading for information and does not limit access to data from other periods. The name of the period is printed on the second line of the report.

Texts 1 and 2 on the title page:

The user has at his disposition two lines for commentaries on the cover page.

User/group of users:

The owner (creator) may distribute the report either to a unique user, a group of users or to all the users in the company, using the instruction "ALL".
The security officer has the right to redistribute all reports.
The user can only execute the report.

Print cover page:

This indicates whether the cover page is printed or not.
       Y   The cover page is printed with the associated variables.
       N   The cover page is not printed.

Lines per page:

This allows indication of the size of the page expressed as the number of lines. In general a page of A4 (quarto) format orientated vertically contains 70 lines. Orientated horizontally it contains 48 lines.

Characters per inch:

This allows indication of the density of characters. Densities of 10, 12, 15 or 16 characters per inch may be selected. 10 corresponds to big characters and 15 to small characters.

Form name:

This indicates the name of the form on which the report must be printed. The name is given to you by the head of computing. The letters "*STD" indicate that standard forms are to be used.

Character policy:

This indicates the character policy to be used for the printing of the report. The number of the policy is given to you by the head of data processing.

Degree of rotation:

This allows indication of the orientation of the page when the report is printed. In general, for "LASER" type printing, 0 corresponds to vertical orientation (portrait) and 90 to horizontal orientation (landscape, oblong).

Width:

This expresses the width of the report as the number of characters. This zone is calculated by the system based on the previously defined columns.

Columns ready:

This indicates whether the columns are defined or not.

       Y   columns are defined
       N   columns are not defined

Lines ready:

This indicates whether the lines are defined or not.
Y lines are defined
N lines are not defined

A report cannot be executed while these two zones do not hold Y signs. A report is not just a tabular but an assembly of orders, parameters and variables. The result is available after the execution of the complete report. Press key "F9" to create the heading data of the report.

Note :

During execution, as a function of the format of the document, the users can modify the parameters concerning page arrangement.

MANAGEMENT OF VARIABLES

GENERAL POINTS

The system proposes two kinds of variables to be used, variables valid for all reports and variables that the user creates specifically for one report.

- Standard variables for all reports

The function key **F7**=Manage standard variables gives access to the variable creation screen below. This kind of variable is identified in the system by a code of three characters preceded by the sign "#".

USE

OPTIONS

2=modify	Allows modification of the parameters of the variable
3=copy	Duplicates a variable with its values
4=delete	Deletes a variable - be careful to check whether it isn't used in a report!
5=display	Displays values of the variable without being able to modify it
7=rename	Modifies the variable code without however modifying it in the reports

FUNCTION KEYS

F6   Creates a variable

WORK DISPLAY

```
RBM7811              SIMIC SYSTEM -REPORT WRITER          Company no : 212
                        Change a standard variable


 Variable no    (001-999): # 901

 Length         (01-15): 03
 Description            : COMPAGNIE_____

 Data                  : 101_____

  F3=Exit                       F9=Accept                      F12=Cancel
```

Variable number:

Obligatory zone. The variable number is unique (example (#001)).

Length:

The system asks what length the zone of the value of the variable will be.
For example if the variable corresponds to a Data Set, the length will be 1 character, because the Data Set is specified by a number of one position. If the variable corresponds to a company code its length will be identical to the format of the « Company Code » zone that's to say 3 positions (digits).

Description:

The user records in this zone a description of the kind of value of the variable.
For example if the value is a DS, one can put the following description : Data Set.

Contents:

This zone receives the value of the variable.
For example for the Data Set one puts the value of the required data set 1, 2 or 3... The system only accepts one value at a time. The contents of the variable can be letters or numbers.

- Variables specially created for a report

When the user is **in a report** (Option 2, modify a report or function key F6, create a report) he can manage, with the function key **F7**=Manage variables, the variables valid uniquely for this report. This kind of variable is identified in the system by a code of three positions preceded by the sign "**$**".

```
RBM775C                 SIMIC SYSTEM - REPORT WRITER        Company no : 107
                         Work with report variables ($)

 Report code + name      : CONSTANTE1 TEST CONSTANTE NUMERIC
 Position to . . . . . . .: 001 Variable no
 Type options, press ENTER
 2=Change   3=Copy   4=Delete    5=Display    7=Rename
 Opt Var/$  Lgt Description                       Data
  _    001   04  TAUX                              0.18

 F3=Exit        F6=Create       F7=Work with standard variables     F12=Cancel
```


OPTIONS

2=modify   Allows modification of the parameters of a variable
3=copy   Duplicates a variable with its values
4=delete   Deletes a variable
5=display   Displays the values of the variable without being able to modify them
7=rename   Modifies the variable code without however modifying it in the reports

FUNCTION KEYS

F6=Create a variable for a report
F7=Manage standard variables.   Allows management of the standard variables for all
reports

WORK DISPLAY

```
RBM7751                SIMIC SYSTEM - REPORT WRITER        Company no : 107
                          Change a variable

 Report code + name      : CONSTANTE1

 Variable no    (001-999): $ 001

 Length          (01-15): 04
 Description             : TAUX_____

 Data                    : 0.18_____


  F3=Exit                         F9=Accept                      F12=Cancel
```

Variable number:

Obligatory zone. The variable number is unique (for example ($001)).

Length:

The system asks what length the zone of the value of the variable will be.
For example if the variable corresponds to a Data Set, the length will be 1 character, because
the Data Set is specified by a number of one position. If the variable corresponds to a
company code its length will be identical to the format of the « Company Code » zone that's
to say 3 positions (digits).

Description:

The user records in this zone a description of the kind of value of the variable.
For example if the value is a DS one can put the following description : Data Set.

Contents:

This zone receives the value of the variable.
For example for the Data Set one puts the value of the required data set 1, 2 or 3... The
system only accepts one value at a time. The contents of the variable can be letters of
numbers.

COLUMN MANAGEMENT

After having created the data for the report heading, the next phase consists of producing the parameters for the columns and lines. The system demands keying 2=Modify in front of the report in order to continue. The resulting screen image displays two new function keys, **F14** to define the columns and **F15** for the lines.
The user must always start with the columns.
By default no column is defined. It is necessary for the elaboration of the report. The left margin of the document is also considered as a column, in this case white (blank).
A method which seems to us adequate is to draw the schema on paper to identify the number of columns on it and to number them. The numbering of the columns is important. It is to create a numbering of 5 in 5 allowing thus later insertion of new columns in an existing structure. The function key **F16** allows the creation of a column. The key **F7** allows the creation of variables specific to the report, identified by the system by a code of 3 positions preceded by the sign $ ($001).

WORK DISPLAY

```
RBM7771                   SIMIC SYSTEM - REPORT WRITER        Company no : 212
                               Change a column

 Report code + name      : NSN10     TRESORERIE               Width : 042
 Column number    (01-99): 30
 Column width     (00-99): 15
 Heading line 1      (F4): PER.COUR._____
 Heading line 2      (F4): *********_____
 Heading line 3      (F4): _____
 Type A/C/D/F/M/N/S/Q/P/X : N
 Value sel. types   C/N/X : _
 Decimal places     (0-9): _
 Rounding           (1-9): _
 Adjustment       (N/Y/P): N
 Data set (F4)      (1-Z): 1___
 Values   (F4)  (C/F/Q/E): C___
 Period (F4) 0-13/CP/CQ/CY: CP__   to CP__
 Action    from column   : __
           action  +-*/%=: _
           to   column   : __
 Factor              (F4): _____
 Text for column "F"     : _____  (*SPACES for blank)

  F3=Exit   F4=Variable list    F7=Work with variables   F9=Accept   F12=Cancel
```

Column number (01-99):

This zone allows indication of the sequence number of the column. The columns are printed from left to right according to the increasing order of sequence number. The sequence number is unique, so one can define 99 columns at the maximum.
It is wise to leave some numbers free in the numbering sequence.

Column width (00-99):

This allows the fixing of the width of the column expressed in a number of characters. It can be seen that each column is automatically separated from the next column by a space. '00' signifies that the column isn't printed, and that no separation space is produced.
The width must correspond to the maximum width of data contained in this column. If not the system will miss data.

Heading line 1,2 and 3:

The system allows the setting up of heading data for each column on three lines. This zone is not obligatory. Furthermore the system doesn't take care of the framing of the titles with respect to the contents of the column. Function key F4 allows access to the variables file.

Type A/C/D/F/M/N/S/Q/P/X:

This field allows specification of the column type. The type defines information put in the column. The key HELP in this zone displays a screen containing the description of each account.

The following types exist :

A	Number	Account number, if it is specific at the line level. In the case of accounts being grouped and nothing is specified at the line level, the system will display the number of the first account selected.
C	Calculation	The values of this column are calculated according to the action previously defined. So this column cannot receive the result of a selection made at line level.
D	Description	Account description if this is specified at line level. This column is to receive the labels of selected accounts and/or the text created by the user for the selection.
F	Text	Specified constant at the line level, except if the text is mentioned before. Allows the creation of a blank column.
M	Money	Account currency code, if this is specified at the line level. So it receives the selected account currency.
N	Numerical	Values of specified accounts at line level. Receives therefore the selected result.
Q	Quantity	The values put in this column correspond to selected zones of quantity.
S	Short	Short description of account, if this is specified at line level. The type of column receiving the short description of the account. (valid in the case of a report with several columns to display in A4 vertical). Allows shortening of the width of a document.
P	Period	Displays the selected period.
X	Unprinted col.	This code is no longer used. An unprinted column is defined by a width of zero characters.

Selection value types C/N/X:

For columns of C/N/X types the following values are accepted :

1 = +/0	Only zero and positive values printed	
2 = +	Only positive values are printed	
3 = -/0	Only zero and negative values are printed	
4= -	Only negative values are printed	
5= <>0	Only not zero values are printed	

These codes allow selection of the type of values (negative or positive amounts) that the user wants to print in a column. For example to separate all the debits and credits of a balance sheet. In this case it is necessary to define 2 columns, one with code '2' and the other with code '4' (or with '3' to treat negative and zero amounts) so as to be sure to print all values of the selection.
If the result of a selection for a column is negative and the user has defined codes '1' or '2'' for this column the program will replace the negative result with 0, and the treatment continues with this new result of zero for this column.

Note: If this criterion is not filled, the column is printed whatever the result.

Decimal (0-9):

This allows indication, for numerical values, of the number of decimal places to be used. If nothing is stated, the system uses the number of decimals determined at the level of the company master.(Blank = number format as in the account records, 0 = no decimal places)

Rounding-off (1-9):

The system allows the rounding-off of numbers displayed in thousands, hundreds and tens. The number input in the zone defines the displacement, by the number of positions, of the sign (+--) and decimal point to the left.
Thus, by stating '3' the amounts are divided by 1000. Thus amounts expressed in thousands are obtained.

Adjustment (N/Y/P):

This zone allows definition of the method of rounding off numbers without decimals or expressed in thousands.
N   Abridged amount not adjusted
Y   Amount adjusted effectively
P   Amount adjusted only on printing

This function is also active for calculated columns (type "C")

Data set (1-Z):

Obligatory and valid only for an "N" type column. Allows selection of the Data Set which contains information to be extracted for this column. A variable can be input into this zone.

Values (C/F/Q):

This allows indication of the value taken into account for an "N" type column.
C   Amount in company currency.
F   Amount in account currency.
Q   Quantity.
E   EURO currency
.
A variable can be input.

Period 00-13/CP/CQ/CY   to:

This allows indication of the period or group of periods queried for an "N" type column.
For a range of periods, the notion from/to is available. The use of variables is possible and in certain cases is suggested. The codes CP= Current Period, CQ= Current Quarter and CY= Current Year can be used, but the best way consists of specifying the periods, either directly or by variables.
Example:
          00 04   All transactions are taken into account up to and including the fourth
                    period.
          CP   You are interested in the current period situation.
          CQ   You are interested in the current quarter (trimester).
          CY   You are interested in the present year situation.

Action from a column:

This allows indication of the sequence number of the column constituting the first factor of the carried out operation. This is only valid for "C" type columns.

The possible actions are :

+   for addition
-          for subtraction
/   for division
*   for multiplication
%   to express a column as a percentage of another
=   to add columns with the notion "from to"

To column :

This allows indication of the sequence number of the column constituting the second factor of the carried out operation.

Factor:

Allows definition of a coefficient for C type columns allowing multiplication or division of a numerical column by this factor (for example in a repartition table).

Text for column "F":

Allows indication of the characters which are printed in this "F" type column all through the report. If the column must never contain a text, the code "*SPACES" must be mentioned.

LINE DEFINITION

GENERAL POINTS

Once all the columns are created, the next stage is the creation of line parameters, that's to say the data selection and the actions on the selections. The function key **F15** allows display of the line creation image screen. Function key **F6** allows creation of a line and **F7** creates specific variables of the ($000) type.

USE

OPTIONS

2=modify   modifies the contents of a line.
3=copy   copies a line. Useful for creating lines with similar parameters.
4=delete deletes a line. Be sure to well check whether the deleted line is not
         specified farther on in the report in a total or calculation line.
5=display   displays the contents of a line without the possibility of modifying it.
7=rename   changes the number of a line. Be careful to also modify the number in a
         later total or calculation line.

WORK DISPLAY

```
RBM7781                    SIMIC SYSTEM - REPORT WRITER        Company no : 107
                                 Change a line
 Report code + name               : REF        TEST REF
 Line no 000000-999999            : 000100
 Type P/R/X/V/U/S/N/T/Y           : P    Underline character /type U: _
 Company code           (F4): 100__
 Account + sequence (F4) (+1 to +5): +1-----_____
 Value selection                  : Y   Based on column : 25 or    Trans. : Y
 Selected currency        (F4): CHF
 From transactions (F4) Refer. 1/2: R1--------------X / R2--------------X
                   (F4) Refer.  3 : R3--------------X
                   (F4) Description: DESC-------------------X
 Select related accounts   1-z,Y/N: N
 Override column def.    (C/F/Q/E): C
 Override column def.  (F4)  Factor: FAC--X
 Description for column def. type F:    DESC TYP F------------------X
 Exception description (F4) col. no: 15  DESC 15---------------------X
                   (F4) col. no: __  _____
                   (F4) col. no: __  _____
                   (F4) col. no: __  _____
 Action          From line  : 000060 action +-*/%= : + to line : 000070
 Valid only for column no       : 10  __ __ __ __ __ __ __ __ __ __
 Vert addition for column no     : __ __ __ __ __ __ __ __ __ __
 F3=Exit    F4=Variable list    F7=Work with var    F9=Accept  F12=Cancel
```

Line number 000000-999999:

This allows indication of the sequence number of the line. Lines are printed in order of increasing sequence number. The sequence number is unique so one may define 999999 lines at the maximum.
Be careful not to confuse line number and the number of lines per page of a printed sheet. According to the indicated parameters in the line, this may generate tens or even hundreds of printed lines.

Type P/R/X/V/U/S/N/T/Y:

This allows specification of the line type. The type defines the information placed in the line. The key **HELP** in this zone allows display of the descriptions of each code.

There exist the following types :

P	Value printed
R	Value printed and reversal of the sign of the printed amount
X	Calculation without printing (cumulative values calculated without printing)
Y	Calculation without printing with sign inversion
V	Underlines the amounts only
U	Underlines all columns with the chosen character
S	Orders a line to be jumped (blank line or space)
N	Orders a page to be jumped
T	Prints only "F" type columns (insertion of the text in the column of your choice)

Underlining characters:

Indicates the character to be used for underlining in the case of "V" type or "U» type lines.

Company number:

This allows indication of the code of the company which is going to be queried. If this zone is not input the company code indicated at the level of the "Heading and Page Arrangement" is adopted.
The user may select accounts and data in different companies but from the same environment and as long as the user profile has access rights for all the companies. The input of a variable is possible in this zone. The use of a variable is useful in this zone when one wants to apply the same report to different companies, having the same accounting structure in common. It is not necessary to have as many reports as companies to treat but just one report with the company code as a variable.

Account number + sequence (+1 to +5):

This allows specification of :
        - the selection of the account or group of accounts to be queried.
        - The sortings operated on the selected accounts.

The selection is operated by mentioning each character enclosed in the desired accounts. The position of the characters in the account numbers must be respected.
There exist, furthermore, particular selection characters.
*   selects all the accounts whatever the character situated in this position. The system then totals the values of these accounts.
-       selects all the accounts whatever the character situated in this position. The system then details each of these accounts.

The order of accounts totalled or detailed is defined in the following way. In front of the characters making up the first sorting criterion is inserted the code '+1'. This is obligatory and it must be mentioned in all cases. Then codes '+2', '+3', '+4' and '+5' are inserted in front of the characters making up the second, third, fourth and fifth sorting criteria.

Examples

We will fix the following accounting structure:

NNNN.CC.PP   N:Account nature
                C:Centre
                P:Product

Chart of account
        6000.01.01   Sales Centre 1 Product 1
        6000.01.02   Sales Centre 1 Product 2
        6000.01.03   Sales Centre 1 Product 3
        6000.01.04   Sales Centre 1 Product 4
        6000.02.01   Sales Centre 2 Product 1
        6000.02.02   Sales Centre 2 Product 2
        6000.02.03   Sales Centre 2 Product 3
        6000.02.04   Sales Centre 2 Product 4
        6100   Sales expenses

We want to total the sales accounts and expenses
        +16*********

We want to total the sales accounts
        +160********

We want to total the sales accounts of product 1
        +260******+101

We want a detailed list of the sales accounts of centre 2
        +160---102---

It is possible to replace certain elements of the account number by one or more variables. For example by creating a variable with a value corresponding to the root of the account, that is ($001) containing 600 giving on the selection line the following codification: +1($001)---- or ****

Selection value:

The same codes defined for columns are applicable here, that is :

    1 = +/0   Only zero and positive values printed
    2 = +   Only positive values are printed
    3 = -/0   Only zero and negative values are printed
    4= -   Only negative values are printed

Based/column:

The number of the numerical column ("N" type) determines on what criterion (Data origin : Data Set, period...) the positive/negative selection is made.

These two criteria are always associated.(*Selection Value and Based/Column*). A selection is valid only if the calculated result in the reference column (*based/column*) corresponds to the positive/negative code of the *'Selection value'* field otherwise all the selection is not valid. On the other hand if they are not filled, all the selections are valid whatever the result is.

Attention :   The '*Selection value'* criterion can be combined with that of the columns and so can be contradictory.(Selection Value types C/N/X under the heading *Column Definition*).

Based transaction Y/N:

This criterion is used only for the case that the two preceding fields (*Selection Value and Based/Column*) are defined.
The code 'Y' does not allow selection of the account balance, but selection of the value of movements (positive/negative) which compose this balance. This allows, for example; selection of just the incoming or outgoing amounts in the bank account. Only the positive or negative transactions of the defined Data Set in the reference column (*based on column*) are taken into account. If it is an amount which is determined by this column it is always the value in company currency which acts as a criterion. (In effect the transactions of exchange differences always have zero for the value in account currency)

A selection in order to print on the same line the positive and negative amounts necessitates 2 selection lines.

Attention :   This criterion can penalise the time necessary for the treatment of the report. The system is obliged to read all the transactions of a data set for the desired selection.

Selected currency:

This gives the possibility of specifying the account currency to be selected. If an account has a different currency, it will not be selected.

From transactions - reference 1, 2, 3:

The system gives the possibility of refining a selection by «going down» to the transaction level. Reference zones 1,2,3. The selection criterion must be positioned exactly at the place where it occurs in the transactions.
The criteria can be in concatenation.
For example in the sales accounts beginning with 600, reference zone 1 contains in its first two characters the «canton» code VD and in the following three characters the «seller» code OG so the sales selection for the canton of Vaud for seller OG will be copied as follows:
+1600 on the account line
 VDOG in the zone corresponding to reference 1

Description:

Allows definition of a selection criterion positioned in description zone 1.
The combined use of description 1 zones and reference zones 1 and 2 must always be accompanied by a selection criterion defined in the «Account Number» zone.

Selection and accounts/transactions 1-z,Y/N::

Allows the choice of whether or not the accounts selected which have no transactions in one or all the Data Sets corresponding to criteria defined at the level of reference and decription zones are displayed in the document

N   No check is made in any Data Set.
Y   Tne check is made in all Data Sets.
1-z   The ckeck is made only in the Data Set mentionned in this field.

Substitution of columns (C/F/Q):

This allows indication of desired values:

C   Value expressed in company currency.
F   Value expressed in account currency.
Q   Quantity.
E   EURO currency.

Column substitution factor:

Allows substitution, for a line, of the value of the specific coefficient at the column level.

Description for "F» type columns:

This allows indication of the text which will be printed in all "F" type columns.

Column number for exception description:

These allow indication of the text actually printed in the "D" type column mentioned. 4 exceptions can be specified.
The text, however, must not be longer than the column width. To insert a text in the appropriate column it is necessary to specify its number in the corresponding zone. (It is important to note the column numbers on the schema).

Action from line:

Allows indication of the sequence number of the line constituting the first factor of the carried out operation. This is valid only for an "X" or "Y" type line.

Action +-/%=:*

This allows indication of the action undertaken between the two specified factors.

+ Addition
- Subtraction
* Multiplication
/ Division
= Addition of all lines from the line indicated as the first factor to the line indicated as the second factor.

To line:

This allows indication of the sequence number of the line constituting the second factor of the carried out operation.

Valid only for columns:

These fields allow the restriction, to certain columns, of the calculations produced by this line. Thus, in the case where the numbers are indicated here, the columns not mentioned will not be valorised.

Vertical addition of columns:

These fields allow indication of the columns whose amounts are calculated by addition of the above lines.

REPORT PRODUCTION

GENERAL POINTS

When all lines have been created, function key **F12** (2x) takes the user to the principal screen image. The system displays the existing reports with the options of available screens.

USE

OPTIONS

2=Modify	gives access to function keys **F7**, **F14** and **F15** and allows modification of report headings.
3=copy	allows a report to be copied with all its parameters.
4=delete	deletes a report as long as the user is allowed to do it.
6=print	prints the line and column parameters.
7=rename	changes the report number of a document.
9=execute	allows a batch of reports to be produced. When the zones defined at the top on the right of the report:

FUNCTION KEY

F7	Allows the standard variables file to be managed.
F4	Gives access to the variables file and allows selection of them for a report in all zones where this function key is mentioned.

WORK DISPLAY

```
RBM776C                SIMIC SYSTEM - REPORT WRITER        Company no : 107
                              Work with reports
 Position to . . . . . . . . :  _____  Report no      Output file   Y/N: N
 Overriding period . . . . . : CP                        File with DDS Y/N: N
 Type options, press ENTER
 2=Change   3=Copy   4=Delete   5=Display   6=Print   7=Rename   9=Run
                                                               Column Line
 Opt Report no  Name                        Author            ready ready
  _   NSN10      TRESORERIE                  STRICKER             Y     Y


 F3=Exit      F6=Create      F7=Work with standard variables    F12=Cancel
```

Substitution period:

This allows indication of the current period used for the production of the report. All periods specified by "CP" in the column definition are replaced by the period mentioned here.

Output file Y/N:

The system produces a file containing information about the report with the exception of headings. The file is in the SM2PCD library and its name is the report number. Information from this file is available by the PCs for analysis.

Output file DDS Y/N:

Produces a file but also includes its description.

These files can be taken out by a transfer function (Rumba, Side table,...) and sent to another platform (Other AS/400, PC, etc...).

After having keyed **F9**=Execute, the system displays a confirmation screen. Function key **F7** allows display of the present variable values and modification of the contents if necessary. It is possible from there to modify the application of a report by changing the variable values before confirming execution.

Several reports may be launched simultaneously. However be careful not to penalise the system by executing reports having a lot of requests.

When the reports are running in batch, a message will signal their execution and the end of their processing.

732   MANAGEMENT OF REPORT SENDERS

GENERAL POINT

Allows grouping of reports defined in option 731 and submitting them for execution at one time. For example for all monthly report.
Furthermore, the date and time of execution of a sender may be indicated which greatly helps management of the execution of reports from the report writer.

The maintaining of a sender takes place in three stages :
- definition of senders (name, description, etc.)
- definition of version (report number to execute, parameters, etc.)
- management of variables

USE

OPTIONS

1=Choose	Allows access to lower level
2=Modify	Allows modification of the characteristics of the selected element
3=Copy	Allows creation of a new sender retaking the characteristics of the chosen element
4=Delete	Allows deletion of the chosen element
5=Display	Allows display of the chosen element
7=Rename	Allows renaming of the chosen element
9=Execute	To execute a sender

FUNCTION KEYS

F4=Invite	Choice of a parameter with the help of a window
F6=Create	Creates the definition of a new report
	a new column
	a new line
F7=Variable management	Management of specific variables for the report
F8=Invite	Choice of a group of users from a window
F9=Accept	Confirms and executes the option asked for

```
RBM7911               SIMIC SYSTEM - REPORT WRITER      Company no : 212
                            Change a sender

Sender code             : BILAN1                                       /
  Sender rank           : 000

  Description           : BILAN1
  Frequency             : MONTHLY

  Owner (ALL)       F4/F8: SIMICR94    MARCEL
  User/Group (ALL)  F4/F8: ALL


F3=Exit                            F9=Accept                   F12=Cancel
```

Sender code:

During the creation of a new sender, this field allows attribution of a code of ten alphanumerical characters to identify a sender.
Compulsory zone.

Sender rank:

3 number compulsory zone. Allows classification of senders. Makes up part of the key along with the sender number.

Description:

Compulsory zone. The description by default is the sender number.

Frequency:

Facultative information zone. Indicates the frequency with which this sender must be executed.

Owner:

This indicates the owner of the report. The owner is considered to be either the user who created the report or the user to whom the security officer has transferred the ownership of the report. The owner an also be a group of users or ALL.
Only the owner or the SIMIC security officer is able to modify the report and this zone.

User group of users:

The owner (creator) may distribute the report either to a unique user, a group of users or to all the users in the company, using the instruction "ALL".
The security officer has the right to redistribute all reports.
The user can only execute the report.

MANAGEMENT OF VERSIONS

GENERAL POINTS

A version represents the parameterisation of a report for the execution. For example the same report for 3 different companies will be represented by 3 versions creating the same report.

```
RBM7921                SIMIC SYSTEM - REPORT WRITER          Company no : 212
                            Change a version


  Sender code + rank    :   BILAN1     / 000

  Version name          : BILAN1                                              /
  Version no            : 001
  Description           : BILAN CONSOLIDE

  Report no           F4: BUDGET1        CONTROLE BUGETAIRE
  File name (if outfile): BUDGET

  Override period     : 12
  Output file      Y/N: N
  File with DDS    Y/N: N



F3=Exit                            F9=Accept                      F12=Cancel
```

Version name:

This zone allows identification of each report to be executed. It is compulsory and may contain 20 alphanumerical characters.

Version no:

This zone is complementary to the version name and is not compulsory.

Description:

Compulsory zone. The description by default is the version name.

Report no:

This compulsory zone must contain a report no existing in option 731. Key F4 in this zone displays the existing reports in option 731.

File name:

This compulsory zone allows modification of the out file name in the SM2PCD library. For example, if a sender must execute the same report 3 times for 3 different companies, it will be necessary to put a different name from the report name in order to obtain the 3 files in the SM2PCD library.

Substitution period:

This allows indication of the current period used for the production of the report. All periods specified by "CP" in the column definition are replaced by the period mentioned here.

Output file Y/N:

The system produces a file containing information about the report with the exception of headings. The file is in the SM2PCD library and its name is the report number. Information from this file is available by the PCs for analysis.

Output file DDS Y/N:

Produces a file but also includes its description.

These files can be taken out by a transfer function (Rumba, Side table,...) and sent to another platform (Other AS/400, PC, etc.).

MANAGEMENT OF VARIABLES

GENERAL POINT

It is possible to stock for each report version all the variables belonging to this version.

```
RBM793C               SIMIC SYSTEM - REPORT WRITER        Company no : 212
                        Work with report variables

 Sender no : BILAN1    / 000          BILAN1
 Version   : BILAN1              / 001   BILAN CONSOLIDE
 Type options, press ENTER
 2=Change   3=Copy   4=Delete   5=Display
 Op  Variable Lgt  Description                       Data
     (#901)   03   COMPAGNIE                         212


 F3=Exit          F4=Display variables         F6=Create        F12=Cancel
```

Key F4 on this image displays all standard variables and those of the report and they can be selected directly without using the F6 creation key.

```
RBM7931               SIMIC SYSTEM - REPORT WRITER        Company no : 212
                          Create a variable


   Sender code + rank     : BILAN1     / 000    BILAN1
   Version name           : BILAN1              / 001 BILAN CONSOLIDE

   Variable no         F4: (#901)                          From :
   Lenght                 : 03
   Description            : COMPAGNIE


   Data                   : 212_____


 F3=Exit                         F9=Accept                   F12=Cancel
```

Variable no:

This zone must contain the variable no. Key F4 in this zone displays all the standard variables as well ass the report variables defined in option 731.

Length:

Variable length. Cannot be modified here.

Description:

Variable description. Cannot be modified here.

Data:

Contents of the variable which will be taken into account during execution.

SENDER EXECUTION

GENERAL POINT

During execution of a sender, the following image appears.

```
RBM791D              SIMIC SYSTEM - REPORT WRITER        Company no : 212
                           Run a sender                  Time  : 14:44:14
 Override period : CP
 Schedule time   : 101500  Schedule date  :  041097__
 Report     Description                    Error
 BUDGET1    CONTROLE BUGETAIRE
 NSN10      TRESORERIE



 F3=Exit                         F9=Accept                     F12=Cancel
```

The reports not existing any longer in option 731 or the reports for which the user does not have the rights are displayed with a message of error. In this case it is not possible to continue execution.

The date and time of the execution may be indicated the execution will be immediately submitted in batch. Ex. 101500 represents 10 hours 15 minutes 00 seconds, 041097 represents 4th October 1997.

If the period indicated isn't CP, all reports having CP in the zone periods will receive this value.

USE

OPTIONS

9=Execute   Execution in batch of a sender.

FUNCTION KEYS

F9   Allows acceptance of the execution of a sender.

786   DISPLAY OF SUBMITTED REPORTS

GENERAL POINTS

This allows control of the advancement of the production of reports which have previously been launched for execution.

The system displays the following information :
The report numbers produced or being produced

The names of the users who have executed the reports

The work situation