

# **General Report Writer - Basic**

**Version 6.x**

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Document Number

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September 2000, OSAS Version 6.x

Document Number

This document has been prepared to conform to the current release version of Open Systems Accounting Software. Because of our extensive developments efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Contact your customer support representative if you encounter an inconsistency.

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# Table of Contents

<b>OVERVIEW</b>	<b>5</b>
<b>General Report Writer Menus</b>	<b>7</b>
Use the General Report Writer functions to:	7
Use the Add/Change Menus for Reports function to:	7
Use the Create GENERAL User Access Codes function to:	7
Use the Create GENERAL File Access Levels function to:	7
Use the GENERAL Function Keys function to:	7
<b>Getting Ready</b>	<b>9</b>
<b>General Function Keys</b>	<b>11</b>
<b>GENERAL REPORT WRITER</b>	<b>13</b>
General Report Writer Options Menu	14
<b>Creating Reports</b>	<b>15</b>
<b>Accounts Receivable/Sales Order Report – Customer List</b>	<b>17</b>
Planning the Report	21
Creating the Report	22
Selecting Fields	38
Creating a Link Field	44
Creating a Calc Field	53
Formatting the Report	67
Stacking Fields	67
Option 1 – IF, THEN, ELSE Statement	72
Option 2 – General Report Writer Functions	81
Entering Break Points	88
Text Fields	90
Numeric Fields	98
Date Fields	105
Entering Sorts	114
Entering Criteria	134
Hard Coded Criteria	136
Text Fields	136
Numeric Fields	140
Date Fields	145
From/Thru Criteria	152
Group And/Group Or	158
Run Time Replacement Criteria	168
Text Fields	169
Numeric Fields	174
Date Fields	179
From/Thru Run Time Criteria	193
<b>Add/Change Menus for Reports</b>	<b>201</b>
Adding a Report	201
Deleting a Report	210
<b>Inventory - Quantities Report</b>	<b>211</b>

Planning the Report	215
Creating the Report	216
Fields	219
Break points	234
Sorts	235
Criteria	239
Linksel	252
<b>APPENDIX</b>	<b>299</b>
<b>Appendix A - Type Codes</b>	<b>301</b>
Base Codes	301
Length Code	301
Optional codes	302
Text Fields	302
Numeric Fields	303
Date Fields	304
<b>Appendix B - Run-Time Replacements</b>	<b>305</b>
Criteria Run-Time Replacements	305
Text Fields	306
Numeric Fields	307
Date Field	308
Linksel Run-Time Replacements	310
Text Fields	310
Numeric Fields	311
Date Fields	312
<b>Appendix C - Function Table</b>	<b>315</b>
<b>Appendix D - Report Design Screen</b>	<b>321</b>
<b>Appendix E – Field Specification Screen</b>	<b>327</b>
<b>Appendix F - Break Points Screen</b>	<b>333</b>
<b>Appendix G – Sort Order Screen</b>	<b>339</b>
<b>Appendix H – Criteria Specification Screen</b>	<b>341</b>
<b>Appendix I – Linksel Screen</b>	<b>345</b>
<b>Appendix J - Creating Link, Calculated and Text Fields</b>	<b>349</b>
Link Fields	349
Creating a One-to-One Link	349
Creating a One-to-Many Link	352
Calculated Fields	355
Text Fields	358
<b>Appendix K – Printing the Data Dictionaries</b>	<b>359</b>
<b>INDEX</b>	<b>363</b>

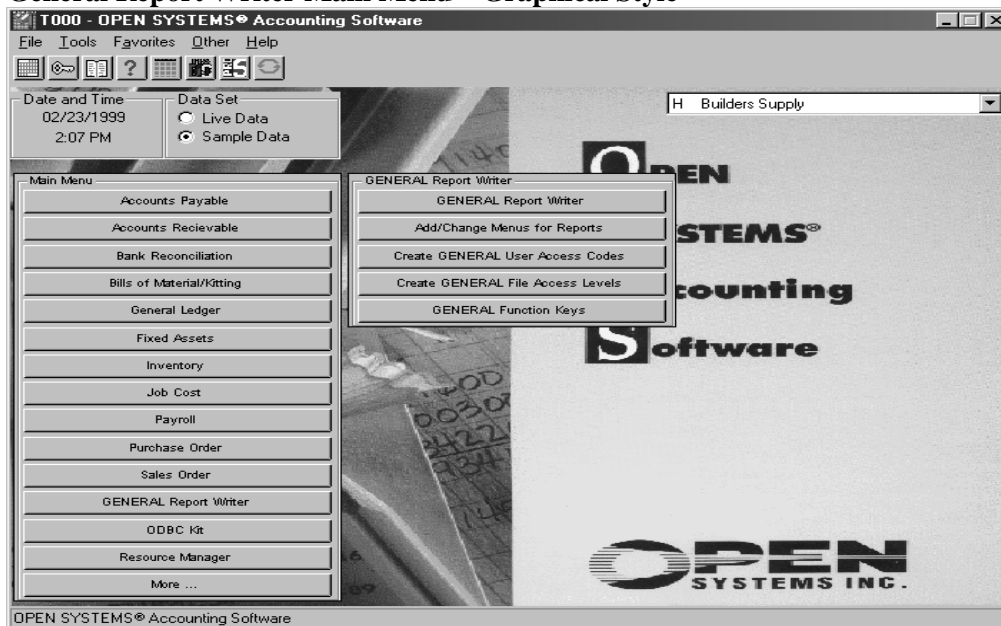
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# OVERVIEW

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General Report Writer is a powerful report-writing tool, which allows you to create a wide range of reports, from basic to complex, using your Open Systems data. This introductory course is designed to familiarize the user with the functions of General Report Writer and report creation.

## General Report Writer Main Menu – Graphical Style



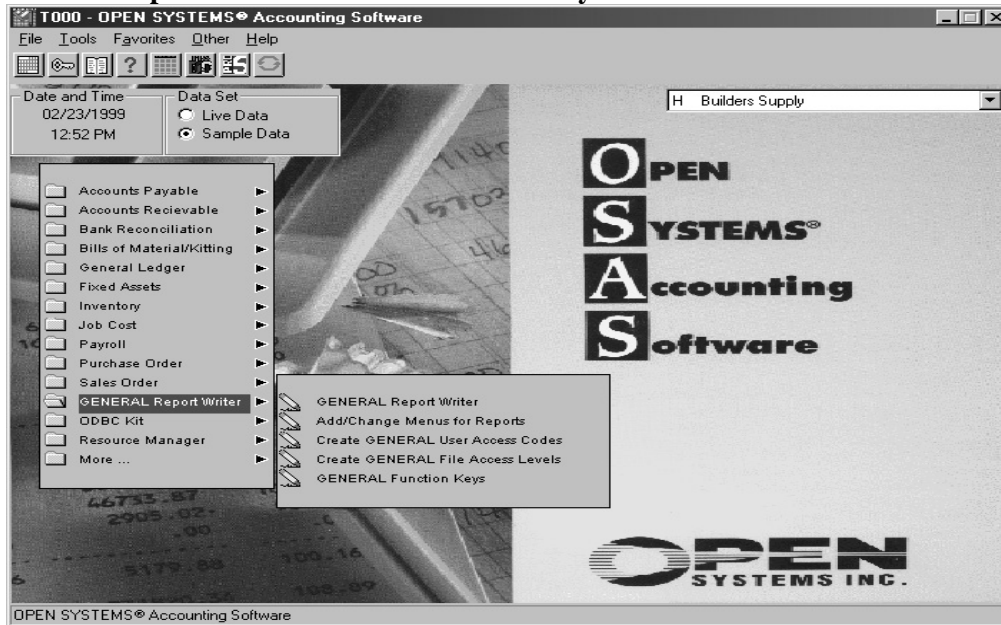


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## General Report Writer Menus

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### General Report Writer Main Menu – Start Style



### Use the General Report Writer functions to:

- Create Reports in Prompt or Link modes
- Run Reports from the Stack or Run menus
- Add or edit the Data Dictionaries
- Add or edit the Users setup in General Report Writer
- Edit the configuration of General Report Writer

### Use the Add/Change Menus for Reports function to:

- Add reports created in General Report Writer to OSAS application menus

### Use the Create GENERAL User Access Codes function to:

1. Copy Access Code names from Resource Manager to General Report Writer

### Use the Create GENERAL File Access Levels function to:

2. Setup Access Levels for application data dictionaries used in General Report Writer.

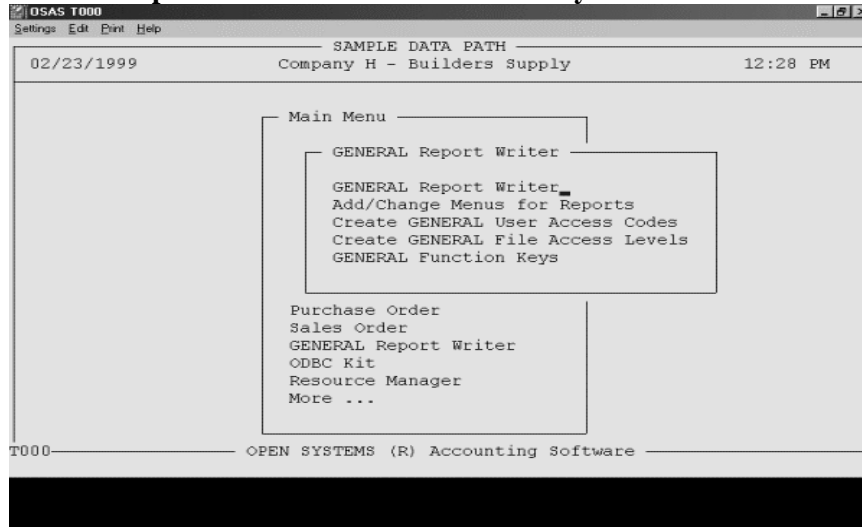
### Use the GENERAL Function Keys function to:

3. Change the Function Key assignments in General Report Writer to match Open Systems





### General Report Writer Main Menu – Text Style



Before using General Report Writer there are some background details to keep in mind.

- All data dictionaries, report instructions, and access codes for General Report Writer are stored in the GEN4MST file, which is in the RWdata directory in your OSAS directory.
- The GEN4MST file is created with Resource Manager.<sup>1</sup>
- General Report Writer ships with several pre-defined reports for each application<sup>2</sup>.
- The data dictionaries and sample reports are merged into the GEN4MST file when an application is installed.<sup>3</sup>
- There are no company specific reports created in General Report Writer. A report created in one company will be available for all companies, and a report created in the sample company will be available in the live companies.
- Access codes in Resource Manager do not automatically carry over to General Report Writer and will have to be setup in General Report Writer if used in OSAS and you want to limit the users access to certain data dictionary files and reports.
- Some Function Keys in General Report Writer have different assignments from the Function Keys in OSAS.

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<sup>1</sup> If you are using version 5.2x or earlier the GEN4MST file is created when you install General Report Writer.

<sup>2</sup> There are no General Report Writer reports for EIS, Print Manager or ODBC.

<sup>3</sup> If you are using version 5.1x, the sample reports and data dictionaries have a separate installation diskette, which has to be installed after General Report Writer is installed.



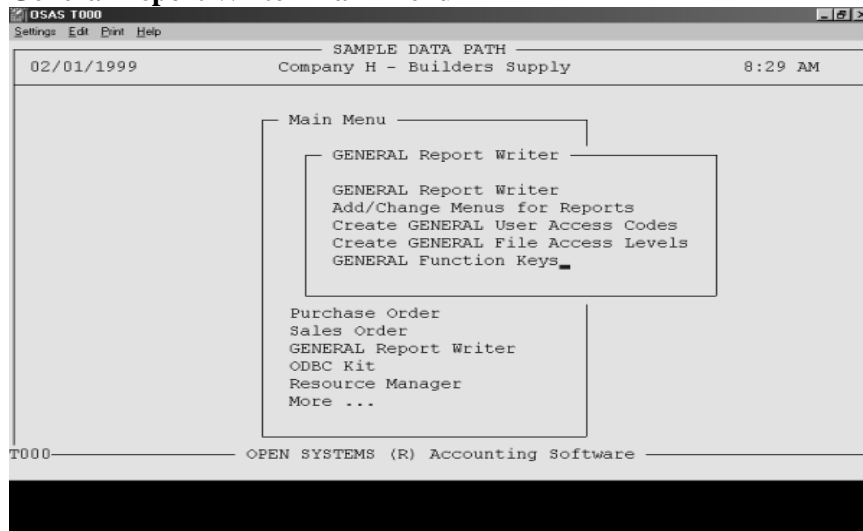
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## General Function Keys

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The function keys assignments in General are different from the function keys in OSAS.

### General Report Writer Main Menu



To change the function keys to be more along the lines of the OSAS function keys, select General Function Keys from the General Report Writer main menu.

### General Function Keys

New Key	Orig GENERAL Key	Function(s)
F1	F1	Help
F2	F2	Inquiry
F3	F3	Insert, Print Files
F4	F4	Delete
F5	F5	Function-Specific Actions
F6	F6	Function-Specific Actions
F7	F7	Function-Specific Actions
F8	F8	Function-Specific Actions
F9	F9	Done
F10	F10	Exit

Company H Verify

The General Function Keys screen is displayed.

#### Field

#### Description

New Key	Select the function key you want to change for General Report Writer functions.  Each function key must have a unique assignment.
Orig General Key	The original or default function key assigned for General Report Writer functions.
Function(s)	The description the function key assignment is in General Report Writer.

To change function keys perform the following:

Arrow down to the first key you want to change, type in the new function key number.

Arrow done to the second key you want change, type in the new function key number.

Use the **Proceed** command, **PgDn** or **Escape P**, to save your changes.

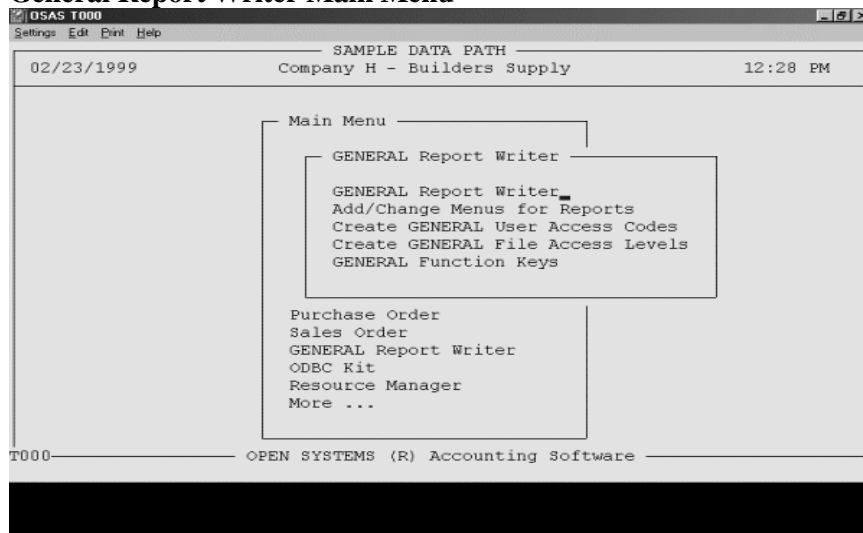
**Note:** You do not have to change the function keys. General Report Writer will display across the bottom of the screen what each function key assignment is, depending on the screen you are on in General Report Writer.

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# GENERAL REPORT WRITER

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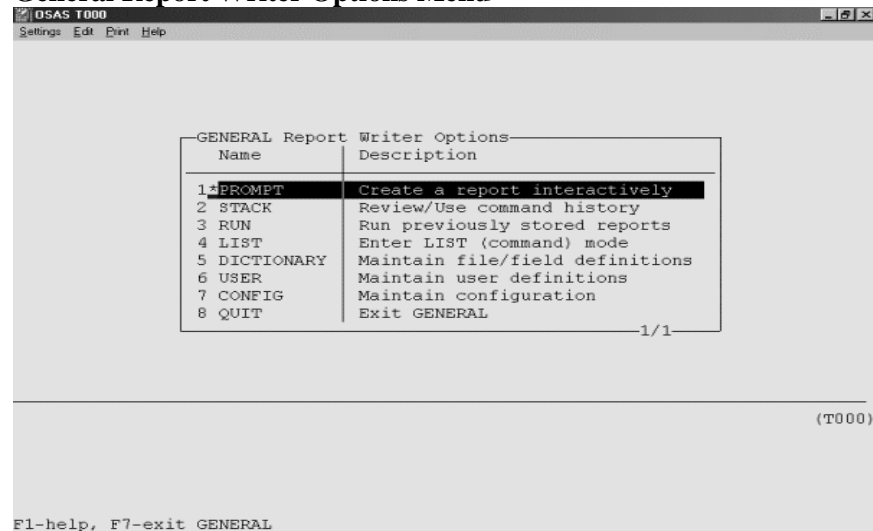
## General Report Writer Main Menu



To create reports in General Report Writer, select General Report Writer from the General Report Writer main menu.

## General Report Writer Options Menu

### General Report Writer Options Menu



The General Report Writer Options Menu is displayed

### Menu Selection    Function

Prompt	Creates a report interactively with a menu driven systems. Each section of the report has a menu option and General Report Writer prompts you to save information before exiting any function.
Stack	List the last 18 report runs. Reports can be edited and executed in List mode, saved to the Run menu or deleted.  Any changes made in Stack will not affect the Prompt mode of the report.
Run	Executes reports saved to the Run menu from Prompt, Stack or List modes. Reports can be edited in List mode, or deleted.  Any changes made in Run will not affect the Prompt mode of the report.
List	Create reports in the command mode. This mode is not as user friendly as Prompt mode, but is more powerful. This mode allows for maximum efficiency with minimum keystrokes.  The List mode is NOT supported by Open Systems Technical Support.
Dictionary	Add or maintain the data dictionary items used for reports.
User	Add or maintain General Report Writer User access names and codes.
Config	Edit or maintain the configuration of General Report Writer.
Quit	Exits the General Report Writer Option menu.

---

## Creating Reports

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There are 3 basic steps in creating a report in General Report Writer.

1. Planning the Report – Decide what you want on the report. The fields, the order of the fields, if you need to create any special fields, and how you want to limit the information returned on the report.
2. Creating the Report – The first time you create the report, you should create the full report without any special formatting or limitations. This will allow you to see if the report has been created correctly and if it is returning the correct information.
3. Formatting the Report – After you are sure the report is correct, you can format the report to look a specific way, set up break, sort and criteria fields, and format the report headers and footers.





---

## **Accounts Receivable/Sales Order Report – Customer List**

---



**Customer List Report**

01/21/2000 01:17 PM		Customer List					Page 1	
Customer ID Name	State	Rep 1 Name	Terms Code Descr	Last Date	Sales Ytd	Invs	.Avg. Invoice	
ACE001 ACE BUILDERS	KY	GPD Garry P. Deacon	2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23	
CASHCA CASH SALES-OAKLAND, CA			COD C.O.D.	12/06/1999	66487.23	4	16621.81	
CASHMD CASH SALES-BALTIMORE, MD			COD C.O.D.	12/20/1999	108136.59	5	21627.32	
CASHMN CASH SALES-MINNEAPOLIS			COD C.O.D.	12/01/1999	138196.60	5	27639.32	
CASHPS CASH SALES-DALLAS, TX			COD C.O.D.	12/15/1999	522780.14	8	65347.52	
CASHTX CASH SALES-DALLAS, TX			COD C.O.D.		.00	0	0.00	
DAL001 DALLAS-FT WORTH DOME HOMES	TX	DMM Donna M Mendelsohn	1PCT 1/10,n/30	12/25/1999	367487.14	8	45935.89	
GRE001 GREATER NEW YORK DOMES, INC.	NY	PRT Patrick R Thomassen	COD C.O.D.	12/19/1999	315563.39	8	39445.42	
KAN001 KANSAS CITY GEODESIC HOMES	MO	JAH James A. Hovland	1PCT 1/10,n/30	12/10/1999	696228.41	7	99461.20	
LOS001 LOS ANGELES CONSTRUCTION CO.	CA	GPD Garry P. Deacon	2PCT 2/10,n/30	12/14/1999	247191.67	6	41198.61	
SUN001 SUNSHINE HOMES, INC.	FL	PRT Patrick R Thomassen	1PCT 1/10,n/30	12/12/1999	8246.32	1	8246.32	
TEN001 TENNESSEE SHELTERS, INC.	TN	DMM Donna M Mendelsohn	2PCT 2/10,n/30	12/19/1999	454090.26	12	37840.86	
VIS001 VISA	DE		2PCT 2/10,n/30		.00	0	0.00	
*Report* SUM					4589738.99	78	522316.50	

This is an example of the report we will create.



## Planning the Report

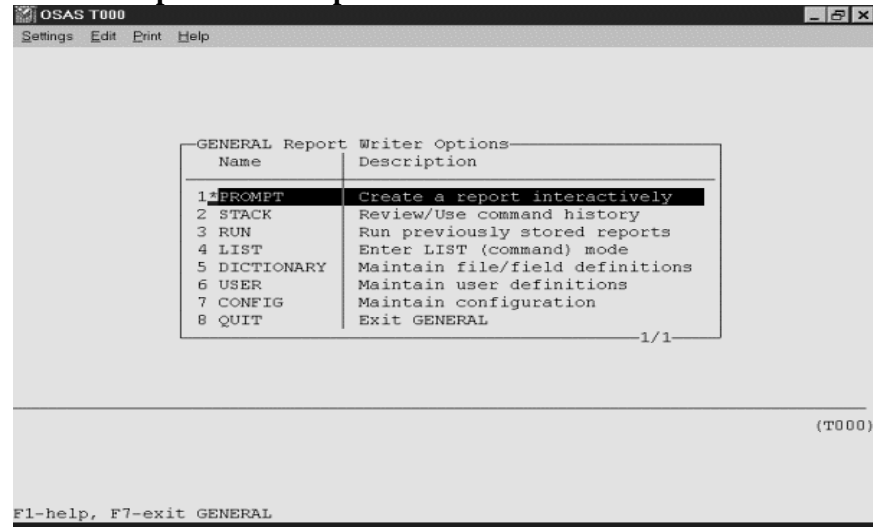
This report will be a customer list.

The fields for this report will be the Customer ID, Customer Name, the State the customer is in, the Sales Rep Id for the customer and the sales rep name, the terms for the customer and the terms description, the last sale date, the total sales year to date and the total invoices year to date. We will also create a calculation for the average invoice amount, which is the Sales Year to Date divided by the Invoices Year to Date.

We will add breaks, sorts and criteria fields to format and limit the information on the report.

## Creating the Report

### General Report Writer Options Menu



Select Prompt from the GENERAL Report Writer Options Menu.

**Report Design Screen - Report Name**

```

OSAS T000
Settings Edit Print Help

REPORT DESIGN

Report Name: AR_CLASS1
Title/Description:
File:
Report/Export:
Width:      Height:      Across:
Length:
Output:
Alternate Sort:
Begin with:
End with:

Line Break:      Print Blanks:
Stop:            Paginate:
Test Patterns:   Recap Page:
Double Space:    Print Detail:
Vertical Totals: Col Heading:
Tabulate/Plot:   Copies:

(T000)

Is this a new definition?
Selection: No Yes Copy
F7-Exit without selection

```

Prompt is displayed the Report Design screen. (See Appendix D for more information)

This screen can be considered the header screen of the report.

**Field****Description**

**Report Name** Enter the name of the report. This is name General Report Writer uses to recognize the report and not the name that prints on the heading of the report.

The name can be 1-20 characters long and cannot contain spaces, dashes, or symbols. Letters, numbers, periods and underscores are allowed.

If the name entered is not found, General Report Writer will ask if it is a new report definition, and offer an option to copy the definition from an existing report.

You can use the list reports function key to select an existing report.

*Enter AR\_CLASS1 for this report.*

**Report Design Screen - Title/Description**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File:  
 Report/Export: Report  
 Width: 0 Height: Any Across: 1  
 Length: Any  
 Output:  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break:  
 Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Enter a title for this report.  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Title/Description

Enter the description or title for this report. This name prints on the report heading.

The Title/Description can be 1-40 characters long.

*Enter Customer List for this report.***Report Design Screen - File**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU  
 Report/Export: Report  
 Width: 0 Height: Any Across: 1  
 Length: Any  
 Output:  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break:  
 Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Enter a file name or wildcard for this report.  
 F1-help, F2-list files, F8-jump, F9/F7-done

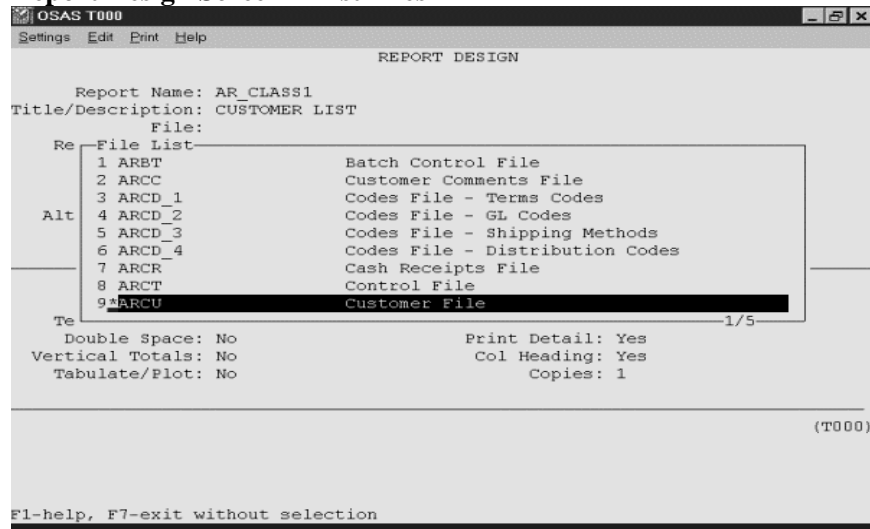
**Field****Description**

File

Enter the central or primary file for the report.

The file selected will control the fields, links, sorts and criteria for the report.

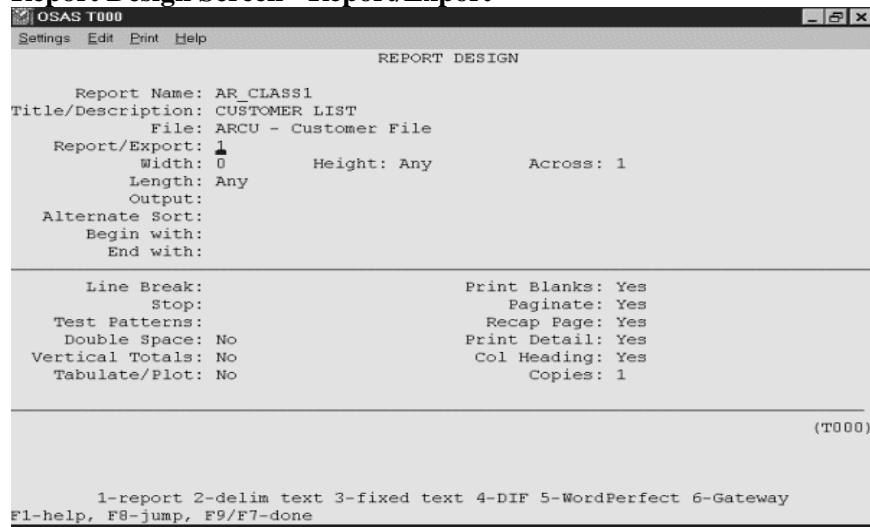


**Report Design Screen – List Files**

The list files function is available to select the file.

Wildcard of \* is available. **Example:** AR\* will list all the Accounts Receivable files.

*Select the ARCU file for this report.*

**Report Design Screen - Report/Export****Field****Description**

Report/Export

Enter the output format of the report.

- 1 if this is a report with columnar formatting.
- 2 for a comma delimited ASCII file export.
- 3 for a fixed position delimited ASCII file export.
- 4 for a Data Interchange Format (DIF) export.
- 5 for a WordPerfect merge format export.
- 6 Gateway does not work with OSAS software.

*Select 1 – Report, for this report*

**Report Design Screen - Width**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132      Height: Any      Across: 1  
 Length: Any  
 Output:  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break:      Print Blanks: Yes  
 Stop:      Paginate: Yes  
 Test Patterns:      Recap Page: Yes  
 Double Space: No      Print Detail: Yes  
 Vertical Totals: No      Col Heading: Yes  
 Tabulate/Plot: No      Copies: 1

---

(T000)

Enter width (number of columns) for report.  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Width	Enter the number of columns across the report. The default is 132.
-------	--

The width of the report is compared to the standard and compressed columns setup for the printers in OSAS.

If the printer's width is less than the width of the report, that printer will not be available for use when printing this report.

*Accept the default of 132 for this report.*

**Report Design Screen - Height**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132      Height:   #      Across: 1  
 Length: Any  
 Output:  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break:      Print Blanks: Yes  
 Stop:      Paginate: Yes  
 Test Patterns:      Recap Page: Yes  
 Double Space: No      Print Detail: Yes  
 Vertical Totals: No      Col Heading: Yes  
 Tabulate/Plot: No      Copies: 1

---

(T000)

Enter fixed rows for each record, or blank any height.  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Height	Enter the maximum number of lines each record can occupy on the report.
--------	---

If this field is left blank or 0 General Report Writer will use the data to determine the number of lines to print on the report.

*Accept the default of Any for this report.*

**Report Design Screen - Across**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output:  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

---

(T000)

Enter records per line (often used for labels).  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Across	Enter the number of records to print across the page per line. The default is 1.
--------	--

*Accept the default of 1, for this report.*

**Report Design Screen - Length**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: ##  
 Output:  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

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(T000)

Enter number of printed lines per page (blank=page length - 6)  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Length	Enter the number of lines to print per page. The default is 66 for a standard 11-inch sheet of paper. Three lines at the top and bottom are left blank for the margins.
--------	---

*Accept the default of Any for this report.*

**Report Design Screen - Output**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort: -  
 Begin with:  
 End with:

Line Break: Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Printer/File name (PRINTER=ask, FILE=ask, blank=VDT).  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Output

Enter the standard output device for this report.

**Printer** gives you the option to select the printers setup in OSAS based on the width of the report and the printers. You can also print to a file or to the screen.

**File** will prompt for a path and file name for the output.

**Blank** will always print to the screen.

*Select Printer for this report.*

**Report Design Screen – Alternate Sort**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort: -  
 Begin with:  
 End with:

Line Break: Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Enter alternate sort name (blank=sort table or default sort).  
 F1-help, F2-list alternate sorts, F8-jump, F9/F7-done

**Field****Description**

Alternate Sort

Select any of the Altsorts or Altkeys, if any, setup in Dictionary for the file.

The report will then be sorted by an alternate key to the file.

If no sort is selected the report will sort by the primary key to the file

**Report Design Screen – Alternate Sort – List Alternate Sorts**

The screenshot shows the OSAS T000 Report Design screen. The main window displays report information: Report Name: AR\_CLASS1, Title/Description: CUSTOMER LIST, File: ARCU - Customer File. A 'Report' menu is open, showing 'Alternate Sorts' as the selected option. A dialog box titled 'List Alternate Sorts' is displayed, listing eight alternate sorts with their descriptions. The first option, '1 ACODE\_PHONE\_CUS Phone Number + Customer ID', is highlighted. Below the dialog box, there are settings for 'Test Patterns' (Double Space: No, Vertical Totals: No, Tabulate/Plot: No) and 'Recap Page' (Recap Page: Yes, Print Detail: Yes, Col Heading: Yes, Copies: 1). The screen also shows '(T000)' and 'F1-help, F7-exit without selection' at the bottom.

Report	Alternate Sorts
1	ACODE_PHONE_CUS Phone Number + Customer ID
2	CLASS_CUST Customer Class + Customer ID
3	CUST Customer ID
4	DIST_CUST Distribution Code + Customer ID
5	NAME_CUST Customer Name + Customer ID
6	SREPL_CUST Sales Rep. 1 ID + Customer ID
7	STATE_CITY_CUST State + City + Customer ID
8	ZIP_CUST Zip Code + Customer ID

Test Patterns: Double Space: No, Vertical Totals: No, Tabulate/Plot: No  
Recap Page: Yes, Print Detail: Yes, Col Heading: Yes, Copies: 1

(T000)  
F1-help, F7-exit without selection

You can use the list alternate sorts key to select the sort.

*Leave the Alt sort field blank for this report.*

**Report Design Screen – Begin with**

The screenshot shows the OSAS T000 Report Design screen. The main window displays report information: Report Name: AR\_CLASS1, Title/Description: CUSTOMER LIST, File: ARCU - Customer File. The 'Report/Export' menu is open, showing 'Report' as the selected option. The 'Begin with' field is blank. Below the main window, there are settings for 'Line Break' (Stop: Yes, Print Blanks: Yes, Paginate: Yes, Recap Page: Yes, Print Detail: Yes, Col Heading: Yes, Copies: 1) and 'Test Patterns' (Double Space: No, Vertical Totals: No, Tabulate/Plot: No). The screen also shows '(T000)' and 'F1-help, F8-jump, F9/F7-done' at the bottom.

Report/Export: Report  
Width: 132, Height: Any, Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort: Begin with: , End with: ,

Line Break: Stop: Yes, Print Blanks: Yes, Paginate: Yes, Recap Page: Yes, Print Detail: Yes, Col Heading: Yes, Copies: 1  
Test Patterns: Double Space: No, Vertical Totals: No, Tabulate/Plot: No

(T000)  
F1-help, F8-jump, F9/F7-done

**Field****Description**

**Begin with** By default, General Report Writer starts searching for data for the report with the first record in the file. To start processing the report with a certain record, instead of the first record in the file, enter a starting point. This is based on the primary sort of the file or the alternate sort if one is selected. The report starts processing at the first record matching or after this entry.

If left blank the report will process from the beginning of the file.

*Leave the field blank for this report.*

**Report Design Screen – End with**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break:  Stop:   
 Test Patterns:  Print Blanks: Yes  
 Double Space: No Paginate: Yes  
 Vertical Totals: No Recap Page: Yes  
 Tabulate/Plot: No Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

End with (blank=last value, prompt format=[[text]]).  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

End with

By default, General Report Writer ends searching for data for the report with the last record in the file. To end processing the report with a certain record, instead of the last record in the file, enter an ending point. This is based on the primary sort of the file or the alternate sort if one is selected. The report ends processing at the first record matching or after this entry.

If left blank the report will process to the end of the file.

*Leave this field blank for this report.*

**Report Design Screen – Line Break**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: # Stop:   
 Test Patterns:  Print Blanks: Yes  
 Double Space: No Paginate: Yes  
 Vertical Totals: No Recap Page: Yes  
 Tabulate/Plot: No Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Extra line each time this many lines print (0=continuous).  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Line Break

To generate a blank line every  $n$  lines, enter the number, from 2 to 99.

Leave blank if you want to print a continuous report.

*Leave this field blank for this report.*

**Report Design Screen – Stop**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Stop: ###  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Stop after this many records (0=full report).  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Stop To stop the report after a certain number of records, enter a number, from 1 to 9999.  
 Blank will print a full report.

*Leave this field blank for this report.*

**Report Design Screen – Test Patterns**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Stop:  
 Test Patterns: #  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Enter number of test records to print (often used for labels).  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Test Patterns Enter the number records, from 1 to 99, to use to print a text pattern before the actual data is printed.

Test records are printed with \*'s. After the test pattern prints you are given the option to reprint the test pattern, print the report, or exit.

*Leave this field blank for this report.*

**Report Design Screen – Double Space**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break: Stop:  
 Test Patterns:  
 Double Space: 1  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

---

(T000)

1 - No, single spacing, 2 - double spacing.  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Double Space Select if there will be double or single spacing between each line on the report.  
 Select 1-No, for single spacing, 2-Yes, for double spacing.

*Select 1 for single spacing for this report.*

**Report Design Screen – Vertical Totals**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break: Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: 1  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

---

(T000)

1 - No, standard totals, 2 - Yes, force vertical totals.  
 F1-help, F8-jump, F9/F7-done

**Field****Description**

Vertical Totals Forces any footer to format totals in a vertical or table format. By default, General Report Writer will try to print the footer totals below the respective fields.  
 Select 1-No, for standard totals, 2-Yes for forced vertical totals.

*Select 1 for No, for this report.*



**Report Design Screen – Tabulate/Plot**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: 1 Copies: 1

(T000)

1 - No, print data, 2 - Yes, tabulate data  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Tabulate/Plot	<p>Prints a cross tabulation or summary report rather than the normal columnar report.</p> <p>Cross-tabulation reports create a summary table display based on one or two break points, and column calculations.</p> <p>You must have at least one break point and one column calculation to use this option.</p> <p>Select 1-No for standard columnar report, 2-Yes for tabulated report.</p>
---------------	--

*Select 1 for No, for this report.*

**Report Design Screen – Print Blanks**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: 2  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

1 - No, suppress blank lines, 2 - Yes, print all lines.  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Print Blanks	<p>Allows you to suppress printing any blank lines on the report</p> <p>Select 1-No, to only print lines that contain data on the report, 2-Yes to print all lines specified on the report even if they do not contain data.</p>
--------------	--

*Select 2 for Yes for this report.*

**Report Design Screen – Paginate**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Stop: Print Blanks: Yes  
 Test Patterns: Recap Page: 2  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

1 - No, suppress page format, 2 - Yes, format pages.  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Paginate	Controls if page headers and footers are printed and if the report does any form feeds between pages.  Select 1-No, to print just the data, 2-Yes will print a header at the beginning of the report and a footer at the end.
----------	---

*Select 2 for Yes for this report.*

**Report Design Screen – Recap Page**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Stop: Print Blanks: Yes  
 Test Patterns: Recap Page: 2  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

1 - no recap page, 2 - print recap page.  
 F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Recap Page	Controls whether the list mode summary instructions of the report are printed after the report.  Select 1-No, to suppress the recap page, 2-Yes to print the recap page.
------------	--

*Select 2 for Yes for this report.*

### Report Design Screen – Print Detail

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break:  
 Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: 2  
 Col Heading: Yes  
 Copies: 1

---

(T000)

1 - No, break points only, 2 - Yes, print detail.  
 F1-help, F8-jump, F9/F7-done

#### Field

#### Description

Print Detail

Allows you to select if you want to print the full detail of the report or only the report totals and subtotals.

Select 1-No, to print subtotal and report totals only, 2-Yes will print the full report.

*Select 2 for Yes, for this report.*

### Report Design Screen – Col Heading

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break:  
 Stop:  
 Test Patterns:  
 Double Space: No  
 Vertical Totals: No  
 Tabulate/Plot: No

Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: 2  
 Copies: 1

---

(T000)

1 - No, suppress column headings, 2 - Yes, print headings.  
 F1-help, F8-jump, F9/F7-done

#### Field

#### Description

Col Heading

You can select if the headings of each column will print on the report.

Select 1-No, to only print the report title on the heading, 2-Yes will print column headings.

If the report heading is customized this option has no effect.

*Select Yes to print the column headings.*

**Report Design Screen – Copies**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Copies to print (1-9).

F1-help, F8-jump, F9/F7-done

<u>Field</u>	<u>Description</u>
--------------	--------------------

Copies	You can print 1 to 9 copies of the same report, without regenerating the report each time
--------	---

*Select 1 copy for this report.*

**Report Design Screen - Verification Prompt**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
 Selection: **Yes** No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print  
 F7-Exit without selection

After the report heading defaults are entered, the Verification prompt **“Is the above information correct”** is displayed.

**Option****Description**

Yes	Clears the report name and you can enter in another report or exit the Report Design screen.
No	Allows you to edit anything from the Title/Description through Copies
Exit without selection	Allows you to exit without saving any changes made to the Report Design screen.

**Report Design Screen**

```

OSAS T000
Settings Edit Print Help

REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: Customer List
File: ARCU - Customer File
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

Line Break:
Stop:
Test Patterns:
Double Space: No
Vertical Totals: No
Tabulate/Plot: No

Print Blanks: Yes
Paginate: Yes
Recap Page: Yes
Print Detail: Yes
Col Heading: Yes
Copies: 1

(T000)

Is the above information correct?
Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print
F7-Exit without selection

```

You can also enter through other report options.

<b><u>Command</u></b>	<b><u>Action</u></b>
-----------------------	----------------------

Fields	Select the data fields for the report. Fields can come from the primary file, or can be calculated, text, or linked fields.
Break	Select up to 9 fields to generate subtotals. These subtotal fields are called break points. The break points can be a field in the primary file as well as any calculated or linked field on the report.
Sort	Select up to 9 fields to sort the printed data on the report. Any field in the primary file can be used, as well as any calculated or linked field on the report. Sorts here are used as and alternate to the primary key.
Criteria	Select how you want to limit or filter the information printed on the report, by imposing selection criteria. You can select up to 60 fields to filter the information with, using And/Or to connect the expressions. Criteria can be based on any field in the primary file, any calculated fields or one-to-one link fields.
Linksel	Criteria for one-to-many link fields
Hdr/fttr	Customize the headers and footers for the report. Both the report and break levels headers and footers are supported.
Run	Select this option to compile and execute the report.
Delete	Select this option to delete the report.
Print	Select this option to print a hard copy of the report instructions. Linksel information is not printed with this function.

## Selecting Fields

### Report Design Screen - Fields

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Stop: Test Patterns: Double Space: No Vertical Totals: No Tabulate/Plot: No  
 Print Blanks: Yes  
 Paginate: Yes  
 Recap Page: Yes  
 Print Detail: Yes  
 Col Heading: Yes  
 Copies: 1

(T000)

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria Linksel Hdr/ftt Run Delete Print  
 F7-Exit without selection

Select **Fields** from the Report Design screen.

### Field Specification Screen

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col Row	Statistics						Convert Case Date	1/5 NDP
			Tot	Avg	Max	Min	Pct	Cnt		
-										

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

#### Command

#### Description

List Fields	Select the function key listed to display and select from a list of fields in the central file.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a field from the report.
Link	Select the function key listed to create a linked field on the report.
Calc	Select the function key listed to create a calculated field on the report.
Text	Select the function key listed to create a text field on the report.
Done	Select the function keys listed to display the Verification prompt and exit Field Specification.

**Field Specification Screen – List Fields Function Key**

Field/8CALC	Type	Col	Row	Statistics Tot Avg Max Min Pct Cnt	Convert Case Date	1/5 NDP
Field Selection						
FIELD NAME	DESCRIPTION				TYPE CODES	
1 CURR_AMT_DUE	Current Amount Due				N,JR,L14,-	
2 CUSTOMER_ID	Customer ID				T,JL,L6	
3 CUST_CLASS	Customer Class				T,JL,L6	
4 CUST_HIGH_BAL	Customer High Balance				N,JR,L14,-	
5 CUST_LEVEL	Customer Level				T,JL,L6	
6 CUST_NAME	Customer Name				T,JL,L30	
7 DISCOUNT_LAST_YR	Discount Last Year				N,JR,L14,-	
8 DISCOUNT_PTD	Discount Period to Date				N,JR,L14,-	
9 DISCOUNT_QTD	Discount Quarter to Date				N,JR,L14,-	

5/12

(T000)

F1-help, F2-list toggle, F7-exit

Select the list fields function key to display the fields in the central file.

**Field****Description**

Field Name

The name GENERAL Report Writer uses for the field

Description

A description of the field.

Type Codes<sup>4</sup>

Describes the type of field listed, the length of the field and addition formatting information.

Use the arrow keys and the page up or page down keys to search through the Field Names.

**Fields Specification Screen – List Toggle Function Key**

Field	ACCOUNT TYPE	AVG_DAYS_TO_PAY_LY	CITY	1/5 DP
1	ADDRESS_LINE_1	AVG_DAYS_TO_PAY_PTD	CODE	
2	ADDRESS_LINE_2	AVG_DAYS_TO_PAY_QTD	CONTACT	
3	ADDRESS_LINE_3	AVG_DAYS_TO_PAY_YTD	COUNTRY CODE	
4	AGED_121_PLUS	AVG_INVOICE_LY	CRED_HOLD	
5	AGED_31_TO_60	AVG_INVOICE_PTD	CRED_LIMIT	
6	AGED_61_TO_90	AVG_INVOICE_QTD	CURR_AMT_DUE	
7	AGED_91_TO_120	AVG_INVOICE_YTD	CUSTOMER_ID	
8	AGED_CURRENT	BALANCE_DUE	CUST_CLASS	
9	AGED_TOTAL_AMT_DUE	BAL_121_PLUS	CUST_HIGH_BAL	
	AGING_DATE	BAL_31_TO_60	CUST_LEVEL	
	AREA_CODE	BAL_61_TO_90	CUST_NAME	
	ATTENTION	BAL_91_TO_120	DISCOUNT_LAST_YR	
	AUTO_CRED_HOLD	CARD_NAME	DISCOUNT_PTD	
	AVAILABLE_CREDIT	CARD_NO	DISCOUNT_QTD	

(T000)

F1-help, F2-list toggle, F7-exit

Select the **list toggle** function key to display a wide format of the Field List.

The Field Names display without descriptions or type codes

<sup>4</sup> See Appendix A for more information.

**Field Specification Screen – Customer ID Field/@ Calc**

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No

Customer ID  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

For the Customer List report the first field will be Customer ID.

*Use the list fields function key to search for the Customer ID field.*

**Field Specification Screen – Customer ID Type Column**

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No

Customer ID  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

The Type column is displayed the base code (T for Text, D for Date, or N for Numeric), of the field and the length, or number of spaces the field will use on the report.

The Type Codes are setup with the Dictionary function and cannot be changed on the Field Specification screen.



**Field Specification Screen – Customer ID Col/ Row Column**

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No

Customer ID  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

The Col and Row column is displayed the column number and row number in which the field will print. General Report Writer defaults the Col and Row based on the width of the report, set on the Report Design Screen, and the length of the fields that have already been selected. You can change this information to print the field on a different column or row.

**Field Specification Screen – Customer ID Statistics Column**

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	1	None	-----	No

Customer ID  
1 - No count, 2 - Yes, calc count.

(T000)

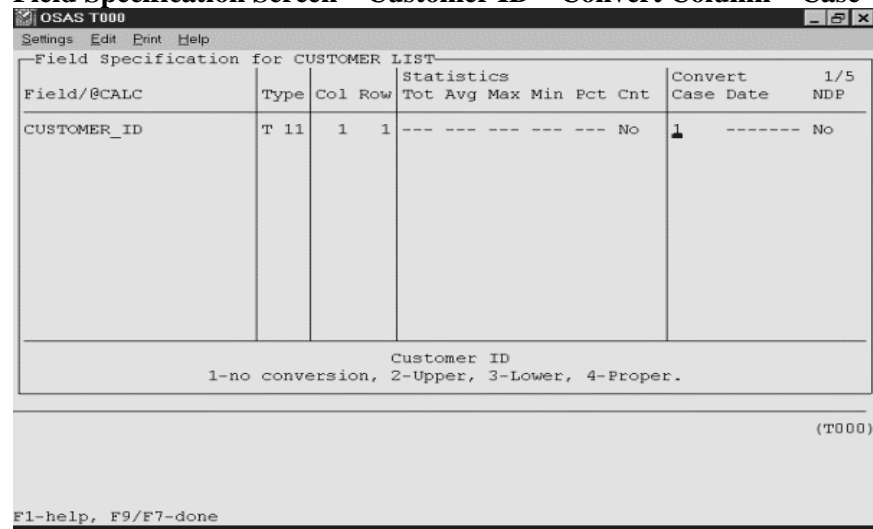
F1-help, F9/F7-done

The Statistics column allows you to create report totals, at the end of the report, and subtotals for any break points you add to the report.

For Text fields there is only one option available for statistics.

<u>Option</u>	<u>Description</u>
Cnt	Counts the number of records in the field and is displayed the number as a report total and a subtotal for any break points.

For each option, select **1**, for No, if you do not want the total calculated for the report OR **2**, for Yes, if you want the system to calculate the optional total.

**Field Specification Screen – Customer ID – Convert Column – Case**


Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	1	-----	No

Customer ID  
1-no conversion, 2-Upper, 3-Lower, 4-Propor.

(T000)

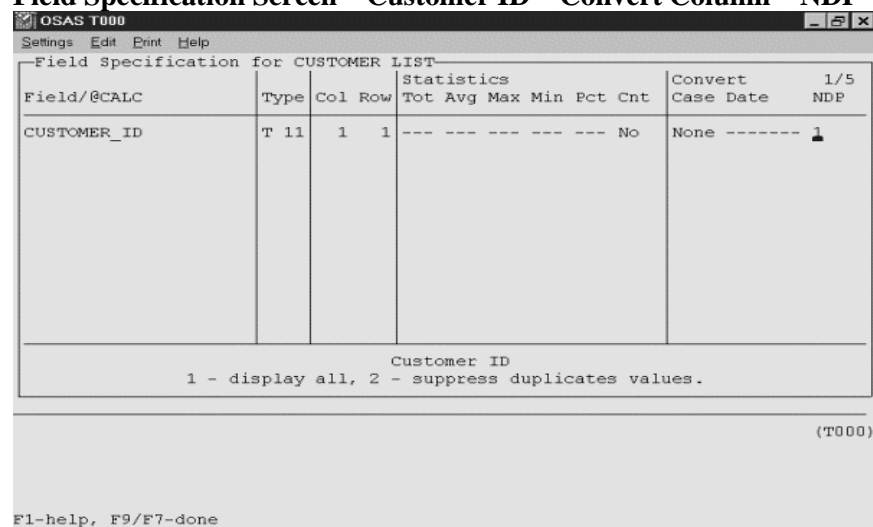
F1-help, F9/F7-done

The Convert column allows you to select how you want the field to display on the report.

The Case convert field allows you to select how text fields will display on the report.

**Option****Description**

- |                   |   |
|-------------------|---|
| 1 – No Conversion | Displays the text as it appears on your system.   |
| 2 – Upper         | Converts all characters to upper case.  |
| 3 – Lower         | Converts all characters to lower case   |
| 4 – Proper        | Looks for spaces and punctuation, and capitalizes the next subsequent letter. All other letters are forced to lower case. |

**Field Specification Screen – Customer ID – Convert Column – NDP**


Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	1

Customer ID  
1 - display all, 2 - suppress duplicates values.

(T000)

F1-help, F9/F7-done

The NDP (No Duplicate Print) convert field allows you to hide repeated values for text and date fields.

Select 1 to display all values or 2 to suppress the duplicate values.

The next field for the report is the Customer Name.

*Use the list fields function key to select the CUST\_NAME field.*

### Field Specification Screen –Customer Name

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Accept all defaults and enter to a blank Field/@CALC field.

The next field for the report is the State for the customer.

*Use the fields function key to select the STATE field.*

### Field Specification Screen - State

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	No
STATE	T 5	44	1	---	---	---	---	---	No	None	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Accept all defaults and enter to a blank Field/@CALC field.

The next field for the report is the Sales Rep for the customer.

*Use the list fields function key to select the REP\_1 field.*

### Fields Specification Screen – Sales Rep 1 ID

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T 5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	-----	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Accept all defaults and enter to a blank Field/@CALC field.

The next field for the report is the sales rep name.

Use the list fields function key to find the Sales Rep Name field.

The sales rep name field is not stored in the Customer file (ARCU) so we will have to create a link field to select the sales rep name from a different file.

### Creating a Link Field

1. Select the Link function key to create a link field.

The Link Element box is displayed

### Field Specification Screen – Link Element Box

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T 5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	-----	No

Link Element  
Link Name:

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Field Specification Screen – Link Element Box**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	No
STATE	T 5	44	1	---	---	---	---	---	No	None	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	No

Link Element

Link Name: SALES\_REP\_NAME

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

2. Enter the Link Name; this name is used by you to identify the link, and does not have to be the name of the field being linked.

The Link Name can be 1 to 14 characters long and cannot contain spaces or symbols. Letters, numbers, periods and underscores are allowed.

**For this report type SALES\_REP\_NAME**

The Link-to-File box is displayed.

3. Select the file that contains the field you want for the link.

**Field Specification Screen – Link-to-File**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No

C-Link-to File

S 1 ARIN 1@CUST\_DAT\_INV\_TY Open Invoice File - Invoice

R 2 ARIN 2@CUST\_DAT\_INV\_TY Open Invoice File - Payment

3 ARIN 3@CUST\_DAT\_INV\_TY Open Invoice File - Credit Memo

4 ARPY@MOP Methods of Payments File

5 ARRE@CUST\_TRAN\_ENT Recurring Entries Detail File

6 ARRH@CUST\_TRAN Recurring Entries Header File

7 ARSA@CUST\_SNAME\_SHIP Ship-to Address File

8\*ARSR@SREP Sales Rep File

9 ARTD@CUST\_BAT\_TR\_LIN Transaction Detail File

2/4

(T000)

F1-help, F7-exit without selection

The files are listed in alphabetical order with a description.

The link between the central file and the link to file must be established in Dictionary before you can create a link field on a report.

**Select the ARSR@SREP file**

After the link to file is selected, the Field Selection box is displayed,

### Field Specification Screen – Link-to-File – Field Selection

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5
				Tot	Avg	Max	Min	Pct	Cnt	Case Date	NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 RUN_CODE	Run Code	N,JR,L1,-
2 SALES_MTD	Sales Month to Date	N,JR,L14,-
3 SALES_REP	Sales Rep ID	T,JL,L3
4 SALES_YTD	Sales Year to Date	N,JR,L14,-
5 SREP_NAME	Sales Rep Name	T,JL,L30
6 STATE	State	T,JL,L2
7 ZIP_CODE	Zip Code	T,JL,L12

3/3

(T000)

F1-help, F2-list toggle, F7-exit

4. Select the field you want to use to create the link.

*Select the SREP\_NAME field for this report.*

### Field Specification Screen – @LINK Field

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5
				Tot	Avg	Max	Min	Pct	Cnt	Case Date	NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	No
STATE	T 5	44	1	---	---	---	---	---	No	None	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Once the field has been selected, it is added to the Field Specification screen. @LINK is displayed before the Link Name.

Accept all defaults and enter to a blank Field/@CALC field.

The next field for the report is the default terms setup for the customer.

*Use the list fields function key to select the TERMS\_CODE field.*

### Field Specification Screen – Terms Code

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No
STATE	T 5	44	1	---	---	---	---	---	No	None	---	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	---	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Accept all defaults and enter to a blank Field/@CALC field

The next field for the report is the description of the term code.

Use the list fields function key to find the terms description field.

The terms description field is not stored in the Customer file (ARCU) so we will have to create a link field to select the description from a different file.

Select the Link function key to create a link field. The Link Element box is displayed

### Field Specification Screen – Link Element Box – Link Name

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No
STATE	T 5	44	1	---	---	---	---	---	No	None	---	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	---	No

Link Element  
Link Name: DESCRIPTION

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Enter the Link Name.

*Enter Description for this link.*

**Field Specification Screen – Link-to-File**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5
				Tot	Avg	Max	Min	Pct		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None ----- No
<div> <div>Link-to File</div> <div> <div>1 *ARTC@TERMS_CODE</div> <div>Terms Code File</div> </div> <div> <div>2 ARDC@DIST_CODE</div> <div>Distribution Codes</div> </div> </div>										
4/4										

(T000)

F1-help, F7-exit without selection

The Link-to-File box is displayed.

Select the file that contains the field you want for the link.

*Select the ARTC@TERM\_CODE<sup>5</sup> file.*

**Field Specification Screen – Link-to-File – Field Selection**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5																					
				Tot	Avg	Max	Min	Pct			Cnt																				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None ----- No																					
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None ----- No																					
<div>Field Selection</div> <table border="1"> <thead> <tr> <th>FIELD NAME</th> <th>DESCRIPTION</th> <th>TYPE CODES</th> </tr> </thead> <tbody> <tr> <td>1 DESC</td> <td>Description</td> <td>T,JL,L13</td> </tr> <tr> <td>2 DISC_DAYS</td> <td>Discount Days</td> <td>N,JR,L3,-</td> </tr> <tr> <td>3 DISC_PERCENT</td> <td>Discount Percentage</td> <td>N,JR,L7,-</td> </tr> <tr> <td>4 NET_DUE_DAYS</td> <td>Net Due Days</td> <td>N,JR,L3,-</td> </tr> <tr> <td>5 REG_PROX_TERMS</td> <td>Regular/Prox Terms</td> <td>T,JL,L1</td> </tr> <tr> <td>6 TERMS_CODE</td> <td>Terms Code</td> <td>T,JL,L6</td> </tr> </tbody> </table>											FIELD NAME	DESCRIPTION	TYPE CODES	1 DESC	Description	T,JL,L13	2 DISC_DAYS	Discount Days	N,JR,L3,-	3 DISC_PERCENT	Discount Percentage	N,JR,L7,-	4 NET_DUE_DAYS	Net Due Days	N,JR,L3,-	5 REG_PROX_TERMS	Regular/Prox Terms	T,JL,L1	6 TERMS_CODE	Terms Code	T,JL,L6
FIELD NAME	DESCRIPTION	TYPE CODES																													
1 DESC	Description	T,JL,L13																													
2 DISC_DAYS	Discount Days	N,JR,L3,-																													
3 DISC_PERCENT	Discount Percentage	N,JR,L7,-																													
4 NET_DUE_DAYS	Net Due Days	N,JR,L3,-																													
5 REG_PROX_TERMS	Regular/Prox Terms	T,JL,L1																													
6 TERMS_CODE	Terms Code	T,JL,L6																													

Select the field you want to use to create the link.

*Select the DESC field for this report.*

<sup>5</sup> If you are using version 6.0x or lower select the ARCD\_1@TYPE\_CODE file.



**Field Specification Screen – @LINK Field**

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T 5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	No	None	-----	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Once the field has been selected, it is added to the Field Specification screen. @LINK is displayed before the Link Name.

Accept all defaults and enter to a blank Field/@CALC field.

The next field for the report is the Last Sales Date.

Use the list fields function key to select the LAST\_SALE\_DATE field.

### Field Specification Screen – Last Sale Date

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP		
				Tot	Avg	Max	Min	Pct	Cnt				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	---	No	None	-----	No
STATE	T 5	44	1	---	---	---	---	---	---	No	None	-----	No
REP_1	T 5	50	1	---	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	---	No	---	None	No

Last Sale Date  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

For Date fields there are 3 available options in the Statistics column

<u>Option</u>	<u>Description</u>
Max	Displays the largest number or date for the field as a report total and a subtotal for any break points.
Min	Displays the smallest number or date for the field as a report total and a subtotal for any break points.
Cnt	Counts the number of records in the field and is displayed the number as a report total and a subtotal for any break points.

For each option, select **1**, for No, if you do not want the total calculated for the report OR **2**, for Yes, if you want the system to calculate the optional total.

**Field Specification Screen – Last Sale Date – Convert Column – Date**

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T 5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	No	---		No

Last Sale Date  
0=full date 1=MM/YYYY 2=MM/YYYY 3=MMYY 4=MMYY 5=YYYY 6=YYYYMM 7=YYMM.

(T000)

F1-help, F9/F7-done

The Convert column allows you to select how you want the field to display on the report.

The Date convert field allows you to select how the dates fields will display on the report.

**Option****Description**

- |               |  |
|---------------|--|
| 0 – Full Date | Displays the full date in MM/DD/YYYY format.<br>Example: January 1, 1999 would display as 01/01/1999 |
| 1 – MMMYYYY   | Displays the date using a 3-character month and 4-digit year.<br>Example: JAN/1999                   |
| 2 – MMYYYY    | Displays the date using a 2-digit month and 4-digit year.<br>Example: 01/1999                        |
| 3 – MMY       | Displays the date using a 2-digit month and 2-digit year.<br>Example: 01/99                          |
| 4 – MMMY      | Displays the date using a 3-character month and 2-digit year.<br>Example: JAN/99                     |
| 5 – YYYY      | Displays the 4-digit year only.<br>Example: 1999   |
| 6 – YYYYMM    | Displays the date using a 4-digit year and 2-digit month.<br>Example: 1999/01                        |
| 7 – YYMM      | Displays the data using a 2-digit year and 2-digit month.<br>Example: 99/01                          |

The NDP (No Duplicate Print) convert field allows you to hide repeated values for text and date fields.

Select 1 to display all values or 2 to suppress the duplicate values.

The next field for the report is the Sales Year to Date.

Use the list fields function key to select the SALES\_YTD field.

### Field Specification Screen – Sales YTD

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	---	No	None	---	No
STATE	T 5	44	1	---	---	---	---	---	---	No	None	---	No
REP_1	T 5	50	1	---	---	---	---	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	---	No	None	---	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	---	No	None	---	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	---	No	---	None	No
SALES_YTD	N 14	1	2	---	---	No	No	No	No	No	---	---	---

Sales Year to Date  
1 - No total, 2 - Yes, total column.

(T000)

Fl-help, F9/F7-done

The Col/Row column defaults to Col 1, Row 2. General Report Writer will automatically wrap any fields that do not fit on a line to the next line, based on the width of the report and the fields already selected.

For Numeric fields all 6 options are available in the Statistics column.

#### Option      Description

- |      |   |
|------|---|
| Tot* | Calculates a total for the field and is displayed the amount as a report total and a subtotal for any break points.           |
| Avg* | Calculates an average amount for the field and is displayed the amount as a report total and a subtotal for any break points. |
| Max  | Displays the largest number or date for the field as a report total and a subtotal for any break points.                      |
| Min  | Displays the smallest number or date for the field as a report total and a subtotal for any break points.                     |
| Pct* | Calculates a percentage of the field for each line on the report compared to the report total.                                |
| Cnt  | Counts the number of records in the field and is displayed the number as a report total and a subtotal for any break points.  |

For each option, select **1**, for No, if you do not want the total calculated for the report OR **2**, for Yes, if you want the system to calculate the optional total.

**Select Yes for Tot and no for the other Statistic options.**

The Convert column is unavailable for Numeric fields.

---

\*You cannot use the Tot or Avg options with the Pct option.

The next field for the report is the Invoices Year to Date.

Use the list fields function key to select the INVOICES\_YTD field.

### Field Specification Screen – Invoices YTD

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No
STATE	T 5	44	1	---	---	---	---	---	No	None	---	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	---	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	No	None	---	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	No	---	None	No
SALES_YTD	N 14	1	2	Yes	No	No	No	No	No	---	---	---
INVOICES_YTD	N 6	16	2	Yes	No	No	No	No	No	---	---	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Select Yes for Tot and no for the other Statistic options.

The last field for this report will be an average invoice calculation based on the sales year to date divided by the invoices year to date.

In a blank Field/@Calc, select the calc function key.

### Creating a Calc Field

The Calc box is displayed.

### Field Specification – Calc Box

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No

Calc name:

Type code(s):

Heading:

Expression:

Enter a name for the calculation.

(T000)

F1-help, F9-done, F7-exit

**Field Specification – Calc Box – Calc Name**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5		
				Tot	Avg	Max	Min	Pct	Cnt			Case	Date
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s):  
T Heading:  
@ Expression:  
L  
S  
I

Enter type code(s), such as "T,L20".

(T000)

F1-help, F9-done, F7-exit

1. Enter the Calc name.

This is the name General Report Writer will use to create the calc field and does not have to be the same as the column heading.

The Calc name can be 1-15 characters long, and cannot contain spaces or symbols. Letters numbers, periods and underscores are allowed.

**Field Specification – Calc Box – Type Code(s)**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5		
				Tot	Avg	Max	Min	Pct	Cnt			Case	Date
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s): N,L14,JR,2,-  
T Heading:  
@ Expression:  
L  
S  
I

Enter type code(s), such as "T,L20".

(T000)

F1-help, F9-done, F7-exit

2. Enter the Type Code(s) for the field (See Appendix A)

**Field Specification – Calc Box - Heading**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg.|Invoice  
@ Expression:  
L  
S  
I

Enter column heading for the calculation.

(T000)

F1-help, F7-exit

3. Enter the Heading for the field.

This heading will print in the header of the report if you are printing the header and printing column headings.

**Field Specification – Calc Box – Expression**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg.|Invoice  
@ Expression: SALES\_YTD/INVOICES\_YTD  
L  
S  
I

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

4. Enter the Expression used to create the field.

The Expression can be a maximum of 300 characters.

You can use the list fields function to select fields from the central file to use in the Expression. You can use the link expression to create a linked field in the Expression.

**For this Expression, enter SALES\_YTD/INVOICES\_YTD.**

Use the list fields function to select the SALES\_YTD and INVOICES\_YTD fields.

You must enter through the Expression field until General Report Writer returns you to the Field Specification screen OR select the done function key, to save the Expression.

**Field Specification - @CALC Field**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T 5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	No	----	None	No
SALES_YTD	N 14	1	2	Yes	No	No	No	No	No	----	-----	---
INVOICES_YTD	N 6	16	2	Yes	No	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N 14	23	2	Yes	No	No	No	No	No	----	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

General Report Writer places @Calc in front of the Calc name you entered.

**Select Yes for Tot and no for the other Statistic options.**

Select the done function key after all the fields for the report have been selected.



**Field Specification Screen – Verification Prompt**

OSAS 1000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T	11	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T	30	1	---	---	---	---	---	No	None	-----	No
STATE	T	5	44	1	---	---	---	---	No	None	-----	No
REP_1	T	5	50	1	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T	30	56	1	---	---	---	---	No	None	-----	No
TERMS_CODE	T	10	87	1	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T	13	98	1	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D	10	112	1	---	---	No	No	---	---	None	No
SALES_YTD	N	14	1	2	Yes	No	No	No	No	---	-----	---
INVOICES_YTD	N	6	16	2	Yes	No	No	No	No	---	-----	---
@CALCAVERAGE_INVOICE	N	14	23	2	Yes	No	No	No	No	---	-----	---

(T000)

Is the above information correct?  
 Selection: **Yes** No Visual  
 F7-Exit without selection

The Verification Prompt “Is the above information correct?” is displayed.

**Selection****Description**

Yes

Saves the fields and any changes made, and returns you to the Report Design screen.

No

You can add, delete or edit any fields for the report.

Visual

Shows you how the fields will print on the report. The fields are represented with a two-character code (1 followed by the letters A-Z), with the balance of the field length filled with tilde (~) characters.

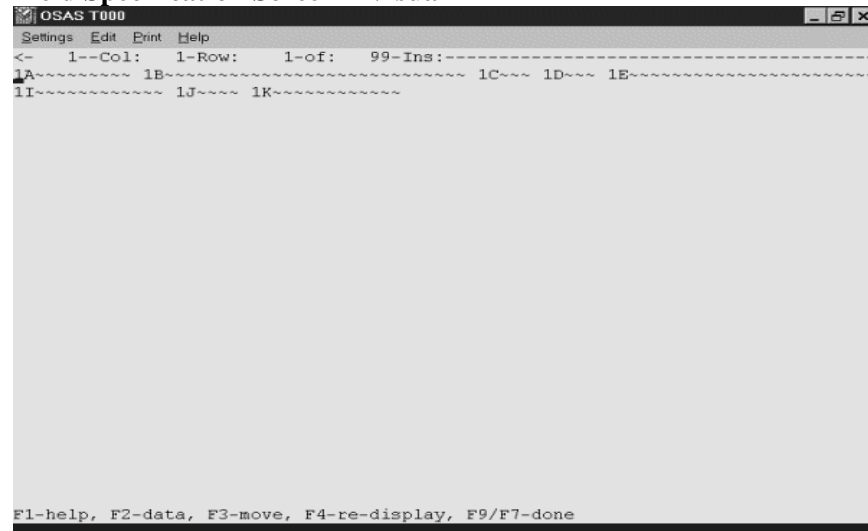
Exit without selection

You can exit fields without saving any changes. General Report Writer will ask you to verify exiting fields without saving any changes.

Select Yes to exit without saving any changes.

Select No to re-display the Verification Prompt.

*Select Visual for this report.*

**Field Specification Screen – Visual**

The Visual Screen is displayed.

The Visual screen shows you how the fields will print on the report. The fields are represented with a two-character code (1 followed by the letters A-Z), with the balance of the field length filled with tilde (~) characters.

<u>Command</u>	<u>Description</u>
Help	Displays help information for the visual mode.
Data	Displays the field information for the field at the cursor.
Move/Move to <sup>6</sup>	You can move the field at the cursor. The field changes to plus signs (+). Move the cursor to the desire position for the field and re-select the move/move to function key.
Re-display	Refreshes the visual screen to the original settings.
Done	Displays the Verification Prompt and allows you to exit the visual mode.

To use any of the commands, select the function key displayed next to the command.

***Place the cursor underneath the 1A field and select the data function.***

<sup>6</sup> It is easier to return to the Field Specification screen and change the column and row designation to move the field.

**Field Specification – Visual Mode – Data Entry Box**

OSAS 1000

Settings Edit Print Help

<- 1--Col: 1-Row: 1-of: 99-Ins:-----

1A~~~~~ 1B~~~~~ 1C~~~~ 1D~~~~ 1E~~~~

1I~~~~~ Data Entry

Field/@CALC:	CUSTOMER_ID	
:	Customer_ID	
Type	Col	Row
T 11	1	1

Statistics		Convert	
Tot	---	Case	None
Avg	---	Date	-----
Max	---	NDP	No
Min	---		
Pct	---		
Cnt	No		

Is the above information correct?

Selection: **Yes** No Delete

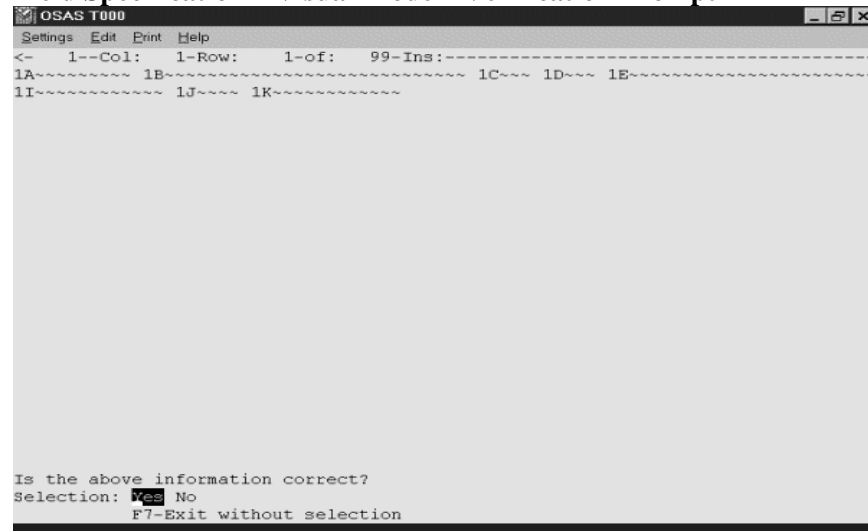
F7-Exit without selection

The Data Entry box is displayed.

The Data entry box show you the Field, Column Heading, Type, Col and Row positions, and the selections made for the Statistics and Convert columns.

**Selection****Description**

Yes	Saves any changes made in the Data Entry box and returns you to the visual mode.
No	You can edit or change the field.
Delete	You can remove the field from the report.
Exit without selection	You can exit Data entry without saving any changes. General Report Writer will ask you to verify exiting without saving any changes.
	Select Yes to exit without saving any changes.
	Select No to re-display the Verification Prompt.

**Field Specification – Visual Mode – Verification Prompt**

*Select the done function.*

The Verification Prompt “Is the above information correct?” is displayed.

**Selection****Description**

Yes	Saves the fields and any changes made, and returns you to the Field Specification screen.
No	You can add, delete or edit any fields for the report.
Exit without selection	Exits the visual mode without saving any changes. General Report Writer will ask you to verify exiting visual without saving any changes. Select Yes to exit without saving any changes. Select No to re-display the Verification Prompt.

Once you exit the visual mode, General Report Writer returns you to the Field Specification screen, displaying the Verification prompt.

### Field Specification Screen – Verification Prompt

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No
STATE	T 5	44	1	---	---	---	---	---	No	None	---	No
REP_1	T 5	50	1	---	---	---	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	---	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	No	None	---	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	No	---	None	No
SALES_YTD	N 14	1	2	Yes	No	No	No	No	No	---	---	---
INVOICES_YTD	N 6	16	2	Yes	No	No	No	No	No	---	---	---
@CALCAVERAGE_INVOICE	N 14	23	2	Yes	No	No	No	No	No	---	---	---

(T000)

Is the above information correct?  
 Selection: **Yes** No Visual  
 F7-Exit without selection

Select Yes to return to the Report Design screen.

### Report Design Screen – Run

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

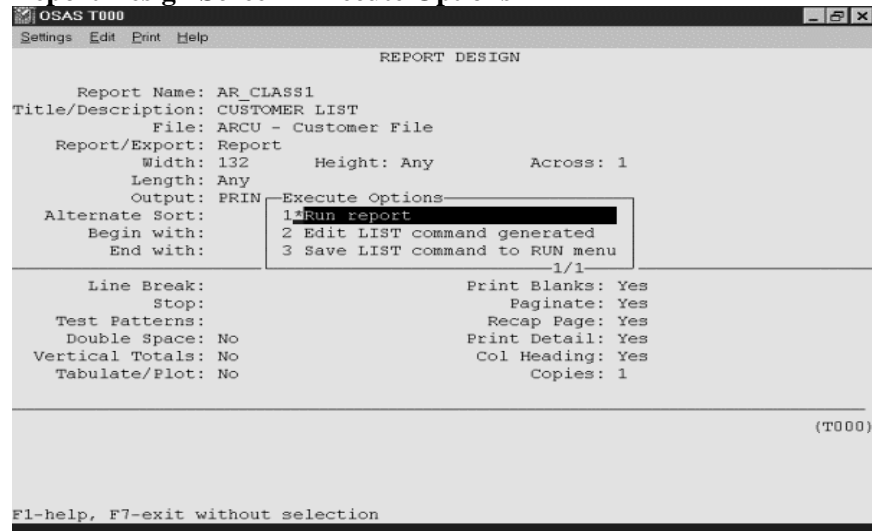
Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr **Run** Delete Print  
 F7-Exit without selection

Select Run<sup>7</sup> to generate the report

<sup>7</sup> You can add Breaks, Sort, Criteria, and Linksel information before running the report, however it is usually a good idea to run the report before adding each step to insure that you are getting the correct information on the report and to help resolve any strange errors that may appear on the report.

**Report Design Screen –Execute Options**

The Execute Options box is displayed.

Select if you would like to generate the report, edit the report, or save the report to the run menu.

**Options**

Run Report

Edit LIST command generated

Save LIST command to RUN menu

**Description**

Generates the report and allows you to select the output device, based on the Output and Report/Export selections made on the Report Design screen.

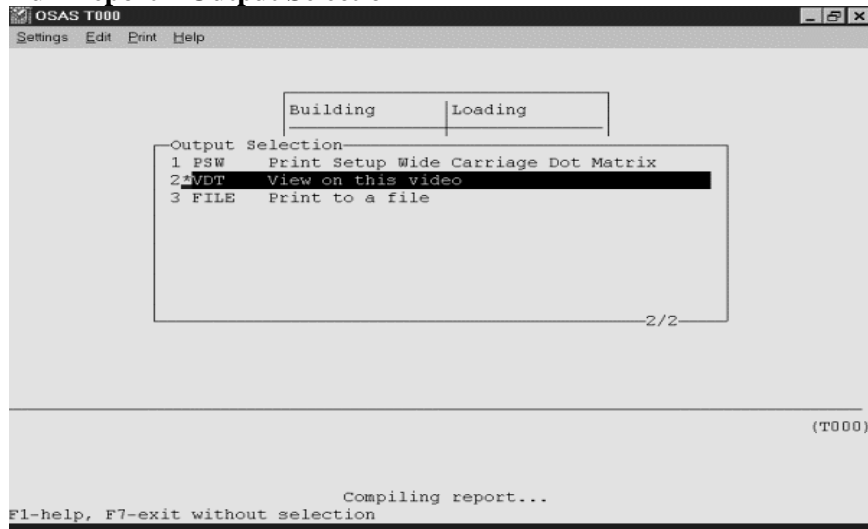
Takes you into LIST mode to edit the report.

Saves the LIST mode report instructions to the RUN menu.

You are prompted for a Report Name<sup>8</sup> and if you would like the report open for all users or only available to your user id.

***Select Run Report***

<sup>8</sup> The Report Name saved to the RUN menu does not have to be the same as the Prompt mode Report Name.

**Run Report – Output Selection**

General Report Writer prompts for the Output Selection based on the output field on the Report Design Screen.

If Printer was selected in the Output field, General Report Writer will prompt you to select from the list of printer<sup>9</sup> setup in OSAS and General Report Writer. You also have the option to select VDT, which prints to the screen, OR File, to print to an ASCII file.

If File was selected in the Output field, General Report Writer will prompt you for the output path and file name.

If VDT was selected in the Output field, or you left the Output field blank, General Report Writer will print to the screen, and will not give you any output selection options.

***Select VDT to print the report to the screen.***

---

<sup>9</sup> If the Width of the report exceeds the standard and compressed columns for the printer, that printer will not be listed in the Output Selection box.

**Customer List Report**

Customer ID	Name	Sales Ytd	Invs.	Avg. Invoice	State	Rep 1 Name	Rep 1 Address
ACE001	ACE BUILDERS	1665331.24	14	118952.23	KY	GPD	Garry P. Deacon
CASHCA	CASH SALES-OAKLAND, CA	66487.23	4	16621.81			
CASHMD	CASH SALES-BALTIMORE, MD	108136.59	5	21627.32			
CASHMN	CASH SALES-MINNEAPOLIS	138196.60	5	27639.32			
CASHPS	CASH SALES-DALLAS, TX	522780.14	8	65347.52			
CASHTX	CASH SALES-DALLAS, TX	.00	0	140			
DAL001	DALLAS-FT WORTH DOME HOMES	367487.14	8	45935.89	TX	DMM	Donna M Mendelsohn

Do you want to continue the list? (Y/N): Y  
 F1-help, F2-first page, F3-last page, F4-search, F7-exit

When you print to the screen, you have several options for viewing information on the report.

**Option****Description**

Do you want to continue the list? (Y/N)

Select Y for Yes to move to the next screen of the report and continue viewing the report.

Select N for No to exit the report and return to the General Report Writer Options menu.

Help

Displays help information about the current function.

First Page

Takes you to the first page of the report.

Last page

Takes you to the last page of the report.

Search

Searches for the first occurrence of any text entered. The search begins on the current page and searches any remaining pages.

Exit

Exits the report and returns you to the General Report Writer Options menu.



**Customer List Report**

Customer ID	Name	Sales Ytd	Invs.	Avg. Invoice	State	Rep	Name
ACE001	ACE BUILDERS	1665331.24	14	118952.23	KY	GPD	Garry P. Deacon
CASHCA	CASH SALES-OAKLAND, CA	66487.23	4	16621.81			
CASHMD	CASH SALES-BALTIMORE, MD	108136.59	5	21627.32			
CASHMN	CASH SALES-MINNEAPOLIS	138196.60	5	27639.32			
CASHPS	CASH SALES-DALLAS, TX	522780.14	8	65347.52			
CASHTX	CASH SALES-DALLAS, TX	.00	0	!40			
DAL001	DALLAS-FT WORTH DOME HOMES	367487.14	8	45935.89	TX	DMM	Donna M Mendelsohn

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Sales YTD, Invoices YTD and Average Invoices amounts printing on row 2.

Basic Error 40. General Report Writer does not stop the report. Prints the error in the field where it occurred.

The Sales YTD, Invoices YTD, and Average Invoice amount are printing on line 2, below the Customer ID and Customer Name fields.

You can also see in the Average Invoice field on a few of the customers there is an !40. This means that General Report Writer received a Basic Error 40. General Report Writer will not stop the report for most basic errors. It prints the error number in the field where the error occurred.

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, and search for string or exit the report.

**Customer List Report**

1 Name	Terms	Code	Descr	Last Date
Garry P. Deacon	2PCT	2/10,n/30		12/21/1999
	COD		C.O.D.	12/06/1999
	COD		C.O.D.	12/20/1999
	COD		C.O.D.	12/01/1999
	COD		C.O.D.	12/15/1999
	COD		C.O.D.	
Donna M Mendelsohn	1PCT	1/10,n/30		12/25/1999

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you selected Yes to print the Recap Page, it is displayed after the report.

### Customer List – Recap Page

```

OSAS 1000
Settings Edit Print Help
01/21/2000
11:41 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 13.1 CUST_NAME TAB 44.1 STATE TAB 50
SR@SREP:SREP_NAME TAB 87.1 TERMS_CODE TAB 98.1 ARCD_1@TYPE_C
LAST_SALE_DATE TAB 1.2 TOTAL SALES_YTD TAB 16.2 TOTAL INVOIC
L @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg.|Invoice",SALES_Y

Start time:       01/21/2000 11:41:23 AM
End time:        01/21/2000 11:41:35 AM
Records Processed: 13
Records Printed:  13

@CID: H
Errors occurred during selecting, sorting, and/or printing.
Errors:          @CALCAVERAGE_INVOICE: !40 Number overflow, probably division

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page prints the LIST Mode instruction for the report, the starting and ending time for processing the report, the number of records processed and printed for the report, the company ID for the current company and any error that occurred on the report.

### Customer List – Recap Page

```

OSAS 1000
Settings Edit Print Help
RECAP PAGE
Page 3

-----
WIDTH 132 ON PRINTER

T_NAME TAB 44.1 STATE TAB 50.1 REP_1 TAB 56.1 AR
_CODE TAB 98.1 ARCD_1@TYPE_CODE:DESCR TAB 112.1
ES_YTD TAB 16.2 TOTAL INVOICES_YTD TAB 23.2 TOTA
,2,-","Avg.|Invoice",SALES_YTD/INVOICES_YTD)

inting.
overflow, probably division by zero.

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The recap page explains the error we got on the report. The error is in the calculation for the Average Invoice amount. Division by zero error.

The next step for this report is to rearrange some of the fields to make the report look better, then to edit the calculation to prevent the divide by zero error.

*Exit the recap page.*

## Formatting the Report

### Stacking Fields

#### Report Design Screen - Fields

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
 Selection: Yes No **Fields** Break Sort Criteria Linksel Hdr/ftt Run Delete Print  
 F7-Exit without selection

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Select the AR\_CLASS1 report in the Report Name field and choose Fields when the Verification prompt is displayed.

When you enter Fields the Verification prompt is displayed. Select No to edit the fields.

#### Fields Specification – Verification Prompt

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5			
				Tot Avg Max Min Pct Cnt	Case Date	NDP			
CUSTOMER_ID	T 11	1	1	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	No	None	---	No
STATE	T 5	44	1	---	---	No	None	---	No
REP_1	T 5	50	1	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	No	None	---	No
@LINKDESCRIPTION	T 13	98	1	---	---	No	None	---	No
LAST_SALE_DATE	D 10	112	1	---	---	No	None	---	No
SALES_YTD	N 14	1	2	Yes	No	No	---	---	---
INVOICES_YTD	N 6	16	2	Yes	No	No	---	---	---
@CALCAVERAGE_INVOICE	N 14	23	2	Yes	No	No	---	---	---

(T000)

Is the above information correct?  
 Selection: Yes No **Visual**  
 F7-Exit without selection

First, edit the fields so the report looks better. We will stack the Customer ID on top of the Customer Name, then the Sales Rep ID on top of the Sales Rep Name, and finally the Terms Code above the Description of the terms.

**Fields Specification – Stacking Fields**

OSAS 1000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
CUSTOMER_ID	T	11	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T	30	1	---	---	---	---	---	No	None	-----	No
STATE	T	5	32	---	---	---	---	---	No	None	-----	No
REP_1	T	5	38	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T	30	44	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T	10	75	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T	13	86	---	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D	10	100	---	---	No	No	---	No	----	None	No
SALES_YTD	N	14	111	2	Yes	No	No	No	No	----	-----	---
INVOICES_YTD	N	6	126	2	Yes	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N	14	1	3	Yes	No	No	No	No	----	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Arrow down to the CUST\_NAME field

Enter to the Col/Row column. Change the Col to 1 and the Row to 2; this will now print the CUST\_NAME field below the CUSTOMER\_ID field.

Enter through the remaining columns until you get to the next field. If you do not enter through the remaining columns, you must manually adjust the Col and Row fields for each field.

General Report Writer will automatically adjust the remaining fields Col and Row settings to match the new settings.

Change the State field back to Row 1

**Fields Specification – Stacking Fields**

OSAS 1000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
CUSTOMER_ID	T	11	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T	30	1	---	---	---	---	---	No	None	-----	No
STATE	T	5	32	1	---	---	---	---	No	None	-----	No
REP_1	T	5	38	1	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T	30	44	1	---	---	---	---	No	None	-----	No
TERMS_CODE	T	10	75	1	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T	13	86	1	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D	10	100	1	---	---	No	No	---	----	None	No
SALES_YTD	N	14	111	1	Yes	No	No	No	No	----	-----	---
INVOICES_YTD	N	6	126	1	Yes	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N	14	1*	2	Yes	No	No	No	No	----	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

The asterisk (\*) denotes an overlapping field. General Report Writer will print the report with the overlapping field if it is not corrected.

Enter to the Row field in the Col/Row column for the State field and change it back to 1.

Enter through the remaining columns. General Report Writer automatically adjusts the remaining fields Col and Row settings to match the new settings.

You may notice some fields have an asterisk (\*) in the Col field as you adjust fields. This means that you have overlapping fields. General Report Writer will print the report with overlapping fields, but warns you here in the Fields Specification screen.

**Fields Specification – Stacking Fields**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5
				Tot	Avg	Max	Min	Pct		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	No
STATE	T 5	32	1	---	---	---	---	---	No	No
REP_1	T 5	38	1	---	---	---	---	---	No	No
@LINKSALES REP_NAME	T 30	38	2	---	---	---	---	---	No	No
TERMS_CODE	T 10	69	2	---	---	---	---	---	No	No
@LINKDESCRIPTION	T 13	80	2	---	---	---	---	---	No	No
LAST SALE_DATE	D 10	94	2	---	---	No	No	---	No	No
SALES_YTD	N 14	105	2	Yes	No	No	No	No	No	No
INVOICES_YTD	N 6	120	2	Yes	No	No	No	No	No	No
@CALCAVERAGE_INVOICE	N 14	1	3	Yes	No	No	No	No	No	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Next, arrow down to the SALES\_REP\_NAME link field.

Enter to the Col/Row column. Change the Col to 38 and the Row to 2, this will print the Sales Rep Name below the Sales Rep ID.

Enter through the remaining columns until you get to the next field.

General Report Writer automatically adjusts the remaining fields Col and Row settings to match the new settings.

Change the Terms Code field back to Row 1

### Fields Specification – Stacking Fields

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No
STATE	T 5	32	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	38	1	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	38	2	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	69	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	80	1	---	---	---	---	---	No	None	-----	No
LAST SALE DATE	D 10	94	1	---	---	No	No	---	No	----	None	No
SALES_YTD	N 14	105	1	Yes	No	No	No	No	No	----	-----	---
INVOICES_YTD	N 6	120	1	Yes	No	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N 14	1*	2	Yes	No	No	No	No	No	----	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Enter to the Row field in the Col/Row column for the Terms Code field and change it back to 1.

Enter through the remaining columns. General Report Writer automatically adjusts the remaining fields Col and Row settings to match the new settings.

### Fields Specification – Stacking Fields

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No
STATE	T 5	32	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	38	1	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	38	2	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	69	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	69	2	---	---	---	---	---	No	None	-----	No
LAST SALE DATE	D 10	83	2	---	---	No	No	---	No	----	None	No
SALES_YTD	N 14	94	2	Yes	No	No	No	No	No	----	-----	---
INVOICES_YTD	N 6	109	2	Yes	No	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N 14	116	2	Yes	No	No	No	No	No	----	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Next, arrow down to the DESCRIPTION link

Enter to the Col/Row column. Change the Col to 69 and the Row to 2, to print the Terms Code Description below the Terms Code

Enter through the remaining columns until you get to the next field.

General Report Writer automatically adjusts the remaining fields Col and Row settings to match the new settings.

Change the LAST\_SALE\_DATE field back to Row 1

### Fields Specification – Stacking Fields

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No
STATE	T 5	32	1	---	---	---	---	---	No	None	-----	No
REP_1	T 5	38	1	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T 30	38	2	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T 10	69	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 13	69	2	---	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D 10	83	1	---	---	No	No	---	No	----	None	No
SALES_YTD	N 14	94	1	Yes	No	No	No	No	No	----	-----	---
INVOICES_YTD	N 6	109	1	Yes	No	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N 14	116	1	Yes	No	No	No	No	No	----	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Enter to the Row field in the Col/Row column for the LAST\_SALE\_DATE field and change it back to 1.

Enter through the remaining columns. General Report Writer automatically adjusts the remaining fields Col and Row settings to match the new settings. All the remaining fields should now be on Row 1.

Next, edit the calculation to prevent the !40, divide by zero error.

Arrow down to the CALCAVERAGE\_INVOICE field Select the calc function to edit the calculation.

The Calc box is displayed

### Fields Specification – Editing the Calculation

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No

Calc name: AVERAGE\_INVOICE  
 @ Type code(s): N,L14,JR,2,-  
 Heading: Avg. Invoice  
 Expression: SALES\_YTD/INVOICES\_YTD

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

## Fields Specification – Editing the Calculation

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP		
				Tot	Avg	Max	Min	Pct	Cnt				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg. Invoice  
@ Expression: SALES\_YTD/INVOICES\_YTD  
L  
S  
I  
@

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

The Expression is causing the error. If the Invoices YTD field is 0 we get the !40 error on the report.

We have 2 options for the expression.

1. Use and IF, THEN, ELSE statement in the Expression to prevent the error.
2. Use internal General Report Writer functions in the Expression to prevent the error.

## Option 1 – IF, THEN, ELSE Statement

## Editing the Calculation – IF, THEN, ELSE

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP		
				Tot	Avg	Max	Min	Pct	Cnt				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg. Invoice  
@ Expression: IF  
L  
S  
I  
@

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

1. Delete the Expression and type the word **IF**



**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	1/5 NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	---	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 GROUP_CODE	Group Code	T,JL,L1
2 INVOICES_LAST_YR	Invoices Last Year	N,JR,L6,-
3 INVOICES_PTD	Invoices Period to Date	N,JR,L6,-
4 INVOICES_QTD	Invoices Quarter to Date	N,JR,L6,-
5 INVOICES_YTD	Invoices Year to Date	N,JR,L6,-
6 LAST_PAYMENT_DATE	Last Payment Date	D,JL,L10
7 LAST_PAY_AMT	Last Payment Amount	N,JR,L14,-
8 LAST_PAY_NO	Last Check/Payment Number	T,JL,L8
9 LAST_SALES_DATE_FRO	Last Sale Date	D,JL,L10

8/14

(T000)

F1-help, F2-list toggle, F7-exit

2. Use the list fields function and select the INVOICES\_YTD field.

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	1/5 NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	---	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	---	---	No

S

R Calc name: AVERAGE\_INVOICE

@ Type code(s): N,L14,JR,2,-

T Heading: Avg. Invoice

@ Expression: IF INVOICES\_YTD=0 THEN

L

S

I

@

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

3. Type the equal sign (=) followed by the number zero (0), followed by a space and the word THEN.

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	Case	Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	---	No	None	-----	No

S  
R  
@  
T  
@  
L  
S  
I  
@

Calc name: AVERAGE\_INVOICE  
Type code(s): N,L14,JR,2,-  
Heading: Avg. Invoice  
Expression: IF INVOICES\_YTD=0 THEN @FLD=0

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

4. Type the ampersand sign (@) followed by FLD<sup>10</sup> followed by the equal sign (=) followed by then number zero (0).

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	Case	Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	---	No	None	-----	No

S  
R  
@  
T  
@  
L  
S  
I  
@

Calc name: AVERAGE\_INVOICE  
Type code(s): N,L14,JR,2,-  
Heading: Avg. Invoice  
Expression: IF INVOICES\_YTD=0 THEN @FLD=0 ELSE @FLD=0

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

5. Type another space followed by the word ELSE followed by another space followed by the ampersand sign (@) and then FLD followed by the equal sign (=).

<sup>10</sup> @FLD is an internal General Report Writer command, which stands for at this field. See Appendix C for more information.

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case Date	1/5 NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

12/14

(T000)

F1-help, F2-list toggle, F7-exit

6. Use the list fields function and select the SALES\_YTD field

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case Date	1/5 NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg. Invoice  
@ Expression: IF INVOICES\_YTD=0 THEN @FLD=0 ELSE @FLD=SALES\_YTD/  
L  
S  
I  
@

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

7. Type the divide sign (/).

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	1/5	NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No		

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 GROUP_CODE	Group Code	T,JL,L1
2 INVOICES_LAST_YR	Invoices Last Year	N,JR,L6,-
3 INVOICES_PTD	Invoices Period to Date	N,JR,L6,-
4 INVOICES_QTD	Invoices Quarter to Date	N,JR,L6,-
5 INVOICES_YTD	Invoices Year to Date	N,JR,L6,-
6 LAST_PAYMENT_DATE	Last Payment Date	D,JL,L10
7 LAST_PAY_AMT	Last Payment Amount	N,JR,L14,-
8 LAST_PAY_NO	Last Check/Payment Number	T,JL,L8
9 LAST_SALES_DATE_FRO	Last Sale Date	D,JL,L10

8/14

(T000)

F1-help, F2-list toggle, F7-exit

8. Use the list fields function and select the INVOICES\_YTD field.

General Report Writer automatically wraps the Expression to the next line.

**Editing the Calculation – IF, THEN, ELSE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	1/5	NDP
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No		
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No		

S

R

Calc name: AVERAGE\_INVOICE

@ Type code(s): N,L14,JR,2,-

Heading: Avg. Invoice

Expression: IF INVOICES\_YTD=0 THEN @FLD=0 ELSE @FLD=SALES\_YTD/INVOICES\_Y

TD

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

The Expression should be:

**IF INVOICES\_YTD=0 THEN @FLD=0 ELSE @FLD=SALES\_YTD/INVOICES\_YTD**

Select the done function key or enter through the Expression until you return to the Field Specification screen to save the Expression.

### Field Specification Screen

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5
				Tot	Avg	Max	Min	Pct		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	No
STATE	T 5	32	1	---	---	---	---	---	No	No
REP_1	T 5	38	1	---	---	---	---	---	No	No
@LINKSALES_REP_NAME	T 30	38	2	---	---	---	---	---	No	No
TERMS_CODE	T 10	69	1	---	---	---	---	---	No	No
@LINKDESCRIPTION	T 13	69	2	---	---	---	---	---	No	No
LAST_SALE_DATE	D 10	83	1	---	---	No	No	---	None	No
SALES_YTD	N 14	94	1	Yes	No	No	No	No	---	---
INVOICES_YTD	N 6	109	1	Yes	No	No	No	No	---	---
@CALCAVERAGE_INVOICE	N 14	116	1	Yes	No	No	No	No	---	---

Avg. | Invoice  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

Select the done function key(s) to display the Verification Prompt.

### Field Specification Screen – Verification Prompt

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5
				Tot	Avg	Max	Min	Pct		
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	No
STATE	T 5	32	1	---	---	---	---	---	No	No
REP_1	T 5	38	1	---	---	---	---	---	No	No
@LINKSALES_REP_NAME	T 30	38	2	---	---	---	---	---	No	No
TERMS_CODE	T 10	69	1	---	---	---	---	---	No	No
@LINKDESCRIPTION	T 13	69	2	---	---	---	---	---	No	No
LAST_SALE_DATE	D 10	83	1	---	---	No	No	---	None	No
SALES_YTD	N 14	94	1	Yes	No	No	No	No	---	---
INVOICES_YTD	N 6	109	1	Yes	No	No	No	No	---	---
@CALCAVERAGE_INVOICE	N 14	116	1	Yes	No	No	No	No	---	---

Is the above information correct?  
Selection: ☒ Yes No Visual  
F7-Exit without selection

(T000)

Select Yes to return to the Report Design screen.

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/21/2000			
01:17 PM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
CASHPS			COD
CASH SALES-DALLAS, TX			C.O.D.
CASHTX			COD
CASH SALES-DALLAS, TX			C.O.D.
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
GRE001	NY	PRT	COD
GREATER NEW YORK DOMES, INC.		Patrick R Thomassen	C.O.D.
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The report looks a little better. The Customer Name is printing below the Customer ID, the Sales Rep Name prints below the Sales Rep ID and the Terms description prints below the Terms Code.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
	2PCT	12/21/1999	1665331.24	14	118952.23
	2/10,n/30	12/06/1999	66487.23	4	16621.81
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.	12/01/1999	138196.60	5	27639.32
	COD	12/15/1999	522780.14	8	65347.52
	C.O.D.		.00	0	0.00
	COD				
	C.O.D.				
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30	12/19/1999	315563.39	8	39445.42
ssen	COD				
	C.O.D.				
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, and search for string or exit the report.

The Average Invoice amount prints without error.

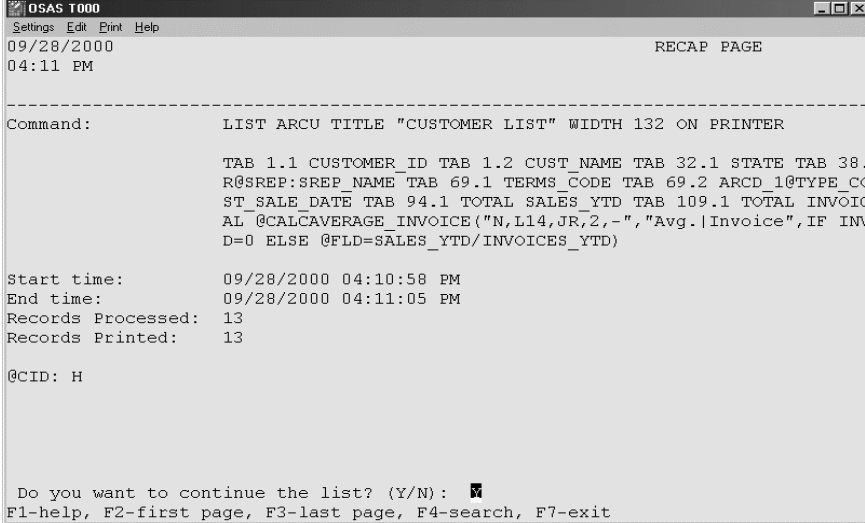
**Customer List Report**

OSAS T000				
Settings Edit Print Help				
01/21/2000				
01:17 PM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms	Code
Name		Name	Descr	
KAN001	MO	JAH	1PCT	
KANSAS CITY GEODESIC HOMES		James A. Hovland	1/10,n/30	
LOS001	CA	GPD	2PCT	
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30	
SUN001	FL	PRT	1PCT	
SUNSHINE HOMES, INC.		Patrick R Thomassen	1/10,n/30	
TEN001	TN	DMM	2PCT	
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30	
VIS001	DE		2PCT	
VISA			2/10,n/30	
*Report* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 2					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg.
	Descr				Invoice
d	1PCT	12/10/1999	696228.41	7	99461.20
	1/10,n/30				
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
	1PCT	12/12/1999	8246.32	1	8246.32
ssen	1/10,n/30				
	2PCT	12/19/1999	454090.26	12	37840.86
ohn	2/10,n/30				
	2PCT		.00	0	0.00
	2/10,n/30				
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List – Recap Page**


```

OSAS T000
Settings Edit Print Help
09/28/2000                                RECAP PAGE
04:11 PM

-----
Command:                                LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                                TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
                                R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE CO
                                ST_SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
                                AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg.|Invoice",IF INV
                                D=0 ELSE @FLD=SALES_YTD/INVOICES_YTD)

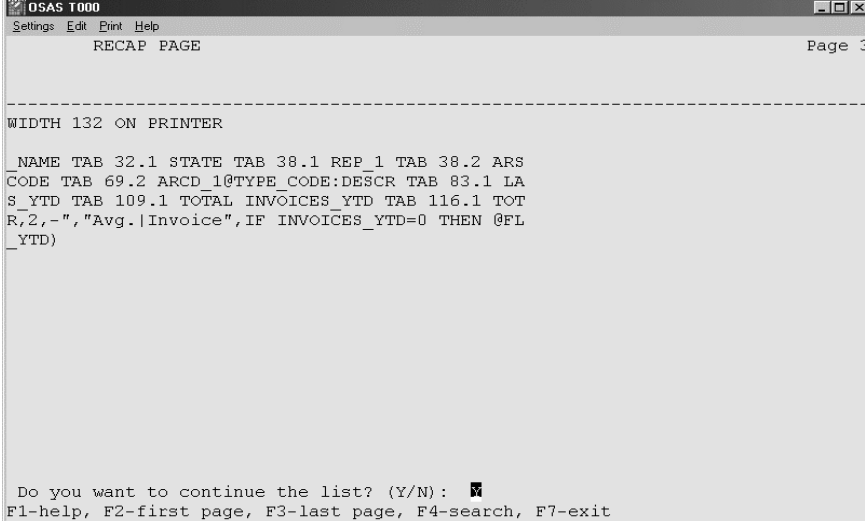
Start time:                            09/28/2000 04:10:58 PM
End time:                              09/28/2000 04:11:05 PM
Records Processed:                      13
Records Printed:                        13

@CID: H

Do you want to continue the list? (Y/N): ☒
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The recap page prints without any errors.

**Customer List – Recap Page**


```

OSAS T000
Settings Edit Print Help
                                RECAP PAGE                                Page 3

-----
                                WIDTH 132 ON PRINTER

                                _NAME TAB 32.1 STATE TAB 38.1 REP_1 TAB 38.2 ARS
                                CODE TAB 69.2 ARCD_1@TYPE_CODE:DESCR TAB 83.1 LA
                                S_YTD TAB 109.1 TOTAL INVOICES_YTD TAB 116.1 TOT
                                R,2,-","Avg.|Invoice",IF INVOICES_YTD=0 THEN @FL
                                _YTD)

Do you want to continue the list? (Y/N): ☒
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

***Exit the Report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.



## Option 2 – General Report Writer Functions

### Editing the Calculation – DIVIDE

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	NDP	
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	---	No	None	-----	No

S  
R  
@  
T  
@  
L  
S  
I  
@

Calc name: AVERAGE\_INVOICE  
Type code(s): N,L14,JR,2,-  
Heading: Avg.|Invoice  
Expression: DIVIDE\_

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

There are several functions that can be used in Expressions (See Appendix C). For this field use the DIVIDE function. This allows you to divide 2 numbers and dividing by zero is ok.

1. Delete the Expression and type the word **DIVIDE**

**Editing the Calculation – DIVIDE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct		Cnt	Case	Date
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	-----	No

S  
R  
@  
T  
@  
L  
S  
I  
@

Calc name: AVERAGE\_INVOICE  
Type code(s): N,L14,JR,2,-  
Heading: Avg. Invoice  
Expression: DIVIDE(

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

2. Type a left parenthesis (.

**Editing the Calculation – DIVIDE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct		Cnt	Case	Date
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

12/14

(T000)

F1-help, F2-list toggle, F7-exit

3. Use the list fields function to select the SALES\_YTD field.

**Editing the Calculation – DIVIDE**

OSAS 1000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	Case	Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt				
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	1	2	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg. Invoice  
@ Expression: DIVIDE(SALES\_YTD, '  
L  
S  
I  
@

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

4. Type a comma (,) after the SALES\_YTD field.

**Editing the Calculation – DIVIDE**

OSAS 1000

Settings Edit Print Help

Field Selection for CUSTOMER LIST

FIELD NAME	DESCRIPTION	TYPE CODES
1 GROUP_CODE	Group Code	T,JL,L1
2 INVOICES_LAST_YR	Invoices Last Year	N,JR,L6,-
3 INVOICES_PTD	Invoices Period to Date	N,JR,L6,-
4 INVOICES_QTD	Invoices Quarter to Date	N,JR,L6,-
5 INVOICES_YTD	Invoices Year to Date	N,JR,L6,-
6 LAST_PAYMENT_DATE	Last Payment Date	D,JL,L10
7 LAST_PAY_AMT	Last Payment Amount	N,JR,L14,-
8 LAST_PAY_NO	Last Check/Payment Number	T,JL,L8
9 LAST_SALES_DATE_FRO	Last Sale Date	D,JL,L10

8/14

(T000)

F1-help, F2-list toggle, F7-exit

5. Use the list fields function and select the INVOICES\_YTD field

**Editing the Calculation – DIVIDE**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	No

S  
R  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg.|Invoice  
@ Expression: DIVIDE(SALES\_YTD,INVOICES\_YTD) \_  
L  
S  
I  
@

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

6. Type a right parenthesis ).

The Expression should be:

***DIVIDE(SALES\_YTD,INVOICES\_YTD)***

Select the done function key or enter through the Expression until you return to the Field Specification screen to save the Expression.

**Field Specification Screen**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	No
CUST_NAME	T 30	1	2	---	---	---	---	---	No	None	No
STATE	T 5	32	1	---	---	---	---	---	No	None	No
REP_1	T 5	38	1	---	---	---	---	---	No	None	No
@LINKSALES_REP_NAME	T 30	38	2	---	---	---	---	---	No	None	No
TERMS_CODE	T 10	69	1	---	---	---	---	---	No	None	No
@LINKDESCRIPTION	T 13	69	2	---	---	---	---	---	No	None	No
LAST SALE DATE	D 10	83	1	---	---	No	No	---	No	None	No
SALES_YTD	N 14	94	1	Yes	No	No	No	No	No	---	---
INVOICES_YTD	N 6	109	1	Yes	No	No	No	No	No	---	---
@CALCAVERAGE_INVOICE	N 14	116	1	Yes	No	No	No	No	No	---	---

Avg.|Invoice  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

Select the done function key(s) to display the Verification Prompt.

### Field Specification Screen – Verification Prompt

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			
CUSTOMER_ID	T	11	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T	30	1	---	---	---	---	---	No	None	-----	No
STATE	T	5	32	---	---	---	---	---	No	None	-----	No
REP_1	T	5	38	---	---	---	---	---	No	None	-----	No
@LINKSALES_REP_NAME	T	30	38	---	---	---	---	---	No	None	-----	No
TERMS_CODE	T	10	69	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T	13	69	---	---	---	---	---	No	None	-----	No
LAST_SALE_DATE	D	10	83	---	---	No	No	---	No	----	None	No
SALES_YTD	N	14	94	1	Yes	No	No	No	No	----	-----	---
INVOICES_YTD	N	6	109	1	Yes	No	No	No	No	----	-----	---
@CALCAVERAGE_INVOICE	N	14	116	1	Yes	No	No	No	No	----	-----	---

(T000)

Is the above information correct?  
 Selection: **Yes** No Visual  
 F7-Exit without selection

Select Yes to return to the Report Design screen.

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device.

**Select VDT to print the report to the screen.**

### Customer List Report

OSAS T000

Settings Edit Print Help

01/21/2000 CUSTOMER LIST

01:17 PM

Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
CASHPS			COD
CASH SALES-DALLAS, TX			C.O.D.
CASHTX			COD
CASH SALES-DALLAS, TX			C.O.D.
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
GRE001	NY	PRT	COD
GREATER NEW YORK DOMES, INC.		Patrick R Thomassen	C.O.D.

Do you want to continue the list? (Y/N): **Y**

F1-help, F2-first page, F3-last page, F4-search, F7-exit

The report looks a little better. The Customer Name is printing below the Customer ID, the Sales Rep Name prints below the Sales Rep ID and the Terms description prints below the Terms Code.

**Customer List Report**

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
	2PCT	12/21/1999	1665331.24	14	118952.23
	2/10,n/30				
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
	COD	12/15/1999	522780.14	8	65347.52
	C.O.D.				
	COD		.00	0	0.00
	C.O.D.				
	1PCT	12/25/1999	367487.14	8	45935.89
ohn	1/10,n/30				
	COD	12/19/1999	315563.39	8	39445.42
ssen	C.O.D.				
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, and search for string or exit the report.

The Average Invoice amount prints without error.

**Customer List Report**

OSAS 1000

Settings Edit Print Help

01/21/2000

01:17 PM

CUSTOMER LIST

Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
KAN001	MO	JAH	1PCT
KANSAS CITY GEODESIC HOMES		James A. Hovland	1/10,n/30
LOS001	CA	GPD	2PCT
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30
SUN001	FL	PRT	1PCT
SUNSHINE HOMES, INC.		Patrick R Thomassen	1/10,n/30
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30
VIS001	DE		2PCT
VISA			2/10,n/30

\*Report\* SUM

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 2					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
d	1PCT	12/10/1999	696228.41	7	99461.20
	1/10,n/30				
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
ssen	1PCT	12/12/1999	8246.32	1	8246.32
	1/10,n/30				
ohn	2PCT	12/19/1999	454090.26	12	37840.86
	2/10,n/30				
	2PCT		.00	0	0.00
	2/10,n/30				
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List – Recap Page**

OSAS T000	
Settings Edit Print Help	
01/21/2000	
01:17 PM	
RECAP PAGE	
Command:	LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER
	TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38. R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE YTD))
Start time:	01/21/2000 01:17:00 PM
End time:	01/21/2000 01:17:18 PM
Records Processed:	13
Records Printed:	13
@CID:	H
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The recap page prints without any errors.

**Customer List – Recap Page**

```

OSAS 1000
Settings Edit Print Help
RECAP PAGE Page 3

-----
WIDTH 132 ON PRINTER

_NAME TAB 32.1 STATE TAB 38.1 REP_1 TAB 38.2 ARS
CODE TAB 69.2 ARCD_1@TYPE_CODE:DESCR TAB 83.1 LA
S_YTD TAB 109.1 TOTAL INVOICES_YTD TAB 116.1 TOT
R,2,-, "Avg. Invoice", DIVIDE(SALES_YTD, INVOICES_

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

***Exit the Report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

**Entering Break Points**

Next, we will add Break Points to the report.

**Report Design Screen - Break**

```

OSAS 1000
Settings Edit Print Help
REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: CUSTOMER LIST
File: ARCU - Customer File
Report/Export: Report
Width: 132 Height: Any Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

Line Break: Stop: Test Patterns: Double Space: No Vertical Totals: No Tabulate/Plot: No
Print Blanks: Yes Paginate: Yes Recap Page: Yes Print Detail: Yes Col Heading: Yes Copies: 1

(T000)

Is the above information correct?
Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print
F7-Exit without selection

```

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.



Break points tell General Report writer how to group data on a report for subtotal calculations. A break point can be based on any field in the primary file, any calculated or linked field. Break points can be line breaks or page breaks.

### Break Points Screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: Customer List

Break Points for Customer List

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

### Command

### Description

Help	Select the function key listed to display help for the field or function you are on.
List Fields	Select the function key listed to display the list of available fields.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a field from break points.
Done	Select the function keys listed to display the Verification prompt and exit Break Points.

## Text Fields

### Break Points – List Fields – Customer ID

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 CUSTOMER ID	Customer ID	T,JL,L6
3 CUSTOMER ID2	Customer ID	T,JL,L6
4 CUSTOMER ID FROM	Customer ID	T,JL,L6
5 CUSTOMER ID PROMPT	Customer ID	T,JL,L6
6 CUSTOMER ID SHORT	Customer ID	T,JL,L3
7 CUSTOMER ID THRU	Customer ID	T,JL,L6
8 CUST_CLASS	Customer Class	T,JL,L6
9 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-

5/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the CUSTOMER\_ID field.

The Description of the field defaults.

### Break Points – Customer ID - Control

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID	-	

Enter number of characters for break (blank=full field).

(T000)

F1-help, F8-jump, F9/F7-done

The Control field determines if the break point will be on the full field value or part of the field.

The field type determines how Control is displayed the values.

If this field is left blank, the break point will be on the full field.

**Leave Control blank for now.**

**Break Points – Customer ID - Type**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID		1

1 - line break, 2 - page break.

(T000)

F1-help, F8-jump, F9/F7-done

The Type field determines if you want a line break or page break on the selected field. Select 1 for line break OR 2 for page break.

*Select line break for this field.*

**Break Points – Verification Prompt**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes No  
F7-Exit without selection

Once all the Break point fields<sup>11</sup> are selected, use the done function key to display the Verification prompt.

<sup>11</sup> General Report Writer supports a maximum of 9 break point fields in prompt mode.

**Break Points – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

**Selection****Description**

- |                        |   |
|------------------------|---|
| Yes                    | Saves the break point fields and returns you to the Report Design screen.   |
| No                     | You can add, edit or delete any break point fields.   |
| Exit without selection | Exits Break Points without saving any changes. General Report Writer will ask you to verify exiting without saving any changes. |
|                        | Select Yes to exit without saving any changes.  |
|                        | Select No to re-display the Verification Prompt.  |

***Select Yes to save the changes and return to the Report Design screen.***

To generate the report, select Run from the Report Design screen.

***Select Run Report from the Execute Options box.***

Select the Output device for the report.

***Select VDT to print the report to the screen.***

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/25/2000			
10:13 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
Customer ID: ACE001 SUM			
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
Customer ID: CASHCA SUM			
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
Customer ID: CASHMD SUM			
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
Customer ID: CASHMN SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Now the report has subtotals for each Customer ID.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 1

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
COD C.O.D.	12/06/1999	66487.23	4	16621.81
		66487.23	4	16621.81
COD C.O.D.	12/20/1999	108136.59	5	21627.32
		108136.59	5	21627.32
COD C.O.D.	12/01/1999	138196.60	5	27639.32
		138196.60	5	27639.32

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/25/2000			
10:13 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30
Customer ID: TEN001 SUM			
VIS001	DE		2PCT
VISA			2/10,n/30
Customer ID: VIS001 SUM			
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 4					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
ohn	2PCT	12/19/1999	454090.26	12	37840.86
	2/10,n/30				
			454090.26	12	37840.86
	2PCT		.00	0	0.00
	2/10,n/30				
			.00	0	0.00
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

## Customer List Recap Page

```

OSAS 1000
Settings Edit Print Help
01/25/2000
10:13 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SBREAK CUSTOMER_ID

Start time:       01/25/2000 10:13:35 AM
End time:        01/25/2000 10:13:53 AM
Records Processed: 13
Records Printed:  13

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

### ***Exit the Report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

The next example will demonstrate how the control field works.

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.

## Break Points – Control Field

```

OSAS 1000
Settings Edit Print Help
REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: CUSTOMER LIST
Break Points for CUSTOMER LIST

```

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID	3_	Line

```

Enter number of characters for break (blank=full field).

(T000)

F1-help, F8-jump, F9/F7-done

```

When the Break Point verification prompt is displayed, select No

Enter to the Control field for the Customer ID break.

Enter the number 3.

This will create a break point based on the first three characters of the Customer ID.

**Break Points – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID	Length 3	Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Press the Enter key until you get to a blank field. The Control field should change to Length 3.

Select the done function key to display the Verification prompt.

Select Yes to save the changes made in Breaks and to return to the Report Design screen.

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS 1000  
Settings Edit Print Help

01/25/2000  
10:15 AM

CUSTOMER LIST

Customer ID Name	State Rep 1 Name	Terms Code Descr
ACE001	KY GPD	2PCT
ACE BUILDERS	Garry P. Deacon	2/10,n/30
Customer ID: ACE* SUM		
CASHCA		COD
CASH SALES-OAKLAND, CA		C.O.D.
CASHMD		COD
CASH SALES-BALTIMORE, MD		C.O.D.
CASHMN		COD
CASH SALES-MINNEAPOLIS		C.O.D.
CASHPS		COD
CASH SALES-DALLAS, TX		C.O.D.
CASHTX		COD
CASH SALES-DALLAS, TX		C.O.D.
Customer ID: CAS* SUM		

Do you want to continue the list? (Y/N): ☒ Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Now the report has subtotals based on the first 3 characters of the Customer ID.



**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 1

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
COD C.O.D.	12/06/1999	66487.23	4	16621.81
COD C.O.D.	12/20/1999	108136.59	5	21627.32
COD C.O.D.	12/01/1999	138196.60	5	27639.32
COD C.O.D.	12/15/1999	522780.14	8	65347.52
COD C.O.D.		.00	0	0.00
		835600.56	22	131235.96

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, search for a string or exit the report.

**Customer List Report – Recap Page**

OSAS T000	
Settings Edit Print Help	
01/25/2000	
10:15 AM	
RECAP PAGE	
Command: LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER	
TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38. R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE YTD)	
SBREAK 1ST 3 CUSTOMER_ID	
Start time:	01/25/2000 10:15:01 AM
End time:	01/25/2000 10:15:10 AM
Records Processed:	13
Records Printed:	13
@CID: H	
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap page

***Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.

## Numeric Fields

When the Break Point verification prompt is displayed, select No

Use the delete function key to remove the Customer ID Break.

## Break Points – List Fields – Sales YTD

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

12/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the SALES\_YTD field.

The Description of the field defaults.

## Break Points – Sales YTD - Control

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
SALES_YTD	Sales Year to Date		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes No  
F7-Exit without selection

Leave the Control field blank for now

Select Line in the Type field, to create a line break.

**Break Points – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
SALES_YTD	Sales Year to Date		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Once all the Break point fields<sup>12</sup> are selected, use the done function key to display the Verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS 1000  
Settings Edit Print Help

01/25/2000  
10:21 AM

CUSTOMER LIST

Customer ID Name	State	Rep 1 Name	Terms Code Descr
ACE001 ACE BUILDERS	KY	GPD Garry P. Deacon	2PCT 2/10,n/30
Sales Ytd: 1665331.24 SUM			
CASHCA CASH SALES-OAKLAND, CA			COD C.O.D.
Sales Ytd: 66487.23 SUM			
CASHMD CASH SALES-BALTIMORE, MD			COD C.O.D.
Sales Ytd: 108136.59 SUM			
CASHMN CASH SALES-MINNEAPOLIS			COD C.O.D.
Sales Ytd: 138196.60 SUM			

Do you want to continue the list? (Y/N): ☒ Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Now the report has subtotals based on the Sales YTD field.

<sup>12</sup> General Report Writer supports a maximum of 9 break point fields in prompt mode.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/25/2000			
10:22 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
-----			
CASHPS			COD
CASH SALES-DALLAS, TX			C.O.D.
Sales Ytd: 522780.14	SUM		
CASHTX			COD
CASH SALES-DALLAS, TX			C.O.D.
Sales Ytd: .00	SUM		
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
Sales Ytd: 367487.14	SUM		
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, and search for string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/25/2000			
10:22 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
-----			
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30
Sales Ytd: 454090.26	SUM		
VIS001	DE		2PCT
VISA			2/10,n/30
Sales Ytd: .00	SUM		
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 4					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg.
	Descr				Invoice
ohn	2PCT	12/19/1999	454090.26	12	37840.86
	2/10,n/30				
			454090.26	12	37840.86
	2PCT		.00	0	0.00
	2/10,n/30				
			.00	0	0.00
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List Report – Recap Page**

OSAS T000	
Settings Edit Print Help	
01/25/2000	RECAP PAGE
10:22 AM	
-----	
Command:	LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER
	TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
	R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
	ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
	AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
	YTD))
	SBREAK SALES_YTD
Start time:	01/25/2000 10:21:56 AM
End time:	01/25/2000 10:22:20 AM
Records Processed:	13
Records Printed:	13
@CID: H	
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap Page

***Exit the Report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

The next example will demonstrate how the control field works for numeric fields.

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.

### Break Points – Control Field

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST

Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
SALES_YTD	Sales Year to Date	50000	Line

Enter even value for numeric break.

(T000)

F1-help, F8-jump, F9/F7-done

When the Break Point verification prompt is displayed, select No

Enter to the Control field for the Sales YTD break. By default, General Report Writer creates a break on each number. Control allows you to group numeric values together in even amounts.

Enter the number 50000. This will create a break point for numeric amounts in 50000 increments. The numbers 0-49999 will have a break point of 0, 50000-99999 will have a break point of 50000 and so on.

### Break Points – Verification Prompt

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST

Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
SALES_YTD	Sales Year to Date	Even 50000	Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Press the Enter key until you get to a blank field. The Control field should change to Even 50000.

Select the done function key to display the Verification prompt. Select Yes to save the changes made in Breaks and to return to the Report Design screen.

Select Run, to generate the report Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/25/2000			
10:23 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
Sales Ytd:	1650000.00	SUM	
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
Sales Ytd:	50000.00	SUM	
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
Sales Ytd:	100000.00	SUM	
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Now the report has subtotals 50000 increments.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 1

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
COD C.O.D.	12/06/1999	66487.23	4	16621.81
		66487.23	4	16621.81
COD C.O.D.	12/20/1999	108136.59	5	21627.32
COD C.O.D.	12/01/1999	138196.60	5	27639.32
		246333.19	10	49266.64

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/25/2000			
10:25 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30
Sales Ytd:	450000.00	SUM	
VIS001	DE		2PCT
VISA			2/10,n/30
Sales Ytd:	.00	SUM	
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 4					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
ohn	2PCT	12/19/1999	454090.26	12	37840.86
	2/10,n/30				
			454090.26	12	37840.86
	2PCT		.00	0	0.00
	2/10,n/30				
			.00	0	0.00
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					



## Customer List Report – Recap Page

```

OSAS 1000
Settings Edit Print Help
01/25/2000
10:25 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SBREAK EVEN 50000 SALES_YTD

Start time:       01/25/2000 10:23:29 AM
End time:         01/25/2000 10:25:02 AM
Records Processed: 13
Records Printed:  13

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

## Date Fields

When the Break Point verification prompt is displayed, select No

Use the delete function key to remove the Sales YTD Break.

## Break Points – List Fields –Last Sales Date

```

OSAS 1000
Settings Edit Print Help
REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: CUSTOMER LIST
Break Points for CUSTOMER LIST
Field Selection

```

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST_SALES_DATE_THR	Last Sale Date	D,JL,L10
2 LAST_SALE_AMT	Last Sale Amount	N,JR,L14,-
3 LAST_SALE_DATE	Last Sale Date	D,JL,L10
4 LAST_SALE_INV_NO	Last Sale/Invoice Number	T,JL,L8
5 NEW_FIN_CHG	New Finance Charge	N,JR,L14,-
6 NO_PAY_LAST_YR	Number of Payments Last Year	N,JR,L6,-
7 NO_PAY_PTD	Number of Payments PTD	N,JR,L6,-
8 NO_PAY_QTD	Number of Payments QTD	N,JR,L6,-
9 NO_PAY_YTD	Number of Payments YTD	N,JR,L6,-

```

9/14
(T000)

F1-help, F2-list toggle, F7-exit

```

Use the list fields function and select the LAST\_SALE\_DATE field.

The Description of the field defaults.

**Break Points – Last Sales Date - Control**

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST

Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
LAST_SALE_DATE	Last Sale Date	-	

blank=day 1=MMMMYYYY 2=MMYYYY 3=MMYY 4=MMYY 5=YYYY 6=YYYYMM 7=YYMM.

(T000)

F1-help, F8-jump, F9/F7-done

Leave the Control field blank for now

**Break Points – Last Sales Date - Type**

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST

Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
LAST_SALE_DATE	Last Sale Date		Line

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

Select Line in the Type field, to create a line break.

**Break Points – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
LAST_SALE_DATE	Last Sale Date		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Once all the Break point fields<sup>13</sup> are selected, use the done function key to display the Verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS 1000  
Settings Edit Print Help

01/25/2000  
10:18 AM

CUSTOMER LIST

Customer ID Name	State Name	Rep 1 Name	Terms Code Descr
ACE001 ACE BUILDERS	KY	GPD Garry P. Deacon	2PCT 2/10,n/30
Last Date: 12/21/1999 SUM			
CASHCA CASH SALES-OAKLAND, CA			COD C.O.D.
Last Date: 12/06/1999 SUM			
CASHMD CASH SALES-BALTIMORE, MD			COD C.O.D.
Last Date: 12/20/1999 SUM			
CASHMN CASH SALES-MINNEAPOLIS			COD C.O.D.
Last Date: 12/01/1999 SUM			

Do you want to continue the list? (Y/N): ☒ Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Now the report has subtotals based on the Last Sales Date field.

<sup>13</sup> General Report Writer supports a maximum of 9 break point fields in prompt mode.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 1

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
COD C.O.D.	12/06/1999	66487.23	4	16621.81
		66487.23	4	16621.81
COD C.O.D.	12/20/1999	108136.59	5	21627.32
		108136.59	5	21627.32
COD C.O.D.	12/01/1999	138196.60	5	27639.32
		138196.60	5	27639.32

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, the last page, and search for string or exit the report

**Customer List Report**

OSAS T000				
Settings Edit Print Help				
01/25/2000			CUSTOMER LIST	
10:19 AM				
Customer ID	State	Rep 1	Terms Code	
Name		Name	Descr	
-----				
TEN001	TN	DMM	2PCT	
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30	
Last Date: 12/19/1999 SUM				
VIS001	DE		2PCT	
VISA			2/10,n/30	
Last Date: SUM				
*Report* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

Last page of the report

**Customer List Report**

CUSTOMER LIST						Page 4
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice	
ohn	2PCT 2/10,n/30	12/19/1999	454090.26	12	37840.86	
			454090.26	12	37840.86	
	2PCT 2/10,n/30		.00	0	0.00	
			.00	0	0.00	
			4589738.99	78	522316.50	

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

**Customer List Report – Recap Page**

OSAS 1000		RECAP PAGE
Settings Edit Print Help		
01/25/2000		
10:19 AM		
Command:	LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER	
	TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38. R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE YTD))	
	SBREAK LAST_SALE_DATE	
Start time:	01/25/2000 10:18:59 AM	
End time:	01/25/2000 10:19:08 AM	
Records Processed:	13	
Records Printed:	13	
@CID: H		
	Do you want to continue the list? (Y/N): <u>Y</u> F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap Page

***Exit the Report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

The next example will demonstrate how the control field works for date fields.

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.

### Break Points – Control Field

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
LAST_SALE_DATE	Last Sale Date	1	Line

blank=day 1=MMYYYY 2=MMYYYY 3=MMYY 4=MMYY 5=YYYY 6=YYYYMM 7=YYMM.

(T000)

F1-help, F8-jump, F9/F7-done

By default, General Report Writer creates a break point for each date, when a date field is used in Break. The control field allows you to group the dates together, based on month and year information.

When the Break Point verification prompt is displayed, select No

Enter to the Control field for the Last Sales Date break.

<u>Option</u>	<u>Description</u>
Blank=day	Breaks on the full date.
1 – MMYYYY	Breaks on the date using a 3-character month and 4-digit year. Example: JAN/1999
2 – MMYYYY	Breaks on the date using a 2-digit month and 4-digit year. Example: 01/1999
3 – MMY	Breaks on the date using a 2-digit month and 2-digit year. Example: 01/99
4 – MMYY	Breaks on the date using a 3-character month and 2-digit year. Example: JAN/99
5 – YYYY	Breaks on the 4-digit year only. Example: 1999
6 – YYYYMM	Breaks on the date using a 4-digit year and 2-digit month. Example: 1999/01
7 – YYMM	Breaks on the date using a 2-digit year and 2-digit month. Example: 99/01

**Enter a number 1.**

**Break Points – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
LAST_SALE_DATE	Last Sale Date	MMYYYY	Line

(T000)

Is the above information correct?  
Selection: **Yes** No  
F7-Exit without selection

Press the Enter key until you get to a blank field. The Control field should change to MMYYYY.

Select the done function key to display the Verification prompt.

Select Yes to save the changes made in Breaks and to return to the Report Design screen.

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS 1000  
Settings Edit Print Help

01/25/2000  
10:20 AM

CUSTOMER LIST

Customer ID	State Rep 1	Terms Code
Name	Name	Descr
ACE001	KY GPD	2PCT
ACE BUILDERS	Garry P. Deacon	2/10,n/30
CASHCA		COD
CASH SALES-OAKLAND, CA		C.O.D.
CASHMD		COD
CASH SALES-BALTIMORE, MD		C.O.D.
CASHMN		COD
CASH SALES-MINNEAPOLIS		C.O.D.
CASHPS		COD
CASH SALES-DALLAS, TX		C.O.D.
Last Date: DEC/1999	SUM	
CASHIX		COD
CASH SALES-DALLAS, TX		C.O.D.
Last Date: /	SUM	

Do you want to continue the list? (Y/N): **Y**  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Now the report has subtotals based on a 3-character month and 4-digit year.





**Customer List Report**

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 2					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
	COD	12/19/1999	315563.39	8	39445.42
ssen	C.O.D.				
	1PCT	12/10/1999	696228.41	7	99461.20
d	1/10,n/30				
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
	1PCT	12/12/1999	8246.32	1	8246.32
ssen	1/10,n/30				
	2PCT	12/19/1999	454090.26	12	37840.86
ohn	2/10,n/30				
			2088807.19	42	272128.30
			2PCT	.00	0
			2/10,n/30		0.00
			.00	0	0.00
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List Report – Recap Page**

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 3					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

The Recap page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

## Entering Sorts

Next, we will select the Sort order of the report.

### Report Design Screen - Sort

The screenshot shows the OSAS 1000 Report Design screen. The title bar reads 'OSAS 1000' and the menu bar includes 'Settings', 'Edit', 'Print', and 'Help'. The main window title is 'REPORT DESIGN'. The screen displays the following configuration:

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
File: ARCU - Customer File  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

---

Line Break: Print Blanks: Yes  
Stop: Paginate: Yes  
Test Patterns: Recap Page: Yes  
Double Space: No Print Detail: Yes  
Vertical Totals: No Col Heading: Yes  
Tabulate/Plot: No Copies: 1

---

(T000)

Is the above information correct?  
Selection: Yes No Fields Break **Sort** Criteria Linksel Hdr/fttr Run Delete Print  
F7-Exit without selection

Select the AR\_CLASS1 report in the Report Name field and choose Sort when the Verification prompt is displayed.

Sorts determine the order the data prints in and the hierarchal order of the report.

If multiple sorts fields are selected, the second level sorts within the first, the third within the second, and so on. Each level can be sorted in ascending or descending order.

### Sort Order Screen

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: Customer List

Sort Order for Customer List

FIELD/@CALC	DESCRIPTION	ORDER
-		

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

### Command

### Description

Help	Select the function key listed to display help for the field or function you are on.
List Fields	Select the function key listed to display the list of available fields.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a field from sorts.
Done	Select the function keys listed to display the Verification prompt and exit Sort Order.

**Sort Order – List Fields – Sales YTD**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

T 12/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the SALES\_YTD field.

The Description of the field defaults.

**Sort Order – Sales YTD - Order**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

R	FIELD/@CALC	DESCRIPTION	ORDER
Al	SALES_YTD	Sales Year to Date	1

T

Ver 1 - Ascending order, 2 - Descending

T

(T000)

F1-help, F8-jump, F9/F7-done

The Order field determines if this sort will be in ascending or descending order. Select 1 for Ascending order OR 2 for Descending order.

**Select Ascending for this field.**

**Sort Order – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	ORDER
SALES_YTD	Sales Year to Date	Ascending

(T000)

Is the above information correct?  
Selection: **Yes** No  
F7-Exit without selection

Once all the Sort Order fields<sup>14</sup> are selected, use the done function key to display the Verification prompt.

**Selection****Description**

Yes	Saves the sort order fields and returns you to the Report Design screen.
No	You can add, edit or delete any sort order fields.
Exit without selection	Exits Sort Order without saving any changes. General Report Writer will ask you to verify exiting without saving any changes.
	Select Yes to exit without saving any changes.
	Select No to re-display the Verification Prompt.

***Select Yes to save the changes and return to the Report Design screen.***

<sup>14</sup> General Report Writer supports a maximum of 9 sort order fields in prompt mode.

**Report Design Screen - Break**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: CUSTOMER LIST  
 File: ARCU - Customer File  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

---

(T000)

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria Linksel Hdr/ftr Run Delete Print  
 F7-Exit without selection

Select the Break from the Report Design screen.

When the Break Point verification prompt is displayed, select No

Use the delete function key to remove the Last Sales Date break.

**Break Points – Last Sale Date – Delete**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
 Title/Description: Customer List  
 Break Points for Customer List

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
-			

Enter field or @CALC name (calcs defined in Data section).

---

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

Select the done function to display the verification prompt.

Select Yes to save the changes made in Breaks and return to the Report Design screen.

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS T000				
Settings Edit Print Help				
01/26/2000				
02:53 PM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms	Code
Name		Name	Descr	
-----				
CASHTX			COD	
CASH SALES-DALLAS, TX			C.O.D.	
VIS001	DE		2PCT	
VISA			2/10,n/30	
SUN001	FL	PRT	1PCT	
SUNSHINE HOMES, INC.		Patrick R Thomassen	1/10,n/30	
CASHCA			COD	
CASH SALES-OAKLAND, CA			C.O.D.	
CASHMD			COD	
CASH SALES-BALTIMORE, MD			C.O.D.	
CASHMN			COD	
CASH SALES-MINNEAPOLIS			C.O.D.	
LOS001	CA	GPD	2PCT	
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30	
GRE001	NY	PRT	COD	
GREATER NEW YORK DOMES, INC.		Patrick R Thomassen	C.O.D.	
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

The report is now sorted by the Sales YTD field.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
-----					
	COD		.00	0	0.00
	C.O.D.				
	2PCT		.00	0	0.00
	2/10,n/30				
	1PCT	12/12/1999	8246.32	1	8246.32
ssen	1/10,n/30				
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
	COD	12/19/1999	315563.39	8	39445.42
ssen	C.O.D.				
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/26/2000			
02:53 PM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30
CASHPS			COD
CASH SALES-DALLAS, TX			C.O.D.
KAN001	MO	JAH	1PCT
KANSAS CITY GEODESIC HOMES		James A. Hovland	1/10,n/30
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 2					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
	2PCT	12/19/1999	454090.26	12	37840.86
ohn	2/10,n/30				
	COD	12/15/1999	522780.14	8	65347.52
	C.O.D.				
	1PCT	12/10/1999	696228.41	7	99461.20
d	1/10,n/30				
	2PCT	12/21/1999	1665331.24	14	118952.23
	2/10,n/30				
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					



## Customer List Report – Recap Page

```

OSAS T000
Settings Edit Print Help
01/26/2000
02:53 PM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SORT SALES_YTD

Start time:       01/26/2000 02:53:39 PM
End time:        01/26/2000 02:53:49 PM
Records Processed: 13
Records Printed:  13

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap page

### *Exit the report.*

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Next, we will use a different field to change the sort order.

Select the AR\_CLASS1 report in the Report Name field and choose Sort when the Verification prompt is displayed.

When the Sort Order verification prompt is displayed, select No

Use the delete function key to remove the Sales YTD sort field.

## Sort Order – List Fields – Last Sales Date

```

OSAS T000
Settings Edit Print Help
REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: CUSTOMER LIST
Sort Order for CUSTOMER LIST

Field Selection
FIELD NAME      DESCRIPTION      TYPE CODES
1 LAST_SALES_DATE_THR Last Sale Date      D,JL,L10
2 LAST_SALE_AMT      Last Sale Amount    N,JR,L14,-
3 LAST_SALE_DATE      Last Sale Date      D,JL,L10
4 LAST_SALE_INV_NO    Last Sale/Invoice Number T,JL,L8
5 NEW_FIN_CHG         New Finance Charge   N,JR,L14,-
6 NO_PAY_LAST_YR      Number of Payments Last Year N,JR,L6,-
7 NO_PAY_PTD          Number of Payments PTD  N,JR,L6,-
8 NO_PAY_QTD          Number of Payments QTD  N,JR,L6,-
9 NO_PAY_YTD          Number of Payments YTD  N,JR,L6,-
9/14

T

(T000)

F1-help, F2-list toggle, F7-exit

```

Use the list fields function and select the LAST\_SALE\_DATE field.

The Description of the field defaults.

**Sort Order – Last Sales Date - Order**

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

R	FIELD/@CALC	DESCRIPTION	ORDER
Al	LAST_SALE_DATE	Last Sale Date	1

1 - Ascending order, 2 - Descending

(T000)

F1-help, F8-jump, F9/F7-done

Select the sort order.

*Select Ascending for this field.*

**Sort Order – Verification Prompt**

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

R	FIELD/@CALC	DESCRIPTION	ORDER
Al	LAST_SALE_DATE	Last Sale Date	Ascending

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

(T000)

Once all the Sort Order fields<sup>15</sup> are selected, use the done function key to display the Verification prompt.

*Select Yes to save the changes and return to the Report Design screen.*

To generate the report, select Run from the Report Design screen.

*Select Run Report from the Execute Options box.*

Select the Output device for the report.

*Select VDT to print the report to the screen.*

<sup>15</sup> General Report Writer supports a maximum of 9 sort order fields in prompt mode.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/26/2000			
02:54 PM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
-----			
CASHTX			COD
CASH SALES-DALLAS, TX			C.O.D.
VIS001	DE		2PCT
VISA			2/10,n/30
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
KAN001	MO	JAH	1PCT
KANSAS CITY GEODESIC HOMES		James A. Hovland	1/10,n/30
SUN001	FL	PRT	1PCT
SUNSHINE HOMES, INC.		Patrick R Thomassen	1/10,n/30
LOS001	CA	GPD	2PCT
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30
CASHPS			COD
CASH SALES-DALLAS, TX			C.O.D.
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The report is now sorted by the Last Sale Date field.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					Page 1
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
-----					
	COD		.00	0	0.00
	C.O.D.				
	2PCT		.00	0	0.00
	2/10,n/30				
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
	1PCT	12/10/1999	696228.41	7	99461.20
d	1/10,n/30				
	1PCT	12/12/1999	8246.32	1	8246.32
ssen	1/10,n/30				
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
	COD	12/15/1999	522780.14	8	65347.52
	C.O.D.				
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
01/26/2000			
02:54 PM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
GRE001	NY	PRT	COD
GREATER NEW YORK DOMES, INC.		Patrick R Thomassen	C.O.D.
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 2					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
ssen	COD	12/19/1999	315563.39	8	39445.42
	C.O.D.				
	2PCT	12/19/1999	454090.26	12	37840.86
ohn	2/10,n/30				
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
	2PCT	12/21/1999	1665331.24	14	118952.23
	2/10,n/30				
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List Report – Recap Page**

```

OSAS 1000
Settings Edit Print Help
01/26/2000
02:54 PM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SORT LAST_SALE_DATE

Start time:       01/26/2000 02:54:32 PM
End time:        01/26/2000 02:54:43 PM
Records Processed: 13
Records Printed:  13

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap page

***Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Next, we see how Break Points and Sort Order work together.

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.

**Break Points – List Fields – Sales YTD**

```

OSAS 1000
Settings Edit Print Help
REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: CUSTOMER LIST
Break Points for CUSTOMER LIST
Field Selection

```

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

12/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the SALES\_YTD field.

The Description of the field defaults.

Leave the Control field blank for now

Select Line in the Type field, to create a line break.

**Break Points – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST

Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
SALES_YTD	Sales Year to Date		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Once all the Break point fields<sup>16</sup> are selected, use the done function key to display the Verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS 1000  
Settings Edit Print Help

01/26/2000  
03:01 PM

CUSTOMER LIST

Customer ID	State Rep 1	Terms Code
Name	Name	Descr
CASHIX		COD
CASH SALES-DALLAS, TX		C.O.D.
VIS001	DE	2PCT
VISA		2/10,n/30
Sales Ytd: .00	SUM	
CASHMN		COD
CASH SALES-MINNEAPOLIS		C.O.D.
Sales Ytd: 138196.60	SUM	
CASHCA		COD
CASH SALES-OAKLAND, CA		C.O.D.
Sales Ytd: 66487.23	SUM	

Do you want to continue the list? (Y/N): ☒ Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

The report is now sorted by the Last Sale Date field and had break points based on the Sales YTD field.

<sup>16</sup> General Report Writer supports a maximum of 9 break point fields in prompt mode.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 1

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
COD		.00	0	0.00
C.O.D.				
2PCT		.00	0	0.00
2/10,n/30				
		.00	0	0.00
COD	12/01/1999	138196.60	5	27639.32
C.O.D.				
		138196.60	5	27639.32
COD	12/06/1999	66487.23	4	16621.81
C.O.D.				
		66487.23	4	16621.81

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000				
Settings Edit Print Help				
01/26/2000				
03:01 PM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms Code	
Name		Name	Descr	
-----				
ACE001	KY	GPD	2PCT	
ACE BUILDERS		Garry P. Deacon	2/10,n/30	
Sales Ytd: 1665331.24 SUM				
DAL001	TX	DMM	1PCT	
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30	
Sales Ytd: 367487.14 SUM				
*Report* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

The last page of the report

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 4					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
ohn	2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
			1665331.24	14	118952.23
	1PCT 1/10,n/30	12/25/1999	367487.14	8	45935.89
			367487.14	8	45935.89
			4589738.99	78	522316.50
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List Report – Recap Page**

OSAS T000	
Settings Edit Print Help	
01/26/2000	RECAP PAGE
03:01 PM	
-----	
Command:	LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER
	TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
	R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
	ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
	AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
	YTD))
	SBREAK SALES_YTD
	SORT LAST_SALE_DATE
Start time:	01/26/2000 03:01:06 PM
End time:	01/26/2000 03:01:16 PM
Records Processed:	13
Records Printed:	13
@CID:	H
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap page

***Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Select the AR\_CLASS1 report in the Report Name field and choose Break when the Verification prompt is displayed.

When the Break Point verification prompt is displayed, select No

Use the delete function key to remove the Sales YTD break.



**Break Points – List Fields – Customer ID**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 CUSTOMER_ID	Customer ID	T,JL,L6
3 CUSTOMER_ID2	Customer ID	T,JL,L6
4 CUSTOMER_ID_FROM	Customer ID	T,JL,L6
5 CUSTOMER_ID_PROMPT	Customer ID	T,JL,L6
6 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3
7 CUSTOMER_ID_THRU	Customer ID	T,JL,L6
8 CUST_CLASS	Customer Class	T,JL,L6
9 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-

5/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the CUSTOMER\_ID field.

The Description of the field defaults.

**Enter the number 3 in the control field.**

**Select line break for this field.**

**Break Points – Verification Prompt**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Break Points for CUSTOMER LIST

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
CUSTOMER_ID	Customer ID	Length 3	Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Once all the Break point fields<sup>17</sup> are selected, use the done function key to display the Verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

The Report Design screen verification prompt is displayed select Sort.

<sup>17</sup> General Report Writer supports a maximum of 9 break point fields in prompt mode.

When the Sort Order verification prompt is displayed, select No

Use the delete function key to remove the Last Sales Date sort field.

### Sort Order – List Fields – Sales YTD

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

12/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the SALES\_YTD field.

The Description of the field defaults.

### Sort Order – Sales YTD - Order

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
Sort Order for CUSTOMER LIST

R	FIELD/@CALC	DESCRIPTION	ORDER
1	SALES_YTD	Sales Year to Date	1

1 - Ascending order, 2 - Descending

(T000)

F1-help, F8-jump, F9/F7-done

Select the sort order.

*Select Ascending for this field.*

**Sort Order – Verification Prompt**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST

Sort Order for CUSTOMER LIST

R	FIELD/@CALC	DESCRIPTION	ORDER
Al	SALES_YTD	Sales Year to Date	Ascending

Ver  
T

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Once all the Sort Order fields<sup>18</sup> are selected, use the done function key to display the Verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

**Customer List Report**

OSAS 1000  
Settings Edit Print Help  
01/26/2000  
02:55 PM

CUSTOMER LIST

Customer ID Name	State Rep 1 Name	Terms Code Descr
CASHIX CASH SALES-DALLAS, TX		COD C.O.D.
Customer ID: CAS* SUM		
VIS001 VISA	DE	2PCT 2/10,n/30
Customer ID: VIS* SUM		
SUN001 SUNSHINE HOMES, INC.	FL PRT Patrick R Thomassen	1PCT 1/10,n/30
Customer ID: SUN* SUM		
CASHCA CASH SALES-OAKLAND, CA		COD C.O.D.

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

The report is now sorted by the Sales YTD field and has a break based on the first 3 characters of the Customer ID field.

<sup>18</sup> General Report Writer supports a maximum of 9 sort order fields in prompt mode.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
	COD		.00	0	0.00
	C.O.D.		.00	0	0.00
	2PCT		.00	0	0.00
	2/10,n/30		.00	0	0.00
ssen	1PCT	12/12/1999	8246.32	1	8246.32
	1/10,n/30		8246.32	1	8246.32
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000

Settings Edit Print Help

01/26/2000

02:55 PM

CUSTOMER LIST

Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
Customer ID: ACE* SUM			
*Report* SUM			

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

The last page of the report

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 4

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
		4589738.99	78	522316.50

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

**Customer List Report – Recap Page**

OSAS T000	
Settings Edit Print Help	
01/26/2000	RECAP PAGE
02:56 PM	
Command: LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER	
TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.1 R@SREP: SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE YTD))	
SBREAK 1ST 3 CUSTOMER_ID	
SORT SALES_YTD	
Start time:	01/26/2000 02:55:27 PM
End time:	01/26/2000 02:55:56 PM
Records Processed:	13
Records Printed:	13
@CID: H	
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap page

***Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu

## Entering Criteria

There are 2 types of criteria supported by General Report Writer.

1. **Hard Coded.** This method is used for criteria that you do not want to change when you run the report. The criteria are entered and General Report Writer uses that to select the data returned on the report.
2. **Run Time.** This method is used for criteria that you may want to change when you run the report. You are prompted for the criteria at the time you run the report. General Report Writer then chooses the data that is returned on the report.

### Report Design Screen - Criteria

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: CUSTOMER LIST  
File: ARCU - Customer File  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break: Print Blanks: Yes  
Stop: Paginate: Yes  
Test Patterns: Recap Page: Yes  
Double Space: No Print Detail: Yes  
Vertical Totals: No Col Heading: Yes  
Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
Selection: Yes No Fields Break Sort **Criteria** Linksel Hdr/ftr Run Delete Print  
F7-Exit without selection

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

**Criteria Specification Screen**

OSAS 1000  
Settings Edit Print Help

Criteria Specification for Customer List

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
-				

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

Criteria are used to limit or filter the data returned on the report.

**Command****Description**

List fields	Use the function key listed to select the fields for the Field/@Calc or Expression fields.
List operators	Use the function key listed to select the comparison operator for the criteria.
Insert	Use the function key listed to insert a blank line.
Delete	Use the function key listed to remove a line of criteria.
Group AND	Use the function key listed to add group or multilevel comparison.  General Report Writer will compare all the criteria in all groups.  The data returned on the report must match all criteria in the first group AND all criteria in the second group.
Group OR	Use the function key listed to add group or multilevel comparison.  General Report Writer will compare all the criteria in all groups.  The data returned on the report must match all criteria in the first group OR all criteria in the second group.
Done	Use the function key listed to display the Verification prompt and exit Criteria Specification.

## Hard Coded Criteria

These next examples will use hard coding for the criteria. We will tell General Report Writer what fields we want to use in Criteria and what data we want returned on the report before the report is generated.

### Text Fields

#### Criteria Specification Screen – List Fields- Customer ID

OSAS T000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

1/5 And/Or

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 CUSTOMER_ID	Customer ID	T,JL,L6
3 CUSTOMER_ID2	Customer ID	T,JL,L6
4 CUSTOMER_ID_FROM	Customer ID	T,JL,L6
5 CUSTOMER_ID_PROMPT	Customer ID	T,JL,L6
6 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3
7 CUSTOMER_ID_THRU	Customer ID	T,JL,L6
8 CUST_CLASS	Customer Class	T,JL,L6
9 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-

5/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the CUSTOMER\_ID field.

#### Criteria Specification Screen – List Operators

OSAS T000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

1/5 And/Or

FIELD NAME	OPER	EXPRESSIONS	TYPE CODES
CUSTOMER_ID			

Customer ID (Text)

Selection Entry

1 =	Equal to
2 >	Greater than
3 >=	Greater than or Equal to
4 <	Less than
5 <=	Less than or Equal to
6 <>	Not equal to
7 ==	Contains
8 -=	Does not contain
9 +=	Starts with

1/2

(T000)

F1-help, F7-exit without selection

Use the list operators function to select the comparison operator for the field and the Expression.

*Select Equal to for this field.*



### Criteria Specification Screen – Expressions

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	=	ACE001		

Customer ID (Text)  
Enter expression to compare CUSTOMER\_ID with.

(T000)

F1-help, F2-list fields, F9/F7-done

Enter the Expressions you want to compare with the field.

The Expressions can be another field from the central file, you can manually type in the expressions, or you can enter a runtime replacement for the expression.

*Enter ACE001 for the Customer ID field*

### Criteria Specification Screen – And/Or

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	=	"ACE001"		1

Customer ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Quotes are required around the Expressions for Text field criteria. General Report Writer will automatically place the quotes around the expression. You can also manually place the quotes around the Expression.

The And/Or field is used if you want to add more criteria.<sup>19</sup> Select 1 for And if you want the report to match this set of criteria and the next set of criteria. Select 2 for OR if you want the report to match this set of criteria or the next set of criteria.

<sup>19</sup> You can select up to 60 criteria fields in prompt mode.

**Criteria Specification Screen – Verification Prompt**

The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help). The main area is titled "Criteria Specification for CUSTOMER LIST" and contains a table with 4 columns: FIELD/@CALC, OPER, EXPRESSIONS, and And/Or. The first row shows "CUSTOMER\_ID" in the first column, "=" in the second, and "ACE001" in the third. The table is labeled "1/5" in the top right corner. Below the table, there is a prompt: "Is the above information correct?" with "Selection: Yes No" and "F7-Exit without selection". The window also has a status bar at the bottom right showing "(T000)".

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
CUSTOMER_ID	=	"ACE001"	

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Once all the Criteria fields have been entered, select the done function key to display the verification prompt.<sup>20</sup>

**Selection****Description**

Yes

Saves the criteria specification fields and returns you to the Report Design screen.

No

You can add, edit or delete any criteria fields.

Exit without selection

Exits Criteria Specification without saving any changes. General Report Writer will ask you to verify exiting without saving any changes.

Select Yes to exit without saving any changes.

Select No to re-display the Verification Prompt.

***Select Yes to save the changes and return to the Report Design screen.***

To generate the report, select Run from the Report Design screen.

***Select Run Report from the Execute Options box.***

Select the Output device for the report.

***Select VDT to print the report to the screen.***

<sup>20</sup> You can select up to 60 criteria fields in prompt mode.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
02/07/2000			
10:58 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
Customer ID: ACE* SUM			
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The report only prints for customer ACE001.

We still get a subtotal based on the first 3characters of the Customer ID

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 1

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
		1665331.24	14	118952.23

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen. You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

### Customer List Report

```

OSAS 1000
Settings Edit Print Help
02/07/2000
10:58 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SBREAK 1ST 3 CUSTOMER_ID

                  SORT SALES_YTD

                  SELECT CUSTOMER_ID="ACE001"

Start time:       02/07/2000 10:58:51 AM
End time:         02/07/2000 10:58:52 AM
Records Processed: 13
Records Printed:  1

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

*Exit the report.*

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

### Numeric Fields

Next, we will enter criteria for numeric fields.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

Use the delete function key to remove the CUSTOMER ID criteria field.

### Criteria Specification Screen – List Fields – Sales YTD

Criteria Specification for CUSTOMER LIST			
FIELD/@CALC	OPER	EXPRESSIONS	1/5 And/Or
SALES_YTD			
Field Selection			
FIELD NAME	DESCRIPTION		TYPE CODES
1 SALES_YTD	Sales Year to Date		N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date		N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date		N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date		N,JR,L14,-
5 SHIP_ZONE	Ship Zone		T,JL,L2
6 STATE	State		T,JL,L2
7 STATEMENT_CODE	Statement Code		T,JL,L1
8 TAXABLE	Taxable Group?		T,JL,L1
9 TAX_GROUP	Tax Group		T,JL,L6
			12/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the SALES\_YTD field.

### Criteria Specification Screen – Expressions

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
SALES_YTD	>=	125000		

Sales Year to Date (Num)  
Enter expression to compare SALES\_YTD with.

(T000)

F1-help, F2-list fields, F9/F7-done

Use the list operators function to select the comparison operator for the field and the Expression.

**Select greater than or equal to (>=) for the operator.**

Enter the Expressions you want to compare with the field.

**Enter 125000 in the Expressions field.**

### Criteria Specification Screen – And/Or

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
SALES_YTD	>=	125000		-

Sales Year to Date (Num)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Quotes are NOT required around the Expressions for Numeric field criteria. General Report Writer will not automatically place the quotes around the expression.

**Leave the And/Or field blank.**

### Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
SALES_YTD	>=	125000		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Once all the Criteria fields have been entered, select the done function key to display the verification prompt.<sup>21</sup>

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

### Customer List Report

Customer ID	Name	State	Rep 1 Name	Terms	Code
CASHMN	CASH SALES-MINNEAPOLIS			COD	C.O.D.
Customer ID: CAS* SUM					
LOS001	LOS ANGELES CONSTRUCTION CO.	CA	GPD Garry P. Deacon	2PCT	2/10,n/30
Customer ID: LOS* SUM					
GRE001	GREATER NEW YORK DOMES, INC.	NY	PRT Patrick R Thomassen	COD	C.O.D.
Customer ID: GRE* SUM					
DAL001	DALLAS-FT WORTH DOME HOMES	TX	DMM Donna M Mendelsohn	1PCT	1/10,n/30
Customer ID: DAL* SUM					

Do you want to continue the list? (Y/N): ☒ Y  
 F1-help, F2-first page, F3-last page, F4-search, F7-exit

The report only prints for customer who have Sales YTD greater than 125000.

We still get a subtotal based on the first 3characters of the Customer ID and the report is still sorted by the Sales YTD field.

<sup>21</sup> You can select up to 60 criteria fields in prompt mode.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
	COD C.O.D.	12/01/1999	138196.60	5	27639.32
			138196.60	5	27639.32
	2PCT 2/10,n/30	12/14/1999	247191.67	6	41198.61
			247191.67	6	41198.61
ssen	COD C.O.D.	12/19/1999	315563.39	8	39445.42
			315563.39	8	39445.42
ohn	1PCT 1/10,n/30	12/25/1999	367487.14	8	45935.89
			367487.14	8	45935.89
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
02/07/2000			
11:00 AM			
CUSTOMER LIST			
Customer ID Name	State	Rep 1 Name	Terms Code Descr
ACE001 ACE BUILDERS	KY	GPD Garry P. Deacon	2PCT 2/10,n/30
Customer ID: ACE* SUM			
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The last page of the report.

**Customer List Report**

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 3					
Terms Code	Last Date	Sales Ytd	Invs.	Avg.	
Descr				Invoice	
2PCT	12/21/1999	1665331.24	14	118952.23	
2/10,n/30		1665331.24	14	118952.23	
		4406868.85	68	475821.05	

Do you want to continue the list? (Y/N): ☒ Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

**Customer List Report**

```

OSAS 1000
Settings Edit Print Help
02/07/2000
11:00 AM
RECAP PAGE
-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.1
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD 1@TYPE_CO
ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

SBREAK 1ST 3 CUSTOMER_ID

SORT SALES_YTD

SELECT SALES_YTD>=125000

Start time:       02/07/2000 11:00:09 AM
End time:         02/07/2000 11:00:19 AM
Records Processed: 13
Records Printed:  8

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

***Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.



## Date Fields

Next, we will enter criteria for Date fields.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

Use the delete function key to remove the SALES\_YTD criteria field.

## Criteria Specification Screen – List Fields – Last Sale Date

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
LAST_SALE_DATE				

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST_SALES_DATE_THR	Last Sale Date	D,JL,L10
2 LAST_SALE_AMT	Last Sale Amount	N,JR,L14,-
3 LAST_SALE_DATE	Last Sale Date	D,JL,L10
4 LAST_SALE_INV_NO	Last Sale/Invoice Number	T,JL,L8
5 NEW_FIN_CHG	New Finance Charge	N,JR,L14,-
6 NO_PAY_LAST_YR	Number of Payments Last Year	N,JR,L6,-
7 NO_PAY_PTD	Number of Payments PTD	N,JR,L6,-
8 NO_PAY_QTD	Number of Payments QTD	N,JR,L6,-
9 NO_PAY_YTD	Number of Payments YTD	N,JR,L6,-

9/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the LAST\_SALE\_DATE field.

## Criteria Specification Screen – Expressions

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
LAST_SALE_DATE	>=	12/15/1999		

Last Sale Date (Date)  
Enter expression to compare LAST\_SALE\_DATE with.

(T000)

F1-help, F2-list fields, F9/F7-done

Use the list operators function to select the comparison operator for the field and the Expression.

**Select greater than or equal to (>=) for the operator.**

Enter the Expressions you want to compare with the field.

**Enter 12/15/1999 in the Expressions field.**

**Criteria Specification Screen – And/Or**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	12/15/1999		-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

General Report Writer will not automatically place the quotes around the expression.

*Leave the And/Or field blank.*

**Criteria Specification Screen – Verification Prompt**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	12/15/1999		

Is the above information correct?  
Selection: **Yes** No

F7-Exit without selection

(T000)

Once all the Criteria fields have been entered, select the done function key to display the verification prompt.<sup>22</sup>

*Select Yes to save the changes and return to the Report Design screen.*

To generate the report, select Run from the Report Design screen.

*Select Run Report from the Execute Options box.*

Select the Output device for the report.

*Select VDT to print the report to the screen.*

<sup>22</sup> You can select up to 60 criteria fields in prompt mode.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
02/07/2000			
11:01 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
SUN001	FL	PRT	1PCT
SUNSHINE HOMES, INC.		Patrick R Thomassen	1/10,n/30
Customer ID: SUN* SUM			
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
Customer ID: CAS* SUM			
LOS001	CA	GPD	2PCT
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30
Customer ID: LOS* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The Report still prints dates that are outside of the date criteria we specified. The criteria did eliminate the customers that had a blank sales date. This is based on the way we entered the expression for the date field criteria.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					Page 1
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
ssn	1PCT	12/12/1999	8246.32	1	8246.32
	1/10,n/30				
			8246.32	1	8246.32
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
			312820.42	14	65888.45
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
			247191.67	6	41198.61
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

***Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

We need to edit the expression in criteria so that General Report Writer can recognize the date and filter the data correctly.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

### Criteria Specification Screen – Edit Expressions

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	"12/15/1999"		

Last Sale Date (Date)  
Enter expression to compare LAST\_SALE\_DATE with.

(T000)

F1-help, F2-list fields, F9/F7-done

When you hard code date fields in General Report Writer you must manually place quotes around the date in order for General Report Writer to select the correct data.

*Enter to the Expressions field and add quotes ("" ) around the 12/15/1999 date.<sup>23</sup>*

### Criteria Specification Screen – And/Or

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	"12/15/1999"		-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

When you edit the Expression you must enter to the And/Or field or the expression will not be saved.

*Leave the And/Or field blank.*

<sup>23</sup> If you are using version 5.1 or 5.2 of General Report Writer you must enter Date criteria using run time replacements. See Appendix B for more information.

## Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	"12/15/1999"		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

After you edit the Expressions, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

## Customer List Report

Customer ID	State	Rep 1 Name	Terms Code
CASHMD			COD
CASH SALES-BALTIMORE, MD			
Customer ID: CAS* SUM			
GRE001	NY	PRT	COD
GREATER NEW YORK DOMES, INC.			
Patrick R Thomassen			
Customer ID: GRE* SUM			
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES			
Donna M Mendelsohn			
1/10,n/30			
Customer ID: DAL* SUM			
TEN001	TN	DMM	2PCT
TENNESSEE SHELTERS, INC.			
Donna M Mendelsohn			
2/10,n/30			
Customer ID: TEN* SUM			

Do you want to continue the list? (Y/N): Y  
 F1-help, F2-first page, F3-last page, F4-search, F7-exit

With the quotes around the date expression, we get the correct data on the report.

We still get a subtotal based on the first 3characters of the Customer ID and the report is still sorted by the Sales YTD field.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
	COD C.O.D.	12/20/1999	108136.59	5	21627.32
			108136.59	5	21627.32
ssen	COD C.O.D.	12/19/1999	315563.39	8	39445.42
			315563.39	8	39445.42
ohn	1PCT 1/10,n/30	12/25/1999	367487.14	8	45935.89
			367487.14	8	45935.89
ohn	2PCT 2/10,n/30	12/19/1999	454090.26	12	37840.86
			454090.26	12	37840.86
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000				
Settings Edit Print Help				
02/07/2000				
11:03 AM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms Code	
Name		Name	Descr	
-----				
CASHPS			COD	
CASH SALES-DALLAS, TX			C.O.D.	
Customer ID: CAS*	SUM			
ACE001	KY	GPD	2PCT	
ACE BUILDERS		Garry P. Deacon	2/10,n/30	
Customer ID: ACE*	SUM			
*Report* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

The last page of the report.

**Customer List Report**

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 2					
Terms Code	Last Date	Sales Ytd	Invs.	Avg.	
Descr				Invoice	
COD	12/15/1999	522780.14	8	65347.52	
C.O.D.		522780.14	8	65347.52	
2PCT	12/21/1999	1665331.24	14	118952.23	
2/10,n/30		1665331.24	14	118952.23	
		3433388.76	55	329149.24	
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

**Customer List Report – Recap Page**

OSAS 1000	
Settings Edit Print Help	
02/07/2000	RECAP PAGE
11:03 AM	
Command: LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER	
TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.1 R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD 1@TYPE_CO ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE YTD)}	
SBREAK 1ST 3 CUSTOMER_ID	
SORT SALES_YTD	
SELECT LAST_SALE_DATE>="12/15/1999"	
Start time:	02/07/2000 11:03:31 AM
End time:	02/07/2000 11:03:36 AM
Records Processed:	13
Records Printed:	6
@CID: H	
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap Page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

### From/Thru Criteria

The next examples demonstrate how to setup Hard Coded From/Thru Criteria.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

Use the delete function key to remove the LAST\_SALE\_DATE criteria field.

### Criteria Specification Screen – List Fields – Customer ID

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
Field Selection				
FIELD NAME	DESCRIPTION	TYPE CODES		
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-		
2 <b>CUSTOMER ID</b>	Customer ID	<b>T,JL,L6</b>		
3 CUSTOMER_ID2	Customer ID	T,JL,L6		
4 CUSTOMER_ID_FROM	Customer ID	T,JL,L6		
5 CUSTOMER_ID_PROMPT	Customer ID	T,JL,L6		
6 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3		
7 CUSTOMER_ID_THRU	Customer ID	T,JL,L6		
8 CUST_CLASS	Customer Class	T,JL,L6		
9 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-		
			5/14	

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the CUSTOMER\_ID field.

### Criteria Specification Screen – From Operator

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
Selection Entry				
CUSTOMER_ID				
1 = Equal to 2 > Greater than 3 <b>&gt;= Greater than or Equal to</b> 4 < Less than 5 <= Less than or Equal to 6 <> Not equal to 7 == Contains 8 -= Does not contain 9 += Starts with				
Customer ID (Text)			1/2	

(T000)

F1-help, F7-exit without selection

For the From operator use greater than (>) OR greater than or equal to (>=). You can use the list operators function to select the comparison operator for the field and the expression.

*Select greater than or equal to (>=) for the operator.*



### Criteria Specification Screen – Expression and And/Or Fields

OSAS 1000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
CUSTOMER_ID	>=	"ACE001"		1

Customer ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Enter the Expressions you want to compare with the field.

**Enter ACE001 in the Expressions field.**

General Report Writer will automatically place the quotes around the expression.

**Select And in the And/Or field.**

### Criteria Specification Screen – List Fields – Customer ID

OSAS 1000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
CUSTOMER_ID	>=	"ACE001"		And

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 CUSTOMER_ID	Customer ID	T,JL,L6
3 CUSTOMER_ID2	Customer ID	T,JL,L6
4 CUSTOMER_ID_FROM	Customer ID	T,JL,L6
5 CUSTOMER_ID_PROMPT	Customer ID	T,JL,L6
6 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3
7 CUSTOMER_ID_THRU	Customer ID	T,JL,L6
8 CUST_CLASS	Customer Class	T,JL,L6
9 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-

5/14

(T000)

F1-help, F2-list toggle, F7-exit

Enter to a blank Field/@Calc, use the list fields function, and select the CUSTOMER\_ID field again.

### Criteria Specification Screen – Thru Operator

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And

Selection Entry

- 1 = Equal to
- 2 > Greater than
- 3 >= Greater than or Equal to
- 4 < Less than
- 5 <= Less than or Equal to
- 6 <> Not equal to
- 7 == Contains
- 8 -= Does not contain
- 9 += Starts with

1/2

Customer ID (Text)

(T000)

F1-help, F7-exit without selection

For the Thru operator use less than (<) OR less than or equal to (<=). You can use the list operators function to select the comparison operator for the field and the expression.

*Select less than or equal to (<=) for the operator.*

### Criteria Specification Screen –Expressions

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	DAL001		

Customer ID (Text)

Enter expression to compare CUSTOMER\_ID with.

(T000)

F1-help, F2-list fields, F9/F7-done

Enter the Expressions you want to compare with the field.

*Enter DAL001 in the Expressions field.*

**Criteria Specification Screen – And/Or**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	"DAL001"		Or

Customer ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

General Report Writer will automatically place the quotes around the expression.

*Leave the And/Or field blank.*

**Criteria Specification Screen – Verification Prompt**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	"DAL001"		Or

Is the above information correct?

Selection: ☒ Yes ☐ No

F7-Exit without selection

(T000)

F1-help, F9/F7-done

Once all the criteria have been entered, select the done function key to display the verification prompt.

*Select Yes to save the changes and return to the Report Design screen.*

To generate the report, select Run from the Report Design screen.

*Select Run Report from the Execute Options box.*

Select the Output device for the report.

*Select VDT to print the report to the screen.*

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
02/14/2000			
09:27 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
-----			
CASHTX			COD
CASH SALES-DALLAS, TX			C.O.D.
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
Customer ID: CAS* SUM			
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
Customer ID: DAL* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Now the report only prints for customers within the range of our criteria information.

We still get a subtotal based on the first 3characters of the Customer ID and the report is still sorted by the Sales YTD field.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
-----					
	COD		.00	0	0.00
	C.O.D.				
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
			312820.42	14	65888.45
-----					
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			367487.14	8	45935.89
-----					
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

```

OSAS T000
Settings Edit Print Help
02/14/2000
09:27 AM
CUSTOMER LIST

Customer ID      State Rep 1      Terms Code
Name            Name            Descr
-----
CASHPS                      COD
CASH SALES-DALLAS, TX      C.O.D.

Customer ID: CAS*  SUM

ACE001            KY      GPD      2PCT
ACE BUILDERS      Garry P. Deacon  2/10,n/30

Customer ID: ACE*  SUM

*Report* SUM

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The last page of the report.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 2

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
COD	12/15/1999	522780.14	8	65347.52
C.O.D.		522780.14	8	65347.52
2PCT	12/21/1999	1665331.24	14	118952.23
2/10,n/30		1665331.24	14	118952.23
		2868418.94	44	296124.09

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

### Customer List Report

```

OSAS T000
Settings Edit Print Help
02/14/2000
09:27 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE{"N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD})

                  SBREAK 1ST 3 CUSTOMER_ID

                  SORT SALES_YTD

                  SELECT CUSTOMER_ID>="ACE001" AND CUSTOMER_ID<="DAL001"

Start time:       02/14/2000 09:27:05 AM
End time:        02/14/2000 09:27:10 AM
Records Processed: 13
Records Printed:  7

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

### Group And/Group Or

The next examples demonstrate how the Group And and Group Or functions are used in criteria.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

### Criteria Specification Screen – Verification Prompt

Criteria Specification for CUSTOMER LIST			
FIELD/@CALC	OPER	EXPRESSIONS	1/5 And/Or
CUSTOMER_ID	>=	"ACE001"	And
CUSTOMER_ID	<=	"DAL001"	

(T000)

Is the above information correct?  
 Selection: Yes ☒ No ☐  
 F7-Exit without selection

When the Criteria Specification screen verification prompt is displayed, select No

We will add criteria for the Terms Code field. What we want to accomplish is to have the Customers within our range, but only those customers who have Terms that match one code or a second code, which we will enter.

### Criteria Specification Screen – And/Or Field

OSAS 1000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	"DAL001"		1

Customer ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Enter to the And/Or field for the second Customer ID line, select And to add more criteria.

### Criteria Specification Screen – List Fields – Term Code

OSAS 1000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 TERMS_CODE	Terms Code	T,JL,L6
2 TERRITORY	Territory	T,JL,L6
3 TOTAL_DUE	Total Due	N,JR,L14,-
4 TOT_DAY_LAST_YR	Total Days to Pay Last Year	N,JR,L9,-
5 TOT_DAY_PTD	Total Days to Pay PTD	N,JR,L9,-
6 TOT_DAY_QTD	Total Days to Pay QTD	N,JR,L9,-
7 TOT_DAY_YTD	Total Days to Pay YTD	N,JR,L9,-
8 TRAINING_FIELD	Data Dictionary Training Field	T,JL,L6
9 UNAPPL_CREDITS	Unapplied Credits	N,JR,L14,-

13/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the TERM\_CODE field.

**Criteria Specification Screen – Operator**

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
CUSTOMER_ID	>=	"ACE001"	And
CUSTOMER_ID	<=	"DAL001"	And
TERMS_CODE	=		And

Terms Code (Text)  
Enter comparison operator.

(T000)

F1-help, F2-list operators, F9/F7-done

Use the list operators function to select the comparison operator for the field and the expression.

*Select equal to (=) for the operator.*

**Criteria Specification Screen – Expression**

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
CUSTOMER_ID	>=	"ACE001"	And
CUSTOMER_ID	<=	"DAL001"	And
TERMS_CODE	=	1PCT	And

Terms Code (Text)  
Enter expression to compare TERMS\_CODE with.

(T000)

F1-help, F2-list fields, F9/F7-done

Enter the Expressions you want to compare with the field.

*Enter 1PCT in the Expressions field.*



### Criteria Specification Screen – And/Or Field

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	"DAL001"		And
TERMS_CODE	=	"1PCT"		Or

Terms Code (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

General Report Writer will automatically place the quotes around the expression.

*Select Or in the And/Or field.*

### Criteria Specification Screen – Term Code

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	"DAL001"		And
TERMS_CODE	=	"1PCT"		Or
TERMS_CODE	=	2PCT		

Terms Code (Text)  
Enter expression to compare TERMS\_CODE with.

(T000)

F1-help, F2-list fields, F9/F7-done

Add another line for the second Term Code field.

*Select the TERM\_CODE field again. Select equal to (=) for the Operator, and enter 2PCT for the Expression.*

**Criteria Specification Screen –And/Or Field**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		
CUSTOMER_ID	<=	"DAL001"		And
TERMS_CODE	=	"1PCT"		And
TERMS_CODE	=	"2PCT"		Or

Terms Code (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

General Report Writer will automatically place the quotes around the expression.

*Leave the And/Or field blank.*

**Criteria Specification Screen – Verification Prompt**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"ACE001"		
CUSTOMER_ID	<=	"DAL001"		And
TERMS_CODE	=	"1PCT"		And
TERMS_CODE	=	"2PCT"		Or

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

(T000)

With this criteria we want to get only customers between ACE001 and DAL001 but only if the customer has 1 percent terms or 2 percent terms.

Once all the criteria have been entered, select the done function key to display the verification prompt.

*Select Yes to save the changes and return to the Report Design screen.*

To generate the report, select Run from the Report Design screen.

*Select Run Report from the Execute Options box.*

Select the Output device for the report.

*Select VDT to print the report to the screen.*

**Customer List Report**

OSAS T000				
Settings Edit Print Help				
02/14/2000				
09:29 AM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms	Code
Name		Name	Descr	
VIS001	DE		2PCT	
VISA			2/10,n/30	
Customer ID: VIS* SUM				
LOS001	CA	GPD	2PCT	
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30	
Customer ID: LOS* SUM				
DAL001	TX	DMM	1PCT	
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30	
Customer ID: DAL* SUM				
TEN001	TN	DMM	2PCT	
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30	
Customer ID: TEN* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

The report prints the data based on our criteria selection, however we are not getting the results we wanted. There are customers outside our Customer ID range.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg.
	Descr				Invoice
	2PCT		.00	0	0.00
	2/10,n/30				
			.00	0	0.00
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
			247191.67	6	41198.61
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			367487.14	8	45935.89
ohn	2PCT	12/19/1999	454090.26	12	37840.86
	2/10,n/30				
			454090.26	12	37840.86
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

```

OSAS T000
Settings Edit Print Help
02/14/2000
09:29 AM
CUSTOMER LIST

Customer ID      State Rep 1      Terms Code
Name            Name            Descr
-----
ACE001           KY      GPD            2PCT
ACE BUILDERS     Garry P. Deacon 2/10,n/30

Customer ID: ACE* SUM

*Report* SUM

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The last page of the report.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 2

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	12/21/1999	1665331.24	14	118952.23
		1665331.24	14	118952.23
		2734100.31	40	243927.59

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

## Customer List Report

```

OSAS T000
Settings Edit Print Help
02/14/2000
09:29 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD 1@TYPE_CO
ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD)})

                  SBREAK 1ST 3 CUSTOMER_ID

                  SORT SALES_YTD

                  SELECT CUSTOMER_ID>="ACE001" AND CUSTOMER_ID<="DAL001" AND T
TERMS_CODE="2PCT"

Start time:       02/14/2000 09:29:05 AM
End time:         02/14/2000 09:29:13 AM
Records Processed: 13
Records Printed:  5

@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

### The Recap Page

#### *Exit the report.*

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

We need to edit the criteria to produce the correct results on the report.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

The criteria entered looks correct, but what this is actually saying is select customers between ACE001 and DAL001 and those customers must also have the terms code of 1PCT OR select any customer who has terms code of 2PCT.

### Criteria Specification Screen – Group And

Criteria Specification for CUSTOMER LIST				1/5	And/ Or
FIELD/@CALC	OPER	EXPRESSIONS			
T1					
CUSTOMER_ID	>=	"ACE001"			And
CUSTOMER_ID	<=	"DAL001"			And
** AND **					
TERMS_CODE	=	"1PCT"			Or
TERMS_CODE	=	"2PCT"			
Enter field name, or use group AND/OR for new group.					
(T000)					

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

Enter to the first TERMS\_CODE field, use the Group And function key, to add a Group And between the Customer ID and the Terms Code fields.

## Criteria Specification Screen – Verification Prompt

OSAS T000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
CUSTOMER_ID	>=	"ACE001"		And
CUSTOMER_ID	<=	"DAL001"		
** AND **				
TERMS_CODE	=	"1PCT"		Or
TERMS_CODE	=	"2PCT"		

(T000)

Is the above information correct?  
Selection: ☒ Yes No  
F7-Exit without selection

This criteria now says select customers between ACE001 and DAL001 but only if the customer has 1 percent terms or 2 percent terms.

Select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**

## Customer List Report

OSAS T000  
Settings Edit Print Help  
02/14/2000  
09:29 AM

CUSTOMER LIST

Customer ID Name	State	Rep 1 Name	Terms Code Descr
DAL001 DALLAS-FT WORTH DOME HOMES	TX	DMM Donna M Mendelsohn	1PCT 1/10,n/30
Customer ID: DAL* SUM			
ACE001 ACE BUILDERS	KY	GPD Garry P. Deacon	2PCT 2/10,n/30
Customer ID: ACE* SUM			
*Report* SUM			

Do you want to continue the list? (Y/N): ☒ Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

This time the report only prints the desired data.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			367487.14	8	45935.89
	2PCT	12/21/1999	1665331.24	14	118952.23
	2/10,n/30				
			1665331.24	14	118952.23
			2032818.38	22	164888.12
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000	
Settings Edit Print Help	
02/14/2000	RECAP PAGE
09:30 AM	
-----	
Command:	LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER
	TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
	R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
	ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
	AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
	YTD))
	SBREAK 1ST 3 CUSTOMER_ID
	SORT SALES_YTD
	SELECT ( CUSTOMER_ID>="ACE001" AND CUSTOMER_ID<="DAL001" ) A
	T" OR TERMS_CODE="2PCT" )
Start time:	02/14/2000 09:29:57 AM
End time:	02/14/2000 09:29:58 AM
Records Processed:	13
Records Printed:	2
@CID: H	
Do you want to continue the list? (Y/N): Y	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap Page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

## Run Time Replacement Criteria

These next examples will use run time replacements for the criteria. We will tell General Report Writer what fields we want to use in Criteria and have General Report Writer prompt you for the information to limit the data.

### Report Design Screen - Criteria

The screenshot shows the OSAS T000 REPORT DESIGN screen. The title bar reads 'OSAS T000' and the menu bar includes 'Settings Edit Print Help'. The main area is titled 'REPORT DESIGN' and contains the following fields:

Report Name: AR_CLASS1		
Title/Description: CUSTOMER LIST		
File: ARCU - Customer File		
Report/Export: Report		
Width: 132	Height: Any	Across: 1
Length: Any		
Output: PRINTER		
Alternate Sort:		
Begin with:		
End with:		

---

Line Break:	Print Blanks: Yes
Stop:	Paginate: Yes
Test Patterns:	Recap Page: Yes
Double Space: No	Print Detail: Yes
Vertical Totals: No	Col Heading: Yes
Tabulate/Plot: No	Copies: 1

---

(T000)

Is the above information correct?  
Selection: Yes No Fields Break Sort **Criteria** Linksel Hdr/fttr Run Delete Print  
F7-Exit without selection

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

Use the delete function key to remove all the criteria fields.



## Text Fields

Selecting the fields and the operator for run time replacements is the same as setting up regular criteria. The Expression is where you setup the prompt information.

### Run Time Replacement Criteria – List Fields- Customer ID

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 CUSTOMER ID	Customer ID	T,JL,L6
3 CUSTOMER ID2	Customer ID	T,JL,L6
4 CUSTOMER ID FROM	Customer ID	T,JL,L6
5 CUSTOMER ID PROMPT	Customer ID	T,JL,L6
6 CUSTOMER ID SHORT	Customer ID	T,JL,L3
7 CUSTOMER ID THRU	Customer ID	T,JL,L6
8 CUST CLASS	Customer Class	T,JL,L6
9 CUST HIGH BAL	Customer High Balance	N,JR,L14,-

5/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the CUSTOMER\_ID field.

### Run Time Replacement Criteria – List Operators

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 CUSTOMER ID	Customer ID	T,JL,L6
3 CUSTOMER ID2	Customer ID	T,JL,L6
4 CUSTOMER ID FROM	Customer ID	T,JL,L6
5 CUSTOMER ID PROMPT	Customer ID	T,JL,L6
6 CUSTOMER ID SHORT	Customer ID	T,JL,L3
7 CUSTOMER ID THRU	Customer ID	T,JL,L6
8 CUST CLASS	Customer Class	T,JL,L6
9 CUST HIGH BAL	Customer High Balance	N,JR,L14,-

1/2

Customer ID (Text)

(T000)

F1-help, F7-exit without selection

Use the list operators function to select the comparison operator for the field and the Expression.

*Select Equal to for this field.*

**Run Time Replacement Criteria – Expressions Field**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	=	[[ENTER CUSTOMER ID]]		

Customer ID (Text)  
Enter expression to compare CUSTOMER\_ID with.

(T000)

F1-help, F2-list fields, F9/F7-done

The Expressions for Run Time Replacements always begin with two left square brackets ([]) and end with two right square brackets (]). Between the sets of brackets, enter the prompt you want to appear on the screen.

Exp: [[Enter Expression you want to appear on the screen]]

*Enter [[ENTER CUSTOMER ID]]*

**Run Time Replacement Criteria – And/Or Field**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	=	""[[ENTER CUSTOMER ID]]""		

Customer ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Quotes are required around the Expressions for Run Time Replacement Text field criteria. General Report Writer should automatically place the quotes around the outside of the brackets. You can manually place the quotes around the brackets<sup>24</sup>.

*Leave the And/Or field blank.*

<sup>24</sup> Quotes can also be used inside the brackets for Run Time Replacement criteria. See Appendix B for more information.

### Criteria Specification Screen – Verification Prompt

OSAS T000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
CUSTOMER_ID	=	"[[ENTER CUSTOMER ID]]"		

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

The Run Time Replacement screen is displayed.

### Run Time Replacements Screen

OSAS T000  
Settings Edit Print Help

Building	Loading

Run time Replacements

ENTER CUSTOMER ID:

(T000)

Enter value for prompt shown.

F1-help, F7-abort

The Expression entered between the brackets is displayed, prompting you to enter the information you want to use to limit the report.

**Run Time Replacements Screen**

Building	Loading
Run time Replacements- ENTER CUSTOMER ID: ACE001	

(T000)

Enter value for prompt shown.

F1-help, F7-abort

Enter the data you want to use to limit the report.

You **MUST** enter something in the Run Time Replacement prompt in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

*Enter ACE001 for this field.*

Once all the Run Time Replacement fields have been entered, select the Output device for the report.

*Select VDT to print the report to the screen.*

**Customer List Report**

02/11/2000  
09:11 AM

CUSTOMER LIST

Customer ID	State	Rep 1	Terms Code	
Name		Name	Descr	
ACE001	KY	GPD	2PCT	
ACE BUILDERS		Garry P. Deacon	2/10,n/30	

Customer ID: ACE\* SUM

\*Report\* SUM

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

The report only prints for customer ACE001, which was the customer selected in the Run Time Replacement.

We still get a subtotal based on the first 3 characters of the Customer ID.

**Customer List Report**

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT 2/10,n/30	01/18/2000	1673703.38	16	104606.46
		1673703.38	16	104606.46
		1673703.38	16	104606.46

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

Command:	LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER
TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38. R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE YTD)	
SBREAK 1ST 3 CUSTOMER_ID	
SORT SALES_YTD	
SELECT CUSTOMER_ID="[[ENTER CUSTOMER ID]]"	
Start time:	02/11/2000 09:11:44 AM
End time:	02/11/2000 09:11:44 AM
Records Processed:	13
Records Printed:	1
ENTER CUSTOMER ID: ACE001	
@CID: H	
Do you want to continue the list? (Y/N):	Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

The Recap Page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

## Numeric Fields

Next, we will enter Run Time Replacement Criteria for a numeric field.

Selecting the fields and the operator for numeric run time replacements is the same as text run time replacement criteria. The Expression for the numeric field is a little different.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No

Use the delete function key to remove all the criteria fields.

### Run Time Replacement Criteria – List Fields- Sales YTD

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
SALES_YTD			

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_YTD	Sales Year to Date	N,JR,L14,-
2 SALES_YTD_FROM	Sales Year to Date	N,JR,L14,-
3 SALES_YTD_PROMPT	Sales Year to Date	N,JR,L14,-
4 SALES_YTD_THRU	Sales Year to Date	N,JR,L14,-
5 SHIP_ZONE	Ship Zone	T,JL,L2
6 STATE	State	T,JL,L2
7 STATEMENT_CODE	Statement Code	T,JL,L1
8 TAXABLE	Taxable Group?	T,JL,L1
9 TAX_GROUP	Tax Group	T,JL,L6

12/14

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the SALES\_YTD field.

### Run Time Replacement Criteria – Expressions Field

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
SALES_YTD	>=	[[ENTER SALES YTD]]	

Sales Year to Date (Num)  
Enter expression to compare SALES\_YTD with.

(T000)

F1-help, F2-list fields, F9/F7-done

Use the list operators function to select the comparison operator for the field and the Expression.

**Select greater than or equal to (>=) for the operator.**

The Expressions for Run Time Replacements always begin with two left square brackets ([]) and end with two right square brackets (]). Between the sets of brackets, enter the prompt you want to appear on the screen.

Exp: [[Enter Expression you want to appear on the screen]]

*Enter [[ENTER SALES YTD]]*

### Run Time Replacement Criteria – And/Or Field

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
SALES_YTD	>=	[[ENTER SALES YTD]]		=

Sales Year to Date (Num)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Quotes are NOT required around the Expressions for Numeric Run Time Replacement criteria. General Report Writer will not automatically place the quotes around the outside of the brackets<sup>25</sup>.

### Run Time Replacement Criteria – And/Or Field

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
SALES_YTD	>=	[[ENTER SALES YTD]]		

Sales Year to Date (Num)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

*Leave the And/Or field blank.*

<sup>25</sup> Quotes can also be used inside the brackets for Run Time Replacement criteria. See Appendix B for more information.

### Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
SALES_YTD	>=	[[ENTER SALES YTD]]		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

The Run Time Replacement screen is displayed.

The Expression entered between the brackets is displayed, prompting you to enter the information you want to use to limit the report.

### Run Time Replacements Screen

Building	Loading

Run time Replacements  
 ENTER SALES YTD: 125000

Enter value for prompt shown.  
 F1-help, F7-abort

Enter the data you want to use to limit the report.

You **MUST** enter something in the Run Time Replacement prompt in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

**Enter 125000 for this field.**

Once all the Run Time Replacement fields have been entered, select the Output device for the report.



Select VDT to print the report to the screen.

### Customer List Report

OSAS 1000				
Settings Edit Print Help				
02/11/2000				
09:14 AM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms Code	
Name		Name	Descr	
-----				
CASHMN			COD	
CASH SALES-MINNEAPOLIS			C.O.D.	
Customer ID: CAS* SUM				
LOS001	CA	GPD	2PCT	
LOS ANGELES CONSTRUCTION CO.		Garry P. Deacon	2/10,n/30	
Customer ID: LOS* SUM				
GRE001	NY	PRT	COD	
GREATER NEW YORK DOMES, INC.		Patrick R Thomassen	C.O.D.	
Customer ID: GRE* SUM				
DAL001	TX	DMM	1PCT	
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30	
Customer ID: DAL* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

The report only prints for customers who have Sales YTD greater than 125000, which is what was selected in the Run Time Replacement prompt.

We still get a subtotal based on the first 3 characters of the Customer ID and the report is still sorted by the Sales YTD field.

### Customer List Report

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					Page 1
	Terms Code	Last Date	Sales Ytd	Invs.	Avg.
	Descr				Invoice
-----					
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
			138196.60	5	27639.32
	2PCT	12/14/1999	247191.67	6	41198.61
	2/10,n/30				
			247191.67	6	41198.61
ssen	COD	12/19/1999	315563.39	8	39445.42
	C.O.D.				
			315563.39	8	39445.42
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			367487.14	8	45935.89
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
02/11/2000			
09:14 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
-----	-----	-----	-----
ACE001	KY	GPD	2PCT
ACE BUILDERS		Garry P. Deacon	2/10,n/30
Customer ID: ACE* SUM			
*Report* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

The last page of the report.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 3

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
2PCT	12/21/1999	1665331.24	14	118952.23
2/10,n/30				
		1665331.24	14	118952.23
		4406868.85	68	475821.05

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

## Customer List Report – Recap Page

```

OSAS T000
Settings Edit Print Help
02/11/2000
09:14 AM
RECAP PAGE

-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SBREAK 1ST 3 CUSTOMER_ID

                  SORT SALES_YTD

                  SELECT SALES_YTD>=[[ENTER SALES_YTD]]

Start time:       02/11/2000 09:14:33 AM
End time:         02/11/2000 09:14:39 AM
Records Processed: 13
Records Printed:  8

ENTER SALES_YTD: 125000
@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

**Exit the report.**

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

## Date Fields

Next, we will enter Run Time Replacement Criteria for a date field.

Date fields are stored as Julian numbers in OSAS. If you want to use regular dates in your run time replacements you have 2 options in setting up the Expression.

## Report Design Screen - Criteria

```

OSAS T000
Settings Edit Print Help
REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: CUSTOMER LIST
File: ARCU - Customer File
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

Line Break:      Print Blanks: Yes
Stop:            Paginate: Yes
Test Patterns:   Recap Page: Yes
Double Space: No Print Detail: Yes
Vertical Totals: Col Heading: Yes
Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?
Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print
F7-Exit without selection

```

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No.

Use the delete function key to remove all the criteria fields.

Selecting the fields and the operator for date run time replacements is the same as text or numeric run time replacement criteria. The Expression for the date field can be entered in 2 ways.

### Run Time Replacement Criteria – List Fields- Last Sale Date

OSAS T000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST SALE DATE				

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST_SALE_DATE_THR	Last Sale Date	D,JL,L10
2 LAST_SALE_AMT	Last Sale Amount	N,JR,L14,-
3 LAST_SALE_DATE	Last Sale Date	D,JL,L10
4 LAST_SALE_INV_NO	Last Sale/Invoice Number	T,JL,L8
5 NEW_FIN_CHG	New Finance Charge	N,JR,L14,-
6 NO_PAY_LAST_YR	Number of Payments Last Year	N,JR,L6,-
7 NO_PAY_PTD	Number of Payments PTD	N,JR,L6,-
8 NO_PAY_QTD	Number of Payments QTD	N,JR,L6,-
9 NO_PAY_YTD	Number of Payments YTD	N,JR,L6,-

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function and select the LAST\_SALE\_DATE field.

### Run Time Replacement Criteria – Expressions Field

OSAS T000  
Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	[[ENTER SALES DATE]]		

Last Sale Date (Date)  
Enter expression to compare LAST\_SALE\_DATE with.

(T000)

F1-help, F2-list fields, F9/F7-done

Use the list operators function to select the comparison operator for the field and the Expression.

**Select greater than or equal to (>=) for the operator.**

The Expressions for Run Time Replacements always begin with two left square brackets ([) and end with two right square brackets (]). Between the sets of brackets, enter the prompt you want to appear on the screen.

Exp: [[Enter Expression you want to appear on the screen]]

**Enter [[ENTER LAST SALES DATE]]**

**Run Time Replacement Criteria – And/Or Field**

OSAS T000

Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
LAST_SALE_DATE	>=	[[ENTER SALES DATE]]		-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Quotes are not automatically placed around the Expression for Date fields.

**Run Time Replacement Criteria – And/Or Field**

OSAS T000

Settings Edit Print Help

Criteria Specification for CUSTOMER LIST

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
LAST_SALE_DATE	>=	[[ENTER SALES DATE]]		

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

*Leave the And/Or field blank.*

### Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	[[ENTER SALE DATE]]		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

The Run Time Replacement screen is displayed.

The Expression entered between the brackets is displayed, prompting you to enter the information you want to use to limit the report.

### Run Time Replacements Screen

Building	Loading

Run time Replacements  
 ENTER LAST SALES DATE: 12/15/1999

Enter value for prompt shown.  
 F1-help, F7-abort

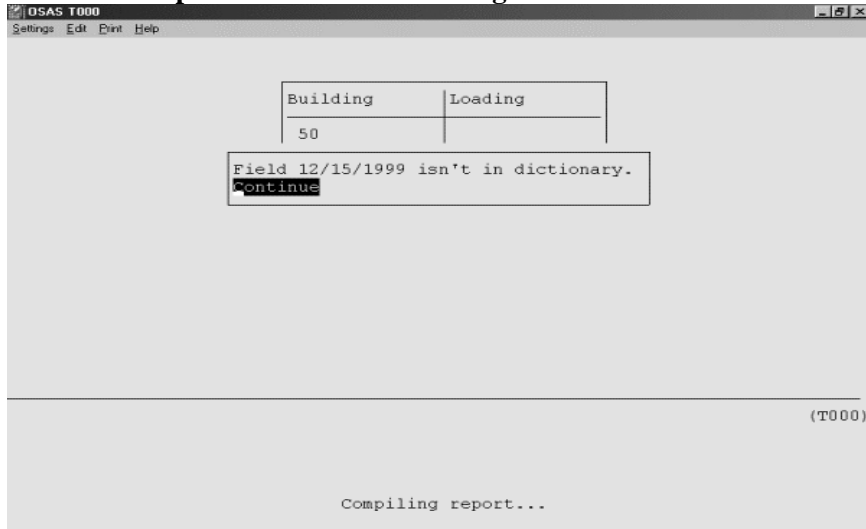
Enter the data you want to use to limit the report.

You **MUST** enter something in the Run Time Replacement prompt in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

**Enter 12/15/1999 for this field.**

Once all the Run Time Replacement fields have been entered, Select the Output device for the report.

### Run Time Replacement – Error Message



You get this message because General Report Writer is looking for the literal value entered in the runtime replacement, but the OSAS dates are stored as Julian numbers.

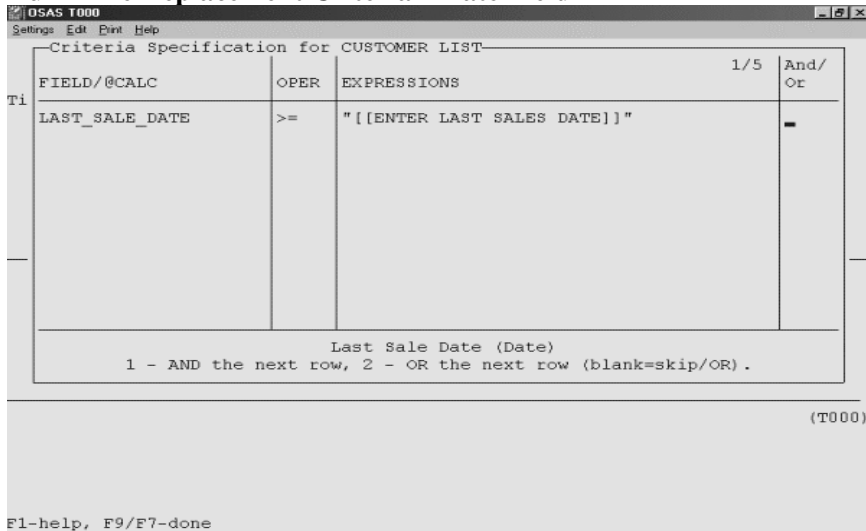
You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

We will edit the Expression for the Date Run Time Criteria and add quotes around the brackets.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

### Run Time Replacement Criteria – Date Field



Edit the Expression and add quotes around the brackets. You must always manually add the quotes for Date fields<sup>26</sup>.

<sup>26</sup> If you are on version 5.1x or 5.2x of General Report Writer you must setup the field with quotes on the inside of the brackets and specify D for the field type.

### Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	"[[ENTER LAST SALES DATE]]"		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

The Run Time Replacement screen is displayed.

The Expression entered between the brackets is displayed, prompting you to enter the information you want to use to limit the report.

### Run Time Replacements Screen

Building	Loading

Run time Replacements  
 ENTER LAST SALES DATE: 12/15/1999

Enter value for prompt shown.  
 F1-help, F7-abort

**Enter 12/15/1999 again.**

Select the Output device for the report.

**Select VDT to print the report to the screen.**



**Customer List Report**

OSAS 1000				
Settings Edit Print Help				
02/11/2000				
09:16 AM				
CUSTOMER LIST				
Customer ID	State	Rep 1	Terms	Code
Name		Name	Descr	
-----				
CASHMD			COD	
CASH SALES-BALTIMORE, MD			C.O.D.	
Customer ID: CAS* SUM				
GRE001	NY	PRT	COD	
GREATER NEW YORK DOMES, INC.		Patrick R Thomassen	C.O.D.	
Customer ID: GRE* SUM				
DAL001	TX	DMM	1PCT	
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30	
Customer ID: DAL* SUM				
TEN001	TN	DMM	2PCT	
TENNESSEE SHELTERS, INC.		Donna M Mendelsohn	2/10,n/30	
Customer ID: TEN* SUM				
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

With the quotes around the date expression, only the customers with a Last Sale Data greater than or equal to 12/15/1999, which was the date selected in the Run Time Replacement, print on the report.

We still get a subtotal based on the first 3characters of the Customer ID and the report is still sorted by the Sales YTD field.

**Customer List Report**

OSAS 1000					
Settings Edit Print Help					
CUSTOMER LIST					Page 1
	Terms Code	Last Date	Sales Ytd	Invs.	Avg.
	Descr				Invoice
-----					
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
			108136.59	5	21627.32
ssen	COD	12/19/1999	315563.39	8	39445.42
	C.O.D.				
			315563.39	8	39445.42
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			367487.14	8	45935.89
ohn	2PCT	12/19/1999	454090.26	12	37840.86
	2/10,n/30				
			454090.26	12	37840.86
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
02/11/2000				CUSTOMER LIST	
09:16 AM					
Customer ID	State	Rep 1	Terms	Code	
Name		Name	Descr		
-----					
CASHPS				COD	
CASH SALES-DALLAS, TX				C.O.D.	
Customer ID: CAS*	SUM				
ACE001	KY	GPD		2PCT	
ACE BUILDERS		Garry P. Deacon		2/10,n/30	
Customer ID: ACE*	SUM				
*Report* SUM					
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

The last page of the report.

**Customer List Report**

OSAS T000

Settings Edit Print Help

CUSTOMER LIST

Page 2

Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
COD	12/15/1999	522780.14	8	65347.52
C.O.D.				
		522780.14	8	65347.52
2PCT	12/21/1999	1665331.24	14	118952.23
2/10,n/30				
		1665331.24	14	118952.23
		3433388.76	55	329149.24

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

**Customer List Report – Recap Page**

```

OSAS 1000
Settings Edit Print Help
02/11/2000
09:16 AM
RECAP PAGE

-----
Command:      LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

              TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
              R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
              ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
              AL @CALCAVERAGE_INVOICE('N,L14,JR,2,-',"Avg. Invoice",DIVIDE
              YTD)

              SBREAK 1ST 3 CUSTOMER_ID

              SORT SALES_YTD

              SELECT LAST_SALE_DATE>="[[ENTER LAST SALES DATE]]"

Start time:   02/11/2000 09:16:14 AM
End time:     02/11/2000 09:16:18 AM
Records Processed: 13
Records Printed: 6

ENTER LAST SALES DATE: 12/15/1999
@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

**The Recap Page*****Exit the report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

The other option for Date Run Time Replacement criteria is to use the quotes inside the brackets.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No.

**Run Time Replacement Criteria – Expressions Field**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	[[\"ENTER LASTE SALES DATE\", \"D\"]]		-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Edit the Expressions field.

If the quotes are placed inside the brackets, you must tell General Report Writer what type of field you are using in criteria. This is done by placing a comma after the phrase and a quote and a capital **D**<sup>27</sup> within quotes, before the ending brackets are entered.

Exp: [[\"ENTER DATE\", \"D\"]]

*Enter [[\"ENTER LAST SALES DATE\", \"D\"]]*<sup>28</sup>

**Run Time Replacement Criteria – And/Or Field**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	[[\"ENTER LASTE SALES DATE\", \"D\"]]		

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

*Leave the And/Or field blank.*

<sup>27</sup> If you are using a text field, enter a capital **T** within quotes. If you are using a numeric field, enter a capital **N** within quotes.

<sup>28</sup> If you are on version 5.1x or 5.2x of General Report Writer, you must enter run time replacements for date fields this way.

## Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	[["ENTER LASTE SALES DATE", "D"]]		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

The Run Time Replacement screen is displayed.

## Run Time Replacements Screen

Building	Loading

Run time Replacements  
 ENTER LASTE SALES DATE: MMDDYYYY

Enter value for prompt shown.  
 F1-help, F7-abort

The Expression prompts you for the information in a Date format<sup>29</sup>.

<sup>29</sup> Based on the Display Format settings on the Config menu.

**Run Time Replacements Screen**

Building	Loading

Run time Replacements-  
ENTER LASTE SALES DATE: 12151999

(T000)

Enter value for prompt shown.

F1-help, F7-abort

You can enter the date in regular date format such as MM/DD/YYYY or you can leave the slashes (/) off and General Report Writer will convert the date correctly, such as MMDDYYYY

You **MUST** enter something in the Run Time Replacement prompt in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

***Enter 12151999 for this field.***

Once all the Run Time Replacement fields have been entered, select the Output device for the report.

***Select VDT to print the report to the screen.***

**Customer List Report**

OSAS 1000  
Settings Edit Print Help  
02/11/2000  
09:16 AM

CUSTOMER LIST

Customer ID	Name	State	Rep 1 Name	Terms	Code
CASHMD	CASH SALES-BALTIMORE, MD			COD	C.O.D.
Customer ID: CAS*	SUM				
GRE001	GREATER NEW YORK DOMES, INC.	NY	PRT Patrick R Thomassen	COD	C.O.D.
Customer ID: GRE*	SUM				
DAL001	DALLAS-FT WORTH DOME HOMES	TX	DMM Donna M Mendelsohn	1PCT	1/10,n/30
Customer ID: DAL*	SUM				
TEN001	TENNESSEE SHELTERS, INC.	TN	DMM Donna M Mendelsohn	2PCT	2/10,n/30
Customer ID: TEN*	SUM				

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

We get the same report as the one with the quote on the outside of the brackets.

**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code Descr	Last Date	Sales Ytd	Invs.	Avg. Invoice
	COD C.O.D.	12/20/1999	108136.59	5	21627.32
			108136.59	5	21627.32
ssen	COD C.O.D.	12/19/1999	315563.39	8	39445.42
			315563.39	8	39445.42
ohn	1PCT 1/10,n/30	12/25/1999	367487.14	8	45935.89
			367487.14	8	45935.89
ohn	2PCT 2/10,n/30	12/19/1999	454090.26	12	37840.86
			454090.26	12	37840.86
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.

**Customer List Report**

```

OSAS T000
Settings Edit Print Help
02/11/2000
09:16 AM
CUSTOMER LIST

Customer ID      State Rep 1      Terms Code
Name            Name            Descr
-----
CASHPS                      COD
CASH SALES-DALLAS, TX      C.O.D.

Customer ID: CAS*      SUM

ACE001            KY      GPD      2PCT
ACE BUILDERS      Garry P. Deacon      2/10,n/30

Customer ID: ACE*      SUM

*Report* SUM

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The last page of the report.





## From/Thru Run Time Criteria

The next examples demonstrate how to setup Run Time Replacement From/Thru Criteria.

Select the AR\_CLASS1 report in the Report Name field and choose Criteria when the Verification prompt is displayed.

When the Criteria Specification screen verification prompt is displayed, select No.

Use the delete function key to remove the LAST\_SALE\_DATE criteria field.

## Criteria Specification Screen – From Customer ID

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"[[ENTER FROM CUSTOMER ID]]"		=

Customer ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Use the list fields function and select the CUSTOMER\_ID field.

For the From operator use greater than (>) OR greater than or equal to (>=). You can use the list operators function to select the comparison operator for the field and the expression.

**Select greater than or equal to (>=) for the operator.**

Enter the Expressions you want to compare with the field.

**Enter [[ENTER FROM CUSTOMER ID]] in the Expressions field.**

General Report Writer will automatically place the quotes around the expression.

**Select And in the And/Or field.**

## Criteria Specification Screen – Thru Customer ID

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
CUSTOMER_ID	>=	"[[ENTER FROM CUSTOMER ID]]"	And
CUSTOMER_ID	<=	[[ENTER THRU CUSTOMER ID]]	

Customer ID (Text)  
Enter expression to compare CUSTOMER\_ID with.

(T000)

F1-help, F2-list fields, F9/F7-done

Enter to a blank Field/@Calc, use the list fields function, and select the CUSTOMER\_ID field again.

For the Thru operator use less than (<) OR less than or equal to (<=). You can use the list operators function to select the comparison operator for the field and the expression.

**Select less than or equal to (<=) for the operator.**

Enter the Expressions you want to compare with the field.

**Enter [[ENTER THRU CUSTOMER ID]] in the Expressions field.**

General Report Writer will automatically place the quotes around the expression.

**Leave the And/Or field blank.**

**Note:** When using the same field in criteria multiple times, the Expression must be worded differently on each line or General Report Writer will ignore the remaining lines for that field.

### Criteria Specification Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
CUSTOMER_ID	>=	"[[ENTER FROM CUSTOMER ID]]"		And
CUSTOMER_ID	<=	"[[ENTER THRU CUSTOMER ID]]"		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Once all the criteria have been entered, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Select Run Report from the Execute Options box.**

The Run Time Replacement screen is displayed.

### Run Time Replacements Screen – From Criteria

Building	Loading

Run time Replacements  
 ENTER FROM CUSTOMER ID:

Enter value for prompt shown.  
 F1-help, F7-abort

The From Expression prompts you for the information you want to use to begin the report.

**Run Time Replacements Screen – Thru Criteria**

Building	Loading

Run time Replacements  
ENTER FROM CUSTOMER ID: ACE001  
ENTER THRU CUSTOMER ID: \_

(T000)

F1-help, F7-abort

Enter value for prompt shown.

Enter the From Criteria

***Enter ACE001 for this field***

The Thru Expression prompts you for the information you want to use to end the report.

**Run Time Replacements Screen**

Building	Loading

Run time Replacements  
ENTER FROM CUSTOMER ID: ACE001  
ENTER THRU CUSTOMER ID: DAL001\_

(T000)

F1-help, F7-abort

Enter value for prompt shown.

Enter the Thru Criteria

***Enter DAL001 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

Once all the Run Time Replacement fields have been entered, select the Output device for the report. Select the Output device for the report.

***Select VDT to print the report to the screen.***

**Customer List Report**

OSAS T000			
Settings Edit Print Help			
02/11/2000			
09:21 AM			
CUSTOMER LIST			
Customer ID	State	Rep 1	Terms Code
Name		Name	Descr
-----			
CASHTX			COD
CASH SALES-DALLAS, TX			C.O.D.
CASHCA			COD
CASH SALES-OAKLAND, CA			C.O.D.
CASHMD			COD
CASH SALES-BALTIMORE, MD			C.O.D.
CASHMN			COD
CASH SALES-MINNEAPOLIS			C.O.D.
Customer ID: CAS* SUM			
DAL001	TX	DMM	1PCT
DALLAS-FT WORTH DOME HOMES		Donna M Mendelsohn	1/10,n/30
Customer ID: DAL* SUM			
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Now the report only prints for customers with in the range of our criteria information.

We still get a subtotal based on the first 3characters of the Customer ID and the report is still sorted by the Sales YTD field.

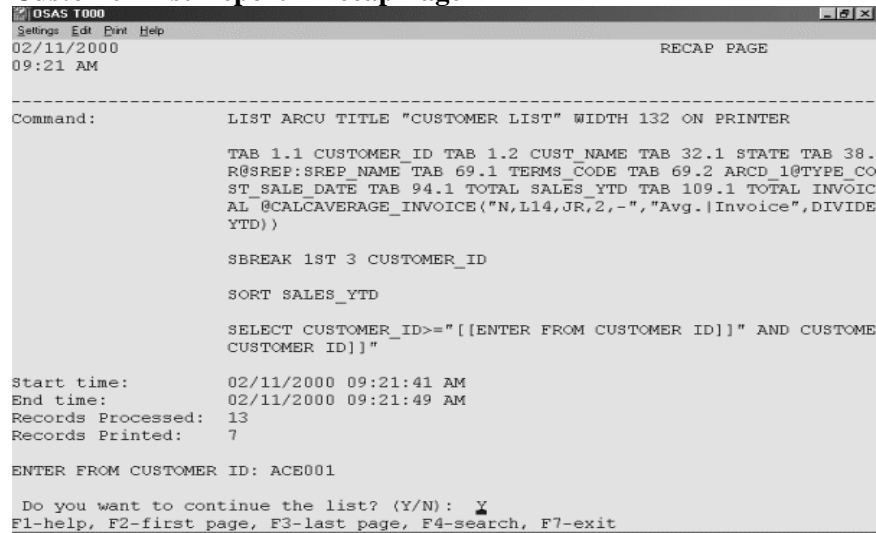
**Customer List Report**

OSAS T000					
Settings Edit Print Help					
CUSTOMER LIST					
Page 1					
	Terms Code	Last Date	Sales Ytd	Invs.	Avg. Invoice
	Descr				
-----					
	COD		.00	0	0.00
	C.O.D.				
	COD	12/06/1999	66487.23	4	16621.81
	C.O.D.				
	COD	12/20/1999	108136.59	5	21627.32
	C.O.D.				
	COD	12/01/1999	138196.60	5	27639.32
	C.O.D.				
			312820.42	14	65888.45
-----					
ohn	1PCT	12/25/1999	367487.14	8	45935.89
	1/10,n/30				
			367487.14	8	45935.89
-----					
Do you want to continue the list? (Y/N): Y					
F1-help, F2-first page, F3-last page, F4-search, F7-exit					

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list, go to the first page, go to the last page, search for a string or exit the report.



**Customer List Report – Recap Page**

The screenshot shows a window titled "OSAS 1000" with a menu bar (Settings, Edit, Print, Help). The status bar at the top left shows the date "02/11/2000" and time "09:21 AM". The title bar on the right says "RECAP PAGE". The main area displays the following text:

```
-----
Command:          LIST ARCU TITLE "CUSTOMER LIST" WIDTH 132 ON PRINTER

                  TAB 1.1 CUSTOMER_ID TAB 1.2 CUST_NAME TAB 32.1 STATE TAB 38.
R@SREP:SREP_NAME TAB 69.1 TERMS_CODE TAB 69.2 ARCD_1@TYPE_CO
ST SALE_DATE TAB 94.1 TOTAL SALES_YTD TAB 109.1 TOTAL INVOIC
AL @CALCAVERAGE_INVOICE("N,L14,JR,2,-","Avg. Invoice",DIVIDE
YTD))

                  SBREAK 1ST 3 CUSTOMER_ID

                  SORT SALES_YTD

                  SELECT CUSTOMER_ID>="[ENTER FROM CUSTOMER ID]]" AND CUSTOMER
CUSTOMER ID]]]"

Start time:        02/11/2000 09:21:41 AM
End time:          02/11/2000 09:21:49 AM
Records Processed: 13
Records Printed:   7

ENTER FROM CUSTOMER ID: ACE001

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit
```

The Recap Page

Exit the report





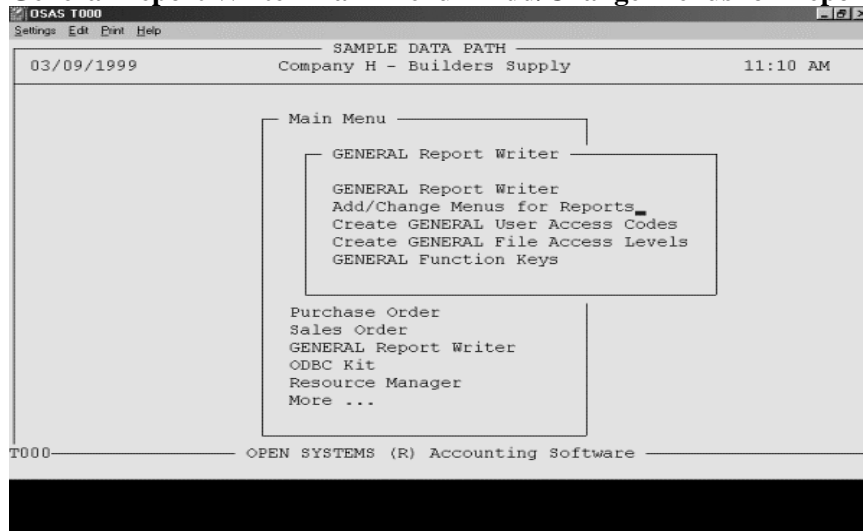
---

## Add/Change Menus for Reports

---

### Adding a Report

#### General Report Writer Main Menu – Add/Change Menus for Reports



To add a report to an application menu perform the following:

1. Select Add/Change Menus for Report from the General Report Writer main menu.

**Add/Change Menus for Report Screen**

OSAS 1000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
-----------	-------------	------------	-------------

Line No (000001 of 000000)

Enter = edit, Append

Company H

Verify

The Add/Change Menus for Reports screen is displayed.

Any reports already added to a menu are listed.

**Field****Description**

Report ID	The name used by OSAS to recognize the report on the menu.
Description	The name of the report on the OSAS menu.
General ID	The General Report Writer Report Name of the report added to the menu.
App	The application ID where the report is displayed on the menu.
On Menu	Yes if the report is displaying on the menu. No if the report is not displaying on the menu.
Line No	The line the cursor is currently on, and the total number of reports added to application menus.

## Add/Change Menus for Report Screen

OSAS T000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
Line No (000001 of 000000)			

Enter = edit, Append

Company H Verify

<u>Command</u>	<u>Option</u>
1. <code>cd</code>	Change directory
2. <code>ls</code>	List files and directories
3. <code>pwd</code>	Print working directory
4. <code>cp</code>	Copy files and directories
5. <code>mv</code>	Move files and directories
6. <code>rm</code>	Remove files and directories
7. <code>mkdir</code>	Make directory
8. <code>rmdir</code>	Remove directory
9. <code>find</code>	Find files and directories
10. <code>grep</code>	Search for patterns in files
11. <code>cat</code>	Concatenate and display files
12. <code>head</code>	Display the first lines of a file
13. <code>tail</code>	Display the last lines of a file
14. <code>diff</code>	Compare files and directories
15. <code>sort</code>	Sort files and directories
16. <code>uniq</code>	Remove duplicate lines from files
17. <code>wc</code>	Count lines, words, and characters in files
18. <code>tee</code>	Write to multiple files
19. <code>tr</code>	Translate and delete characters
20. <code>sed</code>	Stream editor for text processing
21. <code>awk</code>	Pattern scanning and text processing
22. <code>perl</code>	Perl scripting language
23. <code>python</code>	Python scripting language
24. <code>ruby</code>	Ruby scripting language
25. <code>java</code>	Java programming language
26. <code>c++</code>	C++ programming language
27. <code>c</code>	C programming language
28. <code>gcc</code>	GNU C compiler
29. <code>g++</code>	GNU C++ compiler
30. <code>make</code>	Build automation tool
31. <code>cmake</code>	CMake build system
32. <code>docker</code>	Container management tool
33. <code>kubernetes</code>	Container orchestration tool
34. <code>terraform</code>	Infrastructure as code tool
35. <code>ansible</code>	Configuration management tool
36. <code>jenkins</code>	Continuous integration tool
37. <code>git</code>	Distributed version control system
38. <code>svn</code>	Subversion version control system
39. <code>mercurial</code>	Mercurial version control system
40. <code>bitbucket</code>	Git hosting service
41. <code>github</code>	Git hosting service
42. <code>heroku</code>	Cloud platform for developers
43. <code>aws</code>	Amazon Web Services
44. <code>azure</code>	Microsoft Azure cloud platform
45. <code>gcp</code>	Google Cloud Platform
46. <code>oracle</code>	Oracle database
47. <code>mysql</code>	MySQL database
48. <code>mariadb</code>	MariaDB database
49. <code>postgresql</code>	PostgreSQL database
50. <code>redis</code>	Redis database
51. <code>memcached</code>	Memcached database
52. <code>elasticsearch</code>	Elasticsearch search engine
53. <code>kafka</code>	Kafka message broker
54. <code>hadoop</code>	Hadoop distributed file system
55. <code>spark</code>	Spark distributed data processing engine
56. <code>flink</code>	Flink distributed data processing engine
57. <code>storm</code>	Storm distributed data processing engine
58. <code>tez</code>	Tez distributed data processing engine
59. <code>hive</code>	Hive distributed data processing engine
60. <code>impala</code>	Impala distributed data processing engine
61. <code>druid</code>	Druid distributed data processing engine
62. <code>clickhouse</code>	ClickHouse distributed data processing engine
63. <code>kylin</code>	Kylin distributed data processing engine
64. <code>doris</code>	Doris distributed data processing engine
65. <code>starrocks</code>	StarRocks distributed data processing engine
66. <code>pinot</code>	Pinot distributed data processing engine
67. <code>rockset</code>	Rockset distributed data processing engine
68. <code>datastax</code>	DataStax distributed data processing engine
69. <code>mongodb</code>	MongoDB distributed data processing engine
70. <code>cassandra</code>	Cassandra distributed data processing engine
71. <code>scylladb</code>	ScyllaDB distributed data processing engine
72. <code>influxdb</code>	InfluxDB distributed data processing engine
73. <code>prometheus</code>	Prometheus distributed data processing engine
74. <code>grafana</code>	Grafana distributed data processing engine
75. <code>datadog</code>	Datadog distributed data processing engine
76. <code>newrelic</code>	NewRelic distributed data processing engine
77. <code>elastic</code>	Elastic distributed data processing engine
78. <code>awscloudwatch</code>	AWS CloudWatch distributed data processing engine
79. <code>azuremonitor</code>	Azure Monitor distributed data processing engine
80. <code>gcpmonitoring</code>	GCP Monitoring distributed data processing engine
81. <code>oraclemonitoring</code>	Oracle Monitoring distributed data processing engine
82. <code>mysqlmonitoring</code>	MySQL Monitoring distributed data processing engine
83. <code>mariadbmonitoring</code>	MariaDB Monitoring distributed data processing engine
84. <code>postgresqlmonitoring</code>	PostgreSQL Monitoring distributed data processing engine
85. <code>redismonitoring</code>	Redis Monitoring distributed data processing engine
86. <code>memcachedmonitoring</code>	Memcached Monitoring distributed data processing engine
87. <code>elasticsearchmonitoring</code>	Elasticsearch Monitoring distributed data processing engine
88. <code>kafkamonitoring</code>	Kafka Monitoring distributed data processing engine
89. <code>hadoopmonitoring</code>	Hadoop Monitoring distributed data processing engine
90. <code>sparkmonitoring</code>	Spark Monitoring distributed data processing engine
91. <code>flinkmonitoring</code>	Flink Monitoring distributed data processing engine
92. <code>stormmonitoring</code>	Storm Monitoring distributed data processing engine
93. <code>tezmonitoring</code>	Tez Monitoring distributed data processing engine
94. <code>hivemonitoring</code>	Hive Monitoring distributed data processing engine
95. <code>impalamonitoring</code>	Impala Monitoring distributed data processing engine
96. <code>druidmonitoring</code>	Druid Monitoring distributed data processing engine
97. <code>clickhousemonitoring</code>	ClickHouse Monitoring distributed data processing engine
98. <code>kylinmonitoring</code>	Kylin Monitoring distributed data processing engine
99. <code>dorismonitoring</code>	Doris Monitoring distributed data processing engine
100. <code>starrocksmonitoring</code>	StarRocks Monitoring distributed data processing engine
101. <code>pinotmonitoring</code>	Pinot Monitoring distributed data processing engine
102. <code>rocksetmonitoring</code>	Rockset Monitoring distributed data processing engine
103. <code>datastaxmonitoring</code>	DataStax Monitoring distributed data processing engine
104. <code>mongodbmonitoring</code>	MongoDB Monitoring distributed data processing engine
105. <code>cassandramonitoring</code>	Cassandra Monitoring distributed data processing engine
106. <code>scylladbmonitoring</code>	ScyllaDB Monitoring distributed data processing engine
107. <code>influxdbmonitoring</code>	InfluxDB Monitoring distributed data processing engine
108. <code>prometheusmonitoring</code>	Prometheus Monitoring distributed data processing engine
109. <code>grafanamonitoring</code>	Grafana Monitoring distributed data processing engine
110. <code>datadogmonitoring</code>	Datadog Monitoring distributed data processing engine
111. <code>newrelicmonitoring</code>	NewRelic Monitoring distributed data processing engine
112. <code>elasticmonitoring</code>	Elastic Monitoring distributed data processing engine
113. <code>awscloudwatchmonitoring</code>	AWS CloudWatch Monitoring distributed data processing engine
114. <code>azuremonitoring</code>	Azure Monitoring distributed data processing engine
115. <code>gcpmonitoring</code>	GCP Monitoring distributed data processing engine
116. <code>oraclemonitoring</code>	Oracle Monitoring distributed data processing engine
117. <code>mysqlmonitoring</code>	MySQL Monitoring distributed data processing engine
118. <code>mariadbmonitoring&lt;/</code>	

Enter      Edit any reports that have already been added to application menus.

Append	Adds reports to application menus
--------	-----------------------------------

2. Select **Append** to add a report to an application menu.

**Edit Report Information Screen**

The Edit Report Information screen is displayed.

**Field****Description**

Report ID

Enter the name OSAS will use to recognize and store the report in the Open Systems files.

The Report ID can be 1-12 characters long.

This name does not have to be the same as the report name in General Report Writer.

General ID

Enter the General Report Writer Report Name.

You can use the Inquiry command, **F2** or **Esc W**, to select the report.

Menu Title

Enter the name you want to appear on the application menu.

The Menu Title can be 1-40 characters long.

Application ID

Select the application to add the report to its menu.

You can use the Inquiry command, **F2** or **Esc W**, to select the application.

Select an application that has the Installed field flag set to Yes.

Menu ID

Select the menu in the application where you want to add the report

You can use the Inquiry command, **F2** or **Esc W**, to select the menu.

Do you want to add this report to its application menu?

Select Yes to add the report to the selected menu.

Select No if you do not want to add the report to the menu.

Use the Proceed command, **PgDn** or **Esc P**, to save the changes.

**Edit Report Information – Report ID**

OSAS T000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
Edit Report Information			
Report ID	CLASS1		
General ID			
Menu Title			
Application ID			
Menu ID			
Do you want to add this report to it's application menu?			
000000)			

Company H Inquiry Verify

3. Enter the Report ID<sup>30</sup>.

*Enter CLASS1 for this field.*

**Edit Report Information – General ID**

OSAS T000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
Edit Report Information			
Report ID	CLASS1		
General ID			
Menu Title			
Application ID			
Menu ID			
Do you want to add this report to it's application menu?			
000000)			

Company H Inquiry Verify

4. Select the General Report Writer report you want to add to the menu.

<sup>30</sup> The Report ID can be 1-12 characters long and does not have to be the name of the report in General Report Writer.

**Edit Report Information – General ID – Inquiry Screen**

Report ID	Description	General ID	App On Menu
AR_AGED_TRIAL_BAL	AR Aged Trial Balance		
AR_CASH_RECPT_JRNL	AR Cash Receipts Journal		
AR_CLASS1	CUSTOMER LIST		
AR_CUSTOMER_COMMENTS	AR Customer Comments		
AR_CUST_ANALYSIS	AR Customer Analysis Report		
AR_CUST_ANALYSIS_2	AR Customer Analysis - Short Form		
AR_CUST_LABEL_1	AR Customer Labels - 15/16 by 3 1/2		
AR_CUST_LABEL_2	AR Customer Labels - 1 by 2 5/6 LAZER		

Application ID  
Menu ID  
Do you want to add this report to it's application menu?

Company H Inquiry Verify

You can use the Inquiry command, **F2** or **Esc W**, to select the report.

*Select the AR\_CLASS1 report.*

**Edit Report Information – Menu Title**

Report ID	Description	General ID	App On Menu
CLASS1		AR_CLASS1	

Menu Title: Customer List

Application ID  
Menu ID  
Do you want to add this report to it's application menu?

Company H Verify

5. Enter the name you want to appear on the menu<sup>31</sup>.

*Enter Customer List for this report.*

<sup>31</sup> The Menu Title can be 1-40 characters long.

**Edit Report Information – Application ID**

OSAS 1000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
<div> <p>Report ID CLASS1</p> <p>General ID AR_CLASS1</p> <p>Menu Title Customer List</p> <p>Application ID <span style="background-color: black; color: black;">■</span></p> <p>Menu ID</p> <p>Do you want to add this report to it's application menu?</p> </div>			

000000)

Company H Inquiry Verify

6. Select the application whose menu you want to add the report.

**Edit Report Information – Application ID**

OSAS 1000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
<div> <p>Report ID CLASS1</p> <p>General ID AR_CLASS1</p> </div>			

< Applications >

Ap	Description	Installed	Directory
< begin >			
AP	Accounts Payable	YES	C:/OSAS605/progAP/
> AR	Accounts Recievable	YES	C:/OSAS605/progAR/
BK	Bills of Material/Kitting	YES	C:/OSAS605/progBK/
BR	Bank Reconciliation	YES	C:/OSAS605/progBR/
DD	Payroll with Direct Deposit	NO	C:/OSAS605/progFA/
FA	Fixed Assets	YES	C:/OSAS605/progFA/

000000)

Company H Inquiry Verify

You can use the Inquiry command, **F2** or **Esc W**, to select the application.

**NOTE:** Select an application that has the Installed field flag set to Yes.

*For this report, if you only have Accounts Receivable select AR if you have Accounts Receivable and Sales Order select SO.*

**Edit Report Information – Menu ID**

OSAS T000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
Edit Report Information			
Report ID	CLASS1		
General ID	AR_CLASS1		
Menu Title	Customer List		
Application ID	AR		
Menu ID			
Do you want to add this report to it's application menu?			
000000)			

Company H Inquiry Verify

7. Select the menu, in the application, on which you want to add the report.

**Edit Report Information – Menu ID**

OSAS T000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID	Description	General ID	App On Menu
Edit Report Information			
< Menu >			
Menu ID	Description		
< begin >			
> AR01	Information Inquiry		
AR02	Daily Work		
AR03	Open Invoices		
AR04	File Maintenance		
AR05	Master File Lists		
AR06	History Reports		
Menu ID			
Do you want to add this report to it's application menu?			
000000)			

Company H Inquiry Verify

You can use the Inquiry command, **F2** or **Esc W**, to select the menu.

*For this report, select the Information Inquiry Menu.*



**Edit Report Information – Verification Field**

Report ID	Description	General ID	App On Menu
CLASS1	Customer List	AR_CLASS1	000000)

Do you want to add this report to it's application menu? **YES**

Company H Verify

8. Select Yes to add the report to the menu, or No if you do not wish to add the report to an application menu.

*Select Yes for this report.*

**Edit Report Information**

Report ID	Description	General ID	App On Menu
CLASS1	Customer List	AR_CLASS1	000000)

Do you want to add this report to it's application menu? YES

Verification Press <PgDn> to proceed

Use the Proceed command, **PgDn** or **Esc P**, to save the changes.

### Add/Change Menus for Reports

Report ID	Description	General ID	App	On	Menu
CLASS1	Customer List	AR_CLASS1	AR	YES	

Line No (000001 of 000001)

Company H      Enter = edit, Append      Verify

The report is added to the Add/Change Menus for Reports screen.

You can now run this report from the application menu it was added to, without having to go into General Report Writer to select and run the report.

### Deleting a Report

#### General Report Writer Main Menu – Add/Change Menus for Reports

Report ID	Description	General ID	App	On	Menu
CLASS1	Customer List	AR_CLASS1	AR	YES	

Verification      Press F3 to delete  
Line number 1. Menu entry will also be deleted.

To delete a report to an application menu perform the following:

1. Place the cursor next to the report you want to remove from the menu.
2. Use the Delete function, **F3** or **Esc D**, to remove the report.
3. You are prompted to confirm removing the report by using the Delete function again

---

## **Inventory - Quantities Report**

---



**Quantities Report**

03/01/2000 12:06 PM		Quantities Report			Page 1
Item ID	Description	Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
100	Electrical Package	CA0001	7.0000	.0000	12/21/1999
		MD0001	.0000	5.0000	
		MN0001	18.0000	6.0000	12/21/1999
		TX0001	6.0000	.0000	
Item ID: 100 SUM			31.0000	11.0000	
150	Plumbing Package	CA0001	.0000	.0000	
		MD0001	.0000	3.0000	
		MN0001	15.0000	2.0000	12/21/1999
		TX0001	7.0000	.0000	
Item ID: 150 SUM			22.0000	5.0000	
200	Heating/Cooling Package	CA0001	.0000	.0000	
		MD0001	.0000	.0000	
		MN0001	.0000	.0000	10/04/1999
		TX0001	.0000	.0000	
Item ID: 200 SUM			.0000	.0000	
200100	Furnace	CA0001	.0000	.0000	
		MD0001	.0000	.0000	
		MN0001	8.0000	.0000	12/09/1999
		TX0001	3.0000	.0000	
Item ID: 200100 SUM			11.0000	.0000	
200200	Water Heater	CA0001	.0000	.0000	
		MD0001	.0000	.0000	
		MN0001	8.0000	.0000	12/09/1999
		TX0001	3.0000	.0000	
Item ID: 200200 SUM			11.0000	.0000	
200300	Air Conditioner	CA0001	.0000	.0000	
		MD0001	.0000	.0000	
		MN0001	8.0000	.0000	12/09/1999
		TX0001	3.0000	.0000	
Item ID: 200300 SUM			11.0000	.0000	
200400	Water Softener	CA0001	.0000	.0000	
		MD0001	.0000	.0000	
		MN0001	8.0000	.0000	12/09/1999
		TX0001	3.0000	.0000	
Item ID: 200400 SUM			11.0000	.0000	
200500	Sump Pump	CA0001	.0000	.0000	
		MD0001	.0000	.0000	
		MN0001	8.0000	.0000	12/09/1999
		TX0001	3.0000	.0000	
Item ID: 200500 SUM			11.0000	.0000	

Here is an example of the report we will create.



## Planning the Report

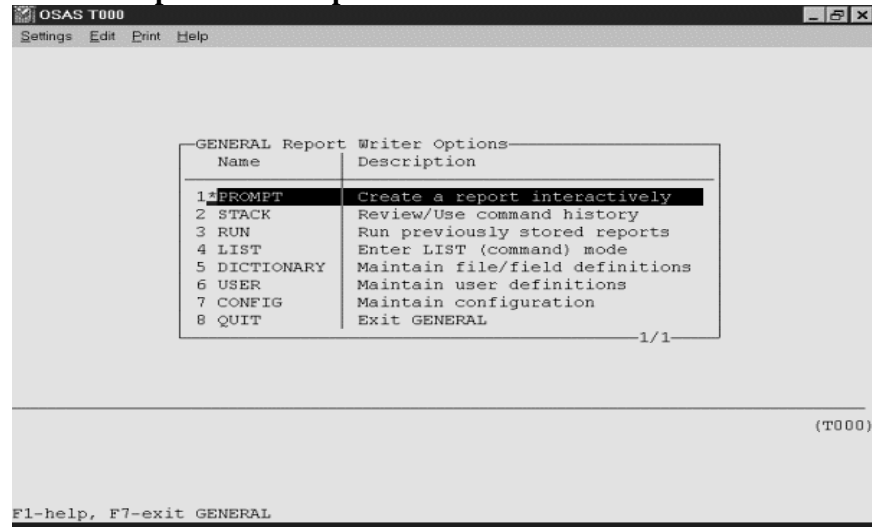
This report will be a quantities report.

The fields for this report are Item ID, Description, Location ID, On Hand Quantity, On Order Quantity and Last Purchase Date.

We will add breaks, sorts and criteria fields to format and limit the information on the report.

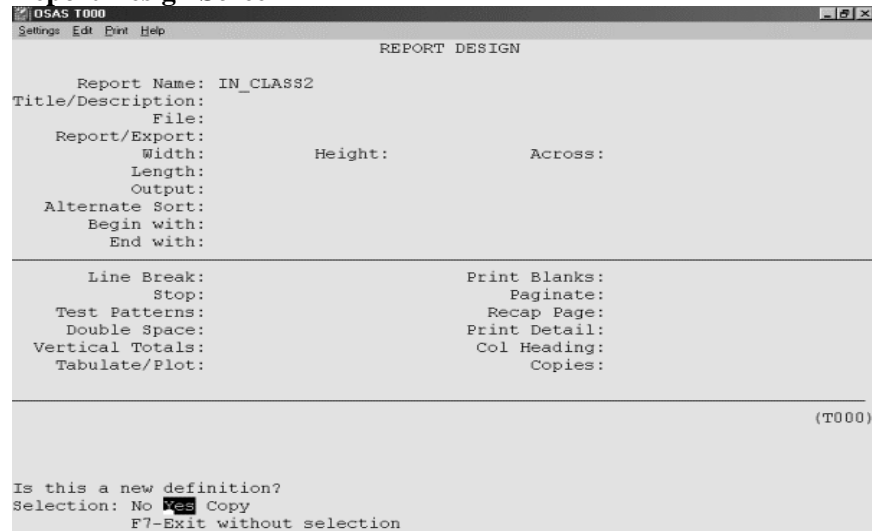
## Creating the Report

### General Report Writer Options Menu



Select Prompt from the General Report Writer Options menu.

### Report Design Screen



Enter the Report Name<sup>32</sup>.

*Enter IN\_CLASS2 for this field.*

When General Report Writer prompts, “Is this a new definition?”, select Yes.

<sup>32</sup> The Report Name can be 1-20 characters long and cannot contain spaces or symbols. Letters, numbers periods, and underscores are allowed in the field. This is not the name that prints on the report, but the name used to store the report in the system.



**Report Design Screen**

```

OSAS 1000
Settings Edit Print Help

REPORT DESIGN

Report Name: IN_CLASS2
Title/Description: Quantities Report
File: INVE - IN Items
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output:
Alternate Sort:
Begin with:
End with:

Line Break: Stop:      Print Blanks: Yes
Test Patterns:      Paginate: Yes
Double Space: No      Recap Page: Yes
Vertical Totals: No  Print Detail: Yes
Tabulate/Plot: No    Col Heading: Yes
                     Copies: 1

(T000)

Enter records per line (often used for labels).
F1-help, F8-jump, F9/F7-done

```

Enter the Title/Description for the report<sup>33</sup>.

***Enter Quantities Report for this field.***

Select the central file for the report. You can use the list files key to select the file

***Select the INVE file for this field.***

Select how you want to print or export the report<sup>34</sup>.

***Select 1 for Report.***

Enter the Width<sup>35</sup>, Height<sup>36</sup>, Across<sup>37</sup> and Length<sup>38</sup> information for the report.

***Accept the defaults for each of these fields.***

<sup>33</sup> The Title/Description can be 1-40 characters long. This title prints on the heading of the report.

<sup>34</sup> Select 1 for Report, 2 for a comma delimited export, 3 for a fixed width export, 4 for a Data Interchange Format export, or 5 for a WordPerfect merge format.

<sup>35</sup> Width is the number of columns across the page. The default is 132.

<sup>36</sup> Height is the number of rows each record can occupy on the report. The default is Any which will use the number of rows necessary for each record.

<sup>37</sup> Across is the number of records across the page. The default is 1.

<sup>38</sup> Length is the number of lines per page. The default is 66, leaving 6 lines blank for top and bottom margins.

**Report Design Screen**

```

OSAS 1000
Settings Edit Print Help

REPORT DESIGN

Report Name: IN_CLASS2
Title/Description: Quantities Report
File: INVE - IN Items
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

Line Break:
Stop:
Test Patterns:
Double Space: No
Vertical Totals: No
Tabulate/Plot: No

Print Blanks: Yes
Paginate: Yes
Recap Page: Yes
Print Detail: Yes
Col Heading: Yes
Copies: 1

(T000)

Printer/File name (PRINTER=ask, FILE=ask, blank=VDT).
F1-help, F8-jump, F9/F7-done

```

Select Output device for the report.<sup>39</sup>

**Select Printer for this field.**

Accept the defaults for the remaining fields.

**Report Design Screen**

```

OSAS 1000
Settings Edit Print Help

REPORT DESIGN

Report Name: IN_CLASS2
Title/Description: Quantities Report
File: INVE - IN Items
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

Line Break:
Stop:
Test Patterns:
Double Space: No
Vertical Totals: No
Tabulate/Plot: No

Print Blanks: Yes
Paginate: Yes
Recap Page: Yes
Print Detail: Yes
Col Heading: Yes
Copies: 1

(T000)

Is the above information correct?
Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print
F7-Exit without selection

```

Select the done function key to display the verification prompt.

**Select Fields.**

<sup>39</sup> There are three options for the Output field, Printer, File or VDT.

- Printer, which is the default, will prompt for any printers setup in OSAS as long as the Width of the report does not exceed the compressed columns of the printer, you can also print to a file or to the screen.
- File will prompt for the output path and file name.
- VDT will print to the screen.

## Fields

The Fields Screen is displayed.

Select the fields for the report.

### Fields Screen

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

The first field for this report is the ITEM ID.

You can use the list fields function key to select the field.

Accept all the defaults for the Col/Row, Statistics, and Convert columns.

### Fields Screen

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt			
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	-----	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

The next field is the Description field.

You can use the list fields function key to select the field.

Accept all the defaults for the Col/Row, Statistics, and Convert columns.

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

The next field is the Location ID field.

You can use the list fields function key to select the field.

Accept all the defaults for the Col/Row, Statistics, and Convert columns.

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1. AUTO REORDER FLAG	Auto Reorder Flag	N,JR,2,L1,-
2. BASE UNIT OF MEASUR	Base Unit of Measure	T,JL,L5
3. DESCRIPTION	Description	T,JL,L35
4. ITEM_ID	Item ID	T,JL,L20
5. ITEM_STATUS	Item Status	T,JL,L12
6. ITEM_TYPE	Item Type	T,JL,L14
7. ITEM_WEIGHT	Weight	N,JR,2,L14,-
8. KITTED_ITEM_FLAG	Kitted Item Flag	N,JR,2,L1,-
9. LOCATION_ID	Location ID	T,L6

1/4

(T000)

F1-help, F2-list toggle, F7-exit

The next field is the On Hand Quantity.

Use the list fields function and you will see that the On Hand Quantity is not a field in the INVE file.

We need to create a link to get this field.

## Fields Screen

OSAS 1000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
ITEM_ID	T 20	1	1	---	---	---	---	---	---	No	None	-----	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	---	No	None	-----	No

Link Element

Link Name: ON\_HAND\_QTY\_

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Select the Link function key to create a link field.

The Link Element box is displayed

Enter the Link Name.

*Enter ON\_HAND\_QTY for this field.*

## Fields Screen

OSAS 1000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
ITEM_ID	T 20	1	1	---	---	---	---	---	---	No	None	-----	No

Link-to File

1 INPL@PROD IN Product Lines

2 INPS@PRID\_CLVL IN Price Structures

3 INQL@ITM\_LOC\_LOT\_UC IN Quantity Locations

4 INQT@ITEM\_LOC\_LOT IN Quantity Totals

5 INRQ@ITEM\_LOC IN Requisitions

6 INSH@ITM\_LOC\_SER\_YRP IN Serial History

7 INSN@ITM\_SER IN Serial Numbers

8 INTL@ITEM\_SER\_TRANID IN Transfer Lot/Serial Nos.

9 INTR@ITEM\_LOC\_TRAN IN Transactions

3/6

(T000)

F1-help, F7-exit without selection

The Link-to-File box is displayed.

Select the file that contains the field you want for the link<sup>40</sup>.

*Select the INQT@ITEM\_LOC\_LOT for this report.*

<sup>40</sup> You need to know the file that contains the field you want to link to before creating the link field. Use the File Descriptions Books or the General Report Writer Data Dictionaries to find the correct file.

After the link to file is selected, the Field Selection box is displayed,

### Fields Screen

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	Case	Date	1/5 NDP
				Tot Avg Max Min Pct Cnt				
ITEM_ID	T 20	1	1	---	---	---	---	No
Field Selection								
FIELD NAME	DESCRIPTION		TYPE CODES					
1 AVAILABLE_QTY	Available Quantity		N,JR,L14,-					
2 COMMITTED_QTY	Committed Quantity		N,JR,2,L14,-					
3 IN_USE_QUANTITY	In-Use Quantity		N,JR,2,L14,-					
4 ITEM_ID	Item ID		T,JL,L20					
5 LOCATION_ID	Location ID		T,JL,L6					
6 LOT_NUMBER	Lot Number		T,JL,L16					
7 <b>ON_HAND_QTY</b>	<b>On-Hand Quantity</b>		<b>N,JR,2,L14,-</b>					
8 ON_ORDER_QUANTITY	On-Order Quantity		N,JR,2,L14,-					
9 ORDER_POINT	On-Hand Quantity		N,JR,2,L14,-					
1/2								

(T000)

F1-help, F2-list toggle, F7-exit

Select the field you want to use to create the link.

*Select the ON\_HAND\_QTY field for this link.*

### Fields Screen

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	Case	Date	1/5 NDP
				Tot Avg Max Min Pct Cnt				
ITEM_ID	T 20	1	1	---	---	---	---	No
DESCRIPTION	T 35	22	1	---	---	---	---	No
LOCATION_ID	T 6	58	1	---	---	---	---	No

Link Element

Link Name: ON\_HAND\_QTY

Link Element	Link Name	1/5 NDP
1 <b>Display</b>		
2 Total		
3 Average		
4 Count		
1/1		

(T000)

F1-help, F7-exit without selection

One-To-Many  
box.

Select how you  
want to print the  
field on the report.

After the field is selected, the one-to-many box is displayed.

Select how you want the field to print on the report.

### Fields Screen

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
ITEM_ID	T 20	1	1	---	---	---	---	---	---	No	None	-----	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	---	No	None	-----	No

Link Element  
Link Name: ON\_HAND\_QTY

(T000)

F1-help, F7-exit without selection

### Option

### Description

- Display** Prints each individual record from the linked file, based on the field selected and any Criteria or Linksel criteria entered.
- Total** Prints the summary total for the field selected and not each individual record.  
Total is only available for numeric fields.
- Average** Prints the average total for the field selected and not each individual record.  
Average is only available for numeric fields.
- Count** Prints the total number of records for the field and not each individual record.

### Select Display

### Fields Screen

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
ITEM_ID	T 20	1	1	---	---	---	---	---	---	No	None	-----	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	---	No	None	-----	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	No	---	-----	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Once the field has been selected, it is added to the Fields Screen. @LINK is displayed before the Link Name.

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	NDP

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1. AUTO REORDER FLAG	Auto Reorder Flag	N,JR,2,L1,-
2. BASE_UNIT_OF_MEASUR	Base Unit of Measure	T,JL,L5
3. DESCRIPTION	Description	T,JL,L35
4. ITEM_ID	Item ID	T,JL,L20
5. ITEM_STATUS	Item Status	T,JL,L12
6. ITEM_TYPE	Item Type	T,JL,L14
7. ITEM_WEIGHT	Weight	N,JR,2,L14,-
8. KITTED_ITEM_FLAG	Kitted Item Flag	N,JR,2,L1,-
9. LOCATION_ID	Location ID	T,L6

1/4

(T000)

F1-help, F2-list toggle, F7-exit

The next field is the On Order Quantity.

Use the list fields function and you will see that the On Order Quantity is not a field in the INVE file.

We need to create a link to get this field.

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	---	---

Link Element

Link Name: ON\_ORDER\_QTY

INQIT@ITEM\_LOC\_LOT:ON\_HAND\_QTY

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Select the Link function key to create a link field.

The Link Element box is displayed

Enter the Link Name.

**Enter ON\_ORDER\_QTY for this field.**



**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	Case	Date	NDP
				Tot Avg Max Min Pct Cnt				
ITEM_ID	T 20	1	1	--- --- --- --- --- No	None	-----	No	

Link-to File

- 1 INPL@PROD IN Product Lines
- 2 INPS@PRID\_CLVL IN Price Structures
- 3 INQL@ITM\_LOC\_LOT UC IN Quantity Locations
- 4 **INQT@ITEM\_LOC\_LOT** IN Quantity Totals
- 5 INRQ@ITEM\_LOC IN Requisitions
- 6 INSH@ITM\_LOC\_SER\_YRP IN Serial History
- 7 INSN@ITM\_SER IN Serial Numbers
- 8 INTL@ITEM\_SER\_TRANID IN Transfer Lot/Serial Nos.
- 9 INTR@ITEM\_LOC\_TRAN IN Transactions

3/6

(T000)

F1-help, F7-exit without selection

The Link-to-File box is displayed.

Select the file that contains the field you want for the link.

**Select the *INQT@ITEM\_LOC\_LOT* for this report.**

After the link to file is selected, the Field Selection box is displayed,

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	Case	Date	NDP
				Tot Avg Max Min Pct Cnt				
ITEM_ID	T 20	1	1	--- --- --- --- --- No	None	-----	No	

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 AVAILABLE_QTY	Available Quantity	N,JR,L14,-
2 COMMITTED_QTY	Committed Quantity	N,JR,2,L14,-
3 IN_USE_QUANTITY	In-Use Quantity	N,JR,2,L14,-
4 ITEM_ID	Item ID	T,JL,L20
5 LOCATION_ID	Location ID	T,JL,L6
6 LOT_NUMBER	Lot Number	T,JL,L16
7 ON_HAND_QTY	On-Hand Quantity	N,JR,2,L14,-
8 <b>ON_ORDER_QUANTITY</b>	On-Order Quantity	N,JR,2,L14,-
9 ORDER_POINT	On-Hand Quantity	N,JR,2,L14,-

1/2

(T000)

F1-help, F2-list toggle, F7-exit

Select the field you want to use to create the link.

**Select the *ON\_ORDER\_QTY* field for this link.**

**Fields Screen**

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	65						No	No	No	

Link Element  
Link Name: ON\_ORDER\_QT  
INQ@ITEM\_L 1/1 D\_QTY

1\*Display  
2 Total  
3 Average  
4 Count

(T000)

F1-help, F7-exit without selection

After the field is selected the one-to-many box is displayed, select how you want the field to print on the report.

**Select Display****Fields Screen**

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	---	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	No	---	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Once the field has been selected, it is added to the Fields Screen. @LINK is displayed before the Link Name.

## Fields Screen

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics				Convert	1/5
				Tot	Avg	Max	Min	Pct	NDP
ITEM_ID	T 20	1	1	---	---	---	---	No	None

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1. AUTO REORDER FLAG	Auto Reorder Flag	N,JR,2,L1,-
2. BASE UNIT OF MEASUR	Base Unit of Measure	T,JL,L5
3. DESCRIPTION	Description	T,JL,L35
4. ITEM_ID	Item ID	T,JL,L20
5. ITEM_STATUS	Item Status	T,JL,L12
6. ITEM_TYPE	Item Type	T,JL,L14
7. ITEM_WEIGHT	Weight	N,JR,2,L14,-
8. KITTED_ITEM_FLAG	Kitted Item Flag	N,JR,2,L1,-
9. LOCATION_ID	Location ID	T,L6

1/4

(T000)

F1-help, F2-list toggle, F7-exit

The final field for this report is the Last Purchase Date.

Use the list fields function and you will see that the On Order Quantity is not a field in the INVE file.

We need to create a link to get this field.

## Fields Screen

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics				Convert	1/5
				Tot	Avg	Max	Min	Pct	NDP
ITEM_ID	T 20	1	1	---	---	---	---	No	None
DESCRIPTION	T 35	22	1	---	---	---	---	No	None
LOCATION_ID	T 6	58	1	---	---	---	---	No	None
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	---

Link Element

Link Name: LAST\_PUR\_DATE

INQ@ITEM\_LOC\_LOT:ON\_ORDER\_QUANTITY

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Select the Link function key to create a link field.

The Link Element box is displayed

Enter the Link Name.

**Enter LAST\_PUR\_DATE for this field.**

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
ITEM_ID	T 20	1	1	---	---	No

Link-to File

1	INCJ@ITEM_LOC_SEQ	IN GL Adjustments Journal File
2	INCT@ITM_LOC_BATCH_T	IN Physical Counts
3	INHI@ITEM_YRPD	IN Detail History
4	INHS@ITM_LOC_TIM_YRP	IN Summary History
5	INLD	IN Location Detail
6	INLD@ITEM_LOC	IN Location Detail
7	INLH@ITEM_LOT_TTYP_S	IN Lot History
8	INLS@ITEM_SER_TRANID	IN Transaction Lot/Serial Nos.
9	INLT@ITEM_LOT	IN Lot Details

2/6

(T000)

F1-help, F7-exit without selection

The Link-to-File box is displayed.

Select the file that contains the field you want for the link.

**Select the *INLD@ITEM\_LOC* for this report.**

After the link to file is selected, the Field Selection box is displayed,

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
ITEM_ID	T 20	1	1	---	---	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST_PUR_DATE	Last Purchase Date	D,L10
2 LAST_PUR_RT_DATE	Last Purchase Return Date	D,L10
3 LAST_SALE_DATE	Last Sale Date	D,L10
4 LAST_SALE_RT_DATE	Last Sales Return Date	D,L10
5 LAST_TRANS_DATE	Last Transfer Date	D,L10
6 LOCATION_ID	Location ID	T,JL,L6
7 MAX_ONHAND_QTY	Maximum On-Hand Quantity	N,JR,2,L14,-
8 MIN_ORDER_QUANTITY	Minimum Order Quantity	N,JR,2,L14,-
9 ON_HAND_QTY	On Hand Quantity	N,JR,L14,-

3/5

(T000)

F1-help, F2-list toggle, F7-exit

Select the field you want to use to create the link.

**Select the *LAST\_PUR\_DATE* field for this link.**

**Fields Screen**

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	---	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	---	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	---	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	---	---	---
@LINKON_ORDER_QTY	N 14	80							No	---	---	---

Link Element  
Link Name: LAST\_PUR\_DA

1 Display  
2 Count  
-1/1-

(T000)

F1-help, F7-exit without selection

After the field is selected, the one-to-many box is displayed.

Select how you want the field to print on the report.

<b><u>Option</u></b>	<b><u>Description</u></b>
----------------------	---------------------------

Display	Prints each individual record from the linked file, based on the field selected and any Criteria or Linksel criteria entered.
---------	---

Count	Prints the total number of records for the field and not each individual record.
-------	--

**Select Display****Fields Screen**

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	---	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	---	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	---	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	---	---	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	No	---	---	---
@LINKLAST_PUR_DATE	D 14	95	1	---	---	No	No	---	No	---	None	No

Is the above information correct?  
Selection: ☒ Yes ☐ No Visual  
F7-Exit without selection

(T000)

Once the field has been selected, it is added to the Fields Screen. @LINK is displayed before the Link Name.

**Fields Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	---	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	No	---	---
@LINKLAST_PUR_DATE	D 14	95	1	---	---	No	No	---	No	---	No

(T000)

Is the above information correct?  
 Selection: ☒ Yes ☐ No Visual  
 F7-Exit without selection

Once all the fields have been entered, select the done function key to display the verification prompt.

Select Yes to save the changes made in Fields and return to the Report Design Screen

**Report Design Screen – Run**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

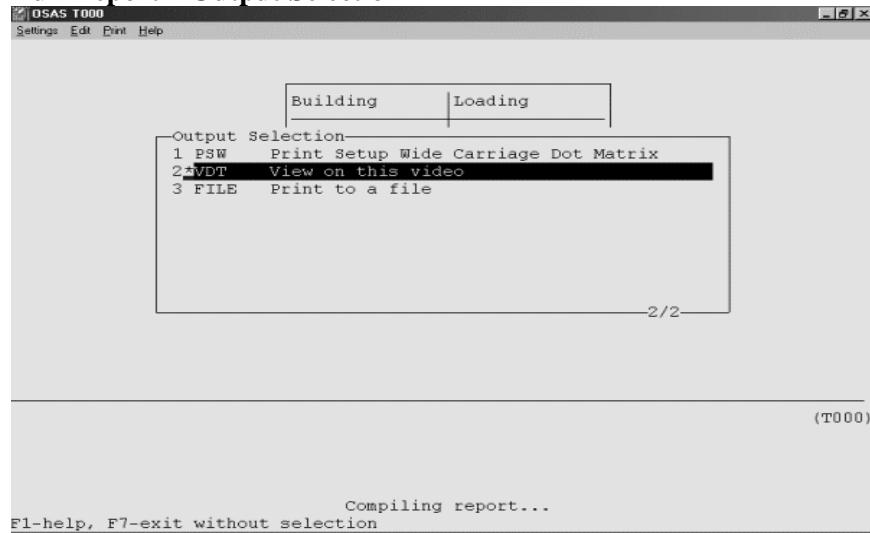
Report Name: IN\_CLASS2  
 Title/Description: Quantities Report  
 File: INVE - IN Items  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr **Run** Delete Print  
 F7-Exit without selection

To generate the report, select Run from the Report Design screen.

**Run Report – Output Selection**

Based on the Report and Output fields on the Report Design screen, select the Output device you want to use for the report.

*Select VDT to print the report to the screen.*

**Quantities Report**

OSAS T000

Settings Edit Print Help

09/28/2000

05:07 PM

QUANTITIES REPORT

Item ID	Description	Loca.	On Hand Qty
100	Electrical Package	CA0001	7.0000
		MD0001	.0000
		MN0001	18.0000
		TX0001	6.0000
150	Plumbing Package	CA0001	.0000
		MD0001	15.0000
		MN0001	7.0000
		TX0001	
200	Heating/Cooling Package	CA0001	
		MD0001	
		MN0001	
		TX0001	
200100	Furnace	CA0001	.0000
		MD0001	.0000
		MN0001	8.0000

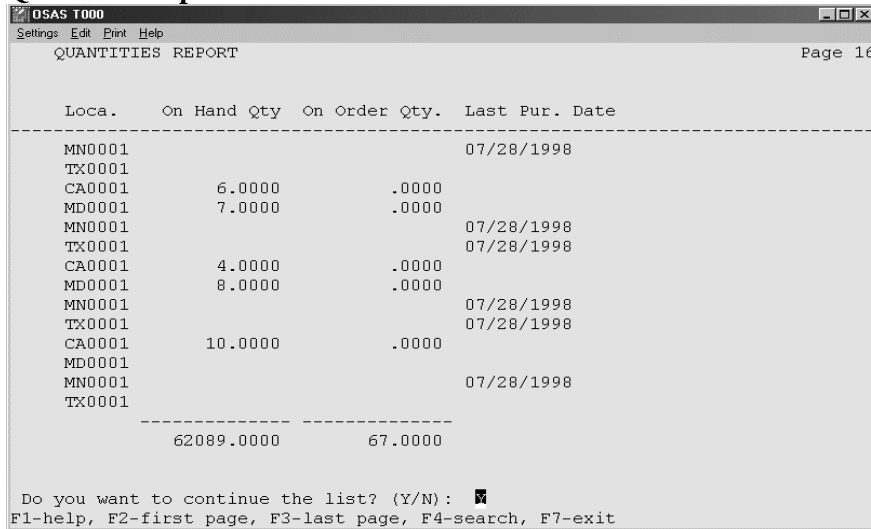
Do you want to continue the list? (Y/N): ☒

F1-help, F2-first page, F3-last page, F4-search, F7-exit

Here is the first screen of the report, showing the Item, Description, Location ID, On Hand and On Order Quantities for each location, and the Last Purchase Date.



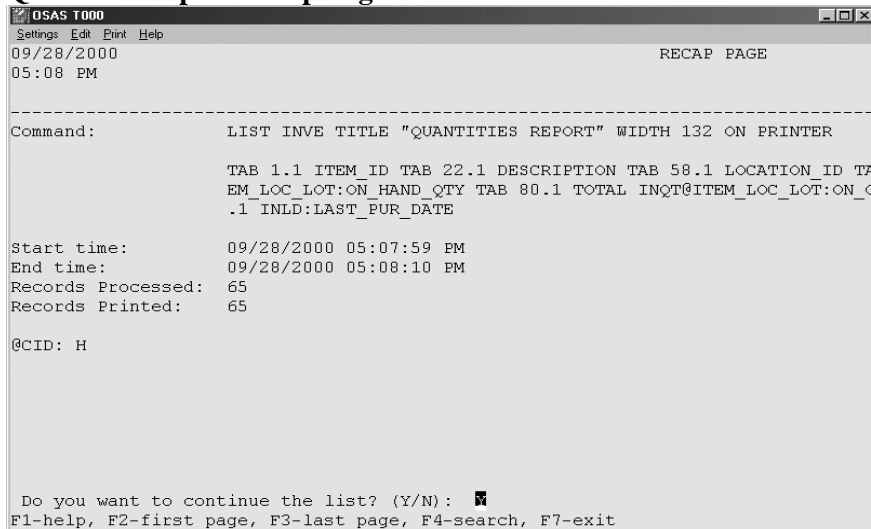


**Quantities Report**

Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
MN0001			07/28/1998
TX0001			
CA0001	6.0000	.0000	
MD0001	7.0000	.0000	
MN0001			07/28/1998
TX0001			07/28/1998
CA0001	4.0000	.0000	
MD0001	8.0000	.0000	
MN0001			07/28/1998
TX0001			07/28/1998
CA0001	10.0000	.0000	
MD0001			
MN0001			07/28/1998
TX0001			
	62089.0000	67.0000	

Do you want to continue the list? (Y/N): ☒

F1-help, F2-first page, F3-last page, F4-search, F7-exit

**Quantities Report Recap Page**

Command:	LIST INVE TITLE "QUANTITIES REPORT" WIDTH 132 ON PRINTER
	TAB 1.1 ITEM_ID TAB 22.1 DESCRIPTION TAB 58.1 LOCATION_ID TAB 78.1 INQTY@ITEM_LOC_LOT:ON_HAND_QTY TAB 80.1 TOTAL INQTY@ITEM_LOC_LOT:ON_HAND_QTY TAB 81.1 INQTY@ITEM_LOC_LOT:ON_ORDER_QTY TAB 82.1 INQTY@ITEM_LOC_LOT:LAST_PUR_DATE
Start time:	09/28/2000 05:07:59 PM
End time:	09/28/2000 05:08:10 PM
Records Processed:	65
Records Printed:	65
@CID:	H

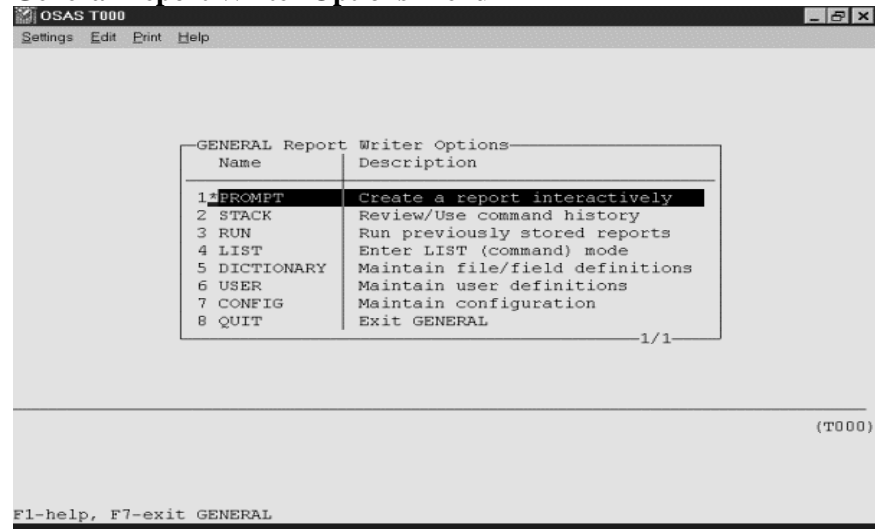
Do you want to continue the list? (Y/N): ☒

F1-help, F2-first page, F3-last page, F4-search, F7-exit

The Recap Page

*Exit the Report.*

### General Report Writer Options Menu



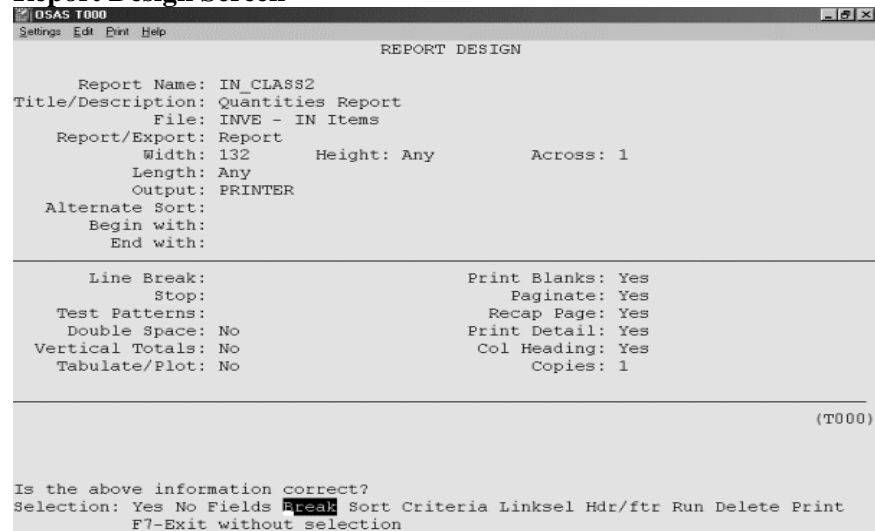
You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

### Break points

Next, we will select our break points and sorts for the report.

### Report Design Screen



Select Break from the Report Design Screen.

## Break Points

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS2  
Title/Description: Quantities Report  
Break Points for Quantities Report

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
ITEM_ID	Item ID		Line

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

Select the field you want to create the break point. You can use the list fields function to select the field. You can select any field from the primary file OR any linked or calculated field on the report.

**Select the ITEM ID field for this report. Leave the Control field blank and select Line for the Type field.**

Once all the Break point fields<sup>41</sup> are selected, use the done function key to display the Verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

## Sorts

### Report Design Screen - Sort

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS2  
Title/Description: Quantities Report  
File: INVE - IN Items  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break:	Print Blanks: Yes
Stop:	Paginate: Yes
Test Patterns:	Recap Page: Yes
Double Space: No	Print Detail: Yes
Vertical Totals: No	Col Heading: Yes
Tabulate/Plot: No	Copies: 1

(T000)

Is the above information correct?  
Selection: Yes No Fields Break **Sort** Criteria Linksel Hdr/ftr Run Delete Print  
F7-Exit without selection

<sup>41</sup> General Report Writer supports a maximum of 9 break point fields in prompt mode.

## Sort Order Screen

```

OSAS T000
Settings Edit Print Help

REPORT DESIGN

Report Name: IN_CLASS2
Title/Description: Quantities Report
Sort Order for Quantities Report
R FIELD/@CALC DESCRIPTION ORDER
Al
T
Ver
T

(T000)

Is the above information correct?
Selection: Yes No
F7-Exit without selection

```

We will not add any sorts to the report so leave the Sort Order screen blank.

To generate the report, select Run from the Report Design screen.

Select the Output device for the report.

*Select VDT to print the report to the screen.*

## Quantities Report

```

OSAS T000
Settings Edit Print Help
03/01/2000
12:05 PM
Quantities Report

Item ID      Description      Loca.      On Hand Qty
-----
100          Electrical Package  CA0001      7.0000
              MD0001      .0000
              MN0001     18.0000
              TX0001      6.0000
              -----
Item ID: 100          SUM                      31.0000

150          Plumbing Package  CA0001      .0000
              MD0001     15.0000
              MN0001      7.0000
              TX0001
              -----
Item ID: 150          SUM                      22.0000

200          Heating/Cooling Package  CA0001
              MD0001
              MN0001
              TX0001
              -----
Item ID: 200          SUM                      .0000

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

Here is the first screen of the report.

**Quantities Report**

OSAS T000			
Settings Edit Print Help			
Quantities Report			Page 1
Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
CA0001	7.0000	.0000	12/21/1999
MD0001	.0000	5.0000	
MN0001	18.0000	6.0000	12/21/1999
TX0001	6.0000	.0000	
	-----	-----	
	31.0000	11.0000	
CA0001	.0000	3.0000	
MD0001	15.0000	2.0000	
MN0001	7.0000	.0000	12/21/1999
TX0001			
	-----	-----	
	22.0000	5.0000	
CA0001			
MD0001			
MN0001			10/04/1999
TX0001			
	-----	-----	
	.0000	.0000	
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, go to the last page, search for a string or exit the report.

**Quantities Report**

OSAS T000			
Settings Edit Print Help			
03/01/2000			
12:05 PM			
Quantities Report			
Item ID	Description	Loca.	On Hand Qty
920002	Stove - White	CA0001	4.0000
		MD0001	8.0000
		MN0001	
		TX0001	
		-----	-----
Item ID: 920002	SUM		12.0000
920003	Stove - Almond	CA0001	10.0000
		MD0001	
		MN0001	
		TX0001	
		-----	-----
Item ID: 920003	SUM		10.0000
		-----	-----
*Report* SUM			62089.0000
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Here is the last screen of the report.

**Quantities Report**

OSAS 1000			
Settings Edit Print Help			
Quantities Report			Page 23
Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
CA0001	4.0000	.0000	
MD0001	8.0000	.0000	
MN0001			07/28/1998
TX0001			07/28/1998
	-----	-----	
	12.0000	.0000	
CA0001	10.0000	.0000	
MD0001			
MN0001			07/28/1998
TX0001			
	-----	-----	
	10.0000	.0000	
	-----	-----	
	62089.0000	67.0000	
Do you want to continue the list? (Y/N): <input checked="" type="checkbox"/>			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

**Quantities Report Recap Page**

OSAS 1000	
Settings Edit Print Help	
03/01/2000	RECAP PAGE
12:05 PM	
-----	
Command:	LIST INVE TITLE "Quantities Report" WIDTH 132 ON PRINTER
	TAB 1.1 ITEM_ID TAB 22.1 DESCRIPTION TAB 58.1 LOCATION_ID TAB
	EM_LOC LOT:ON_HAND_QTY TAB 80.1 TOTAL INQT@ITEM_LOC_LOT:ON_O
	.1 INLD@ITEM_LOC:LAST_PUR_DATE
	SBREAK ITEM_ID
Start time:	03/01/2000 12:05:07 PM
End time:	03/01/2000 12:05:31 PM
Records Processed:	65
Records Printed:	65
@CID: H	
Do you want to continue the list? (Y/N): <input checked="" type="checkbox"/>	
F1-help, F2-first page, F3-last page, F4-search, F7-exit	

The Recap Page

***Exit the Report.***

You are returned to the General Report Writer Options menu.

## Criteria

Next, we will add From/Thru run time replacement criteria to select the items on the report

### Report Design Screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS2  
Title/Description: Quantities Report  
File: INVE - IN Items  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break: Print Blanks: Yes  
Stop: Paginate: Yes  
Test Patterns: Recap Page: Yes  
Double Space: No Print Detail: Yes  
Vertical Totals: No Col Heading: Yes  
Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
Selection: Yes No Fields Break Sort **Criteria** Linksel Hdr/fttr Run Delete Print  
F7-Exit without selection

Select the IN\_CLASS2 report. When the verification prompt, on the Report Design screen, is displayed, select Criteria.

**Criteria Specification Screen**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

Use the list fields function and select the ITEM\_ID field.

For the From operator use greater than (>) OR greater than or equal to (>=). You can use the list operators function to select the comparison operator for the field and the expression.

**Select greater than or equal to (>=) for the operator.**

Enter the Expressions you want to compare with the field.

**Type [[ENTER BEGINNING ITEM]] in the Expressions field**

General Report Writer will automatically place the quotes around the expression.

**Select And in the And/Or field.**



## Criteria Specification Screen

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		

Item ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Enter to a blank Field/@Calc, use the list fields function, and select the ITEM\_ID field again.

For the Thru operator use less than (<) OR less than or equal to (<=). You can use the list operators function to select the comparison operator for the field and the expression.

**Select less than or equal to (<=) for the operator.**

Enter the Expressions you want to compare with the field.

**Type [[ENTER ENDING ITEM]] in the Expressions field**

General Report Writer will automatically place the quotes around the expression.

**Leave the And/Or field blank.**

**Note:** When using the same field in criteria multiple times, the Expression must be worded differently on each line or General Report Writer will ignore the remaining lines for that field.

### Criteria Specification

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Once all the criteria have been entered, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

The Run time Replacement screen is displayed.

### Run-Time Replacements

Building	Loading

Run time Replacements  
 ENTER BEGINNING ITEM:

Enter value for prompt shown.  
 F1-help, F7-abort

The first expression prompts you for the information to begin the report.

**Run Time Replacement**

Building	Loading

Run time Replacements  
ENTER BEGINNING ITEM: 100  
ENTER ENDING ITEM:

(T000)

Enter value for prompt shown.

F1-help, F7-abort

Enter the Beginning Item Criteria

***Enter 100 for this field***

The second expression prompts you for the information to end the report.

**Run Time Replacements**

Building	Loading

Run time Replacements  
ENTER BEGINNING ITEM: 100  
ENTER ENDING ITEM: 500

(T000)

Enter value for prompt shown.

F1-help, F7-abort

Enter the Ending Item Criteria

***Enter 500 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

Once all the Run Time Replacement fields have been entered, the Output Selection screen is displayed.

Select the Output device for the report.

***Select VDT to print the report to the screen.***

**Quantities Report**

OSAS T000				
Settings Edit Print Help				
03/01/2000				
12:08 PM				
Quantities Report				
Item ID	Description	Loca.	On Hand Qty	
100	Electrical Package	CA0001	7.0000	
		MD0001	.0000	
		MN0001	18.0000	
		TX0001	6.0000	
Item ID: 100	SUM		31.0000	
150	Plumbing Package	CA0001	.0000	
		MD0001	15.0000	
		MN0001	7.0000	
		TX0001		
Item ID: 150	SUM		22.0000	
200	Heating/Cooling Package	CA0001		
		MD0001		
		MN0001		
		TX0001		
Item ID: 200	SUM		.0000	
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

Here is the first screen of the report, which lists items 100 through 500, based on the run time replacement criteria.

**Quantities Report**

OSAS T000

Settings Edit Print Help

Quantities Report

Page 1

Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
CA0001	7.0000	.0000	12/21/1999
MD0001	.0000	5.0000	
MN0001	18.0000	6.0000	12/21/1999
TX0001	6.0000	.0000	
	31.0000	11.0000	
CA0001	.0000	3.0000	
MD0001	15.0000	2.0000	
MN0001	7.0000	.0000	12/21/1999
TX0001			
	22.0000	5.0000	
CA0001			
MD0001			
MN0001			10/04/1999
TX0001			
	.0000	.0000	

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, go to the last page, search for a string or exit the report.

**Quantities Report**

OSAS 1000				
Settings Edit Print Help				
03/01/2000				
12:09 PM				
Quantities Report				
Item ID	Description	Loca.	On Hand Qty	
		TX0001	16.0000	
Item ID: 450	SUM		44.0000	
460	Slide by Window 30" X 40"	CA0001	15.0000	
		MD0001	28.0000	
		MN0001	20.0000	
		TX0001		
Item ID: 460	SUM		63.0000	
*Report* SUM			961.0000	
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

Here is the last screen of the report.

**Quantities Report**

OSAS 1000

Settings Edit Print Help

Quantities Report

Page 6

Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
TX0001	16.0000	.0000	
	44.0000	5.0000	
CA0001	15.0000	6.0000	11/02/1999
MD0001	28.0000	.0000	
MN0001	20.0000	.0000	12/21/1999
TX0001			
	63.0000	6.0000	
	961.0000	55.0000	

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

**Quantities Report – Recap Page**

```

OSAS T000
Settings Edit Print Help
03/01/2000
12:09 PM
RECAP PAGE

-----
Command:          LIST INVE TITLE "Quantities Report" WIDTH 132 ON PRINTER

                  TAB 1.1 ITEM_ID TAB 22.1 DESCRIPTION TAB 58.1 LOCATION_ID TA
EM_LOC_LOT:ON_HAND_QTY TAB 80.1 TOTAL INQT@ITEM_LOC_LOT:ON_O
.1 INLD@ITEM_LOC:LAST_PUR_DATE

                  SBREAK ITEM_ID

                  SELECT ITEM_ID>="[ENTER BEGINNING ITEM]" AND ITEM_ID<="[E

Start time:       03/01/2000 12:08:57 PM
End time:         03/01/2000 12:09:12 PM
Records Processed: 65
Records Printed:  15

ENTER BEGINNING ITEM: 100
ENTER ENDING ITEM: 500
@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

***Exit the Report.***

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Next, we will add Criteria to limit the Location returned on the report and to enter some runtime date criteria.

Select the IN\_CLASS2 report. When the verification prompt, on the Report Design screen, is displayed, select Criteria.

When the Criteria verification prompt is displayed, select No to add more criteria

**Criteria Specification**

Criteria Specification for Quantities Report				1/5	And/ Or
FIELD/@CALC	OPER	EXPRESSIONS			
ITEM_ID	>=	"[ENTER BEGINNING ITEM]"		And	
ITEM_ID	<=	"[ENTER ENDING ITEM]"		And	
Enter field name, or use group AND/OR for new group.					

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

Enter to the AND/OR field for the last Item ID field, select AND.

## Criteria Specification

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"	1/5	And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		And
LOCATION_ID	=	"MN0001"		And

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

Use the list fields function and select the LOCATION\_ID field.

Use the list operators function and select equal to (=).

Enter the Expressions you want to compare with the field.

***Enter MN0001 in the Expressions field.***

General Report Writer will automatically place the quotes around the expression.

***Select And in the And/Or field.***

### Criteria Specification

OSAS T000

Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		And
LOCATION_ID	=	"MN0001"		And
@LINKLAST_PUR_DATE	>=	"[[ENTER DATE", "D"]]"		

INLD@ITEM\_LOC:LAST\_PUR\_DATE (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Use the list fields function and select the @LINKLAST\_PUR\_DATE field.

**Select greater than or equal to (>=) for the operator.**

Enter the Expressions you want to compare with the field.

**Enter ["STARTING DATE", "D"] in the Expressions field.**

General Report Writer will not automatically place the quotes around the expression because this is a date field and quotes are used inside the brackets.

**Leave the And/Or field blank.**



## Criteria Screen – Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	" [[ENTER BEGINNING ITEM]] "		And
ITEM_ID	<=	" [[ENTER ENDING ITEM]] "		And
LOCATION_ID	=	"MN0001"		And
@LINKLAST_PUR_DATE	>=	" [[ENTER DATE", "D"] ]"		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Once all the criteria have been entered, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

The Run time Replacement screen is displayed.

The first expression prompts you for the information to begin the report.

Enter the Beginning Item Criteria

**Enter 100 for this field**

The second expression prompts you for the information to end the report.

Enter the Ending Item Criteria

**Enter 500 for this field**

## Run Time Replacements

Building	Loading

Run time Replacements:  
 ENTER BEGINNING ITEM: 100  
 ENTER ENDING ITEM: 500  
 ENTER DATE: MMDDYYYY

Enter value for prompt shown.

F1-help, F7-abort

The Date field expression prompts you for the date criteria.

**Run Time Replacements**

Building	Loading

Run time Replacements  
ENTER BEGINNING ITEM: 100  
ENTER ENDING ITEM: 500  
ENTER DATE: 12011999\_

(T000)

Enter value for prompt shown.  
F1-help, F7-abort

***Enter 12011999 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

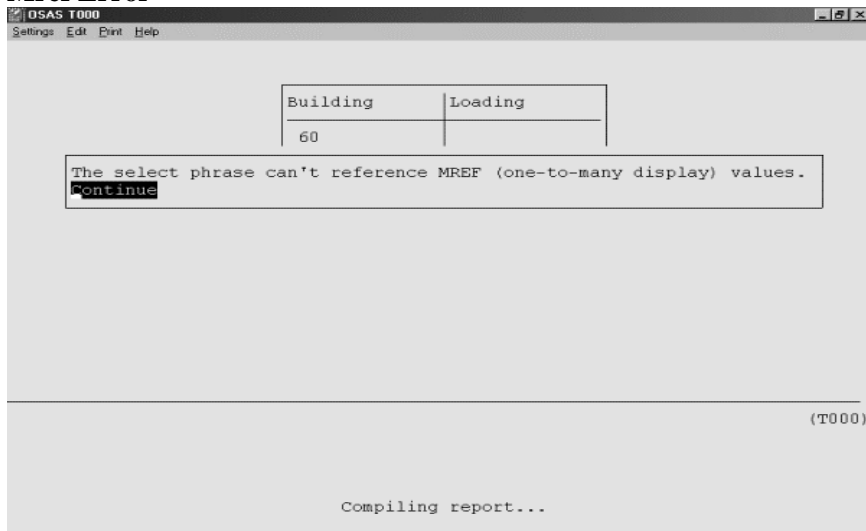
Once all the Run Time Replacement fields have been entered, the Output Selection screen is displayed.

Select the Output device for the report.

***Select VDT to print the report to the screen.***

The report returns the following error

### Mref Error



### The select phrase can't reference MREF (one-to-many display) values

This error appears because a one-to-many link field was used in Criteria, which was the Last Purchase Date.

One-to-many link fields must have the criteria setup though the Linksel function.

The report will not generate with this error. to return to exit the report.

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

## Linksel

Criteria for One-to-Many link fields must be setup in Linksel (Link Detail Selection Criteria)

### Report Design Screen

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS2  
Title/Description: Quantities Report  
File: INVE - IN Items  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break: Print Blanks: Yes  
Stop: Paginate: Yes  
Test Patterns: Recap Page: Yes  
Double Space: No Print Detail: Yes  
Vertical Totals: No Col Heading: Yes  
Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
Selection: Yes No Fields Break Sort Criteria **Linksel** Hdr/ftt Run Delete Print  
F7-Exit without selection

Select the IN\_CLASS2 report. When the verification prompt, on the Report Design screen, is displayed, select Linksel.

Use the Linksel screen to impose criteria on any one-to-many linked fields.

### Linksel Screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Quantities Report

Ti FILE CRITERIA 1/10

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

### Command

### Description

Help	Select the function key listed to display help for the field or function you are on.
Linked files	Select the function key listed to display the list of files linked to the central file.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a file from Linksel.
All files	Select the function key listed to display a list of all available files.
Done	Select the function keys listed to display the Verification prompt and exit the Linksel screen.

To setup Linksel Criteria perform the following:

### Linksel Criteria - File

FILE	CRITERIA

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

1. Select the file that contains the field you want to setup criteria.

You can use the list linked files function to select from files the central file is linked to.

You can use the list all files function to select from all data dictionary files used by General Report Writer.

### Linksel Criteria – List Linked Files

FILE	CRITERIA

Enter file to impose detail criteria on.

(T000)

F1-help, F7-exit without selection

*Select the INLD file for this link, which is the file the Last Purchase Date is stored in.*

## Linksel Criteria – Criteria Field

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

FILE	CRITERIA	1/10
INLD	-	

IN Location Detail  
Enter criteria for this file (example: AMOUNT > 0).

(T000)

F1-help, F2-list fields, F9/F7-done

2. Enter the Criteria information.

The Fields, Operators, and Expressions are entered in the Criteria field<sup>42</sup>.

## Linksel Criteria – Criteria Field – List Fields

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

FILE	CRITERIA	1/10

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST_PUR_DATE	Last Purchase Date	D,L10
2 LAST_PUR_RT_DATE	Last Purchase Return Date	D,L10
3 LAST_SALE_DATE	Last Sale Date	D,L10
4 LAST_SALE_RT_DATE	Last Sales Return Date	D,L10
5 LAST_TRANS_DATE	Last Transfer Date	D,L10
6 LOCATION_ID	Location ID	T,JL,L6
7 MAX_ONHAND_QTY	Maximum On-Hand Quantity	N,JR,2,L14,-
8 MIN_ORDER_QUANTITY	Minimum Order Quantity	N,JR,2,L14,-
9 ON_HAND_QTY	On Hand Quantity	N,JR,L14,-

3/5

(T000)

F1-help, F2-list toggle, F7-exit

You can use the list fields function to select the fields from the selected file.

**Select the LAST\_PUR\_DATE field**

<sup>42</sup> The Criteria field is limited to 100 characters.

**Linksel Criteria – Criteria Field**

FILE	CRITERIA
INLD	LAST_PUR_DATE>=

IN Location Detail  
Enter criteria for this file (example: AMOUNT > 0).

(T000)

F1-help, F2-list fields, F9/F7-done

3. Select the comparison operator for the selected field and the expression.\*

You must manually type in the operator.

*Type >= (greater than or equal to) for the operator.*

**Linksel Criteria – Criteria Field**

FILE	CRITERIA
INLD	LAST_PUR_DATE>=[\"ENTER DATE\", \"D\"]

IN Location Detail  
Enter criteria for this file (example: AMOUNT > 0).

(T000)

F1-help, F2-list fields, F9/F7-done

4. Enter the Expression you want to compare against the field.\*

The Expression can be a field from the selected file, a constant by typing in the expression or a runtime replacement.

Multiple expression can be entered by using the AND/OR connectors.

*Enter the runtime replacement [\"ENTER DATE\", \"D\"]*

---

\* You do not have to leave any spaces between the Field and the Operator or the Operator and the Expression.



## Linksel Criteria – File

FILE	CRITERIA
INLD	LAST_PUR_DATE>=[\"ENTER DATE\", \"D\"]

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

After you enter the Fields, Operators, and Expressions, you must press enter until the cursor is taken to the next File<sup>43</sup> section Or select the done key or General Report Writer will not save your Linksel criteria.

## Linksel Criteria

FILE	CRITERIA
INLD	LAST_PUR_DATE>=[\"ENTER DATE\", \"D\"]

Enter file to impose detail criteria on.

(T000)

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Once all the Files and Criteria have been entered, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

<sup>43</sup> You can select up to 40 files in Linksel.

Next, we need to remove the Last Purchase Date criteria from the Criteria Screen.

*Select Criteria on the report design screen.*

### Criteria Specification Screen

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		And
LOCATION_ID	=	"MN0001"		And
@LINKLAST_PUR_DATE	>=	"[[ENTER DATE, "D"]]"		

(T000)

Is the above information correct?  
 Selection: Yes ☒ No  
 F7-Exit without selection

Select No at verification prompt.

Delete the Last Purchase Date criteria

### Criteria Screen– Verification Prompt

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		And
LOCATION_ID	=	"MN0001"		

(T000)

Is the above information correct?  
 Selection: ☒ Yes No  
 F7-Exit without selection

Select done function key to display the verification prompt.

*Select Yes to save the changes and return to the Report Design screen.*

To generate the report, select Run from the Report Design screen.

**Run Time Replacements**

Building	Loading

Run time Replacements  
ENTER BEGINNING ITEM: 100  
ENTER ENDING ITEM: 500  
ENTER DATE: 12011999  
(T000)

Enter value for prompt shown.  
F1-help, F7-abort

The Run time Replacement screen is displayed.

The first expression prompts you for the information to begin the report.

Enter the Beginning Item Criteria

***Enter 100 for this field***

The second expression prompts you for the information to end the report.

Enter the Ending Item Criteria

***Enter 500 for this field***

The Date field expression prompts you for the date criteria.

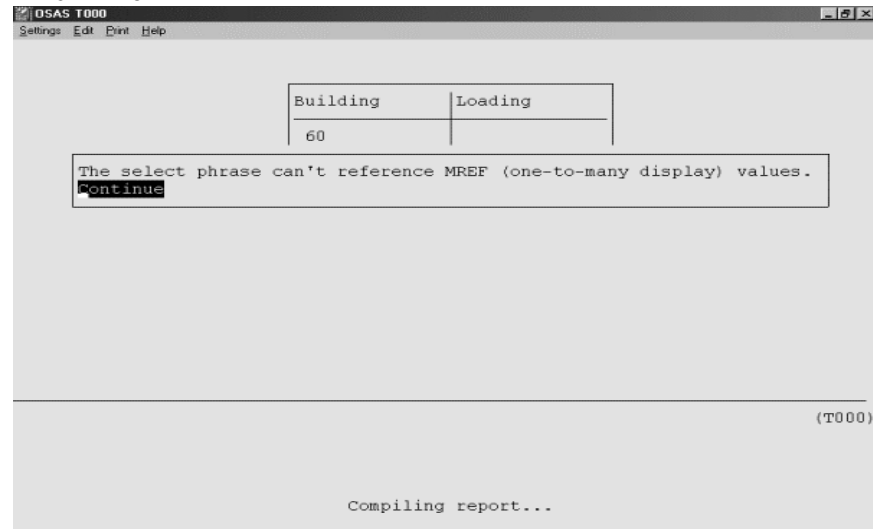
***Enter 12011999 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

Once all the Run Time Replacement fields have been entered, the Output Selection screen is displayed.

Select the Output device for the report.

***Select VDT to print the report to the screen.***

**Mref Error**

The report still generates the error.

**The select phrase can't reference MREF (one-to-many display) values**

This error appears because we used a one-to-many link field in Criteria.

The one-to-many linked field is the Location ID.

The report will not generate with this error.

Press Enter to exit the report.

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Some link fields have been pre-setup by OSAS. The Location ID in the INVE file is one of those fields.

Here is the Dictionary setup of that field.

### Dictionary Maintenance – INVE File – Location ID Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INVE

Field Specification for IN Items

Field Name	LOCATION_ID
Description	Location ID
Type Code(s)	T,L6
Column Heading	Loca.
Expression	INLD:LOCATION_ID

(T000)

Is the above information correct?  
Selection: ☒ Yes No Delete  
F7-Exit without selection

The first part of the Expression is the file that we are linking to, and the information after the colon is the linked field.

The Expression tells you that this is a link field.

Here is the setup of the link from the INVE file to the INLD file.

### Dictionary Maintenance – INVE File – INLD Link

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INVE

Link Specification for IN Items

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION
INCT@ITM_LOC_BATCH_T	Part	ITEM_ID
INHI@ITEM_YRPD	Part	ITEM_ID
INH3@ITM_LOC_TIM_YRP	Part	ITEM_ID
INLD	Part	ITEM_ID
INLD@ITEM_LOC	Part	ITEM_ID
INLH@ITEM_LOT_TTYP_S	Part	ITEM_ID
INLS@ITEM_SER_TRANID	Part	ITEM_ID
INLT@ITEM_LOT	Part	ITEM_ID
INPL@PROD	Full	PRODUCT LINE
INPS@PRID_CLVL	Full	PRICE_ID+FILL(6)

Enter file to establish link to.

(T000)

F1-help, F2-list files, F3-insert, F4-delete, F9/F7-done

The Type of link determines if it is a one-to one or a one to many link.

A Full type is a one-to-one link, and a Part type is a one-to-many link.

The link to the INLD file is a one-to-many link because the Type is Part.

The Type tells if the link is one-to-one or one-to-many.

Full means the link is a one to one link.

Part means the link is a one-to-many link.

We need to add the Location ID criteria to the Linksel screen and remove it from the Criteria screen.

Select the IN\_CLASS2 report. When the verification prompt, on the Report Design screen, is displayed, select Linksel.

### Linksel Criteria

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

Ti	FILE	CRITERIA	1/10
	INLD	LAST_PUR_DATE>=[["ENTER DATE", "D"]]	

(T000)

Is the above information correct?  
Selection: Yes **N**  
F7-Exit without selection

When the Linksel verification prompt is displayed, select No to add the Location ID criteria

### Linksel Criteria

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

Ti	FILE	CRITERIA	1/10
	INLD	LAST_PUR_DATE>=[["ENTER DATE", "D"]] AND LOCATION_ID="MN0001"	

IN Location Detail  
Enter criteria for this file (example: AMOUNT > 0).

(T000)

F1-help, F2-list fields, F9/F7-done

Add the criteria for the location id.

***After the Last Purchase Date criteria, type And LOCATION\_ID="MN0001"***

In Linksel you must manually type quotes around text fields.

After you enter the Fields, Operators, and Expressions, you must press enter until the cursor is taken to the next File section or General Report Writer will not save your Linksel criteria.

## Linksel Criteria

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

FILE	CRITERIA	1/10
INLD	LAST_PUR_DATE>=[\"ENTER DATE\", \"D\"] AND LOCATION_ID=\"MN0001\"	

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Once all the Files and Criteria have been entered, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

Next, we need to remove the Location ID criteria from the Criteria Screen.

**Select Criteria on the report design screen.**

When the Criteria verification prompt is displayed, select No to remove the Location ID criteria

Delete the Location ID criteria

## Criteria Screen– Verification Prompt

OSAS 1000  
Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ITEM_ID	>=	\"[[ENTER BEGINNING ITEM]]\"		And
ITEM_ID	<=	\"[[ENTER ENDING ITEM]]\"		And

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

Select done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Run Time Replacements**

OSAS T000

Settings Edit Print Help

Building	Loading

Run time Replacements

ENTER BEGINNING ITEM: 100

ENTER ENDING ITEM: 500

ENTER DATE: 12011999

(T000)

Enter value for prompt shown.

F1-help, F7-abort

The Run time Replacement screen is displayed.

The first expression prompts you for the information to begin the report.

Enter the Beginning Item Criteria

***Enter 100 for this field***

The second expression prompts you for the information to end the report.

Enter the Ending Item Criteria

***Enter 500 for this field***

The Date field expression prompts you for the date criteria

***Enter 12011999 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

Once all the Run Time Replacement fields have been entered, the Output Selection screen is displayed.

Select the Output device for the report.

***Select VDT to print the report to the screen.***



**Quantities Report**

Item ID	Description	Loca.	On Hand Qty	Qty
100	Electrical Package	MN0001	7.0000	.0000
			18.0000	6.0000
			31.0000	
Item ID: 100	SUM		31.0000	
150	Plumbing Package	MN0001	.0000	15.0000
			7.0000	
Item ID: 150	SUM		22.0000	
200	Heating/Cooling Package			
Item ID: 200	SUM		.0000	
200100	Furnace	MN0001	.0000	

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Here is the first screen of the report, which lists items 100 through 500, based on the run time replacement criteria.

The MN0001 location is the only one printing on the report and our date criteria is selected correctly, but still getting quantities for all locations.

**Quantities Report**

Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
MN0001	7.0000	.0000	12/21/1999
	.0000	5.0000	
	18.0000	6.0000	
	6.0000	.0000	
	31.0000	11.0000	
MN0001	.0000	3.0000	12/21/1999
	15.0000	2.0000	
	7.0000	.0000	
	22.0000	5.0000	
	.0000	.0000	
MN0001	.0000	.0000	12/09/1999

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, go to the last page, search for a string or exit the report.

**Quantities Report**

OSAS 1000				
Settings Edit Print Help				
03/01/2000				
12:15 PM				
Quantities Report				
Item ID	Description	Loca.	On Hand Qty	O
400	Interior Materials	MN0001	13.0000	
			16.0000	
			6.0000	
Item ID: 400			SUM	35.0000
450	Slide by Window 24" x 40"	MN0001	10.0000	
			6.0000	
			12.0000	
			16.0000	
Item ID: 450			SUM	44.0000
460	Slide by Window 30" X 40"	MN0001	15.0000	
			28.0000	
			20.0000	
Item ID: 460			SUM	63.0000
Do you want to continue the list? (Y/N): Y				
F1-help, F2-first page, F3-last page, F4-search, F7-exit				

Here is the second screen of the report.

**Quantities Report**

OSAS 1000

Settings Edit Print Help

Quantities Report

Page 5

Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
MN0001	13.0000	2.0000	12/21/1999
	16.0000	.0000	
	6.0000	.0000	
	35.0000	2.0000	
MN0001	10.0000	5.0000	12/21/1999
	6.0000	.0000	
	12.0000	.0000	
	16.0000	.0000	
	44.0000	5.0000	
MN0001	15.0000	6.0000	12/21/1999
	28.0000	.0000	
	20.0000	.0000	
	63.0000	6.0000	

Do you want to continue the list? (Y/N): Y

F1-help, F2-first page, F3-last page, F4-search, F7-exit

## Quantities Report

Item ID	Description	Loca.	On Hand Qty	
*Report*	SUM		961.0000	

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Here is the last screen of the report

## Quantities Report

Loca.	On Hand Qty	On Order Qty.	Last Pur. Date
	961.0000	55.0000	

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

The reason the report prints this way is Linksel criteria can only limit the one file selected.

It cannot limit the central file or any other linked files.

### Quantities Report – Recap Page

```

OSAS T000
Settings Edit Print Help
03/01/2000
12:16 PM
RECAP PAGE

-----
Command:          LIST INVE TITLE "Quantities Report" WIDTH 132 ON PRINTER

                  TAB 1.1 ITEM_ID TAB 22.1 DESCRIPTION TAB 58.1 LOCATION_ID TA
EM_LOC_LOT:ON_HAND_QTY TAB 80.1 TOTAL INQT@ITEM_LOC_LOT:ON_O
.1 INLD@ITEM_LOC:LAST_PUR_DATE

                  SBREAK ITEM_ID

                  SELECT ITEM_ID>="[ENTER BEGINNING ITEM]]" AND ITEM_ID<="[E
SELECT FROM INLD 'LAST_PUR_DATE>="[ENTER DATE","D"]" AND LO
OFF

Start time:       03/01/2000 12:15:43 PM
End time:        03/01/2000 12:15:52 PM
Records Processed: 65
Records Printed:  15

ENTER BEGINNING ITEM: 100
ENTER ENDING ITEM: 500
ENTER DATE: 2451514

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

#### *Exit the Report.*

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

The results we received on the report usually means the wrong file was selected as the central file. We need a file that will allow us to limit the location and only display the quantities from that location

We can edit the existing report or create a new report.

### Report Design Screen - Copy

```

OSAS T000
Settings Edit Print Help
REPORT DESIGN

Report Name: IN_CLASS3
Title/Description:
File:
Report/Export:
Width:          Height:          Across:
Length:
Output:
Alternate Sort:
Begin with:
End with:

Line Break:      Print Blanks:
Stop:            Paginate:
Test Patterns:   Recap Page:
Double Space:    Print Detail:
Vertical Totals: Col Heading:
Tabulate/Plot:   Copies:

(T000)

Is this a new definition?
Selection: No Yes Copy
F7-Exit without selection

```

Enter a new Report Name<sup>44</sup>. When General Report Writer prompts, "Is this a new definition?", select Copy.

**Enter IN\_CLASS3**

<sup>44</sup> The Report Name can be 1-20 characters long, and cannot contain symbols or spaces.

**Report Design Screen – Copy – Report Definitions**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
Title/Description:  
File:

Rep Report Definitions

1	GL TRIAL BALANCE	GL Trial Balance
2	GL TRIAL BALANCE_2	GL Trial Balance
3	IN ALT ITEMS	Inventory Alternate Items
4	IN_CLASS2	Quantities Report
5	IN_COST_MAKEUP	Cost Makeup Report
6	IN_DETAIL_HIST LIST	Detail History List
7	IN_HIST_SUMMARY	History Summary
8	IN_ITEM_LIST	IN Item List
9	IN_LOCATIONS_LIST	IN Locations List

Alte

Tes

Double Space:                      Print Detail:  
Vertical Totals:                      Col Heading:  
Tabulate/Plot:                      Copies:

6/15

(T000)

F1-help, F7-exit without selection

All reports previously created display, select the report you want to copy.

*Select the IN\_CLASS2 report.*

**Report Design Screen – Verification Prompt**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
Title/Description: Quantities Report  
File: INVE - IN Items  
Report/Export: Report  
Width: 132      Height: Any      Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break:                      Print Blanks: Yes  
Stop:                              Paginate: Yes  
Test Patterns:                      Recap Page: Yes  
Double Space: No                      Print Detail: Yes  
Vertical Totals: No                      Col Heading: Yes  
Tabulate/Plot: No                      Copies: 1

(T000)

Is the above information correct?  
Selection: Yes **NO** Fields Break Sort Criteria Linksel Hdr/ftr Run Delete Print  
F7-Exit without selection

When the verification prompt is displayed, select NO to change the file

**Report Design Screen - File**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
Title/Description: Quantities Report  
File: INLD  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break: Print Blanks: Yes  
Stop: Paginate: Yes  
Test Patterns: Recap Page: Yes  
Double Space: No Print Detail: Yes  
Vertical Totals: No Col Heading: Yes  
Tabulate/Plot: No Copies: 1

(T000)

Enter a file name or wildcard for this report.  
F1-help, F2-list files, F8-jump, F9/F7-done

Change the file field from INVE to INLD.

You can use the list files function to select the INLD file.

Once you change the central file you should check Fields, Break, Sort, Criteria and Linksel information to make sure everything works with the new central file.

**Report Design Screen - Fields**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
Title/Description: Quantities Report  
File: INLD - IN Location Detail  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break: Print Blanks: Yes  
Stop: Paginate: Yes  
Test Patterns: Recap Page: Yes  
Double Space: No Print Detail: Yes  
Vertical Totals: No Col Heading: Yes  
Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print  
F7-Exit without selection

When the verification prompt is displayed, select Fields, to verify and edit the fields.

You should verify that all the fields from the original central file appear in the new central file. If a field does not exist, you will need to create a link to get the field on the report.

If there are any linked fields, those links will have to be recreated because the new central file may not link to the linked file in the same manner as the old central file.

If there are any calculated fields on the report, verify the fields in the expression to insure they are part of the new central file or the link is recreated if a field in the expression is a linked field.

### Fields Screen – Verification Prompt

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Pct	Cnt	Convert Case Date	1/5 NDP
				Tot	Avg	Max	Min					
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	-----	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	----	-----	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	No	----	-----	---
@LINKLAST_PUR_DATE	D 14	95	1	---	---	No	No	---	No	----	None	No

(T000)

Is the above information correct?  
 Selection: Yes **NO** Visual  
 F7-Exit without selection

When the Fields verification prompt is displayed, select NO to edit the fields

To verify if the field exists in the new central file, use the list fields function for each non-link, or non-calculated field.<sup>45</sup>

The Item Id field is part of the INLD file. The Description field is not part of the INLD file. It should be removed and a linked field used instead.

### Fields Screen – Delete Function

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Pct	Cnt	Convert Case Date	1/5 NDP
				Tot	Avg	Max	Min					
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No
DESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	-----	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	----	-----	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	No	----	-----	---
@LINKLAST_PUR_DATE	D 14	95	1	---	---	No	No	---	No	----	None	No

(T000)

Delete this field from the report?  
 Selection: No **Yes**  
 F7-Exit without selection

Use the delete function to remove the field from the report.

<sup>45</sup> You can also press the enter key at each of the non-link, non-calculated fields. If the cursor moves to the Col/Row column the field is part of the new central file, if the cursor does not move the field is not part of the central file and a link field must be created as a replacement.

**Fields Screen – Blank Field**

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	----	No
LOCATION_ID	T 6	22	1	---	---	---	---	---	No	None	----	No
@LINKON_HAND_QTY	N 14	29	1	Yes	No	No	No	No	No	----	----	---
@LINKON_ORDER_QTY	N 14	44	1	Yes	No	No	No	No	No	----	----	---
@LINKLAST_PUR_DATE	D 14	59	1	---	---	No	No	---	No	----	None	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Once the field has been deleted, use the insert function to create a blank line so the link can be created.<sup>46</sup>

**Link Field – Link Element Box – Link Name**

OSAS T000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	----	No
LOCATION_ID	T 6	22	1	---	---	---	---	---	No	None	----	No
@LINKON_HAND_QTY	N 14	29	1	Yes	No	No	No	No	No	----	----	---
@LINKON_ORDER_QTY	N 14	44	1	Yes	No	No	No	No	No	----	----	---
@LINKLAST_PUR_DATE	D 14	59	1	---	---	No	No	---	No	----	None	No

Link Element

Link Name: DESCRIPTION

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Use the link function to create the linked field on the report.

When the Link Element box is displayed, enter the Link Name<sup>47</sup>

*Enter Description for the Link Name*

<sup>46</sup> Sometimes General Report Writer will create the blank line automatically and it will not be necessary to insert a blank line.

<sup>47</sup> The Link Name can be 1-14 characters long and cannot contain spaces or symbols.



**Link Field – Link-to-File box**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	NDP
				Tot Avg Max Min Pct Cnt	Case Date	
ITEM_ID	T 20	1	1	--- --- --- --- --- No	None	1/5 NDP

Link-to File

- 1 INQT@ITEM\_LOC\_LOT IN Quantity Totals
- 2 INRQ@LOC\_ITEM IN Requisitions
- 3 INSH@ITEM\_LOC\_SER\_DA IN Serial History
- 4 INSN@ITM\_SER IN Serial Numbers
- 5 INTL@ITEM\_SER\_TRANID IN Transfer Lot/Serial Nos.
- 6 INTR@ITEM\_LOC\_TRAN IN Transactions
- 7 INUM@ITEM\_UNIT IN Units of Measure
- 8 INUP@ITEM\_LOC\_UNIT IN Units Pricing
- 9 **INVE@ITEM** IN Items

4/5

(T000)

F1-help, F7-exit without selection

The Link-to-File box is displayed; select the file that contains the field you want to use for the link.

*Select the INVE@ITEM file*

**Link Field – Field Selection Screen**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics	Convert	NDP
				Tot Avg Max Min Pct Cnt	Case Date	
ITEM_ID	T 20	1	1	--- --- --- --- --- No	None	1/5 NDP

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 AUTO_REORDER_FLAG	Auto Reorder Flag	N,JR,2,L1,-
2 BASE UNIT OF MEASUR	Base Unit of Measure	T,JL,L5
3 <b>DESCRIPTION</b>	Description	<b>T,JL,L35</b>
4 ITEM_ID	Item ID	T,JL,L20
5 ITEM_STATUS	Item Status	T,JL,L12
6 ITEM_TYPE	Item Type	T,JL,L14
7 ITEM_WEIGHT	Weight	N,JR,2,L14,-
8 KITTED_ITEM_FLAG	Kitted Item Flag	N,JR,2,L1,-
9 LOCATION_ID	Location ID	T,L6

1/4

(T000)

F1-help, F2-list toggle, F7-exit

The Field Selection screen is displayed, select the field you want for the link.

*Select the Description field.*

**Fields Screen – Location ID**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 6	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	65	1	Yes	No	No	No	No	No	---	---
@LINKON_ORDER_QTY	N 14	80	1	Yes	No	No	No	No	No	---	---
@LINKLAST_PUR_DATE	D 14	95	1	---	---	No	No	---	No	---	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

The Location ID field is part of the INLD file.

The next step is to re-create the link field for the On Hand Quantity.

To re-create the link, use the link function key.

**Link Field – Link Element Box – Link Name**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 7	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	66	1	Yes	No	No	No	No	No	---	---
@LINKON_ORDER_QTY	N 14	81	1	Yes	No	No	No	No	No	---	---
@LINKLAST_PUR_DATE	D 14	96	1	---	---	No	No	---	No	---	No

Link Element

Link Name: ON\_HAND\_QTY

ON\_HAND\_QTY

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

The Link Element box is displayed with the Link Name from the original report.

You can change the link name or accept it.

***Press Enter to accept the link name.***

## Link Field – Link-to-File

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No	

Link-to File

1 INQT@ITEM LOC LOT	IN Quantity Totals
2 INRQ@LOC_ITEM	IN Requisitions
3 INSH@ITEM_LOC_SER_DA	IN Serial History
4 INSN@ITM SER	IN Serial Numbers
5 INTL@ITEM_SER_TRANID	IN Transfer Lot/Serial Nos.
6 INTR@ITEM_LOC_TRAN	IN Transactions
7 INUM@ITEM_UNIT	IN Units of Measure
8 INUP@ITEM_LOC_UNIT	IN Units Pricing
9 INVE@ITEM	IN Items

4/5

(T000)

F1-help, F7-exit without selection

For this link, the original link to file is available.

## INLD Data Dictionary – LINK to INQT File

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INLD

Link Specification for IN Location Detail

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	3/10
INLP@ITEM_LOC_CLVL	Part	ITEM_ID+LOCATION_ID	
INLS@ITEM_SER_TRANID	Part	ITEM_ID	
INLT@ITEM_LOC	Part	ITEM_ID	
INPS@PRID_CLVL	Full	DFLT_PRICE_ID+FILL(6)	
INPS	Part	DFLT_PRICE_ID	
INQL@ITM LOC LOT UC	Part	ITEM_ID+LOCATION_ID	
INQT	Full	ITEM_ID+LOCATION_ID+FILL(16)	
INQT@ITEM_LOC_LOT	Part	ITEM_ID+LOCATION_ID	
INRQ@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	
INSH@ITEM_LOC_SER_DA	Part	ITEM_ID+LOCATION_ID	

Enter file to establish link to.

(T000)

F1-help, F2-list files, F3-insert, F4-delete, F9/F7-done

This will give you a one-to-many linked field on the report, which will result in the same problem from the original report.

The link to the INQT@ITEM\_LOC\_LOT is a partial link, which will create a one-to-many link on the report.

The link to the INQT is a full link, which will create a one-to-one link on the report.

It is usually more advantageous to have a one-to-one link over a one-to-many link.

**Link Field – Link-to-File**

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case Date	1/5	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No	
<b>Link-to File</b> 1 INLH@ITEM LOT_TTYP_S IN Lot History 2 INLO@LOC IN Locations 3 INLP@ITEM LOC_CLVL IN Location Pricing 4 INLS@ITEM SER_TRANID IN Transaction Lot/Serial Nos. 5 INLT@ITEM LOT IN Lot Details 6 INPS@PRID_CLVL IN Price Structures 7 INPS IN Price Structures 8 INQL@ITM LOC LOT UC IN Quantity Locations 9 <b>INQ@ITEM LOC LOT UC</b> IN Quantity Totals													

3/5

(T000)

F1-help, F7-exit without selection

For this link, arrow up or page up and select the INQT file.

This link to file will give you a one-to-one link<sup>48</sup>.

**Link Field – Field Selection**

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case Date	1/5	NDP																														
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No																															
<b>Field Selection</b> <table border="1"> <thead> <tr> <th>FIELD NAME</th> <th>DESCRIPTION</th> <th>TYPE CODES</th> </tr> </thead> <tbody> <tr> <td>1 AVAILABLE_QTY</td> <td>Available Quantity</td> <td>N,JR,L14,-</td> </tr> <tr> <td>2 COMMITTED_QTY</td> <td>Committed Quantity</td> <td>N,JR,2,L14,-</td> </tr> <tr> <td>3 IN USE QUANTITY</td> <td>In-Use Quantity</td> <td>N,JR,2,L14,-</td> </tr> <tr> <td>4 ITEM_ID</td> <td>Item ID</td> <td>T,JL,L20</td> </tr> <tr> <td>5 LOCATION ID</td> <td>Location ID</td> <td>T,JL,L6</td> </tr> <tr> <td>6 LOT NUMBER</td> <td>Lot Number</td> <td>T,JL,L16</td> </tr> <tr> <td>7 <b>ON HAND QTY</b></td> <td><b>On-Hand Quantity</b></td> <td><b>N,JR,2,L14,-</b></td> </tr> <tr> <td>8 ON_ORDER_QUANTITY</td> <td>On-Order Quantity</td> <td>N,JR,2,L14,-</td> </tr> <tr> <td>9 ORDER_POINT</td> <td>On-Hand Quantity</td> <td>N,JR,2,L14,-</td> </tr> </tbody> </table>														FIELD NAME	DESCRIPTION	TYPE CODES	1 AVAILABLE_QTY	Available Quantity	N,JR,L14,-	2 COMMITTED_QTY	Committed Quantity	N,JR,2,L14,-	3 IN USE QUANTITY	In-Use Quantity	N,JR,2,L14,-	4 ITEM_ID	Item ID	T,JL,L20	5 LOCATION ID	Location ID	T,JL,L6	6 LOT NUMBER	Lot Number	T,JL,L16	7 <b>ON HAND QTY</b>	<b>On-Hand Quantity</b>	<b>N,JR,2,L14,-</b>	8 ON_ORDER_QUANTITY	On-Order Quantity	N,JR,2,L14,-	9 ORDER_POINT	On-Hand Quantity	N,JR,2,L14,-
FIELD NAME	DESCRIPTION	TYPE CODES																																									
1 AVAILABLE_QTY	Available Quantity	N,JR,L14,-																																									
2 COMMITTED_QTY	Committed Quantity	N,JR,2,L14,-																																									
3 IN USE QUANTITY	In-Use Quantity	N,JR,2,L14,-																																									
4 ITEM_ID	Item ID	T,JL,L20																																									
5 LOCATION ID	Location ID	T,JL,L6																																									
6 LOT NUMBER	Lot Number	T,JL,L16																																									
7 <b>ON HAND QTY</b>	<b>On-Hand Quantity</b>	<b>N,JR,2,L14,-</b>																																									
8 ON_ORDER_QUANTITY	On-Order Quantity	N,JR,2,L14,-																																									
9 ORDER_POINT	On-Hand Quantity	N,JR,2,L14,-																																									

1/2

(T000)

F1-help, F2-list toggle, F7-exit

The link field is the same ON HAND QTY field from the original link.

The next step is to re-create the link field for the On Order Quantity.

To re-create the link, use the link function key.

<sup>48</sup> The only way to determine if the link is one-to-one or one-to-many, is to check the link between the files in Dictionary.

**Link Field – Link Element Box – Link Name**

OSAS 1000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 7	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	66	1	Yes	No	No	No	No	No	---	---
@LINKON_ORDER_QTY	N 14	81	1	Yes	No	No	No	No	No	---	---
@LINKLAST_PUR_DATE	D 14	96	1	---	---	No	No	---	No	None	No

Link Element  
Link Name: ON\_ORDER\_QTY  
ON\_ORDER\_QUANTITY  
Enter a name for this link item.

(T000)

F1-help, F9/F7-done

The Link Element box is displayed with the Link Name from the original report.

You can change the link name or accept it.

*Press Enter to accept the link name.*

**Link Field – Link-to-File**

OSAS 1000  
Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No

@ Link-to File

1	INQ@ITEM LOC LOT	IN Quantity Totals
2	INRQ@LOC_ITEM	IN Requisitions
3	INSH@ITEM_LOC_SER_DA	IN Serial History
4	INSN@ITM SER	IN Serial Numbers
5	INTL@ITEM_SER_TRANID	IN Transfer Lot/Serial Nos.
6	INTR@ITEM_LOC_TRAN	IN Transactions
7	INUM@ITEM_UNIT	IN Units of Measure
8	INUP@ITEM_LOC_UNIT	IN Units Pricing
9	INVE@ITEM	IN Items

4/5

(T000)

F1-help, F7-exit without selection

The original link to file is available for this link as well, but this will cause the same problem as the On Hand Qty link.

**Link Field – Link-to-File**

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No	

Link-to-File

1	INLH@ITEM_LOT_TTYPE_S												
2	INLO@LOC												
3	INLP@ITEM_LOC_CLVL												
4	INLS@ITEM_SER_TRANID												
5	INLT@ITEM_LOT												
6	INPS@PRID_CLVL												
7	INPS												
8	INQL@ITM_LOC_LOT_UC												
9*	INQT												

3/5

(T000)

F1-help, F7-exit without selection

For this link, arrow up or page up and select the INQT file.

This link to file will give you a one-to-one link<sup>49</sup>.

**Link Field – Field Selection**

FIELD NAME	DESCRIPTION	TYPE CODES
1 AVAILABLE_QTY	Available Quantity	N,JR,L14,-
2 COMMITTED_QTY	Committed Quantity	N,JR,2,L14,-
3 IN USE QUANTITY	In-Use Quantity	N,JR,2,L14,-
4 ITEM_ID	Item ID	T,JL,L20
5 LOCATION ID	Location ID	T,JL,L6
6 LOT NUMBER	Lot Number	T,JL,L16
7 ON HAND QTY	On-Hand Quantity	N,JR,2,L14,-
8*	ON ORDER QUANTITY	N,JR,2,L14,-
9 ORDER_POINT	On-Hand Quantity	N,JR,2,L14,-

1/2

(T000)

F1-help, F2-list toggle, F7-exit

The link field is the same ON ORDER QTY field from the original link.

The link for the Last Purchase Date came from the INLD file. Since the INLD file is now the central file for the report, the link is no longer required.

<sup>49</sup> The only way to determine if the link is one-to-one or one-to-many, is to check the link between the files in Dictionary.

**Fields Screen – List Fields**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics				Convert	1/5		
				Tot	Avg	Max	Min	Pct	Cnt	Case Date	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	----- No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST_PUR_DATE	Last Purchase Date	D,L10
2 LAST_PUR_RT_DATE	Last Purchase Return Date	D,L10
3 LAST_SALE_DATE	Last Sale Date	D,L10
4 LAST_SALE_RT_DATE	Last Sales Return Date	D,L10
5 LAST_TRANS_DATE	Last Transfer Date	D,L10
6 LOCATION_ID	Location ID	T,JL,L6
7 MAX_ONHAND_QTY	Maximum On-Hand Quantity	N,JR,2,L14,-
8 MIN_ORDER_QUANTITY	Minimum Order Quantity	N,JR,2,L14,-
9 ON_HAND_QTY	On Hand Quantity	N,JR,L14,-

3/5

(T000)

F1-help, F2-list toggle, F7-exit

Use the list fields function, select the LAST\_PUR\_DATE field to replace the link for the Last Purchase Date.

**Fields Screen – Last Purchase Date**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics				Convert	1/5		
				Tot	Avg	Max	Min	Pct	Cnt	Case Date	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	----- No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	----- No
LOCATION_ID	T 7	58	1	---	---	---	---	---	No	None	----- No
@LINKON_HAND_QTY	N 14	66	1	Yes	No	No	No	No	No	-----	---
@LINKON_ORDER_QTY	N 14	81	1	Yes	No	No	No	No	No	-----	---
LAST_PUR_DATE	D 14	26	1	---	---	No	No	---	No	----- None	No

Last Purchase Date  
Enter fixed column, or <Enter> to retain default.

(T000)

F1-help, F2-float position, F9/F7-done

**Fields Screen – Verification Prompt**

OSAS T000

Settings Edit Print Help

Field Specification for Quantities Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	No
LOCATION_ID	T 7	58	1	---	---	---	---	---	No	None	No
@LINKON_HAND_QTY	N 14	66	1	Yes	No	No	No	No	No	---	---
@LINKON_ORDER_QTY	N 14	81	1	Yes	No	No	No	No	No	---	---
LAST_PUR_DATE	D 14	96	1	---	---	No	No	---	No	---	No

(T000)

Is the above information correct?  
 Selection: ☒ Yes ☐ No Visual  
 F7-Exit without selection

Once all the fields have been verified or edited select the done function key to display the verification prompt.

*Select Yes to save the changes and return to the Report Design screen.*

Next, verify the Break fields

**Report Design Screen - Break**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
 Title/Description: Quantities Report  
 File: INLD - IN Location Detail  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

---

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print  
 F7-Exit without selection

Select Break from the Report Design Screen.



**Break Points Screen**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
Title/Description: Quantities Report  
Break Points for Quantities Report

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
ITEM_ID	Item ID		Line

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

You should verify that all the break point fields from the original central file appear in the new central file.

If a field is not in the new central file, select the new link field that should have been created in fields to replace the original field.

If the field was in the original central file but not on the report and is not part of the new central file a link field will have to be created on the report OR in Dictionary to replace this field.

The Item ID field is part of the INLD file so this break point field is ok.

**Select Yes when the verification prompt is displayed.**

Next, verify the Sort fields

**Report Design Screen - Sort**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
Title/Description: Quantities Report  
File: INLD - IN Location Detail  
Report/Export: Report  
Width: 132 Height: Any Across: 1  
Length: Any  
Output: PRINTER  
Alternate Sort:  
Begin with:  
End with:

Line Break: Stop:	Print Blanks: Yes
Test Patterns: Double Space: No	Paginate: Yes
Vertical Totals: No	Recap Page: Yes
Tabulate/Plot: No	Print Detail: Yes
	Col Heading: Yes
	Copies: 1

(T000)

Is the above information correct?  
Selection: Yes No Fields Break **Sort** Criteria Linksel Hdr/fttr Run Delete Print  
F7-Exit without selection

Select Sort from the Report Design Screen

**Sort Order Screen**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3

Title/Description: Quantities Report

Sort Order for Quantities Report

R	FIELD/@CALC	DESCRIPTION	ORDER
Al			
T			
Ver			
T			

(T000)

Is the above information correct?

Selection: **Yes** No

F7-Exit without selection

The original report did not use any sorts, so this screen should be blank.

Select the done function key to display the verification prompt.

**Select Yes to save the Sort Order screen and return to the Report Design screen.**

Next, verify the Criteria for the report.

**Report Design Screen – Criteria**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3

Title/Description: Quantities Report

File: INLD - IN Location Detail

Report/Export: Report

Width: 132 Height: Any Across: 1

Length: Any

Output: PRINTER

Alternate Sort:

Begin with:

End with:

Line Break:

Stop:

Test Patterns:

Double Space: No

Vertical Totals: No

Tabulate/Plot: No

Print Blanks: Yes

Paginate: Yes

Recap Page: Yes

Print Detail: Yes

Col Heading: Yes

Copies: 1

(T000)

Is the above information correct?

Selection: Yes No Fields Break Sort **Criteria** Linksel Hdr/ftt Run Delete Print

F7-Exit without selection

Select Criteria from the Report Design screen.

## Criteria Screen

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

You should verify that all the criteria fields from the original central file appear in the new central file.

If a field is not in the new central file, select the new link field that should have been created in fields to replace the original field, but only if the link is a one-to-one link. If the link is a one-to-many link, setup the criteria in Linksel.

If the field was in the original central file but not on the report and is not part of the new central file a link field will have to be created on the report OR in Dictionary to replace this field. This new link can only be used in Criteria if the link is a one-to-one link.

The Item ID field is part of the INLD file so the criteria are ok.

**Select Yes when the verification prompt is displayed.**

Next, verify the Linksel criteria for the report.

## Report Design Screen - Linksel

REPORT DESIGN

Report Name: IN\_CLASS3  
 Title/Description: Quantities Report  
 File: INLD - IN Location Detail  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria **Linksel** Hdr/ftt Run Delete Print  
 F7-Exit without selection

Select Linksel from the Report Design Screen.

**Linksel Screen – Verification Prompt**

FILE	CRITERIA
INLD	LAST_PUR_DATE>=[\"ENTER DATE\", \"D\"] AND LOCATION_ID= \"MN0001\"

(T000)

Is the above information correct?  
Selection: Yes **No**  
F7-Exit without selection

The Linksel for the original report was setup to the INLD file, which is now the central file on this report, so the Linksel criteria should be deleted and setup on the Criteria screen.

When the verification prompt is displayed, select No to delete the INLD linksel criteria from the report

**Linksel Screen – Delete Function**

FILE	CRITERIA
INLD	LAST_PUR_DATE>=[\"ENTER DATE\", \"D\"] AND LOCATION_ID= \"MN0001\"

(T000)

Delete this file's detail selection criteria?  
Selection: No **Yes**  
F7-Exit without selection

Use the delete function to remove the INLD Linksel criteria from the report.

**Linksel Screen – Verification Prompt**

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Quantities Report 1/10

FILE	CRITERIA

(T000)

Is the above information correct?  
Selection: **Yes** No  
F7-Exit without selection

Once the Linksel criteria has been deleted, use the done function key to display the verification prompt

***Select Yes to save the changes and return to the Report Design screen.***

**Report Design Screen - Run**

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS3  
 Title/Description: Quantities Report  
 File: INLD - IN Location Detail  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRINTER  
 Alternate Sort:  
 Begin with:  
 End with:

Line Break: Print Blanks: Yes  
 Stop: Paginate: Yes  
 Test Patterns: Recap Page: Yes  
 Double Space: No Print Detail: Yes  
 Vertical Totals: No Col Heading: Yes  
 Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?  
 Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr **Run** Delete Print  
 F7-Exit without selection

Before adding the Linksel criteria to the Criteria screen, select Run from the Report Design screen to generate the report.

The Run time Replacement screen is displayed.

The first expression prompts you for the information to begin the report.

Enter the Beginning Item Criteria

***Enter 100 for this field***

The second expression prompts you for the information to end the report.

Enter the Ending Item Criteria

***Enter 500 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

Once all the Run Time Replacement fields have been entered, the Output Selection screen is displayed.

Select the Output device for the report.

***Select VDT to print the report to the screen.***

## Quantities Report

OSAS 1000			
Settings Edit Print Help			
03/07/2000			
02:39 PM			
Quantities Report			
Item ID	Description	Loc. ID	On Hand Qty
100	Electrical Package	CA0001	7.0000
100	Electrical Package	MD0001	.0000
100	Electrical Package	MN0001	18.0000
100	Electrical Package	TX0001	6.0000
Item ID: 100			SUM
			31.0000
150	Plumbing Package	CA0001	.0000
150	Plumbing Package	MD0001	.0000
150	Plumbing Package	MN0001	15.0000
150	Plumbing Package	TX0001	7.0000
Item ID: 150			SUM
			22.0000
200	Heating/Cooling Package	CA0001	.0000
200	Heating/Cooling Package	MD0001	.0000
200	Heating/Cooling Package	MN0001	.0000
200	Heating/Cooling Package	TX0001	.0000
Item ID: 200			SUM
			.0000
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Here is the first screen of the report, which list items 100 through 500, based on the run time replacement criteria.

All locations and all quantities print, just like the first run of the original report.

The Item ID and Description print for each individual location.

You could use the NDP option on each of those fields to get the report to print without duplicating each Item and Description for each location.

## Quantities Report

OSAS 1000			
Settings Edit Print Help			
Quantities Report			Page 1
Loc. ID	On Hand Qty	On Order Qty.	Last Pur. Date
CA0001	7.0000	.0000	12/21/1999
MD0001	.0000	5.0000	
MN0001	18.0000	6.0000	12/21/1999
TX0001	6.0000	.0000	
	31.0000	11.0000	
CA0001	.0000	.0000	
MD0001	.0000	3.0000	
MN0001	15.0000	2.0000	12/21/1999
TX0001	7.0000	.0000	
	22.0000	5.0000	
CA0001	.0000	.0000	
MD0001	.0000	.0000	
MN0001	.0000	.0000	10/04/1999
TX0001	.0000	.0000	
	.0000	.0000	
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, go to the last page, search for a string or exit the report.

**Quantities Report**

OSAS T000			
Settings Edit Print Help			
03/07/2000		Quantities Report	
02:40 PM			
Item ID	Description	Loc. ID	On Hand Qty
450	Slide by Window 24" x 40"	TX0001	16.0000
Item ID: 450 SUM			44.0000
460	Slide by Window 30" X 40"	CA0001	15.0000
460	Slide by Window 30" X 40"	MD0001	.0000
460	Slide by Window 30" X 40"	MN0001	28.0000
460	Slide by Window 30" X 40"	TX0001	20.0000
Item ID: 460 SUM			63.0000
*Report* SUM			961.0000
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Here is the last screen of the report.

**Quantities Report**

OSAS 1000			
Settings Edit Print Help			
Quantities Report			Page 6
Loc. ID	On Hand Qty	On Order Qty.	Last Pur. Date
TX0001	16.0000	.0000	
	44.0000	5.0000	
CA0001	15.0000	6.0000	11/02/1999
MD0001	.0000	.0000	
MN0001	28.0000	.0000	12/21/1999
TX0001	20.0000	.0000	
	63.0000	6.0000	
	961.0000	55.0000	
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			



## Quantities Report – Recap Page

```

OSAS T000
Settings Edit Print Help
03/07/2000
02:40 PM
RECAP PAGE

-----
Command:          LIST INLD TITLE "Quantities Report" WIDTH 132 ON PRINTER

                  TAB 1.1 ITEM_ID TAB 22.1 INVE@ITEM:DESCRIPTION TAB 58.1 LOCA
                  AL INQT:ON_HAND_QTY TAB 81.1 TOTAL INQT:ON_ORDER_QUANTITY TA

                  SBREAK ITEM_ID

                  SELECT ITEM_ID>="[[ENTER BEGINNING ITEM]]" AND ITEM_ID<="[[E

Start time:       03/07/2000 02:39:52 PM
End time:         03/07/2000 02:40:02 PM
Records Processed: 204
Records Printed:  60

ENTER BEGINNING ITEM: 100
ENTER ENDING ITEM: 500
@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit

```

The Recap Page

### *Exit the Report.*

You are returned to the General Report Writer Options menu.

Select Prompt from the GENERAL Report Writer Options Menu.

Next, add the criteria for the Location ID and Last Purchase Date fields.

Select Criteria from the Report Design screen.

## Criteria Screen

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"		And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"		

(T000)

Is the above information correct?  
Selection: Yes **No**  
F7-Exit without selection

When the verification prompt is displayed, select No to add more criteria

**Criteria Screen – Verification Prompt**

FIELD/@CALC	OPER	EXPRESSIONS	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM]]"	And
ITEM_ID	<=	"[[ENTER ENDING ITEM]]"	And
LOCATION_ID	=	"MN0001"	And
LAST_PUR_DATE	>=	"[[ENTER DATE", "D"]]"	

Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Enter to the AND/OR field for the last Item ID field, select AND.

Use the list fields function and select the LOCATION\_ID field.

Use the list operators function and select equal to (=).

Enter the Expressions you want to compare with the field.

**Enter MN0001 in the Expressions field.**

General Report Writer will automatically place the quotes around the expression.

**Select And in the And/Or field.**

Use the list fields function and select the LAST\_PUR\_DATE field.

**Select greater than or equal to (>=) for the operator.**

Enter the Expressions you want to compare with the field.

**Enter ["STARTING DATE", "D"] in the Expressions field.**

General Report Writer will not automatically place the quotes around the expression because this is a date field and quotes are used inside the brackets.

**Leave the And/Or field blank.**

Once all the criteria have been entered, select the done function key to display the verification prompt.

**Select Yes to save the changes and return to the Report Design screen.**

To generate the report, select Run from the Report Design screen.

**Run Time Replacements**

Building	Loading

Run time Replacements  
ENTER BEGINNING ITEM: 100  
ENTER ENDING ITEM: 500  
ENTER DATE: 12011999

(T000)

Enter value for prompt shown.

F1-help, F7-abort

The Run time Replacement screen is displayed.

The first expression prompts you for the information to begin the report.

Enter the Beginning Item Criteria

***Enter 100 for this field***

The second expression prompts you for the information to end the report.

Enter the Ending Item Criteria

***Enter 500 for this field***

The Date field expression prompts you for the date criteria.

***Enter 12011999 for this field***

You **MUST** enter something in all the Run Time Replacement prompts in order for General Report Writer to return information on the report. If you leave the fields blank, General Report Writer will look for blank data fields in the files used on the report.

Once all the Run Time Replacement fields have been entered, the Output Selection screen is displayed.

Select the Output device for the report.

***Select VDT to print the report to the screen.***

**Quantities Report**

03/07/2000 02:17 PM		Quantities Report			Page 1
Item ID	Description	Loc. ID	On Hand Qty	On Order Qty.	Last Pur. Date
100	Electrical Package	MN0001	18.0000	6.0000	12/21/1999
Item ID: 100	SUM		18.0000	6.0000	
150	Plumbing Package	MN0001	15.0000	2.0000	12/21/1999
Item ID: 150	SUM		15.0000	2.0000	
200100	Furnace	MN0001	8.0000	.0000	12/09/1999
Item ID: 200100	SUM		8.0000	.0000	
200200	Water Heater	MN0001	8.0000	.0000	12/09/1999
Item ID: 200200	SUM		8.0000	.0000	
200300	Air Conditioner	MN0001	8.0000	.0000	12/09/1999
Item ID: 200300	SUM		8.0000	.0000	
200400	Water Softener	MN0001	8.0000	.0000	12/09/1999
Item ID: 200400	SUM		8.0000	.0000	
200500	Sump Pump	MN0001	8.0000	.0000	12/09/1999
Item ID: 200500	SUM		8.0000	.0000	
200600	Humidifier	MN0001	8.0000	.0000	12/09/1999
Item ID: 200600	SUM		8.0000	.0000	
250	Exterior Panels	MN0001	242.0000	10.0000	12/21/1999
Item ID: 250	SUM		242.0000	10.0000	
300	Interior Door	MN0001	35.0000	4.0000	12/17/1999
Item ID: 300	SUM		35.0000	4.0000	
350	Entry Door	MN0001	5.0000	4.0000	12/17/1999
Item ID: 350	SUM		5.0000	4.0000	
400	Interior Materials	MN0001	16.0000	.0000	12/21/1999
Item ID: 400	SUM		16.0000	.0000	
450	Slide by Window 24" x 40"	MN0001	12.0000	.0000	12/21/1999
Item ID: 450	SUM		12.0000	.0000	
460	Slide by Window 30" X 40"	MN0001	28.0000	.0000	12/21/1999
Item ID: 460	SUM		28.0000	.0000	

**Quantities Report**

03/07/2000	Quantities Report	Page 2			
02:17 PM					
Item ID	Description	Loc. ID	On Hand Qty	On Order Qty.	Last Pur. Date
-----					
*Report* SUM			419.0000	26.0000	

**Quantities Report – Recap Page**

```
03/07/2000                                RECAP PAGE                                Page 3
02:17 PM

-----
Command:      LIST INLD TITLE "Quantities Report" WIDTH 132 ON PRINTER

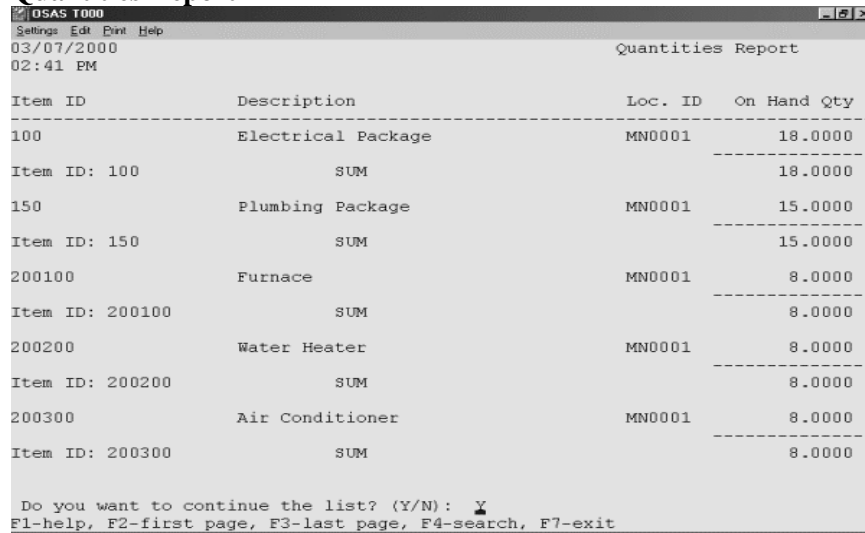
              TAB 1.1 ITEM_ID TAB 22.1 INVE@ITEM:DESCRIPTION TAB 58.1 LOCATION_ID TAB 66.1 TOT
              AL INQT:ON_HAND_QTY TAB 81.1 TOTAL INQT:ON_ORDER_QUANTITY TAB 96.1 LAST_PUR_DATE

              SBREAK ITEM_ID

              SELECT ITEM_ID>="[ENTER BEGINNING ITEM]" AND ITEM_ID<="[ENTER ENDING ITEM]"
              AND LOCATION_ID="MN0001" AND LAST_PUR_DATE>="[ENTER DATE","D"]

Start time:    03/07/2000 02:17:05 PM
End time:      03/07/2000 02:17:06 PM
Records Processed: 204
Records Printed: 14

ENTER BEGINNING ITEM: 100
ENTER ENDING ITEM: 500
ENTER DATE: 2451514
@CID: H
```

**Quantities Report**


OSAS 1000  
Settings Edit Print Help  
03/07/2000  
02:41 PM

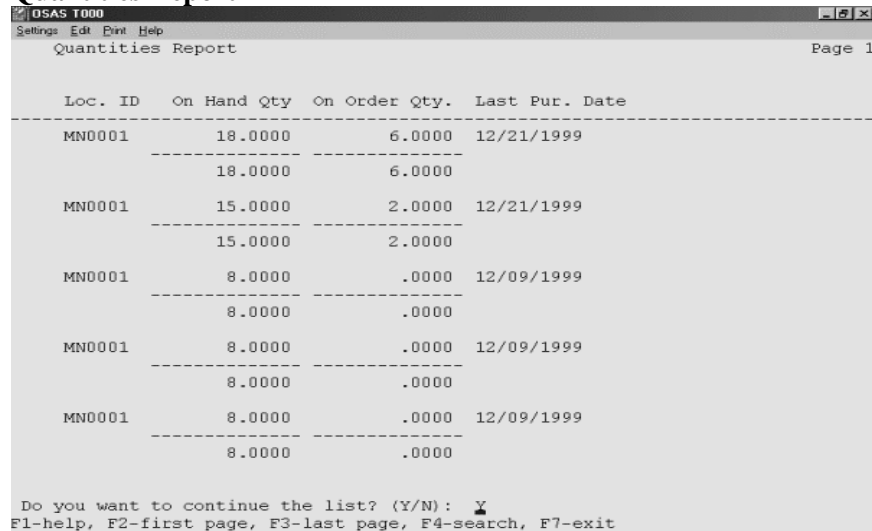
Quantities Report

Item ID	Description	Loc. ID	On Hand Qty
100	Electrical Package	MN0001	18.0000
Item ID: 100	SUM		18.0000
150	Plumbing Package	MN0001	15.0000
Item ID: 150	SUM		15.0000
200100	Furnace	MN0001	8.0000
Item ID: 200100	SUM		8.0000
200200	Water Heater	MN0001	8.0000
Item ID: 200200	SUM		8.0000
200300	Air Conditioner	MN0001	8.0000
Item ID: 200300	SUM		8.0000

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Here is the first screen of the report, which list items 100 through 500, based on the run time replacement criteria.

Only the MN0001 Location prints and only quantities for that location print on the report

**Quantities Report**


OSAS 1000  
Settings Edit Print Help  
Quantities Report Page 1

Loc. ID	On Hand Qty	On Order Qty.	Last Pur. Date
MN0001	18.0000	6.0000	12/21/1999
	18.0000	6.0000	
MN0001	15.0000	2.0000	12/21/1999
	15.0000	2.0000	
MN0001	8.0000	.0000	12/09/1999
	8.0000	.0000	
MN0001	8.0000	.0000	12/09/1999
	8.0000	.0000	
MN0001	8.0000	.0000	12/09/1999
	8.0000	.0000	

Do you want to continue the list? (Y/N): Y  
F1-help, F2-first page, F3-last page, F4-search, F7-exit

If you print to the screen, use the left and right arrows to shift between the left and right sides of the screen.

You can continue the list and see the remaining pages of the report and the recap page, go to the first page, go to the last page, search for a string or exit the report.

**Quantities Report**

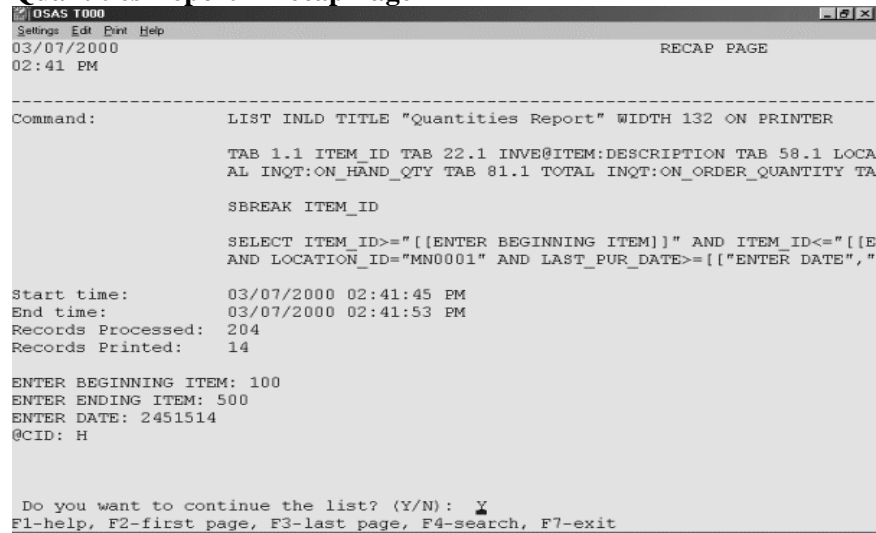
OSAS 1000			
Settings Edit Print Help			
03/07/2000		Quantities Report	
02:41 PM			
Item ID	Description	Loc. ID	On Hand Qty
350	Entry Door	MN0001	5.0000
Item ID: 350	SUM		5.0000
400	Interior Materials	MN0001	16.0000
Item ID: 400	SUM		16.0000
450	Slide by Window 24" x 40"	MN0001	12.0000
Item ID: 450	SUM		12.0000
460	Slide by Window 30" X 40"	MN0001	28.0000
Item ID: 460	SUM		28.0000
*Report* SUM			419.0000
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			

Here is the last screen of the report.

**Quantities Report**

OSAS 1000			
Settings Edit Print Help			
Quantities Report			Page 3
Loc. ID	On Hand Qty	On Order Qty.	Last Pur. Date
MN0001	5.0000	4.0000	12/17/1999
	5.0000	4.0000	
MN0001	16.0000	.0000	12/21/1999
	16.0000	.0000	
MN0001	12.0000	.0000	12/21/1999
	12.0000	.0000	
MN0001	28.0000	.0000	12/21/1999
	28.0000	.0000	
	419.0000	26.0000	
Do you want to continue the list? (Y/N): Y			
F1-help, F2-first page, F3-last page, F4-search, F7-exit			



**Quantities Report – Recap Page**

The screenshot shows a window titled "OSAS 1000" with a menu bar (Settings, Edit, Print, Help) and a status bar. The main area displays the "RECAP PAGE" of a report. The report title is "Quantities Report" with a width of 132 characters. The report is a list of items with columns for item ID, description, location, and quantity. The report is filtered by item ID (100 to 500) and location (MN0001). The report shows 204 records processed and 14 records printed. The start time is 03/07/2000 02:41:45 PM and the end time is 03/07/2000 02:41:53 PM. The report is generated by user @CID: H. The report is a list of items with columns for item ID, description, location, and quantity. The report is filtered by item ID (100 to 500) and location (MN0001). The report shows 204 records processed and 14 records printed. The start time is 03/07/2000 02:41:45 PM and the end time is 03/07/2000 02:41:53 PM. The report is generated by user @CID: H. The report is a list of items with columns for item ID, description, location, and quantity. The report is filtered by item ID (100 to 500) and location (MN0001). The report shows 204 records processed and 14 records printed. The start time is 03/07/2000 02:41:45 PM and the end time is 03/07/2000 02:41:53 PM. The report is generated by user @CID: H.

```
OSAS 1000
Settings Edit Print Help
03/07/2000
02:41 PM
RECAP PAGE

-----
Command:          LIST INLD TITLE "Quantities Report" WIDTH 132 ON PRINTER

                  TAB 1.1 ITEM_ID TAB 22.1 INVE@ITEM:DESCRIPTION TAB 58.1 LOCA
                  AL INQT:ON_HAND_QTY TAB 81.1 TOTAL INQT:ON_ORDER_QUANTITY TA

                  SBREAK ITEM_ID

                  SELECT ITEM_ID>="[ENTER BEGINNING ITEM]" AND ITEM_ID<="[E
                  AND LOCATION_ID="MN0001" AND LAST_PUR_DATE>="[ENTER DATE","

Start time:       03/07/2000 02:41:45 PM
End time:        03/07/2000 02:41:53 PM
Records Processed: 204
Records Printed:  14

ENTER BEGINNING ITEM: 100
ENTER ENDING ITEM: 500
ENTER DATE: 2451514
@CID: H

Do you want to continue the list? (Y/N): Y
F1-help, F2-first page, F3-last page, F4-search, F7-exit
```

The Recap Page

*Exit the Report.*



---

# APPENDIX

---



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## Appendix A - Type Codes

---

Type codes are used in General Report Writer's dictionary definitions and calculations to determine the type of data being used, the length of the field, and optional formatting of the field.

Type codes consist of a base type code, then the length code, followed by one or more optional codes. Type codes are separated with commas.

Type codes are entered in Fields in Data Dictionary and when creating Calculated fields on reports.

### Base Codes

There are three valid base codes in General Report Writer, Text, Numeric and Date.

<b><u>Base Code</u></b>	<b><u>Description</u></b>
T	Enter T, for Text or alphanumeric fields. These fields can contain letters or numbers.
N	Enter N, for Numeric fields. These fields can contain numbers only.
D	Enter D, for Date fields. Date fields are stores as Julian numbers in OSAS.

### Length Code

The length code is used to determine the number of characters for the field.

The length code is an **L** followed by a number, which represents the maximum number of characters the field can hold.

## Optional codes

Each base codes supports additional format codes.

### Text Fields

#### ARCU – Customer ID Field

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar reads 'OSAS T000'. The menu bar includes 'Settings', 'Edit', 'Print', and 'Help'. The main title is 'DICTIONARY MAINTENANCE'. Below this, it says 'File Name: ARCU' and 'Field Specification for Customer File'. A table contains the following information:

Field Name	CUSTOMER_ID
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	@PF1

At the bottom right of the window, it says '(T000)'. Below the window, a prompt asks 'Is the above information correct?' with 'Selection: ☒ Yes No Delete' and 'F7-Exit without selection'.

<u>Option</u>	<u>Description</u>
n= a number	Enter the number of lines the field can occupy. The default is 1. The maximum number is 99.
JL	To left justify the field.
JR	To right justify the field.

**Note:** OSAS justifies Text fields left so the first letter of each word line up correctly.

## Numeric Fields

### ARCU – Current Amount Due Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CURR_AMT_DUE
Description	Current Amount Due
Type Code(s)	N,L14,JR,M1,-
Column Heading	Curr Amt Due
Expression	@PF9

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No Delete  
F7-Exit without selection

#### Option

#### Description

- n=a number      Enter the decimal precision for the field. The default number is 0 and the maximum number is 9.
- M1-M7\*      Used the mask setup on the OSAS Company Information screen, in Resource Manager, to determine the decimal precision.
- M1 – Regular Dollars Mask  
M2 – Inventory Cost Mask  
M3 – Inventory Price Mask  
M4 – Inventory Quantities Mask  
M5 – Rates Mask  
M6 – Hours Mask  
M7 – Credit Limits Mask
- P\*      Enter P to punctuate the number with commas.
- Enter - to have a trailing minus sign for negative numbers.
- ( )      Enter ( ) to have negative numbers display inside parentheses.
- CR      Enter CR to have negative numbers display with a CR, for credit to the right.
- \$<sup>50</sup>      To display the number in currency format.
- Sn      Scale factor of n, where n represents a number, means GENERAL Report Writer should shift the decimal point automatically by this amount.
- JL      To left justify the field.
- JR      To right justify the field.

**Note:** OSAS justifies Numeric fields right so the decimals line up correctly.

\* The M1-M7 and P options will not work together.

<sup>50</sup> The currency decimal precision, set up in Display Formats on the Config menu, determines the decimal precision of the field on the report and will override any other decimal precision selected.

**Date Fields****ARCU – Last Sale Date Field**

The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help) and a title bar (Dictionary Maintenance). The main area displays the following information:

```

File Name: ARCU
Field Specification for Customer File
  Field Name  LAST_SALE_DATE
  Description  Last Sale Date
  Type Code(s) D,L10,JL
  Column Heading Last Date
  Expression  @PF46
  
```

At the bottom, it asks "Is the above information correct?" and shows "Selection: ☒ Yes No Delete". It also includes the instruction "F7-Exit without selection".

**Option****Description**

T

Display with time.

Assumes internal date number is minimum precision 4 number, with time stored as a decimal portion of a day.

JL

To left justify the field.

JR

To right justify the field.

**Note:** OSAS justifies Date fields left so the first letters of each date line up correctly.



---

# Appendix B - Run-Time Replacements

---

Criteria and/or Linksel can be setup to prompt the user at run time for information to enter to continue running the report. These are called Run-Time Replacements.

## Criteria Run-Time Replacements

Selecting the fields and the operator for run time replacements is the same as setting up regular criteria. The Expression is where you setup the prompt information.

### Criteria Specification

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM ID]]"		-

Item ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Field	Description
FIELD/@CALC	Enter the field you want to use in criteria  You can use the list fields function key to select the field.
OPER	Enter the operator, or how you want to compare the field to the Expression.  You can use the list operators function key to select the operator.
Expressions	Enter the information you want to use to limit the field.  Run Time Replacements always begin with two square brackets ([I) and end with two square brackets (J]). Between the sets of brackets, enter the prompt you want to appear on the screen.  Exp: [[Enter Expression you want to appear on the screen]]
And/Or	You can select multiple fields to use in criteria and as run time replacements.

The three different field types are setup a little differently

## Text Fields

### Text Field – Quotes Outside Brackets

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ITEM_ID	>=	"[[ENTER BEGINNING ITEM ID]]"		-

Item ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Criteria for Text fields require quotes around the Expression. You can enter the expression without quotes around the brackets and General Report Writer will by default place quotes around the brackets. You can also manually enter the quotes.

### Text Field – Quotes Inside Brackets

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ITEM_ID	>=	[[ "ENTER BEGINNING ITEM ID", "T" ]]		-

Item ID (Text)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

You can also place the quotes inside the brackets around the Expression. If the quotes are placed inside the brackets, you must tell General Report Writer what type of field you are using in criteria. This is done by place a comma after your phrase and a capital **T** within quotes, before the ending brackets are entered.

Example: [[**"Enter Item ID", "T"**]]

## Numeric Fields

### Numeric Field – No Quotes

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantites Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ON_HAND_QTY	>=	[[ENTER BEGINNING QUANTITY]]		-

On Hand Quantity (Num)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

Criteria for numeric fields do not require quotes around the brackets. For Numeric fields, General does not use quotes on the outside of the brackets. You do not want to add quotes.

### Numeric Field – Quotes Inside Brackets

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantites Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
ON_HAND_QTY	>=	[[ "ENTER BEGINNING QUANTITY", "N" ]]		-

On Hand Quantity (Num)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

If the quotes are placed inside the brackets place a capital **N** within quotes, before the ending brackets are entered.

Example: [[ "Enter Quantity", "N" ]]

## Date Field

### Date Field

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
LAST_SALE_DATE	>=	[[ENTER BEGINNING DATE]]		-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

For an Expression on a date field GENERAL Report Writer does not place surrounding quotes around the outside of the brackets, however if the Expression is used this way on a date field you must know the Julian number for the date. If you enter the date in a regular date format, such as MM/DD/YYYY, you will get an error message telling you the date entered is not in the dictionary.

### Date Field – Quotes Outside Brackets

OSAS T000  
Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
LAST_SALE_DATE	>=	"[[ENTER BEGINNING DATE]]"		-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

If you manually place quotes around the outside of the brackets, you will not need the Julian number for the date and you can enter a date in regular date format without any errors.<sup>51</sup>

<sup>51</sup> This will only work with version 6.0 and higher. If you are on version 5.1x or 5.2x of General Report Writer you must setup the field with quotes on the inside of the brackets and specify D for the field type.

### Date Field – Quotes Inside Brackets

OSAS 1000

Settings Edit Print Help

Criteria Specification for Quantities Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
LAST_SALE_DATE	>=	[\"ENTER BEGINNING DATE\", \"D\"]	1	-

Last Sale Date (Date)  
1 - AND the next row, 2 - OR the next row (blank=skip/OR).

(T000)

F1-help, F9/F7-done

If the quotes are placed inside the brackets place a capital D within quotes, before the ending brackets are entered.<sup>52</sup>

Example:[[**“Enter Date”**,**”D”**]]

<sup>52</sup> If you are on version 5.1x or 5.2x of General Report Writer, you must enter run time replacements for date fields this way.

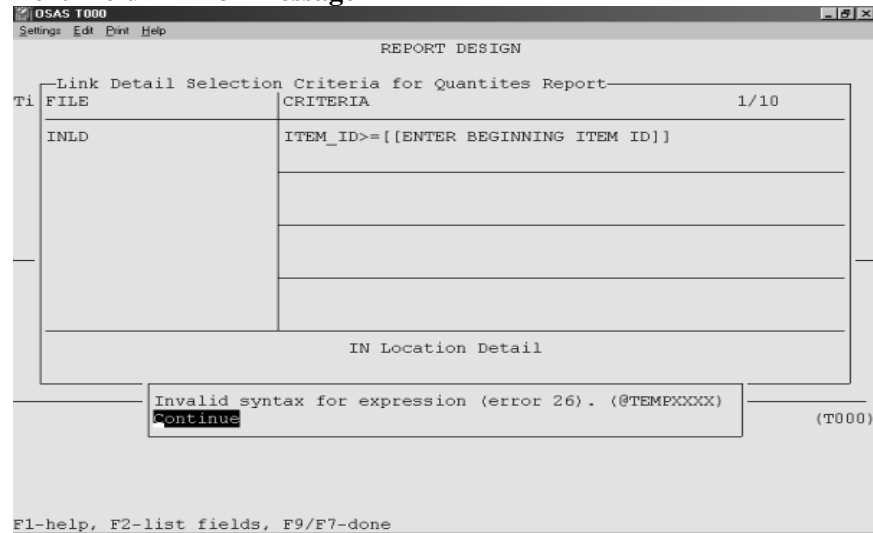
## Linksel Run-Time Replacements

Creating Run-Time replacements in Linksel is slightly different than in Criteria, but has the same principle. The file used is entered first. The Field Name, Operator and Expression are all entered in the Criteria box. The Field Name and Operator are entered the same as Criteria. The Expression is not as intuitive in Linksel as it is in Criteria and requires more user intervention.

For a Text field enter the Field Name, then the Operator, but when entering the Expression **you** must put the surrounding quotes around the outside of the brackets.

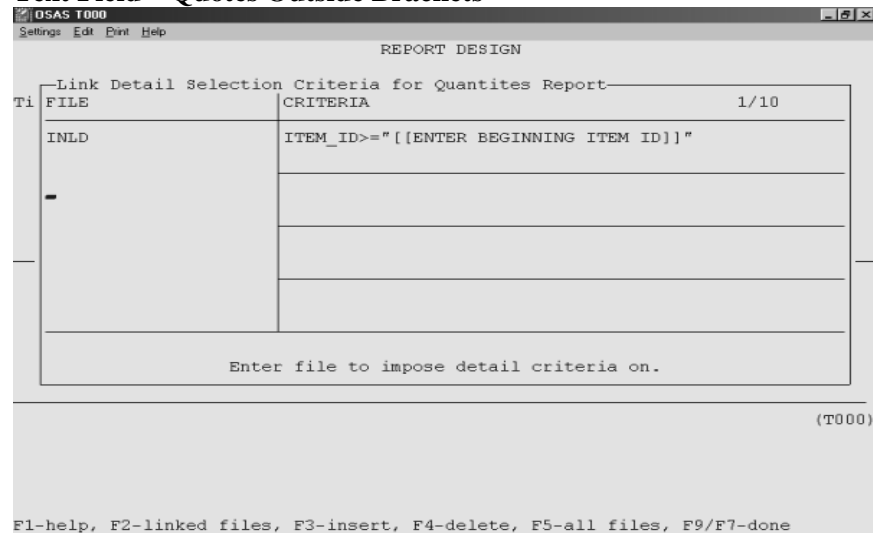
### Text Fields

#### Text Field – Error Message



You will get an error message, when you try to leave the criteria box, if the quotes are not used.

#### Text Field – Quotes Outside Brackets



Example: **ITEM\_ID>='[[ENTER BEGINNING ITEM ID]]'**

## Text Field – Quotes Inside Brackets

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantites Report—

FILE	CRITERIA	1/10
INLD	ITEM_ID>=[\"ENTER BEGINNING ITEM ID\",\"T\"]	

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

If quotes are used inside the brackets, the expression is entered the same as criteria, by place a comma after your phrase and a capital **T** within quotes, before the ending brackets are entered.

Example:

**ITEM\_ID>=[\"ENTER BEGINNING ITEM ID\",\"T\"]**

## Numeric Fields

### Numeric Field – No Quotes

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantites Report—

FILE	CRITERIA	1/10
INQT	ON_HAND_QTY>=[ENTER BEGINNING QUANTITY]	

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

For a numeric field surrounding quotes are not required.

Example: **ON\_HAND\_QTY>=[ENTER BEGINNING QUANTITY ID]**

### Numeric Field – Quotes Inside Brackets

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

FILE	CRITERIA	1/10
INQNT	ON_HAND_QTY>=[["ENTER BEGINNING QUANTITY", "N"]]	
-		

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

If quotes are used inside the brackets, the expression is entered the same as criteria, by place a comma after your phrase and a capital N within quotes, before the ending brackets are entered.

Example:

**ON\_HAND\_QTY>=[["ENTER BEGINNING QUANTITY", "N"]]**

### Date Fields

#### Date Field – No Quotes

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

—Link Detail Selection Criteria for Quantities Report—

FILE	CRITERIA	1/10
INLD	LAST_SALE_DATE>=[ENTER BEGINNING DATE]	
-		

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

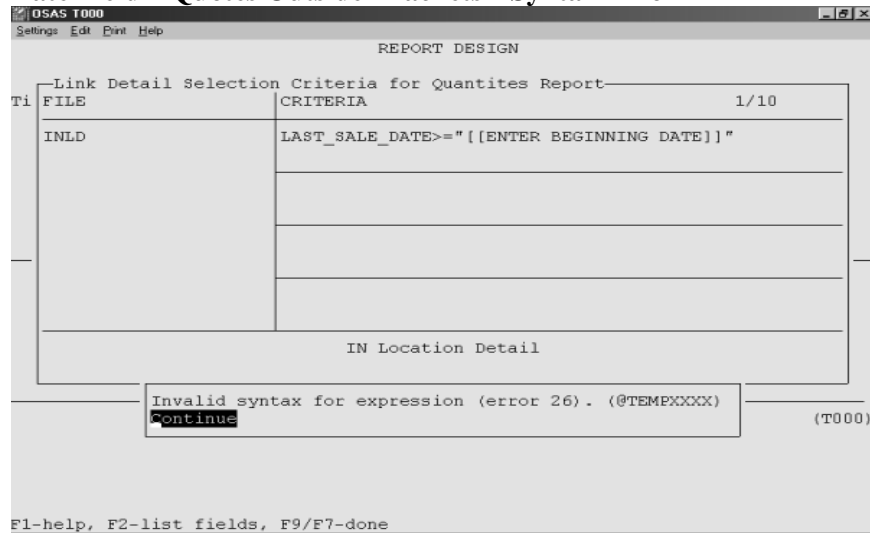
For a date field surrounding quotes are not required either, but you must know the Julian number for the date.

Example:

**LAST\_SALE\_DATE>=[ENTER BEGINNING DATE]**

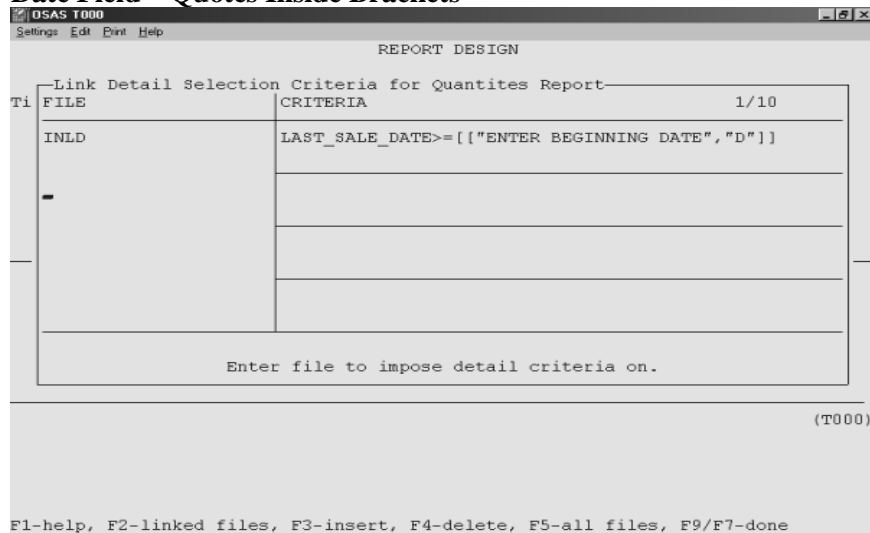


### Date Field – Quotes Outside Brackets – Syntax Error



In Linksel, with Date fields, if quotes are used on the outside of the brackets you will get a syntax error.

### Date Field – Quotes Inside Brackets



In Linksel, Date fields must be setup with quotes on the inside of the brackets for the run time replacement to work properly.

If quotes are used inside the brackets, the expression is entered the same as criteria, by place a comma after your phrase and a capital **D** within quotes, before the ending brackets are entered.

Example: `LAST_SALE_DATE>=[["ENTER BEGINNING DATE","D"]]`



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## Appendix C - Function Table

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<u>Internal Variable</u>	<u>Type</u>	<u>Description</u>
@BREAKn	Text	The current value of a break point, where n represents the break point level number.
@CID	Text	The ID of the current company.
@CNAME	Text	The name of the current company
@DATE	Date	The current date in Julian format.
@DAY	Text	The current date in MM/DD/YY format.
@DTM	Date	The current date and time in Julian format.
@FILECHAIN	Number	The current file chain number. File chains are sequential disk files, delimited by semi-colons, in the dictionary.
@FLD	Varies	The current field.
@Key	Text	The key of the current record.
@PFn	Text	Physical field number n. Equates to an IOLIST position, or in the case of a delimited ASCII file, the field in the record based on the delimiter
@PI	Number	3.14159265358979
@REC	Text	The complete record read from the file (READRECORD).
@TEMPname	Number	A temporary numeric variable
@TEMPname\$	Text	A temporary text variable.
@TTY	Text	The operating system tty device for the terminal
@USER	Text	The operating system login name.
@VDT	Text	The Business Basic terminal name (FID(0))
@YMD	Text	The system date in YYMMDD format.

<b><u>Function</u></b>	<b><u>Type</u></b>	<b><u>Description</u></b>
&function(arg-1,arg-2,...)	Number	A user defined numeric function. User defined functions are defined through the system configuration
&function\$(arg-1,arg-2,...)	Text	A user defined text function.
ADPRDB(c,s,l,p,r)	Number	Calculates accumulated depreciation through period p, using the declining balance method. The calculation is based on cost c, salvage value s, life l, and an optional rate r. The default rate is 2 unless specified.
ADPRSL(c,s,l,p)	Number	Calculates accumulated depreciation through period p, using the straight-line method. The calculation is based on cost c, salvage s, and life l.
ADPRSY(c,s,l,p)	Number	Calculates accumulated depreciation through period p, using the sum-of-years-digit method, using cost c, salvage s, and life l.
AGE(x,y) AGED(x,y))	Number	The age in days from date x to date y.
AGEHR(x,y)	Number	The age in hours from date/time x to date/time y.
AGEM(x,y)	Number	The age in months from date x to date y.
AGEMN(x,y)	Number	The age in minutes from date/time x to date/time y.
AGEY(x,y)	Number	The age in years from date x to date y.
AREF("f",k,exp)	Number	<p>The average of the numeric expression exp across a series of records in target file f (defined in the General dictionary or supported external dictionary), using key expression k.</p> <p>The key expression defines the first portion of the key to the target file. If the target file is specified with a sort name (filename@sortname) then the sort specified is used when accessing the range of records indicated by the key expression.</p>
AVG(x,y, ..., z)	Number	Average of all numbers specified.
BLOCK(txt,size)	Text	Blocks the text stream txt, into word-wrapped lines of the size specified.
CDATE(txt,"map")	Date	Converts the text string txt into a date, using the format specified by map. The map contains text and place specifiers: DD, DDD, MM, MMM, YY, and, YYYY. A date of "03/15/99" would be mapped to "MM/DD/YY". Optionally, the map strings MDY and YDM specify variable length, delimited dates. The date "3-1-99" would be converted to March 1, 1999 by a map of "MDY"

<b><u>Function</u></b>	<b><u>Type</u></b>	<b><u>Description</u></b>
CNT(x,y,.....,z)	Number	Count of all the elements specified.
CNUM(txt,x)	Number	Converts text string txt to a number, ignoring any punctuation, such as currency formatting or thousands separators. If the decimal character x is specified, then that character, rather than a period (.) is used to denote the decimal point.
CONTAINS(x,y)	True/False	True if text string x is contained in text string y; false if not.
CREF("f",k,exp)	Number	<p>The count of the number of related records in target file f (defined in the General dictionary or a supported external dictionary), using key expression k.</p> <p>The key expression defines the first portion of the key to the target file. If the target file is specified with a sort name (filename@sortname) then the sort specified is used when accessing the range of records indicated by the key expression.</p> <p>The expression exp may be any valid data expression.</p>
DAY(x)	Text	The text formatted date of the date value x. The format used is defined in the system configuration, and defaults to MM/DD/YYYY.
DAYTM(x)	Text	The text formatted of the date/time value x. The format used is defined in the system configuration, and defaults to MM/DD/YYYY.
DD(d)	Text	The 2-digit day portion of date d.
DDD(d)	Text	The abbreviated day name of date d. Mon, Tue Wed, ect.
DEL(x,y,z)	Text	The modified version of text value x, where the characters beginning with character number y, for a length of z, is deleted from the string.
DIVIDE(x,y)	Number	The result of dividing number x by number y, or 0 if either x or y is 0.
DPRDB(c,s,l,p,r)	Number	Calculates depreciation through period p, using the declining balance method. The calculation is based on cost c, salvage value s, life l, and an optional rate r. The default rate is 2 unless specified.
DPRSL(c,s,l,p)	Number	Calculates depreciation through period p, using the straight-line method. The calculation is based on cost c, salvage s, and life l.
DPRSY(c,s,l,p)	Number	Calculates depreciation through period p, using the sum-of-years-digit method, using cost c, salvage s, and life l.

<b><u>Function</u></b>	<b><u>Type</u></b>	<b><u>Description</u></b>
DT(x)	Date	The internal date format for the text x. x must be in the date entry format as defined by the system configuration, normally "MMDDYYYY". This function is useful to compare an entered date with a fixed date. The year portion of the text may be in 0, 2, or 4-digit format.
DTM	Date	The internal date and time for the text x. x must be in date and time entry format, normally MMDDYYYY HHMM. This function is useful to compare an entered date and time with a fixed date and time.
EXPAND(x,y,z)	Text	Looks for the occurrences of the text string x in the list of values in y, and returns the corresponding element in the list of values in z. If the value of x is not found in y, then the function returns null.
FV(x,y,z)	Number	The future value of a string of payments, assuming x is the payment amount, y is the interest rate per period, and z is the number of periods.  The interest rate should be expressed as a fraction: .07 for 7%, and may need to be adjusted to match the rate per period; .07/12 for monthly rate at 7% annual rate.
GAVG(x,y) GCNT(x,y) GMAX(x,y) GMIN(x,y) GSUM(x,y)	Number	The group average, count, maximum, minimum, or sum value of field x, at break level y. Break levels are determined by the order of the break fields entered in the report.
IFF(x,y,z)	Text	Test the condition specified by a relational expression x, and if true, returns text y, else returns text z.
ISNOTNUM(x)	True/False	True if text is NOT a valid number (suitable for processing by the NUM() function).
ISNUM(x)	True/False	True if the text value x IS a valid number.
LEFT(x,y)	Text	The leftmost y characters of text value x. If x is less than y characters in length, the value is padded to y characters.
LENGTH(x)	Number	The length of text string x, after leading and trailing spaces are removed.
LOWER(x)	Text	The text string x, with all the letters in lower case.
MATCH(x,y)	True/False	True if text string x matches the regular expression in string y. This function only works in environments that support regular expressions.
MID(x,y,z)	Text	The middle z characters of text string x, starting at position y. If there are not enough characters in x to satisfy the length, the value is padded with spaces.

<b><u>Function</u></b>	<b><u>Type</u></b>	<b><u>Description</u></b>
MM(d)	Text	The 2-digit month number of date d.
MMM(d)	Text	The abbreviated month name of date d. Jan, Feb, ect.
MREF("f",k,exp)	Text	<p>The values of the expression exp across a series of records in target file f (defined in the General dictionary or supported external dictionary), using key expression k.</p> <p>The key expression defines the first portion of the key to the target file. If the target file is specified with a sort name (filename@sortname) then the sort specified is used when accessing the range of records indicated by the key expression.</p>
PMT(x,y,z)	Number	<p>The payment amount of an amortization of principal x, at interest rate y, paid over z periods.</p> <p>The interest rate should be expressed as a fraction: .07 for 7%, and may need to be adjusted to match the rate per period; .07/12 for monthly rate at 7% annual rate.</p>
PROPER(x)	Text	The text string x, after capitalizing the first letter after spaces and punctuation.
PV(x,y,z)	Number	<p>The present value of a series of payments, where x is the payment amount, y is the interest per period, and z is the number of periods.</p> <p>The interest rate should be expressed as a fraction: .07 for 7%, and may need to be adjusted to match the rate per period; .07/12 for monthly rate at 7% annual rate.</p>
RATE(x,y,z)	Number	The interest rate required to fully amortize future value x and present value y over z periods.
RAVG(x) RCNT(x) RMAX(x) RMIN(x) RSUM(x)	Number	The report average, count, maximum, minimum, or sum value of field x.
RIGHT(x,y)	Text	The rightmost y characters of text string x. If x is not long enough, the values is left padded to y characters.
ROUND(x,y)	Number	The number x, rounded to y decimal places.
STD(x,y,...,z)	Number	The standard deviation of the stream of numbers x...z.
SUBT(x,y,z)	Text	The text string x, after substituting all occurrences of text string y with text string z.
SUM(x,y,...,z)	Number	The sum of all numbers x...z.
SYSVAR("x")	Text	The value of the operating system environment variable x, or null if not found.

<b><u>Function</u></b>	<b><u>Type</u></b>	<b><u>Description</u></b>
TERM(x,y,z)	Number	The number of payments required to amortize future value y and present value z, at interest rate x.  Interest should be expressed as a fraction .07=7%.
TIME(d)	Text	The time portion of date/time value d.
TREF("f",k,exp)	Number	The total of the numeric expression exp across a series of records in target file f (defined in the General dictionary or supported external dictionary), using key expression k.  The key expression defines the first portion of the key to the target file. If the target file is specified with a sort name (filename@sortname) then the sort specified is used when accessing the range of records indicated by the key expression.
TRIM(x)	Text	The text value x, after leading and trailing spaces are removed.
UPPER	Text	The text string x, after converting all letters to upper case.
VAR(x,y,...,z)	Number	The statistical variance of the stream of numbers x...z.
XREF("f",k,exp)	Text	The values of the expression exp across the record in target file f (defined in the General dictionary or supported external dictionary), using key expression k.  The key expression defines the first portion of the key to the target file..
YY(d)	Text	The 2-digit year portion of date d.
YYYY(d)	Text	The 4-digit year portion of date d>



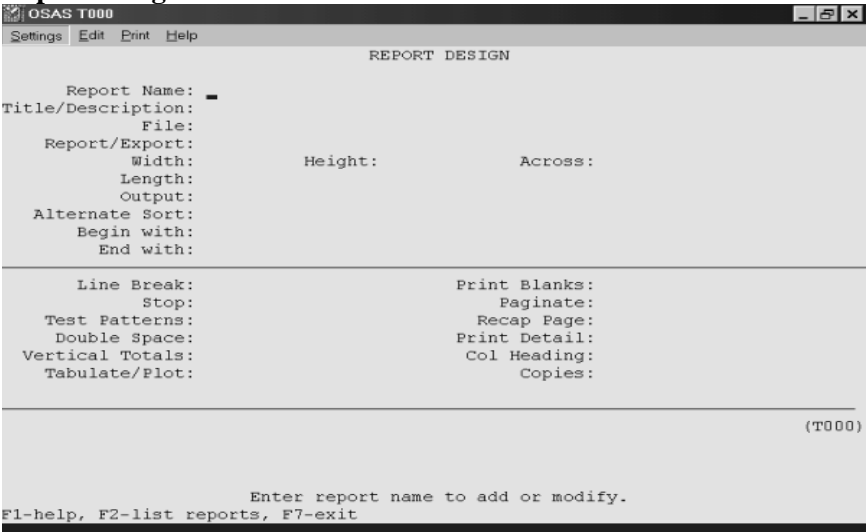
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# Appendix D - Report Design Screen

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Prompt mode reports are created, edited and executed from the Report Design screen.

## Report Design Screen



<u>Field</u>	<u>Description</u>
Report Name	<p>Enter the name of the report. This is name General Report Writer uses to recognize the report and not the name that prints on the heading of the report.</p> <p>The name can be 1-20 characters long and cannot contain spaces, dashes, or symbols. Letters, numbers, periods and underscores are allowed.</p> <p>If the name entered is not found, General Report Writer will ask if it is a new report definition, and offer an option to copy the definition from an existing report.</p> <p>You can use the list reports function key to select an existing report.</p>
Title/Description	<p>Enter the description or title for this report. This name prints on the report heading.</p> <p>The title/description can be 1-40 characters long.</p>
File	<p>Enter the central or primary file for the report. The file selected will control the fields, links, sorts, and criteria for the report.</p> <p>You can use the list files function key to select the file. Wildcard of * is also available.</p> <p>Example: AR* will list all the Accounts Receivable files.</p>

**Report Design Screen**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: -

Title/Description:

File:

Report/Export:

Width: Height: Across:

Length:

Output:

Alternate Sort:

Begin with:

End with:

Line Break:

Stop:

Test Patterns:

Double Space:

Vertical Totals:

Tabulate/Plot:

Print Blanks:

Paginate:

Recap Page:

Print Detail:

Col Heading:

Copies:

(T000)

Enter report name to add or modify.

F1-help, F2-list reports, F7-exit

**Field****Description**

Report/Export

Enter the format of the report.

- 1 if this is a report with columnar formatting.
- 2 for a comma delimited ASCII file export.
- 3 for a fixed position delimited ASCII file export.
- 4 for a Data Interchange Format (DIF) export.
- 5 for a WordPerfect merge format export.
- 6 Gateway does not work with OSAS software.

Width

Enter the number of columns across the report. The default is 132.

The width of the report is compared to the standard and compressed columns setup for the printers in OSAS. If the printer's width is less than the width of the report, that printer will not be available for you to print to when printing that report.

Height

Enter the maximum number of lines each record can occupy on the report.

If this field is left blank or 0 General Report Writer will base the number of lines printed, on the report, by the data.

Across

Enter the number of records to print across the page per line. The default is 1.

Length

Enter the number of lines to print per page. The default is 66.

Output

Enter the standard output device for this report.

- **Printer** gives you the option to select the printers setup in OSAS based on the width of the report and the compressed columns of the printers. You can also print to a file or to the screen.
- **File** will prompt for a path and file name for the output.
- **Blank** or **VDT** will always print to the screen.

**Report Design Screen**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: -

Title/Description:

File:

Report/Export:

Width: Height: Across:

Length:

Output:

Alternate Sort:

Begin with:

End with:

Line Break:

Stop:

Test Patterns:

Double Space:

Vertical Totals:

Tabulate/Plot:

Print Blanks:

Paginate:

Recap Page:

Print Detail:

Col Heading:

Copies:

(T000)

Enter report name to add or modify.

F1-help, F2-list reports, F7-exit

**Field****Description**

Alternate Sort

Select any of the Altsorts or Altkeys, if any, setup in Dictionary for the file. The report will then be sorted by an alternate key to the file. If no sort is selected the report will sort by the primary key to the file

You can use the list alternate sorts key to select the sort.

Begin with

By default, General Report Writer starts searching for data for the report with the first record in the file. To start processing the report with a certain record, instead of the first record in the file, enter a starting point. This is based on the primary sort of the file or the alternate sort if one is selected. The report starts processing at the first record matching or after this entry.

If left blank the report will process from the beginning of the file.

End with

By default, General Report Writer ends searching for data for the report with the last record in the file. To end processing the report with a certain record, instead of the last record in the file, enter an ending point. This is based on the primary sort of the file or the alternate sort if one is selected. The report ends processing at the first record matching or after this entry.

If left blank the report will process to the end of the file.

**Report Design Screen**

<b><u>Field</u></b>	<b><u>Description</u></b>
Line Break	To generate a blank line every <i>n</i> lines, enter the number, from 2 to 99.  Blank will print a continuous report.
Stop	To stop the report after a certain number of records, enter a number, from 1 to 9999.  Blank will print a full report.
Test Patterns	Enter the number records to use to print a text pattern before the actual data is printed. You can select up to 99 records to use as test patterns.  Test records are printed with *. After the test pattern prints you are given the option to reprint the test pattern, print the report, or exit.
Double Space	Select 1-No, for single spacing, 2-Yes, for double spacing.
Vertical Totals	Will force any footer to format totals in a vertical, table format. 1-No, 2-Yes.
Tabulate/Plot	Prints a cross tabulation or summary report rather than the normal columnar report. Cross-tabulation reports create a summary table display based on one or two break points, and column calculations. You must have at least one break point and one column calculation to use this option. 1-No, 2-Yes.
Print Blanks	1-No, to suppress printing any blank lines, 2-Yes to print all lines specified on the report even if they contain no data.
Paginate	Controls whether or not page headers are printed. 1-No, will print just the data, 2-Yes will print a header at the beginning of the report and a footer at the end.
Recap Page	The recap page is a list mode summary instruction of the report. 1-No, will suppress the recap page, 2-Yes will print it.
Print Detail	1-No, will print only subtotals on the report, 2-Yes will print the full report.
Col Heading	1-No, will only print the title on the heading, 2-Yes will print column headings.  If the report heading is customized this option has no effect.
Copies	You can print 1 to 9 copies of the same report, without regenerating the report each time.

**Report Design Screen**

```

OSAS T000
Settings Edit Print Help

REPORT DESIGN

Report Name: AR_CLASS1
Title/Description: Customer List
File: ARCU - Customer File
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

Line Break:      Print Blanks: Yes
Stop:            Paginate: Yes
Test Patterns:   Recap Page: Yes
Double Space: No Print Detail: Yes
Vertical Totals: Col Heading: Yes
Tabulate/Plot: No Copies: 1

(T000)

Is the above information correct?
Selection: Yes No Fields Break Sort Criteria Linksel Hdr/fttr Run Delete Print
F7-Exit without selection

```

**Command      Action**

Fields	Select the data fields for the report. Fields can come from the primary file, and can be calculated fields, text fields, or linked fields.
Break	Select up to 9 fields to generate subtotals. These subtotal fields are called break points. Any field in the primary file can be used, as well as any calculated or linked fields on the report.
Sort	Select up to 9 fields to sort the printed data on the report. Any field in the primary file can be used, as well as any calculated or linked fields on the report. Sorts here are used as and alternate to the primary key.
Criteria	Select how you want to limit the information printed on the report. You can select up to 60 fields to filter the information with, using And/Or to connect the expressions. Criteria can be based on any field in the primary file, any calculated fields or one-to-one linked fields.
Linksel	Link select criteria for one-to-many linked fields
Hdr/fttr	Customize the headers and footers for the report. Both the report and break levels headers and footers are supported.
Run	Select this option to compile and execute the report.
Delete	Select this option to delete the report.
Print	Select this option to print a hard copy of the report instructions, how the report is created. Linksel information is not printed with this function.



---

## Appendix E – Field Specification Screen

---

Fields for Prompt mode reports are selected, created and edited from the Field Specification screen..

### Field Specification Screen

Field/@CALC	Type	Col	Row	Statistics						Convert		
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	NDP
Enter field name, or use calc or link options.												

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

<u>Column</u>	<u>Description</u>
Field/@CALC	Select the fields you want on the report.  Use the list fields function to select the fields from the primary file.  Use the insert function to insert a blank line on the report.  Use the delete function to delete a field from the report.  Use the link function to create a link field on the report. The link field will have @LINK in front of the link name you enter. The link between the files must be established in Dictionary, before you can create the link on the report.  Use the calc function to create a calculated field on the report.  Use the text function to create a text field on the report.  Use the done function to display the Verification prompt and exit Fields Specification.
Type	Displays the field type and number of columns the field will use on the report.  This information cannot be changed on the Field Specification screen.
Col    Row	The column and row in which the field will print. General Report Writer will default the column and row. You can edit these fields if desired.

**Field Specification Screen**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
Enter field name, or use calc or link options.												

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

**Column****Description****Statistics**

Select how you want to create report totals and subtotals for the fields.

**Tot\*** Calculates a total for the field and is displayed the amount as a report total and a subtotal for any break points.

The Tot option is only available for numeric fields.

**Avg\*** Calculates an average amount for the field and is displayed the amount as a report total and a subtotal for any break points

The Avg option is only available for numeric fields.

**Max** Displays the largest number or date, for the field, as a report total and a subtotal for any break points.

The Max option is available for numeric and date fields.

**Min** Displays the smallest number or date for the field as a report total and a subtotal for any break points.

The Min option is available for numeric and date fields.

**Pct\*** Calculates a percentage of the field for each line on the report compared to the report total.

The Pct option is only available for numeric fields.

**Cnt** Counts the number of records in the field and is displayed the number as a report total and a subtotal for any break points.

The Cnt option is available for all fields

---

\* You cannot use the Tot or Avg options with the Pct option



**Field Specification Screen**

OSAS 1000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/8CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
<p>Enter field name, or use calc or link options.</p>												

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

**Column    Description**

**Convert**    Select how you want the field to display on the report. This column is only available for text and date fields

**Case**

- 1 – No Conversion    Displays the text as it appears on your system.
- 2 – Upper    Converts all characters to upper case.
- 3 – Lower    Converts all characters to lower case
- 4 – Proper    Looks for spaces and punctuation, and capitalizes the next subsequent letter. All other letters are forced to lower case.

**Date**

- 0 –Full Date    Displays the full date based on the Date display format selected in Display formats on the Config menu.
- 1 – MMMYYYY    Displays a 3-character month and 4-digit year for the date.
- 2 – MMYYYY    Displays a 2-digit month and 4-digit year for the date.
- 3 – MMY    Displays a 2-digit month and 2-digit year for the date.
- 4- MMMYYYY    Displays a 3-character month and 2-digit year for the date.
- 5 – YYYY    Displays a 4-digit year for the date.
- 6 – YYYYMM    Displays a 4-digit year and 2-digit month for the date.
- 7 – YYMM    Displays a 2-digit year and 2-digit month for the date.

**Field Specification Screen**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
Enter field name, or use calc or link options.												

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

<b><u>Column</u></b>	<b><u>Description</u></b>
----------------------	---------------------------

Convert	Select how you want the field to display on the report. This column is only available for text and date fields
---------	--

<b>NDP</b>	No Duplicate Print
------------	--------------------

1	Displays all values even if the information for the field is repeated.
---	--

2	Suppresses any duplicate values printed for this field.
---	---

**Field Specification Screen**

OSAS 1000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/8CALC	Type	Col	Row	Statistics						Convert		1/5
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	NDP
<p>Enter field name, or use calc or link options.</p>												

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

**Command****Description**

List Fields	Select the function key listed to list the fields for the primary file.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a field from the report.
Link	Select the function key listed to create a linked field on the report.
Calc	Select the function key listed to create a calculated field on the report.
Text	Select the function key listed to create a text field on the report.
Done	Select the function keys listed to display the Verification prompt and exit Field Specification.



---

# Appendix F - Break Points Screen

---

Break points tell General Report writer how to group data on a report for subtotal calculations.

A break point can be based on any field in the primary file, any calculated field or linked field on the report.

Break points can be line breaks or page breaks.

## Break Points Screen

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
-------------	-------------	---------	------

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

<u>Field</u>	<u>Description</u>
FIELD/@CALC	Select the field you want to use as a break point.  You can use the list fields function to select the field.  You can select any field from the primary file, any linked or calculated fields on the report.  You can select up to 9 break point fields.
Description	Displays the description of the field selected.

**Break Points Screen**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: Customer List

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
-			

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

**Field****Description****Control**

Determines if the break point will be on the full field value or part of the field. The field type determines how Control is displayed the values.

If this field is left blank, the break point will be on the full field.

**Text Fields**

Enter the number of characters to break on. Starting with the left most character, General Report Writer will select the number entered here and create a break point.

Example: If the break point field was Customer ID and the Control field was 3, General Report Writer would create a break point based on the first 3 characters of the Customer ID. So if the Customer ID was ACE001, General Report writer would create a break point of ACE\*.

**Numeric Fields**

By default, General Report Writer creates a break on each number. Control allows you to group numeric values together in even amounts.

Example: Entering 5000 in Control would group all values 0-4999 as 0, 5000-9999 as 5000, 10000-14999 as 10000, and so on.

**Break Points Screen**

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: Customer List

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
-			

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

**Field****Description****Control**

Determines if the break point will be on the full field value or part of the field. The field type determines how Control is displayed the values.

If this field is left blank, the break point will be on the full field.

**Date Fields**

By default General Report Writer will break when the date changes, however you can adjust the field to break by a month or year, and specify the format for the break value.

MMMYYYY	Creates a break point using a 3-character month and 4-digit year. Example: Jan/2000
MMYYYY	Creates a break point using a 2-digit month and 4-digit year. Example: 01/2000
MMYY	Creates a break point using a 2-digit month and 2-digit year. Example: 01/00
MMYY	Creates a break point using a 3-character month and 2-digit year. Example: Jan/00
YYYY	Creates a break point using a 4-digit year. Example: 2000
YYYYMM	Creates a break point using a 4-digit year and 2-digit month. Example: 2000/01
YYMM	Creates a break point using a 2 digit year and 2 digit month Example: 00/01

**Break Points Screen**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: Customer List

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
Enter field or @CALC name (calcs defined in Data section).			

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

**Field****Description**

Type      Select the type of break point you are creating.

- 1      For a line break
- 2      For a page break



**Break Points Screen**

OSAS 1000  
Settings Edit Print Help

REPORT DESIGN

Report Name: AR\_CLASS1  
Title/Description: Customer List

Break Points for Customer List

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
-			

Enter field or @CALC name (calcs defined in Data section).

(T000)

F1-help, F2-list fields, F3-insert, F4-delete, F9/F7-done

**Command****Description**

Help	Select the function key listed to display help for the field or function you are using.
List Fields	Select the function key listed to display the list of available fields.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a field from break points.
Done	Select the function keys listed to display the Verification prompt and exit Break Points.



---

# Appendix G – Sort Order Screen

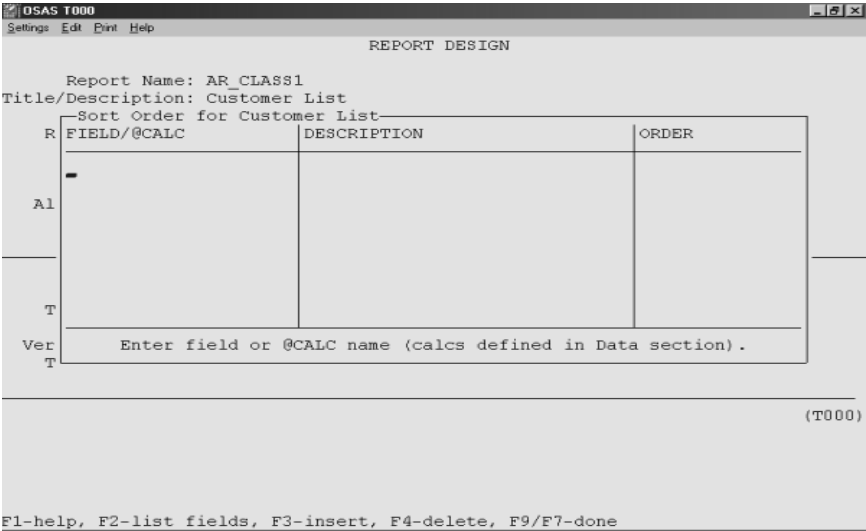
---

Sorts determine the order the data prints in and the hierarchal order of the report.

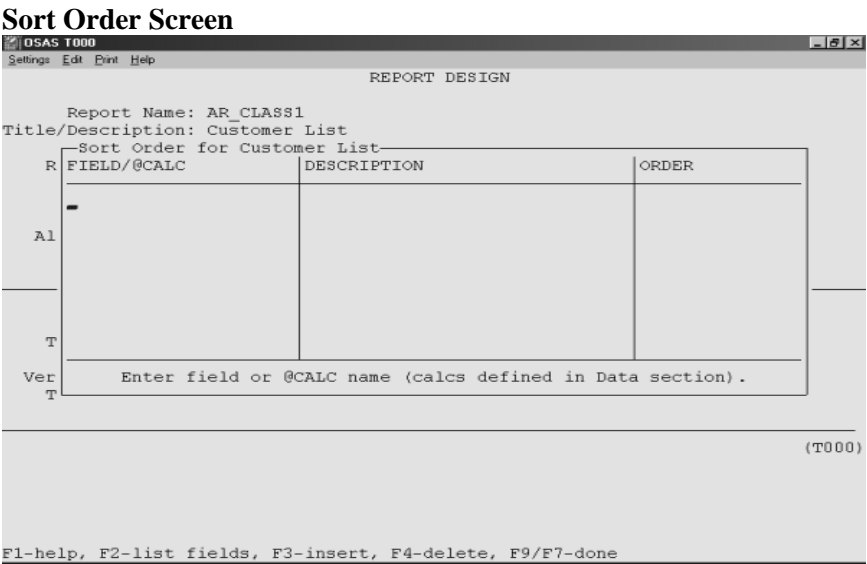
If multiple sorts fields are selected, the second level sorts within the first, the third within the second, and so on.

Each level can be sorted in ascending or descending order.

## Sort Order Screen



<u>Field</u>	<u>Description</u>
FIELD/@CALC	Select the field you want to sort by.  You can use the list fields function to select the field.  You can select any field from the primary file, any linked or calculated fields on the report.  You can select up to 9 sort fields.
Description	Displays the description of the field selected.
Order	Select the order you want the fields to print in.  <div><div>1</div>Ascending Order Sorts A-Z , 0-9, lowest to highest.</div> <div><div>2</div>Descending Order Sorts Z-A, 9-0, highest to lowest.</div>



<u>Command</u>	<u>Description</u>
Help	Select the function key listed to display help for the field or function you are using.
List Fields	Select the function key listed to display the list of available fields.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a field from sorts.
Done	Select the function keys listed to display the Verification prompt and exit Sort Order.

---

## Appendix H – Criteria Specification Screen

---

Criteria are used to limit or filter the data returned on the report.

### Criteria Specification Screen

Criteria Specification for Customer List

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/ Or
-				

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

#### Field

Field/@Calc

#### Description

Select the field you want to use in criteria

You can use any field in the central file, any calculated field, as long as the calculation does not contain any one to many linked fields, AND any link field, as long as the link is a one-to-one link.

Use the list fields function to select the fields.

You can select up to 60 fields to use in criteria.

**Criteria Specification Screen**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
-				

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

**Field****Description**

OPER

Select the operators to specify how the Field/@Calc is compared to the Expression.

All fields have the following available operators.

=	Equal to
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
<>	Not equal to

Text fields have four additional operators.

==	Contains
-=	Does not contain
+=	Starts with (starting at position 1)
~=	Matches expression (approximately equal to)

**Criteria Specification Screen**

FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
-				

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

**Field****Description****Expression**

Enter the phrase you want to compare against the Field.

The Expression can be a field from the central file, use the list fields function to select the file.

The Expression can be a constant, by typing the comparison phrase. The Expression can be a runtime replacement, which will allow you to enter the comparison phrase at the time the report is generated.

The expression must compare the same data type as the Field/@Calc data type.

Example: Numeric fields must be compared with a numeric expression, text fields with a text expression, and date fields with a date expression.

**And/Or**

Determines how multiple criteria statements are connected.

AND means the criteria must match this line and the next line.

OR means the criteria must match this line or the next line.

**Criteria Specification Screen**

OSAS 1000  
Settings Edit Print Help

Criteria Specification for Customer List

	FIELD/@CALC	OPER	EXPRESSIONS	1/5	And/Or
Ti	-				

Enter field name, or use group AND/OR for new group.

(T000)

F2-list fields, F3-insert, F4-delete, F5-group AND, F6-group OR, F9/F7-done

**Command****Description**

List fields	Use the function key listed to select the fields for the Field/@Calc or Expression fields.
List operators	Use the function key listed to select the comparison operator for the criteria.
Insert	Use the function key listed to insert a blank line.
Delete	Use the function key listed to remove a line of criteria.
Group AND	Use the function key listed to add group or multilevel comparison. General Report Writer will compare all the criteria in all groups. The data returned on the report must match all criteria in all groups connected with a Group AND.
Group OR	Use the function key listed to add group or multilevel comparison. General Report Writer will compare all the criteria in all groups. The data returned on the report must match all criteria in one group or all criteria in the next group when connected with a Group OR..
Done	Use the function key listed to display the Verification prompt and exit Criteria Specification.



---

# Appendix I – Linksel Screen

---

Use the Linksel screen to impose criteria on any one-to-many linked fields.

## Linksel Screen

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Quantites Report

1/10

FILE	CRITERIA
-	

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

### Field

### Description

- File
- Select the file that contains fields you want to use in criteria
  - Use the linked files function to select the file from a list of files linked to the central file.
  - Use the all files function to select the file from a list of all available files.
  - The data dictionary file can only be selected once in Linksel.
  - You can select up to 40 data dictionary files.

**Linksel Screen**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Quantites Report

FILE	CRITERIA
-	

1/10

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

**Field****Description****Criteria**

Enter the Field, Operator and Expression on which you want to impose criteria.

You can use the list fields function to select the Field.

The following Operators can be used. You must manually enter the operators.

- = Equal to
- > Greater than
- >= Greater than or equal to
- < Less than
- <= Less than or equal to
- <> Not equal to

The Expression can be a field from the selected file, a constant by typing in the expression or a runtime replacement.

Multiple expression can be entered by using the AND/OR connectors.

The Criteria field is limited to 100 characters.

**Linksel Screen**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Quantities Report

FILE	CRITERIA
-	

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

**Command****Description**

Help	Select the function key listed to display help for the field or function you are using.
Linked files <sup>53</sup>	Select the function key listed to display the list of files, which have been linked to, from the central file.
Insert	Select the function key listed to insert a blank line.
Delete	Select the function key listed to delete a file from Linksel.
All files	Select the function key listed to display a list of all available files.
Done	Select the function keys listed to display the Verification prompt and exit Break Points.

<sup>53</sup> The link from the central file to the linked file must be setup through the Dictionary function before the link file can be selected in Linksel.



---

## Appendix J - Creating Link, Calculated and Text Fields

---

### Link Fields

Link fields are created in the Field Specification screen. Link fields are used to select a field that is not part of the central file but needed for the report.

There are two types of linked fields, one-to-one and one-to-many.

### Creating a One-to-One Link

To create a one-one-link perform the following:

1. Select the Link function key to create a link field.

The Link Element box is displayed.

### Field Specification Screen – Link Element Box

The screenshot shows the OSAS T000 Field Specification screen. The title bar reads "OSAS T000" and the menu bar includes "Settings Edit Print Help". The main window is titled "Field Specification for CUSTOMER LIST". It contains a table with the following data:

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5			
				Tot	Avg	Max	Min	Pct			Cnt	Case	Date
CUSTOMER_ID	T	11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T	30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T	5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T	5	50	1	---	---	---	---	---	No	None	-----	No

Below the table is a "Link Element" box. It contains a "Link Name:" label followed by a text input field. Below the input field is a prompt: "Enter a name for this link item." The bottom right corner of the screen displays "(T000)". The bottom status bar shows "F1-help, F9/F7-done".

## 2. Enter the Link Name.

This name is used by you to identify the link, and does not have to be the name of the field being linked.

The Link Name can be 1 to 14 characters long and cannot contain spaces or symbols. Letters, numbers, periods and underscores are allowed.

**Field Specification Screen – Link Element Box**

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5			
				Tot	Avg	Max	Min	Pct			Cnt		
CUSTOMER_ID	T	11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T	30	13	1	---	---	---	---	---	No	None	-----	No
STATE	T	5	44	1	---	---	---	---	---	No	None	-----	No
REP_1	T	5	50	1	---	---	---	---	---	No	None	-----	No

Link Element

Link Name: SALES\_REP\_NAME

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

After the Link Name is entered, the Link-to-File box is displayed.

3. Select the file that contains the field you want for the link<sup>54</sup>.**Field Specification Screen – Link-to-File**

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5			
				Tot	Avg	Max	Min	Pct			Cnt		
CUSTOMER_ID	T	11	1	1	---	---	---	---	---	No	None	-----	No

Link-to-File

1	ARIN_1@CUST_DAT_INV_TY	Open Invoice File - Invoice
2	ARIN_2@CUST_DAT_INV_TY	Open Invoice File - Payment
3	ARIN_3@CUST_DAT_INV_TY	Open Invoice File - Credit Memo
4	ARPY@MOP	Methods of Payments File
5	ARRE@CUST_TRAN_ENT	Recurring Entries Detail File
6	ARRH@CUST_TRAN	Recurring Entries Header File
7	ARSA@CUST_SNAME_SHIP	Ship-to Address File
8	ARSR@SREP	Sales Rep File
9	ARTD@CUST_BAT_TR_LIN	Transaction Detail File

2/4

(T000)

F1-help, F7-exit without selection

The files are listed in alphabetical order with a description.

The link between the central file and the link to file must be established in Dictionary before you can create a link field on a report.

<sup>54</sup> You need to know the file that contains the field you want to link to before creating the link field. Use the File Descriptions Books or the General Report Writer Data Dictionaries to find the correct file.

After the link to file is selected, the Field Selection box is displayed,

### Field Specification Screen – Link-to-File – Field Selection

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
CUSTOMER_ID	T 11	1	1	---	None	No

FIELD NAME	DESCRIPTION	TYPE CODES
1 RUN_CODE	Run Code	N,JR,L1,-
2 SALES_MTD	Sales Month to Date	N,JR,L14,-
3 SALES_REP	Sales Rep ID	T,JL,L3
4 SALES_YTD	Sales Year to Date	N,JR,L14,-
5 SRREP_NAME	Sales Rep Name	T,JL,L30
6 STATE	State	T,JL,L2
7 ZIP_CODE	Zip Code	T,JL,L12

3/3

(T000)

F1-help, F2-list toggle, F7-exit

4. Select the field you want to use for the link.

### Field Specification Screen – @LINK Field

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
CUSTOMER_ID	T 11	1	1	---	None	No
CUST_NAME	T 30	13	1	---	None	No
STATE	T 5	44	1	---	None	No
REP_1	T 5	50	1	---	None	No
@LINKSALES_REP_NAME	T 30	56	1	---	None	No

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

Once the field has been selected, it is added to the Field Specification screen.

@LINK is displayed before the Link Name.

## Creating a One-to-Many Link

To create a one-to-many-link perform the following:

1. Select the Link function key to create a link field.

The Link Element box is displayed

### Field Specification - Link Element box

OSAS T000

Settings Edit Print Help

Field Specification for Inventory Sales Analysis Report

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 11	58	1	---	---	---	---	---	No	None	-----	No
@TEXTMTD	T 3	70	1	---	---	---	---	---	No	None	-----	No
@TEXTYTD	T 3	70	2	---	---	---	---	---	No	None	-----	No

Link Element

Link Name: QTY SOLD MTD

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

2. Enter the Link Name.

This name is used by you to identify the link, and does not have to be the name of the field being linked.

The Link Name can be 1 to 14 characters long and cannot contain spaces or symbols. Letters, numbers, periods and underscores are allowed



After the Link Name is entered, the Link-to-File box is displayed.

3. Select the file that contains the field you want for the link<sup>55</sup>.

### Field Specification - Link to File box

OSAS T000

Settings Edit Print Help

Field Specification for Inventory Sales Analysis Report

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
ITEM ID	T 20	1	1	---	---	No
Link-to-File						
1 INHS@ITM_LOC_TIM_YRP				IN Summary History		
2 INKY@LOC_ITEM				IN Alternate Keys		
3 INLD@ITEM_LOC				IN Location Detail		
4 INLH@ITM_LOC_LOT_YRP				IN Lot History		
5 INLO@LOC				IN Locations		
6 INLS@LOT_ITM_LOC_TRA				IN Transaction Lot/Serial Nos.		
7 INLT@ITEM_LOC				IN Lot Details		
8 INQL@ITM_LOC_LOT_UC				IN Quantity Locations		
9 INSH@ITM_LOC_YRPD_SE				IN Serial History		

(T000)

F1-help, F7-exit without selection

After the Link to File is selected, the Field Selection box is displayed.

### Field Specification – Link to File - Field Selection

OSAS T000

Settings Edit Print Help

Field Specification for Inventory Sales Analysis Report

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
ITEM ID	T 20	1	1	---	---	No
Field Selection						
FIELD NAME	DESCRIPTION				TYPE CODES	
1 QTY_ISSUED	Quantity Issued				N,JR,2,L14,-	
2 QTY_MATERIAL_REQ	Quantity Material Requisitioned				N,JR,2,L14,-	
3 QTY_PURCHASED	Quantity Purchased				N,JR,2,L14,-	
4 QTY_RETURNED_PURCH	Quantity Returned (Purch)				N,JR,2,L14,-	
5 QTY_RETURNED_SALES	Quantity Returned (Sales)				N,JR,2,L14,-	
6 QTY_SOLD	Quantity Sold				N,JR,2,L14,-	
7 QTY_TRANSFERRED_IN	Quantity Transferred In				N,JR,2,L14,-	
8 QTY_TRANSFERRED_OUT	Quantity Transferred Out				N,JR,2,L14,-	
9 QUANTITY_ADJUSTED	Quantity Adjusted				N,JR,2,L14,-	

(T000)

F1-help, F2-list toggle, F7-exit

4. Select the field you want to use for the link.

<sup>55</sup> You need to know the file that contains the field you want to link to before creating the link field. Use the File Descriptions Books or the General Report Writer Data Dictionaries to find the correct file.

After the field is selected, the one-to-many box is displayed.

5. Select how you want the field to print on the report.

### Creating a Link Field – One-to-Many Link Box

OSAS T000

Settings Edit Print Help

Field Specification for Inventory Sales Analysis Report

Field/@CALC	Type	Col	Row	Statistics						Convert	Case	Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt				
ITEM_ID	T 20	1	1	---	---	---	---	---	---	No	None	-----	No
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 11	58	1	---	---	---	---	---	---	No	None	-----	No
@TEXTMTD	T 3	70		---	---	---	---	---	---	No	None	-----	No
@TEXTYTD	T 3	70		---	---	---	---	---	---	No	None	-----	No

Link Element

Link Name: QTY\_SOLD\_MT

1\*Display  
2 Total  
3 Average  
4 Count  
1/1

(T000)

F1-help, F7-exit without selection

#### Option

#### Description

Display	Prints each individual record from the linked file, based on the field selected and any Criteria or Linksel criteria entered.
Total	Prints the summary total for the field selected and not each individual record. Total is only available for numeric fields.
Average	Prints the average total for the field selected and not each individual record. Average is only available for numeric fields.
Count	Prints the total number of records for the field and not each individual record.

Once the field has been selected, it is added to the Field Specification screen.

@LINK is displayed before the Link Name.

## Calculated Fields

Calculated fields are created to do mathematical calculations on numeric fields and add text fields together to create larger text fields.

To create a calculated field perform the following:

### Field Specification – Calc Box

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No

Calc name:

Type code(s):

Heading:

Expression:

Enter a name for the calculation.

(T000)

F1-help, F9-done, F7-exit

1. Select the Calc function key.

The Calc box is displayed.

### Field Specification – Calc Box – Calc Name

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	-----	No

Calc name: AVERAGE\_INVOICE

Type code(s):

Heading:

Expression:

Enter type code(s), such as "T,L20".

(T000)

F1-help, F9-done, F7-exit

2. Enter the Calc name.

This is the name General Report Writer will use to create the calc field and does not have to be the same as the column heading.

The Calc name can be 1-15 characters long, and cannot contain spaces or symbols. Letters numbers, periods and underscores are allowed.

**Field Specification – Calc Box – Type Code(s)**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5		
				Tot	Avg	Max	Min	Pct	Cnt			Case	Date
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s): N,L14,JR,2,-  
T Heading:  
@ Expression:  
L  
S  
I

Enter type code(s), such as "T,L20".

(T000)

F1-help, F9-done, F7-exit

3. Enter the Type Code(s) for the field (See Appendix A)

**Field Specification – Calc Box - Heading**

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5		
				Tot	Avg	Max	Min	Pct	Cnt			Case	Date
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	---	No	None	-----	No
CUST_NAME	T 30	13	1	---	---	---	---	---	---	No	None	-----	No

S  
R  
@ Calc name: AVERAGE\_INVOICE  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg. Invoice  
@ Expression:  
L  
S  
I

Enter column heading for the calculation.

(T000)

F1-help, F7-exit

4. Enter the Heading for the field.

This heading will print in the header of the report if you are printing the header and printing column headings.

5. Enter the Expression used to create the field.

The Expression can be a maximum of 300 characters.

You can use the list fields function to select fields from the central file to use in the Expression.

You can use the link expression to create a linked field in the Expression.

### Field Specification – Calc Box – Expression

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No

S  
R  
@ Type code(s): N,L14,JR,2,-  
T Heading: Avg.!Invoice  
@ Expression: SALES\_YTD/INVOICES\_YTD\_

Enter calculation expression.

(T000)

F1-help, F2-list fields, F3-link expression, F9-done, F7-exit

You must enter through the Expression until General Report Writer returns you to the Field Specification screen, to save the Expression.

### Field Specification – @Calc Field

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
CUSTOMER_ID	T 11	1	1	---	---	---	---	---	No	None	---	No
CUST_NAME	T 30	13	1	---	---	---	---	---	No	None	---	No
STATE	T 5	44	1	---	---	---	---	---	No	None	---	No
REP 1	T 5	50	1	---	---	---	---	---	No	None	---	No
@LINKSALES_REP_NAME	T 30	56	1	---	---	---	---	---	No	None	---	No
TERMS_CODE	T 10	87	1	---	---	---	---	---	No	None	---	No
@LINKDESCRIPTION	T 13	98	1	---	---	---	---	---	No	None	---	No
LAST_SALE_DATE	D 10	112	1	---	---	No	No	---	No	---	None	No
SALES_YTD	N 14	1	2	Yes	No	No	No	No	No	---	---	---
INVOICES_YTD	N 6	16	2	Yes	No	No	No	No	No	---	---	---
@CALCAVERAGE_INVOICE	N 14	23	2	Yes	No	No	No	No	No	---	---	---

Enter field name, or use calc or link options.

(T000)

F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done

General Report Writer places @Calc in front of the Calc name you entered.

## Text Fields

Text fields are created to print a word or phrase on a line in the report.

To create a Text field perform the following:

1. Select the Text function key.

The Text Element box is displayed.

### Field Specification - Text Element box

The screenshot shows the OSAS T000 Field Specification window. The window has a menu bar with 'Settings', 'Edit', 'Print', and 'Help'. Below the menu bar is a table with columns: 'Field/@CALC', 'Type', 'Col', 'Row', 'Statistics' (Tot, Avg, Max, Min, Pct, Cnt), 'Convert' (Case, Date), and '1/5 NDP'. The table contains three rows: 'ITEM\_ID' (T 20, 1, 1), '@LINKDESCRIPTION' (T 35, 22, 1), and 'LOCATION\_ID' (T 11, 58, 1). Below the table is a 'Text Element' box with 'Name: MTD' and 'Text: MTD'. A prompt 'Enter the text desired for this text element.' is displayed below the text input field. The window title bar shows 'OSAS T000' and standard window controls. The status bar at the bottom right shows '(T000)'.

2. Enter the name of the text field.

The field can be 1-14 characters long and cannot contain spaces.

3. Enter the text you want to print on the report.

The text field can be 1-80 characters long.

### Field Specification - @TEXT

The screenshot shows the OSAS T000 Field Specification window. The window has a menu bar with 'Settings', 'Edit', 'Print', and 'Help'. Below the menu bar is a table with columns: 'Field/@CALC', 'Type', 'Col', 'Row', 'Statistics' (Tot, Avg, Max, Min, Pct, Cnt), 'Convert' (Case, Date), and '1/5 NDP'. The table contains four rows: 'ITEM\_ID' (T 20, 1, 1), '@LINKDESCRIPTION' (T 35, 22, 1), 'LOCATION\_ID' (T 11, 58, 1), and '@TEXTMTD' (T 3, 70, 1). Below the table is a prompt 'Enter field name, or use calc or link options.' The window title bar shows 'OSAS T000' and standard window controls. The status bar at the bottom right shows '(T000)'. At the bottom of the window, a footer line reads: 'F2-list fields, F3-insert, F4-delete, F5-link, F6-calc, F10-text, F9/F7-done'.

General Report Writer places @TEXT in front of the Text name you entered.

---

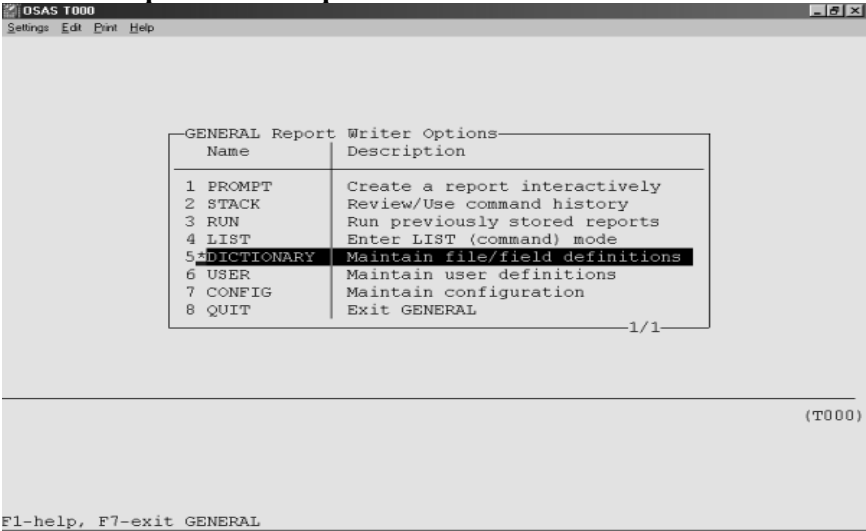
# Appendix K – Printing the Data Dictionaries

---

Print the General Report Writer Data Dictionaries to have a hard copy of all the files, fields, sorts and links setup and used by General Report Writer. You can use these if you do not have a copy of the File Description books.

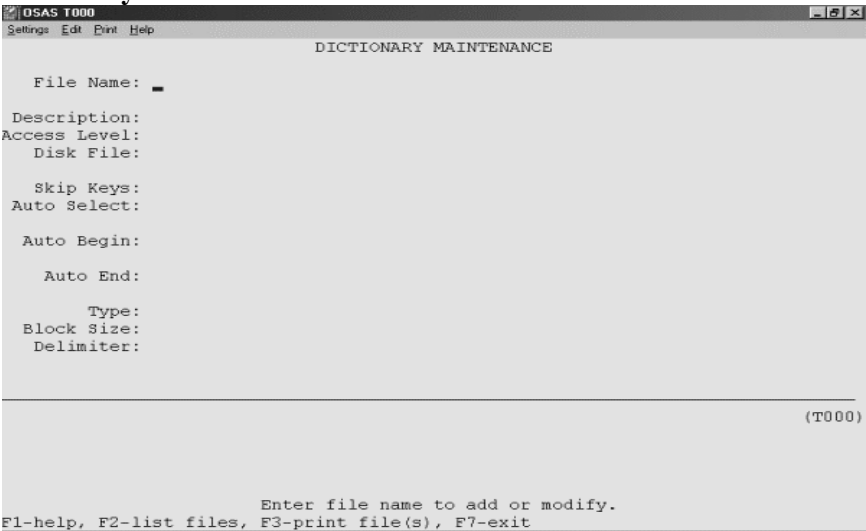
To print the data dictionaries perform the following:

## General Report Writer Options Menu



1. Select Dictionary from the General Report Writer Options Menu

## Dictionary Maintenance



2. Select the Print file(s) function from the Dictionary Maintenance screen.

**Dictionary Maintenance – Dictionary Printing**

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name:

Dictionary Printing

D Starting File: First file  
AC Ending File: Last file

Additional Detail

A Fields: No  
Expressions: No  
Errors: No  
Links: No  
Sorts: No

Printer:

(T000)

Is the above information correct?  
Selection: Yes **No**  
F7-Exit without selection

General Report Writer defaults to print all files, but without any additional detail. When the verification prompt is displayed, select No to change the selections.

**Dictionary Maintenance – Dictionary Printing**

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name:

Dictionary Printing

D Starting File: First file  
AC Ending File: Last file

Additional Detail

A Fields: Yes  
Expressions: Yes  
Errors: Yes  
Links: Yes  
Sorts: Yes

Printer: LPL Windows Default Printer Laser

(T000)

Is the above information correct?  
Selection: **Yes** No  
F7-Exit without selection

3. Choose the files and optional detail you want to print.

**Field****Description**

Starting File

Select the first file you want to print. The default is the first data dictionary file available. You can use the list files command to select a specific starting file.

Ending file

Select the last file you want to print. The default is the last data dictionary file available. You can use the list files command to select a specific ending file



**Dictionary Maintenance – Dictionary Printing**

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name:  
-Dictionary Printing-

D Starting File: First file  
AC Ending File: Last file

Additional Detail

A Fields: Yes  
Expressions: Yes  
Errors: Yes  
Links: Yes  
Sorts: Yes

Printer: LPL Windows Default Printer Laser

(T000)

Is the above information correct?  
Selection: ☒ Yes ☐ No  
F7-Exit without selection

After selecting the starting and ending files, choose the additional detail you want to print.

<b><u>Field</u></b>	<b><u>Description</u></b>
Fields	<p>Select Yes to print the field names for each file selected.</p> <p>Select No if you do not want to print the field names.</p>
Expressions	<p>Select Yes to print the expression (how the field is created) for each field.</p> <p>Select No if you do not want to print how the fields are created.</p> <p>You have to select Yes for Fields in order to select Yes for Expressions.</p>
Errors	<p>Select Yes to have General go through each Expression to verify the information entered is accurate or can be done or created depending on the type of field created.</p> <p>Select No if you do not want General to verify each field.</p> <p>You have to say Yes to Fields in order to select Yes for Errors.</p>
Links	<p>Select Yes to see all the files that the printed file is linked to.</p> <p>Select No if you do not want to print the links to the files.</p>
Sorts	<p>Select Yes to print the sorts or keys to the files.</p> <p>Select No if you do not want to print the sorts or keys to the files.</p>
Printer	<p>Select the output device you want to use to print the dictionary files.</p> <p>You can use the list printers command to select the output device.</p>

**Dictionary Maintenance – Dictionary Printing**

OSAS 1000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name:

Dictionary Printing

Starting File: First file

Ending File: Last file

Additional Detail

Fields: Yes

Expressions: Yes

Errors: Yes

Links: Yes

Sorts: Yes

Printer: LPL Windows Default Printer Laser

(T000)

Is the above information correct?

Selection: Yes No

F7-Exit without selection

Once the Additional Detail has been selected, the verification prompt is displayed.

**Command****Description**

Yes

Select Yes if the information listed is correct and to print the data dictionaries selected.

No

Select No if the information listed is not correct.

Exit without  
selection

Select the function key listed to exit Dictionary Printing without printing anything.

You will be asked to verify exiting without printing.

Select Yes to exit without printing, or No to redisplay the verification prompt.

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# INDEX

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<b>A</b>		Date Fields	105
Add/Change Menus for Reports	201	Numeric Fields	98
Adding a Report a menu	201	Text Fields	90
Appendix	299	Creating the Report	22
Appendix A		Calculated Fields	53
Type Codes	301	Fields	38
Appendix B		Link Fields	44
Run-Time Replacements	305	Criteria	
Appendix C		Date Fields	145
Function Table	315	From/Thur Criteria	152
Appendix D		Group AND/Group OR	158
Report Design Screen	321	Numeric Fields	140
Appendix E		Run-Time Replacements	168
Field Specification Screen	327	Text Fields	136
Appendix F		Planning the Report	21
Break Points Screen	333	Sorts	114
Appendix G		Stacking Fields	67
Sort Order Screen	339		
Appendix H		<b>D</b>	
Criteria Specification Screen	341	Deleting a Report from a Menu	210
Appendix I			
Linksel Screen	345	<b>F</b>	
Appendix J		Field Specification Screen	327
Creating Link, Calculated, Text Fields	349	Function Table	315
Appendix K			
Printing Data Dictionary Files	359	<b>G</b>	
<b>B</b>		General Function Keys	11
Break Points Screen	333	General Report Writer Menus	7
<b>C</b>		General Report Writer Options Menu	
Calculated Fields	355	Config	14
Creating Link Fields	349	Dictionary	14
One-To-Many Links	352	List	14
One-To-One Links	349	Prompt	14
Criteria Specification Screen	341	Quit	14
Customer List Report	17	Run	14
Break Points	88	Stack	14
		User	14
		Getting Ready	9

---

<b>I</b>		Criteria Fields	305
Inventory Quantities Report	211	Linksel Fields	310
<b>L</b>		<b>S</b>	
Linksel Screen	345	Sort Order Screen	339
<b>O</b>		<b>T</b>	
One-To-Many Links	352	Text Fields	358
One-To-One Links	349	Type Codes	301
Overview	5	Base Codes	301
		Length Code	301
		Optional Codes	302
<b>P</b>		Date Fields	304
Printing Data Dictionary Files	359	Numeric Fields	303
		Text Fields	302
<b>R</b>			
Report Design Screen	321		
Run-Time Replacements	305		