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## **General Report Writer - Advanced**

**Version 6.x**

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Document Number

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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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# OVERVIEW

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General Report Writer allows you to create customized reports using the OSAS data files. The General Report Writer Advance class is designed to show you how to create and customize data dictionary files and how to create reports using customized data dictionaries.



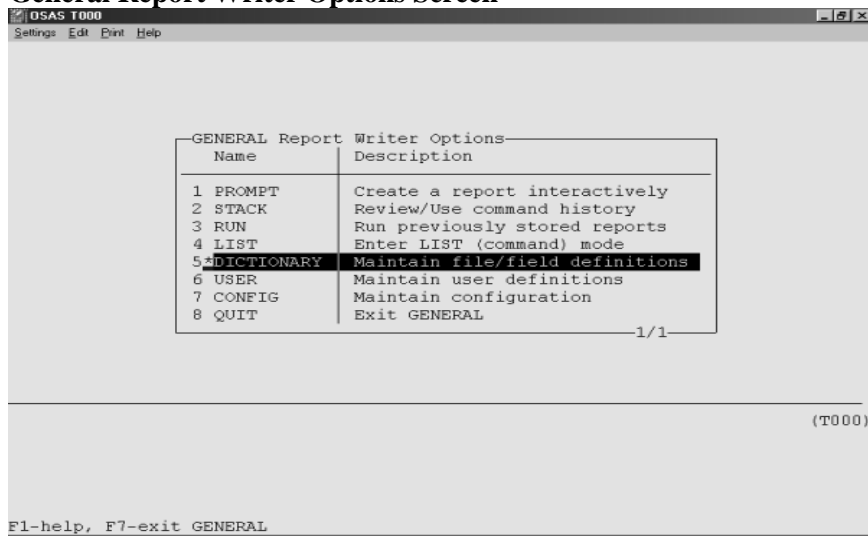
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# DICTIONARY

---

Select Dictionary from the General Report Writer Options menu to add or maintain data dictionary items.

## General Report Writer Options Screen



In Dictionary Maintenance you can add or edit existing data dictionary file, add or edit sorts and links to create link fields on reports.





---

## Dictionary Maintenance

---

### Setting up and Maintaining Files

#### Dictionary Maintenance Screen – ARCU File

The screenshot shows a terminal window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main title is "DICTIONARY MAINTENANCE". The screen displays the following information:

```
File Name: ARCU
Description: Customer File
Access Level: 0
Disk File: ARCU[[@CID]]

Skip Keys:
Auto Select:

Auto Begin:

Auto End:

Type:
Block Size:
Delimiter:
```

At the bottom, it asks "Is the above information correct?" and shows "Selection: Yes" with options "No Fields Sorts Links Delete" and "F7-Exit without selection". A "(T000)" label is in the bottom right corner.

<u>Field</u>	<u>Description</u>
File Name	<p>Enter the name of the file to add or maintain.</p> <p>The name can be 1 to 20 characters long and cannot contain spaces or symbols. Only letters, numbers, periods, and underscores are allowed.</p> <p>The name entered here is used by General Report Writer and does not have to be the name of the file in OSAS.</p> <p>You can use the <b>list files</b> command to select the file.</p>
Description	<p>Enter a description of the file</p>
Access Level <sup>1</sup>	<p>Enter the file access level. Valid levels are 0-9.</p>

---

<sup>1</sup> Access Levels and access codes are setup through the Create General User Access Codes and the Create General File Access Levels on the General Report Writer main menu and through the User function on the General Report Writer Options menu.

**Dictionary Maintenance Screen – ARCU File**

```

OSAS 1000
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Description: Customer File
Access Level: 0
Disk File: ARCU[[@CID]]

Skip Keys:
Auto Select:

Auto Begin:

Auto End:

Type:
Block Size:
Delimiter:

(T000)

Is the above information correct?
Selection: Yes No Fields Sorts Links Delete
F7-Exit without selection

```

**Field****Description**

Disk File

Enter the actual name of the file in OSAS. The name of the file on the media (hard drive, ect.) The name entered here should not contain a company ID.

The Disk File can be a BBx data file or a Text file.

The [[@CID]] stands for company ID. General uses this to check for the file name with the ID of the company you are in at the time you run a report.

Skip Keys

Used to select specific keys that should not be included in a report that uses this file. For standard OSAS files this field is left blank.

Auto Select

Specifies a select phrase that is used each time a report uses this file. For standard OSAS files this field is left blank.

Auto Begin

Auto End

Specify a key range to always use for reports that use this file as the central file used for the report. For standard OSAS files these fields are left blank.

Type

If the file specified in disk file is a text files and not a BBX files enter the type of text file.

**1-blocked** files

A file without any record delimiters. The number of characters is specified by block size.

**2-delimited** files

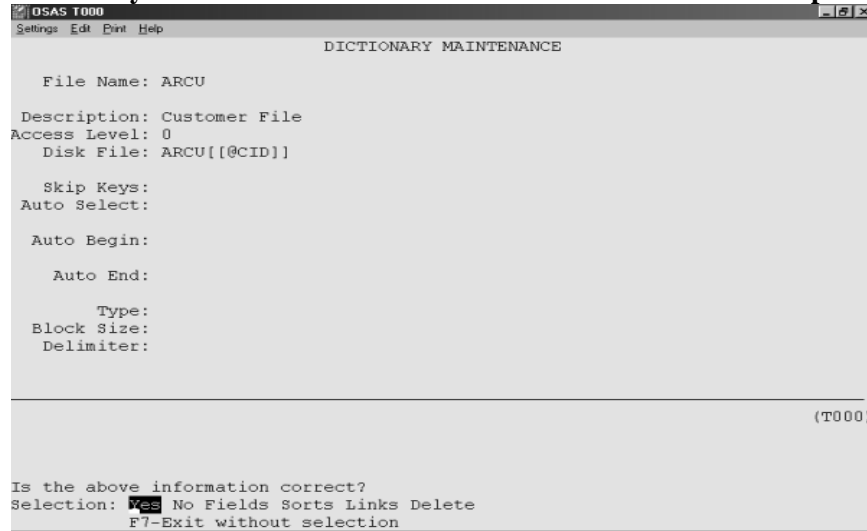
A file with records that end with a line-feed character.

Block size

If the Type is blocked, enter the size of each record within the file

Delimiter

If the Type is delimited, enter the field delimiter used to separate the records.

**Dictionary Maintenance Screen – ARCU File Verification Prompt****Command****Description**

Is the above information correct?

**Yes**, if the information is correct. You can add or edit a different file or exit Dictionary Maintenance.

**No** to edit or change the information listed. You can change everything except the File Name.

Fields

Press **F** or move the cursor to **Fields** and press enter, to add or edit fields to the file.

Sorts<sup>2</sup>

Press **S** or move the cursor to **Sorts** and press enter, to add or edit sorts to the file

Sorts are setup in the files that the central file will link to, or destination files.

Links

Press **L** or move the cursor to **Links** and press enter, to add or edit links to other General Report Writer data dictionary files.

Links are created in the central file, the file you want to link from, or source file.

Delete

Press **D** or move the cursor to **Delete** and press enter, to remove the file listed on the Dictionary Maintenance screen.

General will prompt to verify deleting the file. Answer **Yes** to delete the file or **No** to save the file.

Exit without selection

Press the exit key listed to exit Dictionary Maintenance without saving any changes made.

<sup>2</sup> Sorts are the Keys to the OSAS data files also known as Indexes.

## Setting up and Maintaining Fields

Select Fields from the Dictionary Maintenance screen, to add or maintain fields definitions.

### ARCU – Fields Screen

#### Field

#### Description

Field Name

Enter the name of the field to add or maintain.

The field name can be 1 to 20 characters long and cannot contain spaces or symbols. Only letters, numbers, periods and underscores are allowed.

The name entered here is used by General Report Writer and does not have to be the name of the field in OSAS.

You can use the **list fields** command to select the field.

Description

Enter the description of the field.

The description can be 1 to 40 characters long.

Type Code(s)

Type codes determine the type of field you are creating, the length of the field and the format of the field.

The type codes are entered in a specific order. First, the base field codes, then the length code, followed by other optional codes.

There are 3 valid base codes.

**T** for Text fields

**N** for Numeric fields

**D** for Date fields

The length code is an **L** followed by the number of characters for the field.

Optional codes are entered last in any order. (See Appendix A)

**ARCU – Fields Screen**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	Description
Type Code(s)	
Column Heading	
Expression	

Enter field name, or use arrow keys to browse.

(T000)

F1-help, F2-list fields, F3-show data, F7-exit

**Field****Description**

Column Heading

Enter the heading that will print on reports using this field.

Expression

Enter the information that General will use to create the data for this field. Expressions can be simple physical field references or can include multiple statements with embedded Basic and General Report Writer functions, like IF...THEN...ELSE logic.

Data can be referenced in the expression in four ways;

As a physical field (from 1 to 255) by using @PFn, where n is the physical field number.

As a data record, using @REC

As the primary key, using @KEY

Or as another field in this file, by using its name

Functions can be entered in the expression (**See Appendix C**)

Multiple statements can be entered in expressions, like IF, THEN, ELSE statements.

## Field Examples

### Physical Field Reference

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	@PF1

(T000)

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

The Customer ID field in the ARCU data dictionary is a physical field reference. The Expression @PF1 means Physical Field 1.

Starting position in the field

### Physical Field Reference

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	ADDRESS_LINE_1
Description	Address Line 1
Type Code(s)	T,L30,JL
Column Heading	Address Line 1
Expression	@PF3(1,30)

(T000)

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

Number of character, or length of the field, from the starting position

Some physical field references do not look at or use the entire field. The Address Line 1 field, for example. The Expression, @PF3(1,30) references Physical Field 3, but only part of the field. This is known as a substring. The numbers in the parenthesis tell General Report Writer what part of the field, or string, to use. The first number represents the starting position in the field. The second number represents the number of characters from the starting position to use to make the field. Therefore, this field is referencing Physical Field 3, starting a position 1 for a length of 30 characters.

## Multiple Statement Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AGED_121_PLUS
Description	Aged Balance over 121 Days
Type Code(s)	N,L14,JR,M1,-
Column Heading	Aged 121 Plus
Expression	CALL "GNAGE.PUB",CUSTOMER_ID,"",AGING_DATE,@TEMPSTAT[ALL]; LET @FLD=@TEMPSTAT[5]

Is the above information correct? (T000)

Selection: ☒ Yes No Delete

F7-Exit without selection

The AGED\_121\_PLUS field uses multiple statements with embedded Basic and General commands.

## Runtime Replacement Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AGING_DATE
Description	Beginning Aging Date
Type Code(s)	D,L10
Column Heading	Aging Date
Expression	["Enter Starting Date","D"]

Is the above information correct? (T000)

Selection: ☒ Yes No Delete

F7-Exit without selection

The AGING\_DATE field is a runtime replacement field.

**ARCU – Fields Screen**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	
Description	
Type Code(s)	
Column Heading	
Expression	

Enter field name, or use arrow keys to browse.

(T000)

F1-help, F2-list fields, F3-show data, F7-exit

**Command****Action**

Help

Select the help key to display help information about the field or function you are in.

**ARCU – List Fields**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Selection	Field Name	DESCRIPTION	TYPE CODES
1	ACCOUNT TYPE	Account Type	T,JL,L1
2	ADDRESS_LINE_1	Address Line 1	T,JL,L30
3	ADDRESS_LINE_2	Address Line 2	T,JL,L30
4	ADDRESS_LINE_3	Address Line 3	T,JL,L30
5	AGED_121_PLUS	Aged Balance over 121 Days	N,JR,L14,-
6	AGED_31_TO_60	Aged Balance 31 to 60 Days	N,JR,L14,-
7	AGED_61_TO_90	Aged Balance 61 to 90 Days	N,JR,L14,-
8	AGED_91_TO_120	Aged Balance 91 to 120 Days	N,JR,L14,-
9	AGED_CURRENT	Aged Current Due	N,JR,L14,-

1/13

(T000)

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

**Command****Action**

List Fields

Select the list fields key to display all the fields for the selected file.

The fields list in alphabetical order, showing the Field Name, Description and Type Codes.

List Toggle

Select the list toggle key to display the fields by Field Name only

Exit

Select the exit key to exit list fields



**ARCU – Fields Screen**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	Description	Type Code(s)	Column Heading	Expression
Enter field name, or use arrow keys to browse.				

(T000)

F1-help, F2-list fields, F3-show data, F7-exit

**Command****Action**

Show data

Select the show data key to see the information stored in your actual data file.

**ARCU – Show Data Screen**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

Physical Fields in "ARCUH".

FLD #	SIZE	DATA VALUES
@KEY	6	ACE001
@PF1	6	ACE001
@PF2	30	ACE BUILDERS
@PF3	171	1588 SE 31ST STREET
@PF4	20	50555516465025551566
@PF5	27	030101NY WHSL 2PCT ACE001
@PF6	12	GPD MIDATL
@PF7	1	0
@PF8	1	0
@PF9	8	62118.88
@PF10	1	0
@PF11	8	74619.56

(T000)

F1-help, F2-next record, F3-mark substring, F4-fields, F7-exit

**Command****Action**

Next record

Select the next record key to skip to the next record in the data file.

Mark substring

Select the mark substring key to create a field by selecting the data.

**ARCU – Show Data - Fields**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

Physical Fields in "ARCUH".

FLD #	SIZE	DATA VALUES
@KEY	6	ACE001
@PF1	6	ACE001
@PF2	30	ACE BUILDERS
@PF3	171	1500 SE 31ST STREE
@PF4	20	505555164650255515
@PF5	27	030101NY WHSL 2PC
@PF6	12	GPD MIDATL
@PF7	1	0
@PF8	1	0
@PF9	8	62118.88
@PF10	1	0
@PF11	8	74619.56

Physical fields used

@PF/@REC	FIELD
1*@PF1	CUSTOMER_ID
2 @PF2	CUST_NAME
3 @PF2 (1,15)	FORMAT_SHORT_NAME_15
4 @PF2 (1,20)	FORMAT_SHORT_NAME
5 @PF3 (1,30)	ADDRESS_LINE_1
6 @PF3 (31,30)	ADDRESS_LINE_2
7 @PF3 (61,30)	ADDRESS_LINE_3
8 @PF3 (91,15)	CITY
9 @PF3 (91,15)	FORMAT_CITY_STATE

1/11

(T000)

F1-help, F7-exit without selection

**Command****Action**

Fields

Select the fields key to see the field names that corresponds to the data fields selected.

Exit without selection

Select the exit without selection key to exit fields without saving any changes.

**ARCU – Fields Screen**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	Description
Type Code(s)	
Column Heading	
Expression	

Enter field name, or use arrow keys to browse.

(T000)

F1-help, F2-list fields, F3-show data, F7-exit

**Command****Action**

Exit

Select the exit key to exit Fields and return to the Dictionary Maintenance screen.

## Creating Fields

There are several ways to create data dictionary fields in General Report Writer.

Creating a Physical Field reference

1. First Step in creating any field is to enter the Field Name<sup>3</sup>

### Physical Field Reference – Field Name

The screenshot shows the 'OSAS 1000' window with a menu bar (Settings, Edit, Print, Help) and a title bar (DICTIONARY MAINTENANCE). The main area displays 'File Name: ARCU' and 'Field Specification for Customer File'. Below this is a table with the following content:

Field Name	TRAINING_FIELD
Description	
Type Code(s)	
Column Heading	
Expression	

At the bottom right of the window, it says '(T000)'. At the bottom left, there is a prompt: 'Is this a new definition?' followed by 'Selection: No **Yes** Copy' and 'F7-Exit without selection'.

General Report Writer prompts, “Is this a new definition?”

<u>Command</u>	<u>Action</u>
No	Select <b>N</b> , for No, if you do not want to create the field named.
Yes	Select <b>Y</b> , for Yes, to create the field and continue entering the information needed for the field.
Copy	Select <b>C</b> , for Copy, to create this field by copying information from an existing field.
Exit without selection	Select the key listed to exit Fields without saving any changes made.

**Select Yes to create this field.**

<sup>3</sup>The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

2. Enter the Description<sup>4</sup> of the field.

### Physical Field Reference - Description

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field_
Type Code(s)	
Column Heading	
Expression	

Enter description for this field.

(T000)

F1-help, F9/F7-done

3. Enter the Type Codes<sup>5</sup> for the field.

### Physical Field Reference – Type Codes

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL_
Column Heading	
Expression	

Enter type code(s) for this field, separated by commas.

(T000)

F1-help, F2-guess from data, F9/F7-done

<sup>4</sup> The Description can be 1-40 characters long and can contain anything you want.

<sup>5</sup> Type Codes determine the type of field you are creating, the length, and the format of the field (See Appendix A). When you are creating a new field the Type Code field defaults T, L, you can accept that if you are creating a text field or change it if you are not.

4. Enter the Column Heading for the field.

### Physical Field Reference – Column Heading

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	TRAINING_FIELD
Expression	

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

The Field Name will default as the Column Heading. You can accept the column heading or change it.

A stacked column heading can be created by using the vertical bar (|) between words.

### Physical Field Reference – Column Heading

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	-

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

**Note:** The Length code, in the Type Code field, and the length of the Column Heading determine the length of the field on the report. The field with the greater length determines the length of the field on the report.

5. Enter the Expression to create the field.

### Physical Field Reference – Expression

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar reads 'OSAS T000' and 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	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	-

Below the table is a text area with the prompt 'Enter data expression, or use data assist.' and a cursor. At the bottom right, '(T000)' is displayed. The footer contains the text: 'F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done'.

In the Expression field, there are several options available to create the field. You can enter up to 300 characters to create this expression.

#### Command

#### Action

Paste Options	Select this key to create the field from a list of predefined options.
Data Assist	Select this key to create the field from your actual OSAS data files.
Expand	Select this key to expand the expression field to 900 characters.

- A. You can type the Expression.

### Physical Field Reference – Expression

This screenshot is identical to the previous one, but the 'Expression' field now contains '@PF1\_'. The rest of the form, including the table and prompts, remains the same.

B. The expression can be entered in using the Paste Options.

### Physical Field Reference – Expression – Paste Options

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	

Paste Options  
 1 Fields from this file  
 2 Other files  
 3 Fields from other files  
 4 User-defined Functions  
 5 Link expression  
 1/1

(T000)

F1-help, F7-exit without selection

#### Option

#### Action

Fields from this file	Select this option to create the field from an existing data dictionary field in the current file.
Other files	Select this option to create this field using a different data dictionary file.
Fields from other files	Select this option to create this field using fields from a different data dictionary file.
User-defined functions	Select this option to create this field using any of the User defined functions that you can setup on the Config menu in General Report Writer.
Link Expression	Select this option to create this field as a link to a different field from a different data dictionary file.  The link between the files must be established before you can use this option.

**Select Fields from this file.**

The list of available fields is displayed.

### Physical Field Reference – Expression – Fields from this file – List fields

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name TRAINING\_FIELD

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CUSTOMER_ID	Customer ID	T,JL,L6
2 CUST_CLASS	Customer Class	T,JL,L6
3 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-
4 CUST_LEVEL	Customer Level	T,JL,L6
5 CUST_NAME	Customer Name	T,JL,L30
6 DISCOUNT_LAST_YR	Discount Last Year	N,JR,L14,-
7 DISCOUNT_PTD	Discount Period to Date	N,JR,L14,-
8 DISCOUNT_QTD	Discount Quarter to Date	N,JR,L14,-
9 DISCOUNT_YTD	Discount Year to Date	N,JR,L14,-

5/12

(T000)

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

Select the field you want to reference and press enter.

### Physical Field Reference – Expression

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	CUSTOMER_ID_

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

The selected field is displayed in the Expression field.



C. The Expression can be entered using the Data Assist option.

Select the data assist function key.

### Physical Field Reference – Expression

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	-

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

The Show Data screen is displayed.

### Physical Field Reference – Expression – Data Assist

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

Physical Fields in "ARCUH".

FLD #	SIZE	DATA VALUES
@KEY	6	ACE001
@PF1	6	ACE001
@PF2	30	ACE BUILDERS
@PF3	171	1588 SE 31ST STREET
@PF4	20	50555516465025551566
@PF5	27	030101NY WHSL 2PCT ACE001
@PF6	12	GPD MIDATL
@PF7	1	0
@PF8	1	0
@PF9	7	47182.9
@PF10	1	0
@PF11	8	74619.56

(T000)

F1-help, F2-next record, F3-mark substring, F4-fields, F7-exit

If you want to use the entire field in your Expression, perform the following:

1. Select the data field you want to use to create this data dictionary field and press Enter.

If the record you want to use to create this field isn't displayed use the Next Record key to search through the file until you find the one you want.

The selected physical field is displayed in the Expression.

### Physical Field Reference - Expression

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	@PF1_

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

If you want to select part of a field to use in your Expression, perform the following:

1. Select the data assist function key.

### Physical Field Reference – Expression

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	_

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

The Show Data screen is displayed.

### Physical Field Reference – Expression – Data Assist

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

Physical Fields in "ARCUH".

FLD #	SIZE	DATA VALUES
@KEY	6	ACE001
@PF1	6	ACE001
@PF2	30	ACE BUILDERS
@PF3	171	1588 SE 318T STREET
@PF4	20	50555516465025551566
@PF5	27	030101NY WHSL 2PCT ACE001
@PF6	12	GPD MIDATL
@PF7	1	0
@PF8	1	0
@PF9	7	47182.9
@PF10	1	0
@PF11	8	74619.56

(T000)

F1-help, F2-next record, F3-mark substring, F4-fields, F7-exit

2. Select the data field you want to use to create this data dictionary field.

If the record you want to use to create this field isn't displayed use the Next Record key to search through the file until you find the one you want.

3. Next, select the Mark Substring function key.

### Physical Field Reference – Data Assist – Mark Substring

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

P @PF1 Data

FL	1	2	1	2
@K	.....0.....0	.....0.....0	.....0.....0	.....0.....0
@P	0	ACE001	Hexadecimal	414345303031
@P	20			
@P	40			
@P	60			
@P	80			
@P	100			
@P	120			
@P	140			
@P	160			
@P	180			

(T000)

F1-help, F2-set anchor, F4-fields, F7-exit

The Mark substring screen is displayed.

Field	Description
ASCII	Displays the ASCII format of the selected data.
Hexadecimal	Displays the Hexadecimal format of the selected data.

4. Move the cursor to the starting position of the data you want to select and press the set anchor function key.

### Physical Field Reference – Mark Substring – Set Anchor

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

P-@PF1 Data

FL

1 2 1 2

.....0.....0 . . . . + . . . 0 . . . . + . . . 0

Ascii Hexadecimal

0 CE001 4345303031

20

40

60

80

100

120

140

160

180

@PF1(1,1)

Press <Enter> to accept sub-string.

(T000)

F1-help, F2-set anchor, F4-fields, F7-exit

After setting the starting position, move the cursor to the right until all the data you want for this field is selected.

Press Enter to display the Expression

### Physical Field Reference – Expression

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	@PF1(1,6)

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

D. You can use the Expand option to enter a long expression.

### Physical Field Reference – Expression

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	TRAINING_FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	-

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

Press the expand function key to enter a 900 character expression.

### Physical Field Reference – Long Expression Entry

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Long Expression Entry

Field	-
File	
Desc	
Type	
Column	
Exp	

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

You can use the Paste Options or Data Assist in the Long Expression entry.

Once the Expression has been entered, you must continue to press the enter key until the Verification prompt, "Is the above information correct?", is displayed.

### Physical Field Reference – Verification Prompt

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	TRAINING FIELD
Description	Data Dictionary Training Field
Type Code(s)	T,L6,JL
Column Heading	Training
Expression	@PF1

(T000)

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

#### Command

Yes

No

Delete

Exit without selection

#### Action

Select **Y** if the information displayed is correct and to save the changes made to the field.

Select **N** if the information displayed is not correct and you want to make changes.

Select **D** to deleted the field displayed.

Select the function key displayed to exit fields without saving any changes made.

## Creating Shorter Fields

### Shorting the Column Headings

Sometimes the Column Heading makes the field take up more columns on the report than the actual field. In some cases, you may want to shorten the column heading to make room for more fields.

The following examples walk you through the steps in creating a shorter Customer ID field in the ARCU data dictionary file.

To create a shorter column heading enter the following:

1. Create a copy of the field you want to shorten. Enter the Field Name you want to create.  
When General Report Writer prompts "Is the above information correct?", select **Copy**

#### CUSTOMER\_ID2 Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID2
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

2. The list fields screen is displayed, select the field you want to copy.

#### CUSTOMER\_ID\_SHORT Field – List fields to copy

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name: CUSTOMER\_ID\_SHORT

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CUSTOMER ID	Customer ID	T,JL,L6
2 CUSTOMER ID2	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

**CUSTOMER\_ID2 Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID2
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	@PF1

(T000)

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

This will copy the Description, Type Codes, Column Heading, and Expression.

- The Verification Prompt is displayed, select No to edit the field

**CUSTOMER\_ID2 Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID2
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Cust ID
Expression	@PF1

(T000)

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

Change the Column Heading to make the field shorter. In this example we change the heading from Customer ID, which takes up 11 spaces on the report, to Cust|ID, which will take up only 4 spaces, so the field will only take up 6 spaces because the Length code is 6.

A stacked column heading can be created by using the vertical bar (|), so Cust ID will display as  
 Cust  
 ID

- Press Enter until the verification prompt is re-displayed then select Yes to save the field.

**Note:** Always create a copy of any canned data dictionary fields before you make any changes. If you make changes to the fields shipped by Open Systems this will change the field on all reports using the field and for all users accessing General Report Writer, also if you upgrade or reinstall, your changes will be overwritten. If you create your own copies, those fields and files will not be overwritten.



Here is an example of the field on a report.

### Cust ID Field

OSAS T000

Settings Edit Print Help

07/26/1999  
12:09 PM

General Training Report

Cust  
ID

---

ACE001  
CASHCA  
CASHMD  
CASHMN  
CASHPS  
CASHTX  
DAL001  
GRE001  
KAN001  
LOS001  
SUN001  
TEN001  
VIS001

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

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

### Shorting the Fields

Sometimes the field and the length code need to be shortened.

To shorten the field perform the following:

1. Create a copy of the field you want to shorten.

### CUSTOMER\_ID\_SHORT Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_SHORT
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

Is this a new definition?  
Selection: No Yes **Copy**

F7-Exit without selection

Enter the Field Name<sup>6</sup> you want to create. When General Report Writer prompts “Is the above information correct?”, select **Copy**.

<sup>6</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

2. The list fields screen is displayed, select the field you want to copy.

### CUSTOMER\_ID\_SHORT Field – List fields to copy

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name CUSTOMER\_ID\_SHORT

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CUSTOMER ID	Customer ID	T,JL,L6
2 CUSTOMER_ID2	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

### CUSTOMER\_ID\_SHORT Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_SHORT
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	@PF1

(T000)

Is the above information correct?

Selection: Yes **No** Delete

F7-Exit without selection

This will copy the Description, Type Codes, Column Heading, and Expression.

3. The Verification Prompt is displayed, select No, to edit the field

**CUSTOMER\_ID\_SHORT Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_SHORT
Description	Customer ID
Type Code(s)	T,L3,JL
Column Heading	Cus ID
Expression	@PF1

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

4. Change the Length code in the Type Code(s) field, to make the field shorter.
5. Change the Column Heading to make the field shorter. In this example we change the heading from Customer ID, which takes up 11 spaces on the report, to Cus|ID, which will take up only 3 spaces, so the field will only take up 3 spaces because the Length code and Column Heading length are 3.

A stacked column heading can be created by using the vertical bar (|), so Cus ID will display as  
Cus  
ID

6. Change the Expression to make the field shorter<sup>7</sup>.

**CUSTOMER\_ID\_SHORT Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_SHORT
Description	Customer ID
Type Code(s)	T,L3,JL
Column Heading	Cus ID
Expression	@PF1(1,3)

(T000)

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

<sup>7</sup> You do not have to change the Expression to shorten the field. General Report Writer will truncate the field if you do not change the expression.

You can also select the part of the field you want to use in the shorter field.

**CUSTOMER\_ID\_SHORT Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_SHORT
Description	Customer ID
Type Code(s)	T,L3,JL
Column Heading	Cus ID
Expression	@PF1(1,3)

(T000)

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

7. Press Enter until the verification prompt is re-displayed and select Yes to save the field

**Note:** Always create a copy of any canned data dictionary fields before you make any changes. If you make changes to the fields shipped by Open Systems this will change the field on all reports using the field and for all users accessing General Report Writer, also if you upgrade or reinstall, your changes will be overwritten. If you create your own copies, those fields and files will not be overwritten.

Here is an example of the field on a report.

**Customer ID Short Field**

OSAS T000

Settings Edit Print Help

07/26/1999  
12:09 PM

General Training Report

Cus  
ID

---

ACE  
CAS  
CAS  
CAS  
CAS  
CAS  
DAL  
GRE  
KAN  
LOS  
SUN  
TEN  
VIS

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

## Creating Link Fields

In Dictionary Maintenance, you can create Link Fields. These fields can be used in place of creating a link field on the report.

Creating a link field has several advantages.

1. The field is always available for any report using this file as the central file, so you will not have to recreate the link each time you need the field.
2. The reports run a little faster when the link is create in Dictionary than on the report.
3. The field will be available to use in Breaks, Sorts and Criteria without having to be a field on the report.

Before you create a link field, you must know the name of the file you are linking to, the field name you are linking to, and the type codes for the field.<sup>8</sup> The link between the files must already be established using the Sort and Link functions in Dictionary Maintenance.

The next example walks you through the steps to create a link field in the Customer file (ARCU) for the Sales Rep Name from the Sales Rep file (ARSR).

To create a Link Field, perform the following:

1. Enter the Field Name<sup>9</sup> you want to create. When General Report Writer prompts, "Is this a new definition?", select Yes.

### Sales Rep Name Field

The screenshot shows the OSAS T000 Dictionary Maintenance screen. The title bar reads "OSAS T000" and the menu bar includes "Settings", "Edit", "Print", and "Help". The main window title is "DICTIONARY MAINTENANCE". Below this, it says "File Name: ARCU". A section titled "Field Specification for Customer File" contains a table with the following fields:

Field Name	SALES_REP_NAME
Description	
Type Code(s)	
Column Heading	
Expression	

Below the table, there is a status line "(T000)". At the bottom, a prompt asks "Is this a new definition?" with "Selection: No **Yes** Copy". The "Yes" option is highlighted. At the very bottom, it says "F7-Exit without selection".

<sup>8</sup> You can use the File Description books to find out the file and field names, or print the data dictionary files and fields through the print files function on the Dictionary Maintenance screen.

<sup>9</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

2. Enter in the Description of the field.<sup>10</sup>
3. Enter in the Type Code(s)<sup>11</sup> for the field.

For this example, use **T,L30,JL**.

### Sales Rep Name Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	SALES_REP_NAME
Description	Sales Rep Name from ARSR
Type Code(s)	T,L30,JL
Column Heading	
Expression	

Enter type code(s) for this field, separated by commas.

(T000)

F1-help, F2-guess from data, F9/F7-done

4. Enter the Column Heading<sup>12</sup> for the field, or accept the default heading.

### Sales Rep Name Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	SALES_REP_NAME
Description	Sales Rep Name from ARSR
Type Code(s)	T,L30,JL
Column Heading	Rep Name
Expression	

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

<sup>10</sup> The Description can be 1-40 characters long containing anything you want. This description will display when you use the list fields function in Fields, Breaks, Sorts, Criteria and Linksel.

<sup>11</sup> Type Codes determine the type of field you are creating, the length, and the format of the field (See Appendix A). When you are creating a new field the Type Code field defaults T, L, you can accept that if you are creating a text field or change it if you are not.

<sup>12</sup> The Length code, in the Type Code field, and the length of the Column Heading determine the length of the field on the report. The field with the greater length determines the length of the field on the report.

5. Enter the Expression to create the field.

For linked fields use the Paste Options function key.

### Sales Rep Name Field – Paste Options

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	SALES_REP_NAME
Description	Sales Rep Name from ARSR
Type Code(s)	T,L30,JL
Column Heading	Rep Name
Expression	

Paste Options

- 1 Fields from this file
- 2 Other files
- 3 Fields from other files
- 4 User-defined Functions
- 5 Link expression

1/1

(T000)

F1-help, F7-exit without selection

6. Select Link Expression from the Paste Options box.

The Link to file box is displayed.

7. Select the file that contains the field you want for your link expression.

### Sales Rep Name Field – Link To File

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	SALES_REP_NAME
Description	Sales
Type Code(s)	T,L30
Column Heading	Rep N
Expression	

Link to file

- 1 ARIN\_1@CUST\_DAT\_INV\_TY
- 2 ARIN\_2@CUST\_DAT\_INV\_TY
- 3 ARIN\_3@CUST\_DAT\_INV\_TY
- 4 ARPY@MOP
- 5 ARRE@CUST\_TRAN\_ENT
- 6 ARRH@CUST\_TRAN
- 7 ARSA@CUST\_SNAME\_SHIP
- 8 ARSR@SREP
- 9 ARTD@CUST\_BAT\_TR\_LIN

2/3

(T000)

F1-help, F7-exit without selection

For this link, select the ARSR@SREP.

After the file has been selected, the Link to field box is displayed.

8. Select the field you want to use in your link expression.

### Sales Rep Name Field – Link To Field

The screenshot shows the OSAS T000 Dictionary Maintenance window. The 'File Name' is ARCU. The 'Field Specification for Customer File' table is as follows:

Field Name	SALES_REP_NAME
Description	Sales Rep
Type Code(s)	T,L30,JL
Column Heading	Rep Name
Expression	

A 'Link to field' dialog box is open, showing a list of fields: 1 RUN\_CODE, 2 SALES\_MTD, 3 SALES\_REP, 4 SALES\_YTD, 5 SREP\_NAME (highlighted), 6 STATE, and 7 ZIP\_CODE. The dialog box has a '3/3' indicator at the bottom right.

At the bottom of the window, the text '(T000)' is displayed. The footer text reads: 'F1-help, F2-next link, F7-exit'.

For this link, select the SREP\_NAME field

9. Enter through the Expression until the verification prompt is displayed. Select Yes.

### Sales Rep Name Field

The screenshot shows the OSAS T000 Dictionary Maintenance window. The 'File Name' is ARCU. The 'Field Specification for Customer File' table is as follows:

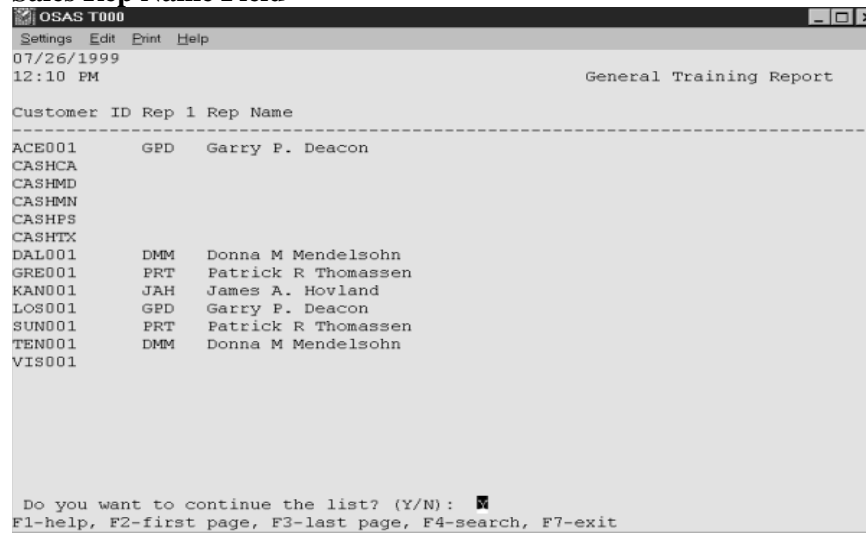
Field Name	SALES_REP_NAME
Description	Sales Rep Name from ARSR
Type Code(s)	T,L30,JL
Column Heading	Rep Name
Expression	ARSR@SREP:SREP_NAME

At the bottom of the window, the text '(T000)' is displayed. The footer text reads: 'Is the above information correct? Selection: Yes No Delete F7-Exit without selection'.



Here is an example of the field on a report.

### Sales Rep Name Field



The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help) and a status bar (07/26/1999, 12:10 PM). The main content area displays a "General Training Report" with a table of sales representatives. The table has columns for Customer ID, Rep, and Rep Name. The data is as follows:

Customer ID	Rep	Rep Name
ACE001	GPD	Garry P. Deacon
CASHCA		
CASHMD		
CASHMN		
CASHPS		
CASHTX		
DAL001	DMM	Donna M Mendelsohn
GRE001	PRT	Patrick R Thomassen
KAN001	JAH	James A. Hovland
LOS001	GPD	Garry P. Deacon
SUN001	PRT	Patrick R Thomassen
TEN001	DMM	Donna M Mendelsohn
VIS001		

At the bottom of the window, there is a prompt: "Do you want to continue the list? (Y/N):" followed by a cursor. Below this, a footer line reads: "F1-help, F2-first page, F3-last page, F4-search, F7-exit".

## Creating Calculated Fields

In Dictionary Maintenance, you can create Calculated Fields. These fields can be used in place of creating a calculated field on the report.

Creating a calculated field has several advantages.

1. The field is always available for any report using this file as the central file, so you will not have to recreate the calculation each time you need the field.
2. The reports run a little faster when the calculation is create in Dictionary than on the report.
3. The field will be available to use in Breaks, Sorts and Criteria without having to be a field on the report.

You can create calculated fields with Numeric, Date or Text fields.

## Creating Calculated Numeric Fields

You can use any arithmetic operator with numeric fields, as long as you follow the rules of arithmetic, for example, no division by zero.

The following example will create a calculated field for the Average Invoice amount, which will divide the Sales YTD field with the Invoices YTD field.

The first example uses Basic commands, General Report Writer functions and Paste Options.

1. Enter the Field Name<sup>13</sup> you want to create. When General Report Writer prompts, "Is this a new definition?", select Yes.

### Average Invoice Field

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar reads 'OSAS T000' and the menu bar includes 'Settings', 'Edit', 'Print', and 'Help'. The main window title is 'DICTIONARY MAINTENANCE'. Below this, it says 'File Name: ARCU'. A section titled 'Field Specification for Customer File' contains a table with the following fields:

Field Name	AVERAGE_INVOICE
Description	
Type Code(s)	
Column Heading	
Expression	

At the bottom of the window, it asks 'Is this a new definition?' and shows 'Selection: No **Yes** Copy'. Below that, it says 'F7-Exit without selection'.

2. Enter in the Description of the field.<sup>14</sup>
3. Enter in the Type Code(s)<sup>15</sup> for the field. The type codes for this field are **N,L14,JR,2,-**.

<sup>13</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

<sup>14</sup> The Description can be 1-40 characters long containing anything you want. This description will display when you use the list fields function in Fields, Breaks, Sorts, Criteria and Linksel.

<sup>15</sup> Type Codes determine the type of field you are creating, the length, and the format of the field

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,2,-
Column Heading	
Expression	

Enter type code(s) for this field, separated by commas.

(T000)

F1-help, F2-guess from data, F9/F7-done

4. Enter the Column Heading<sup>16</sup> for the field, or accept the default heading.

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,2,-
Column Heading	Avg. Invoice
Expression	

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

A stacked column heading can be created by using the vertical bar (|), so Avg. Invoice will display as Avg.  
Invoice

(See Appendix A). When you are creating a new field the Type Code field defaults T, L, you can accept that if you are creating a text field or change it if you are not.

<sup>16</sup> The Length code, in the Type Code field, and the length of the Column Heading determine the length of the field on the report. The field with the greater length determines the length of the field on the report

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,
Column Heading	Avg. Invo
Expression	IF

Paste Options

- 1 Fields from this file
- 2 Other files
- 3 Fields from other files
- 4 User-defined Functions
- 5 Link expression

1/1

(T000)

F1-help, F7-exit without selection

5. Enter the Expression to create the field.

This example uses IF...THEN...ELSE logic.

Enter **IF**

Select Paste Options and choose Fields from this file.

Select the INVOICE\_YTD field.

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name: AVERAGE\_INVOICE

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 FIRST_SALE_DATE	First Sale Date	D,JL,L10
2 FORMAT_CITY_STATE	City, State, Zip Code	T,JL,L35
3 FORMAT_SHORT_NAME	Customer Name	T,JL,L20
4 FORMAT_SHORT_NAME_1	Customer Name	T,JL,L15
5 GROUP_CODE	Group Code	T,JL,L1
6 INVOICES_LAST_YR	Invoices Last Year	N,JR,L6,-
7 INVOICES_PTD	Invoices Period to Date	N,JR,L6,-
8 INVOICES_QTD	Invoices Quarter to Date	N,JR,L6,-
9 INVOICES_YTD	Invoices Year to Date	N,JR,L6,-

7/13

(T000)

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

Enter =0 THEN @FLD=0 ELSE @FLD=

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name | AVERAGE\_INVOICE

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_QTD	Sales Quarter to Date	N,JR,L14,-
2 SALES_REP_NAME	Sales Rep Name from ARSR	T,JL,L30
3 SALES_YTD	Sales Year to Date	N,JR,L14,-
4 SHIP_ZONE	Ship Zone	T,JL,L2
5 STATE	State	T,JL,L2
6 STATEMENT_CODE	Statement Code	T,JL,L1
7 TAXABLE	Taxable Group?	T,JL,L1
8 TAX_GROUP	Tax Group	T,JL,L6
9 TERMS_CODE	Terms Code	T,JL,L6

11/13

(T000)

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

Select Paste Options and choose Fields from this file.

Select the SALES\_YTD field.

Enter the divide sign “/”

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name | AVERAGE\_INVOICE

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 FIRST_SALE_DATE	First Sale Date	D,JL,L10
2 FORMAT_CITY_STATE	City, State, Zip Code	T,JL,L35
3 FORMAT_SHORT_NAME	Customer Name	T,JL,L20
4 FORMAT_SHORT_NAME_1	Customer Name	T,JL,L15
5 GROUP_CODE	Group Code	T,JL,L1
6 INVOICES_LAST_YR	Invoices Last Year	N,JR,L6,-
7 INVOICES_PTD	Invoices Period to Date	N,JR,L6,-
8 INVOICES_QTD	Invoices Quarter to Date	N,JR,L6,-
9 INVOICES_YTD	Invoices Year to Date	N,JR,L6,-

7/13

(T000)

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

Use the Paste Options and choose Fields from this file.

Select the INVOICE\_YTD field.

**The Expression should be:**

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

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,2,-
Column Heading	Avg. Invoice
Expression	IF INVOICES_YTD=0 THEN @FLD=0 ELSE @FLD=SALES_YTD/INVOICES_YTD

(T000)

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

6. Enter through the Expression field until the verification prompt is displayed. Select Yes to save the field.

Here is an example the field on a report.

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

07/26/1999  
12:12 PM

General Training Report

Customer ID	Sales Ytd	Invs.	Avg. Invoice
ACE001	1665331.24	14	118952.23
CASHCA	66487.23	4	16621.81
CASHMD	108136.59	5	21627.32
CASHMN	138196.60	5	27639.32
CASHPS	522780.14	8	65347.52
CASHTX	.00	0	0.00
DAL001	367487.14	8	45935.89
GRE001	315563.39	8	39445.42
KAN001	696228.41	7	99461.20
LOS001	247191.67	6	41198.61
SUN001	8246.32	1	8246.32
TEN001	454090.26	12	37840.86
VIS001	.00	0	0.00
*Report*			SUM
Sales Ytd			4589738.99
Invs.			78

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

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

The next example uses General Functions to create the field.

### Average Invoice Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

1. Enter the Field Name<sup>17</sup> you want to create. When General Report Writer prompts, “Is this a new definition?”, select Yes.

### Average Invoice Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,2,-
Column Heading	
Expression	

Enter type code(s) for this field, separated by commas.

(T000)

F1-help, F2-guess from data, F9/F7-done

2. Enter in the Description of the field.<sup>18</sup>
3. Enter in the Type Code(s)<sup>19</sup> for the field. For this field use **N,L14,JR,2,-**.

<sup>17</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

<sup>18</sup> The Description can be 1-40 characters long containing anything you want. This description will display when you use the list fields function in Fields, Breaks, Sorts, Criteria and Linksel.

<sup>19</sup> Type Codes determine the type of field you are creating, the length, and the format of the field (See Appendix A). When you are creating a new field the Type Code field defaults T, L, you can accept that if you are creating a text field or change it if you are not.

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,2,-
Column Heading	Avg. Invoice
Expression	

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

4. Enter the Column Heading<sup>20</sup> for the field, or accept the default heading.

A stacked column heading can be created by using the vertical bar (|), so Avg. Invoice will display as Avg.

Invoice

**Average Invoice**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,
Column Heading	Avg. Invo
Expression	DIVIDE(

Paste Options

- 1 Fields from this file
- 2 Other files
- 3 Fields from other files
- 4 User-defined Functions
- 5 Link expression

1/1

(T000)

F1-help, F7-exit without selection

5. Enter the Expression to create the field.

Calculated fields can use General Report Writer functions<sup>21</sup>, Basic commands and Paste Options.

This Example will use General Report Writer functions and Paste Options.

Enter **Divide** (to use the divide function), then enter a left parenthesis (

<sup>20</sup> The Length code, in the Type Code field, and the length of the Column Heading determine the length of the field on the report. The field with the greater length determines the length of the field on the report.

<sup>21</sup> See Appendix C



**Average Invoice field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name | AVERAGE\_INVOICE

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 SALES_QTD	Sales Quarter to Date	N,JR,L14,-
2 SALES REP NAME	Sales Rep Name from ARSR	T,JL,L30
3 SALES_YTD	Sales Year to Date	N,JR,L14,-
4 SHIP_ZONE	Ship Zone	T,JL,L2
5 STATE	State	T,JL,L2
6 STATEMENT_CODE	Statement Code	T,JL,L1
7 TAXABLE	Taxable Group?	T,JL,L1
8 TAX_GROUP	Tax Group	T,JL,L6
9 TERMS_CODE	Terms Code	T,JL,L6

11/13

(T000)

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

Select Paste Option and then select Fields from this file.

Select the SALES\_YTD field.

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name | AVERAGE\_INVOICE

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 FIRST_SALE_DATE	First Sale Date	D,JL,L10
2 FORMAT_CITY_STATE	City, State, Zip Code	T,JL,L35
3 FORMAT_SHORT_NAME	Customer Name	T,JL,L20
4 FORMAT_SHORT_NAME_1	Customer Name	T,JL,L15
5 GROUP_CODE	Group Code	T,JL,L1
6 INVOICES_LAST_YR	Invoices Last Year	N,JR,L6,-
7 INVOICES_PTD	Invoices Period to Date	N,JR,L6,-
8 INVOICES_QTD	Invoices Quarter to Date	N,JR,L6,-
9 INVOICES_YTD	Invoices Year to Date	N,JR,L6,-

7/13

(T000)

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

Enter a comma, then use the Paste Options and select Fields from this file.

Select the INVOICE\_YTD field.

End the Expression by entering a right parenthesis )

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	AVERAGE_INVOICE
Description	Average Invoice
Type Code(s)	N,L14,JR,2,-
Column Heading	Avg. Invoice
Expression	DIVIDE(SALES_YTD,INVOICES_YTD)

(T000)

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

**The Expression should be:**

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

- Enter through the Expression field until the verification prompt is displayed. Select Yes to save the field.

Here is an example of the field on a report.

**Average Invoice Field**

OSAS T000

Settings Edit Print Help

07/26/1999  
12:12 PM

General Training Report

Customer ID	Sales Ytd	Invs.	Avg. Invoice
ACE001	1665331.24	14	118952.23
CASHCA	66487.23	4	16621.81
CASHMD	108136.59	5	21627.32
CASHMN	138196.60	5	27639.32
CASHPS	522780.14	8	65347.52
CASHTX	.00	0	0.00
DAL001	367487.14	8	45935.89
GRE001	315563.39	8	39445.42
KAN001	696228.41	7	99461.20
LOS001	247191.67	6	41198.61
SUN001	8246.32	1	8246.32
TEN001	454090.26	12	37840.86
VIS001	.00	0	0.00
*Report*			SUM
Sales Ytd			4589738.99
Invs.			78

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

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

## Creating Calculated Text Fields

Text fields can be added together to form more complex text fields.

The following example will create a calculated field for City, State and Zip Code.

1. Enter the Field Name<sup>22</sup> you want to create. When General Report Writer prompts, "Is this a new definition?", select Yes.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY_STATE_ZIP
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

2. Enter in the Description of the field.<sup>23</sup>
3. Enter in the Type Code(s)<sup>24</sup> for the field. For this field use **T,L35,JL**.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY_STATE_ZIP
Description	CITY, STATE, ZIP CODE
Type Code(s)	T,L35,JL
Column Heading	
Expression	

Enter type code(s) for this field, separated by commas.

(T000)

F1-help, F2-guess from data, F9/F7-done

<sup>22</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols

<sup>23</sup> The Description can be 1-40 characters long containing anything you want. This description will display when you use the list fields function in Fields, Breaks, Sorts, Criteria and Linksel.

<sup>24</sup> Type Codes determine the type of field you are creating, the length, and the format of the field (See Appendix A).

4. Enter the Column Heading<sup>25</sup> for the field, or accept the default heading.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY_STATE_ZIP
Description	CITY,STATE,ZIP CODE
Type Code(s)	T,L35,JL
Column Heading	City/State
Expression	

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

5. Enter the Expression to create the field.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY_STATE_ZIP
Description	CITY,STATE,ZIP CODE
Type Code(s)	T,L35,JL
Column Heading	City/State
Expression	CITY+STATE+ZIP_CODE

(T000)

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

Select Paste Options and choose Fields from this file.

Select **CITY**, type +, select **STATE**, type +, select **ZIP\_CODE**

**The Expression should be:**

**CITY+STATE+ZIP\_CODE**

<sup>25</sup> The Length code, in the Type Code field, and the length of the Column Heading determine the length of the field on the report. The field with the greater length determines the length of the field on the report.

6. Enter through the Expression until the Verification prompt is displayed. Select Yes to save the field.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY_STATE_ZIP
Description	CITY,STATE,ZIP CODE
Type Code(s)	T,L35,JL
Column Heading	City/State
Expression	CITY+STATE+ZIP_CODE

(T000)

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

Here is an example of the field on a report.

### City/State Field on report

OSAS T000

Settings Edit Print Help

07/26/1999  
12:09 PM

General Training Report

Customer ID	City/State	
ACE001	PADUCAH	KY28655-7865
CASHCA		
CASHMD		
CASHMN		
CASHPS		
CASHTX		
DAL001	DALLAS	TX77777
GRE001	NEW YORK CITY	NY10012-4335
KAN001	KANSAS CITY	MO56666
LOS001	ENCINO	CA99999-9584
SUN001	MIAMI	FL33333-4323
TEN001	NASHVILLE	TN54327-4383
VIS001	DOVER	DE14003-2347

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

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

The field can be changed so the format is a little better.

The following example will create a calculated field for City, State and Zip Code and we will format the field to print and display better.

1. Enter the Field Name<sup>26</sup> you want to create. When General prompts, "Is this a new definition?", select Copy.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY_STATE_ZIP2
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

Copy CITY\_STATE\_ZIP field just created.

### City/State Field

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name CITY\_STATE\_ZIP2

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CITY	City	T,JL,L15
2 CITY_STATE_ZIP	CITY,STATE,ZIP CODE	T,JL,L35
3 CONTACT	Contact	T,JL,L25
4 COUNTRY_CODE	Country Code	T,JL,L2
5 CRED_HOLD	Credit Hold?	T,JL,L1
6 CRED_LIMIT	Credit Limit	N,JR,L13,-
7 CURR_AMT_DUE	Current Amount Due	N,JR,L14,-
8 CUSTOMER_ID	Customer ID	T,JL,L6
9 CUSTOMER_ID2	Customer ID	T,JL,L6

5/14

(T000)

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

2. When the Verification prompt is displayed, select No.

<sup>26</sup> The Field Name can be 1-20 characters long and cannot contain spaces.

3. Edit the Expression. Use General commands and Paste Options.

### City/State Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CITY STATE ZIP2
Description	CITY/STATE/ZIP CODE
Type Code(s)	T,L35,JL
Column Heading	CITY/STATE
Expression	TRIM(CITY) +", "+TRIM(STATE) + " "+TRIM(ZIP_CODE)

Is the above information correct?  
Selection: ☒ Yes No Delete  
F7-Exit without selection (T000)

Change the Expression to the following:

**TRIM<sup>27</sup>(CITY)+", "+TRIM(STATE)+ " "+TRIM(ZIP\_CODE)**

4. Enter through the Expression until the Verification prompt is displayed, and select Yes to save the field.

Here is an example of the field on a report.

### City/State Field

OSAS T000  
Settings Edit Print Help

07/26/1999  
12:10 PM

General Training Report

Customer ID	City/State
ACE001	PADUCAH, KY 28655-7865
CASHCA	,
CASHMD	,
CASHMN	,
CASHPS	,
CASHTX	,
DAL001	DALLAS, TX 77777
GRE001	NEW YORK CITY, NY 10012-4335
KAN001	KANSAS CITY, MO 66666
LOS001	ENCINO, CA 99999-9584
SUN001	MIAMI, FL 33333-4323
TEN001	NASHVILLE, TN 54327-4383
VIS001	DOVER, DE 14003-2347

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

We stripped away the blank spaces at the end of each field, added a comma between the city and the state and a space between the state and the zip code.

<sup>27</sup> See Appendix C

## Creating Runtime Replacement Fields

In Dictionary Maintenance, you can create Runtime Replacement Fields. These fields can be used in place of entering a runtime replacement on the report.

Creating a runtime replacement field has several advantages.

1. The field is available to use for any report using this file as the central file, so you will not have to recreate it in criteria and linksel each time you need it.
2. The field will be available to use in creating link or calculated fields and in creating sorts and links between files.

You can create a runtime replacement field and enter all the necessary information to create the field or you can copy from an existing field and edit the Expression to create the runtime replacement.

## Creating Text Runtime Replacement Fields

The first example will create a runtime replacement field without copying an existing field.

1. Enter the Field Name<sup>28</sup> you want to create. When General Report Writer prompts, “Is this a new definition?”, select Yes.

### Customer ID Prompt Field

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar reads "OSAS T000" and the menu bar includes "Settings", "Edit", "Print", and "Help". The main window title is "DICTIONARY MAINTENANCE". The content area displays the following information:

File Name: ARCU  
Field Specification for Customer File

Field Name	CUSTOMER_ID_PROMPT
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

<sup>28</sup> The Field Name can be 1-20 characters long and cannot contain spaces.



2. Enter in the Description of the field.<sup>29</sup>

### Customer ID Prompt Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	CUSTOMER_ID_PROMPT
Description	Enter Customer ID
Type Code(s)	
Column Heading	
Expression	

Enter description for this field.

(T000)

F1-help, F9/F7-done

3. Enter in the Type Code(s)<sup>30</sup> for the field.

For this field use **T,L6,JL**.

### Customer ID Prompt Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	CUSTOMER_ID_PROMPT
Description	Enter Customer ID
Type Code(s)	T,L6,JL
Column Heading	
Expression	

Enter type code(s) for this field, separated by commas.

(T000)

F1-help, F2-guess from data, F9/F7-done

<sup>29</sup> The Description can be 1-40 characters long containing anything you want. This description will display when you use the list fields function in Fields, Breaks, Sorts, Criteria and Linksel.

<sup>30</sup> Type Codes determine the type of field you are creating, the length, and the format of the field (**See Appendix A**). When you are creating a new field the Type Code field defaults T, L, you can accept that if you are creating a text field or change it if you are not.

4. Enter the Column Heading<sup>31</sup> for the field, or accept the default heading.

### Customer ID Prompt Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	CUSTOMER_ID_PROMPT
Description	Enter Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	

Enter column heading for this field.

(T000)

F1-help, F9/F7-done

5. Enter the Expression to create the field.

### Customer ID Prompt Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	CUSTOMER_ID_PROMPT
Description	Enter Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	"[[Enter Customer ID]]"

(T000)

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

The Expression for runtime replacements always begin with two left square brackets ([) and end with two right square brackets (]).

Between the brackets, enter the expression you want to prompt on the screen when you run the report. You can type anything you want between the brackets.

For text field runtime replacements, surround the brackets with quotes ("")

After you enter the Expression, press Enter until the verification prompt appears and select Yes to save the Expression and the field.

<sup>31</sup> The Length code, in the Type Code field, and the length of the Column Heading determine the length of the field on the report. The field with the greater length determines the length of the field on the report.

The next example will create a runtime replacement field by copying an existing field.

1. Enter the Field Name<sup>32</sup> you want to create. When General Report Writer prompts “Is this a new definition?”, select Copy

### Customer ID Prompt Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_PROMPT
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

The Field Selection screen is displayed.

2. Select the field you want to copy.

### Customer ID Prompt Field – Copy Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name | CUSTOMER\_ID\_PROMPT

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 <b>CUSTOMER ID</b>	<b>Customer ID</b>	<b>T,JL,L6</b>
3 CUSTOMER_ID2	Customer ID	T,JL,L6
4 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3
5 CUST_CLASS	Customer Class	T,JL,L6
6 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-
7 CUST_LEVEL	Customer Level	T,JL,L6
8 CUST_NAME	Customer Name	T,JL,L30
9 DISCOUNT_LAST_YR	Discount Last Year	N,JR,L14,-

5/13

(T000)

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

3. When the Verification prompt is displayed, select No to edit the Expression.

<sup>32</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

4. Enter to the Expression and type in the runtime replacement.

### Customer ID Prompt Field

The screenshot shows a window titled 'OSAS 1000' with a menu bar (Settings, Edit, Print, Help) and a title bar (Dictionary Maintenance). The main area displays 'File Name: ARCU' and 'Field Specification for Customer File'. Below this is a table with the following data:

Field Name	CUSTOMER_ID_PROMPT
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	"[[Enter Customer ID]]"

At the bottom right of the window is the text '(T000)'. Below the window, a verification prompt is shown: 'Is the above information correct? Selection: Yes No Delete F7-Exit without selection'.

The Expression for runtime replacements always begin with two left square brackets ([]) and end with two right square brackets (]).

Between the brackets, enter the expression you want to prompt on the screen, when you run the report. You can type anything you want between the brackets.

For text field runtime replacements, surround the brackets with quotes ("")

After you enter the Expression, press Enter until the verification prompt appears and select Yes to save the Expression and the field.

The next example will create From/Thru runtime replacement fields, by copying from existing fields.

First create the From runtime replacement field.

1. Enter the Field Name<sup>33</sup> you want to create. When General Report Writer prompts “Is this a new definition?”, select Copy

### Customer ID From Field

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_FROM
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

The Field Selection screen is displayed.

2. Select the field you want to copy.

### Customer ID From Field – Copy Field

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name: CUSTOMER\_ID\_PROMPT

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 <b>CUSTOMER_ID</b>	<b>Customer ID</b>	<b>T,JL,L6</b>
3 CUSTOMER_ID2	Customer ID	T,JL,L6
4 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3
5 CUST_CLASS	Customer Class	T,JL,L6
6 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-
7 CUST_LEVEL	Customer Level	T,JL,L6
8 CUST_NAME	Customer Name	T,JL,L30
9 DISCOUNT_LAST_YR	Discount Last Year	N,JR,L14,-

5/13

(T000)

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

3. When the Verification prompt is displayed, select No to edit the Expression.

<sup>33</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

4. Enter to the Expression and type in the runtime replacement.

### Customer ID From Field

The screenshot shows a window titled 'OSAS 1000' with a menu bar (Settings, Edit, Print, Help) and a title bar 'DICTIONARY MAINTENANCE'. The main area displays 'File Name: ARCU' and 'Field Specification for Customer File'. Below this is a table with the following data:

Field Name	CUSTOMER_ID_FROM
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	"[[Enter Customer ID From]]"

At the bottom right of the table area is the text '(T000)'. Below the table is a verification prompt: 'Is the above information correct? Selection: **Yes** No Delete F7-Exit without selection'.

The Expression for runtime replacements always begin with two left square brackets ([]) and end with two right square brackets (]).

Between the brackets, enter the expression you want to prompt on the screen, when you run the report. You can type anything you want between the brackets.

For text field runtime replacements, surround the brackets with quotes ("")

After you enter the Expression, press Enter until the verification prompt appears and select Yes to save the Expression and the field.

Next create the Thru runtime replacement field.

5. Enter the Field Name you want to create. When General Report Writer prompts “Is this a new definition?”, select Copy

### Customer ID Thru Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	CUSTOMER_ID_THRU
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

The Field Selection screen is displayed.

6. Select the field you want to copy.

### Customer ID Thru Field – Copy Field

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name: CUSTOMER\_ID\_PROMPT

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 CURR AMT DUE	Current Amount Due	N,JR,L14,-
2 <b>CUSTOMER ID</b>	<b>Customer ID</b>	<b>T,JL,L6</b>
3 CUSTOMER_ID2	Customer ID	T,JL,L6
4 CUSTOMER_ID_SHORT	Customer ID	T,JL,L3
5 CUST_CLASS	Customer Class	T,JL,L6
6 CUST_HIGH_BAL	Customer High Balance	N,JR,L14,-
7 CUST_LEVEL	Customer Level	T,JL,L6
8 CUST_NAME	Customer Name	T,JL,L30
9 DISCOUNT_LAST_YR	Discount Last Year	N,JR,L14,-

5/13

(T000)

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

7. When the Verification prompt is displayed, select No to edit the Expression.

8. Enter to the Expression and type in the runtime replacement.

### Customer ID Thru Field

The screenshot shows a window titled 'OSAS 1000' with a menu bar (Settings, Edit, Print, Help) and a title bar (Dictionary Maintenance). The main area displays 'File Name: ARCU' and 'Field Specification for Customer File'. Below this is a table with the following data:

Field Name	CUSTOMER_ID_THRU
Description	Customer ID
Type Code(s)	T,L6,JL
Column Heading	Customer ID
Expression	"[[Enter Customer ID Thru]]"

At the bottom right of the window is the text '(T000)'. Below the window, a verification prompt is displayed: 'Is the above information correct? Selection: Yes No Delete F7-Exit without selection'.

The Expression for runtime replacements always begin with two left square brackets ([]) and end with two right square brackets (]).

Between the brackets, enter the expression you want to prompt on the screen, when you run the report. You can type anything you want between the brackets.

For text field runtime replacements, surround the brackets with quotes (“”)

After you enter the Expression, press Enter until the verification prompt appears and select Yes to save the Expression and the field.



## Creating Numeric Runtime Replacement Fields

Next, we will create a runtime replacement for a numeric field by copying from an existing field.

1. Enter the Field Name<sup>34</sup> you want to create. When General Report Writer prompts “Is this a new definition?”, select Copy

### Sales YTD From Field

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name	SALES_YTD_FROM
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

The Field Selection screen is displayed.

2. Select the field you want to copy.

### Sales YTD From Field – Copy Field

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU  
Field Specification for Customer File

Field Name | SALES\_YTD\_FROM

Field Selection

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

12/13

(T000)

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

3. When the Verification prompt is displayed, select No to edit the Expression.

<sup>34</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

4. Enter to the Expression and type in the runtime replacement.

### Sales YTD From Field

The screenshot shows a window titled "OSAS 1000" with a menu bar (Settings, Edit, Print, Help) and a title bar (Dictionary Maintenance). The main area displays field specification details for a customer file named "ARCU". The details are organized into a table-like structure with the following content:

File Name: ARCU	
Field Specification for Customer File	
Field Name	SALES_YTD_FROM
Description	Sales Year to Date
Type Code(s)	N,L14,JR,M1,-
Column Heading	Sales Ytd
Expression	[[Enter Sales YTD From]]

Below the table, there is a status line "(T000)". At the bottom, a verification prompt asks "Is the above information correct?" and shows the selection "Yes" (highlighted) with "No Delete" as an option. A footer instruction reads "F7-Exit without selection".

The Expression for runtime replacements always begin with two left square brackets ([]) and end with two right square brackets (]).

Between the brackets, enter the expression you want to prompt on the screen, when you run the report. You can type anything you want between the brackets.

For numeric fields **DO NOT** use quotes (“”) around the outside of the brackets.

After you enter the Expression, press Enter until the verification prompt appears and select Yes to save the Expression and the field.

## Creating Date Runtime Replacement Fields

Next, we will create a runtime replacement for a date field by copying an existing field.

1. Enter the Field Name<sup>35</sup> you want to create. When General Report Writer prompts “Is this a new definition?”, select Copy

### Last Sales Date From Field

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name	LAST_SALES_DATE_FROM
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

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

The Field Selection screen is displayed.

2. Select the field you want to copy.

### Last Sales Date From Field – Copy Field

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Field Specification for Customer File

Field Name LAST\_SALES\_DATE\_FROM

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 LAST SALE DATE	Last Sale Date	D,JL,L10
2 LAST SALE_INV_NO	Last Sale/Invoice Number	T,JL,L8
3 NEW_FIN_CHG	New Finance Charge	N,JR,L14,-
4 NO_PAY_LAST_YR	Number of Payments Last Year	N,JR,L6,-
5 NO_PAY_PTD	Number of Payments PTD	N,JR,L6,-
6 NO_PAY_QTD	Number of Payments QTD	N,JR,L6,-
7 NO_PAY_YTD	Number of Payments YTD	N,JR,L6,-
8 P12_MONTHS_CRED	Prior 12 Months Credit	T,JL,L12
9 PARTIAL_SHIP	Allow Partial Shipment?	T,JL,L1

9/13

(T000)

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

3. When the Verification prompt is displayed, select No to edit the Expression.

<sup>35</sup> The Field Name can be 1-20 characters long and cannot contain spaces or symbols.

4. Enter to the Expression and type in the runtime replacement.

### Last Sales Date From Field

The screenshot shows a window titled 'OSAS T000' with a menu bar (Settings, Edit, Print, Help) and a title bar 'DICTIONARY MAINTENANCE'. Below the title bar, it says 'File Name: ARCU' and 'Field Specification for Customer File'. A table contains the following information:

Field Name	LAST_SALES_DATE_FROM
Description	Last Sale Date
Type Code(s)	D,L10,JL
Column Heading	Last Date
Expression	[[Enter Sales Date From]]

Below the table, there is a status bar with '(T000)' on the right. At the bottom, a message asks 'Is the above information correct?' and shows 'Selection: Yes No Delete' with 'F7-Exit without selection' at the bottom.

The Expression for runtime replacements always begin with two left square brackets ([) and end with two right square brackets (]).

Between the brackets, enter the expression you want to prompt on the screen, when you run the report. You can type anything you want between the brackets.

For date fields **DO NOT** use quotes (") around the outside of the brackets, however OSAS stores all dates in Julian<sup>36</sup> format, so you will need to know the Julian number for the date you want.

<sup>36</sup> A Julian date is defined as the number of days passed since January 1, 4713 BC.

If you do not know the Julian number for the date, you can format the Expression to prompt you for the date using a regular date format, by placing the quotes inside the brackets and defining the type of field you are creating.

In the Expression field start the runtime replacement with two left square brackets ([), after the brackets type a quote ("). Next, enter your expression, which can be anything you want. After the expression is entered, type another quote ("). Next, type a comma (,) followed by another quote ("). After the quote type **D**, for date, followed by another quote (") and then two right square brackets (]).

### Last Sales Date From Field

The screenshot shows the 'DICTIONARY MAINTENANCE' window in OSAS 1000. The 'File Name' is 'ARCU'. The 'Field Specification for Customer File' table contains the following information:

Field Name	LAST_SALES_DATE_FROM
Description	Last Sale Date
Type Code(s)	D,L10,JL
Column Heading	Last Date
Expression	[["Enter Sales Date From","D"]]

At the bottom of the window, a verification prompt is displayed: 'Is the above information correct? Selection: **Yes** No Delete F7-Exit without selection'. The window title bar includes 'OSAS 1000', 'Settings', 'Edit', 'Print', and 'Help'.

This Expression will allow General Report Writer to prompt you for the date using the date format you select in Display formats, on the Config menu.

After you enter the Expression, press Enter until the verification prompt appears and select Yes to save the Expression and the field.

You can also create Text and Numeric runtime replacement fields this way. (See Appendix B)

## Setting up and Maintaining Sorts

Select the ARSR file and select Sorts<sup>37</sup> from the Dictionary Maintenance screen, to add or maintain the Alternate sorts definitions.

### ARSR ALTSORT Screen

ALTSORT specification for Sales Rep File		1/10
NAME	DESCRIPTION	
	ALTFILE OR ALTKEY EXPRESSION	
D SREP	Sales Rep. ID ALTKEY 0	

(T000)

F1-help, F3-insert, F4-delete, F9/F7-done  
 Is the above information correct?  
 Selection: ☒ Yes ☐ No  
 F7-Exit without selection

Sort definitions, for GENERAL Report Writer, have two main functions.

1. Altsorts will sort the data on a report using a key other than the primary key. If an Altsort is used on the report, you can also choose a data range based on that Altsort, using the Begin with and End with fields on the Report Design screen.
2. When a Link definition is set up on a file to the current file, the sort order can be specified here, when accessing the records in the file.

**Note** This refers to how the other files link to this file and not how this file links to others.

<sup>37</sup> Sorts are also known as Keys or Indexes.

**ARSR ALTSORT Definitions**

ALTSORT specification for Sales Rep File		1/10
NAME	DESCRIPTION	
SREP	Sales Rep. ID	
	ALTKEY 0	
Enter ALTSORT identifying name.		

(T000)

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

**Field****Description**

NAME

Enter in the name of the sort definition.

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

Each name must be unique for this file.

DESCRIPTION

Enter the description of the sort definition.

ALTFILE OR ALTKEY<sup>38</sup>  
EXPRESSION

The Altfile/Altkey field determines how the sort definition is processed.

There are two methods: **ALTKEY** or **ALTFILE**

ALTKEY uses any of the secondary keys to a file, if it is a multi-keyed file.

Following the Altkey is the key number.

Example **ALTKEY 0**. This sorts by the primary key to the Sales Rep file, which is the Sales Rep ID

ALTFILE uses another file in GENERAL Report Writer's dictionary to determine the sort for the primary file.

Following the Altfile is the file name followed by the way the primary files key should be sorted by the alternate files key, using K\$ as a variable to represent the key of the alternate file.

Example **ALTFILE ARIN "K\$(1,6)"**. This would sort by the Customer ID field in the ARIN file.

<sup>38</sup> The Altkey is made up of fields from the file. These fields determine the sort order of the file.

**ARSR ALTSORT Definitions**

OSAS T000

Settings Edit Print Help

ALTSORT specification for Sales Rep File

NAME	DESCRIPTION	1/10
SREP	Sales Rep. ID	
ALTKEY 0		
Enter ALTSORT identifying name.		

(T000)

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

**Command****Action**

Help	Select the function key listed to display General Report Writer help
Insert	Select the function key listed to insert a blank line in the position your cursor is in.
Delete	Select the function key listed to delete the line the cursor is on.
Done	Select the function key(s) listed to display the Verification prompt and to exit Sorts.



**ARSR ALTSORT Definitions**

OSAS 1000

Settings Edit Print Help

ALTSORT specification for Sales Rep File

NAME	DESCRIPTION	ALTFILE OR ALTKEY EXPRESSION	1/10
D SREP	Sales Rep. ID	ALTKEY 0	
A			

(T000)

F1-help, F3-insert, F4-delete, F9/F7-done  
Is the above information correct?  
Selection: ☒ Yes No  
F7-Exit without selection

Once the Altsort has been entered the Verification prompt, "Is the above information correct?", is displayed.

**Selection**

Yes

No

Exit without selection

**Action**

Select Y, to save the changes made to the altsorts and to exit Sorts

Select N, to edit the alternate sorts.

Select the function key listed to exit sorts without saving any changes.

**ARHI 1 ALTSORT Definitions**

OSAS 1000

Settings Edit Print Help

ALTSORT specification for Detail History File - Line Item

NAME	DESCRIPTION	ALTFILE OR ALTKEY EXPRESSION	1/10
D CAT_INV_SEQ2	Category + Inv. No./Seq. No.	ALTKEY 4	
A CUST_INV_SEQ2	Customer ID/Inv. No./Seq. No.	ALTKEY 1	
IDAT_INV_SEQ2	Transaction Date + Inv. No./Seq. No.	ALTKEY 6	
ITEM_LOC_SEQ2	Item ID/Location ID + Inv. No./Seq. No.	ALTKEY 3	
PROMO_INV_SEQ2	Promo ID + Inv. No./Seq. No.	ALTKEY 8	
Enter ALTSORT identifying name.			

(T000)

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

You can have up to 50 alternate sorts in General Report Writer.

## Setting up and Maintaining Links

Select the ARCU file and select Link from the Dictionary Maintenance screen, to add or maintain link definitions.

### ARCU Link Definitions

OSAS 1000  
Settings Edit Print Help

Dictionary Maintenance

File Name: ARCU  
Link Specification for Customer File

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	1/10
ARCC@CUST DAT REF SE	Part	CUSTOMER_ID+"}}}}}}}"	
ARCR@CUST BAT TRAN	Part	CUSTOMER_ID	
ARHI@CUST INV_SEQ	Part	CUSTOMER_ID	
ARHI_1@CUST INV_SEQ	Part	CUSTOMER_ID	
ARHI_2@CUST INV_SEQ2	Part	CUSTOMER_ID	
ARHI_3@CUST INV_SEQ2	Part	CUSTOMER_ID	
ARIN@CUST D DAT INV	Part	CUSTOMER_ID	
ARIN_1@CUST DAT INV TY	Part	CUSTOMER_ID	
ARIN_2@CUST DAT INV TY	Part	CUSTOMER_ID	
ARIN_3@CUST DAT INV TY	Part	CUSTOMER_ID	

Enter file to establish link to.

(T000)

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

Link definitions are used to pre-define relationships between two files. This allows you to pull data from the linked file when a link field is created on reports, or in Fields in Dictionary Maintenance.

A link is a connection from the current file, to the key of the destination file, and how that key is used to read records from the destination file. Link definitions use the linked files Sort definition to access the records.

Links can be one-to-one (full links) or one-to-many (partial links).

### Field

TARGET FILE@SORT

### Description

Enter the name of the file that the current file is linked or linking to.

The file must have a dictionary definition setup in GENERAL Report Writer.

If there is a Sort definition that defines the order to access the records in the target file, it can be referenced here with the @sortname at the end of the file.

The @sort determines which key, from the file you are linking to, is used to create the sort, and which fields in the key are used to connect the two files together.

At least one of the fields from the @sort must be in the central file, the file you are linking from, to create the link.

The list files command is available to select the file.

**ARCU Link Definitions**

The screenshot shows the 'OSAS 1000' window with the 'Dictionary Maintenance' tab active. The 'File Name' is 'ARCU'. Below the 'Link Specification for Customer File' section, there is a table with three columns: 'TARGET FILE (@SORT)', 'TYPE', and 'KEY EXPRESSION'. The table lists several link definitions, with 'ARCC@CUST\_DAT\_REF\_SE' highlighted. Below the table is a text entry field with the prompt 'Enter file to establish link to.' and a '(T000)' label. At the bottom, a status bar shows function key shortcuts: F1-help, F2-list files, F3-insert, F4-delete, F9/F7-done.

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION
ARCC@CUST_DAT_REF_SE	Part	CUSTOMER_ID+"}}}}}}"
ARCR@CUST_BAT_TRAN	Part	CUSTOMER_ID
ARHI@CUST_INV_SEQ	Part	CUSTOMER_ID
ARHI_1@CUST_INV_SEQ	Part	CUSTOMER_ID
ARHI_2@CUST_INV_SEQ2	Part	CUSTOMER_ID
ARHI_3@CUST_INV_SEQ2	Part	CUSTOMER_ID
ARIN@CUST_DDAT_INV	Part	CUSTOMER_ID
ARIN_1@CUST_DAT_INV_TY	Part	CUSTOMER_ID
ARIN_2@CUST_DAT_INV_TY	Part	CUSTOMER_ID
ARIN_3@CUST_DAT_INV_TY	Part	CUSTOMER_ID

Enter file to establish link to.

(T000)

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

**Field****Description****TYPE**

Enter the type of link you are creating. There are two types available.

Full for one to one links.

Partial for one to many links.

One to one links are created when all the fields in the @sortname are part of the central file.

One to many links are created when only some of the fields in the @sortname are part of the central file.

One to one links are more advantageous on reports than one to many links. One to one links are easier to control with Criteria and produce better results in Breaks and Sorts

**KEY EXPRESSION**

Enter the key(s), or field(s) the current file and the link file have in common, to create the link.

You can use the list fields function key to display the fields from the central file. Only fields from the central file will display.

If all the fields in the @sortname are available in the central file, you have a one to one link\*.

If all the fields in the @sortname are not available in the central file, you have a one to many link.\*

\*Use the File Description Books or print the data dictionary files with the Print Files function in Dictionary Maintenance to get a list of all available fields for each file.

**ARCU Link Definitions**

OSAS 1000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Link Specification for Customer File

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	1/10
ARCC@CUST_DAT_REF_SE	Part	CUSTOMER_ID+"}}}}}}}"	
ARCR@CUST_BAT_TRAN	Part	CUSTOMER_ID	
ARHI@CUST_INV_SEQ	Part	CUSTOMER_ID	
ARHI_1@CUST_INV_SEQ	Part	CUSTOMER_ID	
ARHI_2@CUST_INV_SEQ2	Part	CUSTOMER_ID	
ARHI_3@CUST_INV_SEQ2	Part	CUSTOMER_ID	
ARIN@CUST_DDAT_INV	Part	CUSTOMER_ID	
ARIN_1@CUST_DAT_INV_TY	Part	CUSTOMER_ID	
ARIN_2@CUST_DAT_INV_TY	Part	CUSTOMER_ID	
ARIN_3@CUST_DAT_INV_TY	Part	CUSTOMER_ID	

Enter file to establish link to.

(T000)

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

The Key Expression is hard coded to only look at records that contain this phrase.

**Field**

KEY EXPRESSION

**Description**

You can also hard code the key expression, to only look at certain records, by placing quotes (") around words or phrases that are stored in the file.

Example: To sort the link to the ARCC@CUST\_DAT\_REF\_SE in descending date order we placed seven } within quotes.

**INVE Link Definitions**

OSAS 1000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INVE

Link Specification for IN Items

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	3/10
INQL@ITEM_LOC_LOT_UC	Part	ITEM_ID	
INQT@ITEM_LOC_LOT	Part	ITEM_ID	
INRQ@ITEM_LOC	Part	ITEM_ID	
INSH@ITEM_LOC_SER_YRP	Part	ITEM_ID	
INSN@ITEM_SER	Full	ITEM_ID	
INTL@ITEM_SER_TRANID	Part	ITEM_ID	
INTR@ITEM_LOC_TRAN	Part	ITEM_ID	
INTT@ITEM_LOC_TRAN	Part	ITEM_ID	
INUD@FLDNO_FLDVAL_1	Full	"01"+USR_FLD_01	
INUD@FLDNO_FLDVAL_2	Full	"02"+USR_FLD_02	

Enter file to establish link to.

(T000)

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

The first link from the INVE file to the INUD (Inventory User Defined Fields) is hard coded to only look at user define field number 1 and then select the field value.

**ARCU Link Definitions**

OSAS 1000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Link Specification for Customer File

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	1/10
ARCC@CUST DAT REF SE	Part	CUSTOMER_ID+"}}}}}}"	
ARCR@CUST BAT TRAN	Part	CUSTOMER_ID	
ARHI@CUST INV SEQ	Part	CUSTOMER_ID	
ARHI_1@CUST_INV_SEQ	Part	CUSTOMER_ID	
ARHI_2@CUST_INV_SEQ2	Part	CUSTOMER_ID	
ARHI_3@CUST_INV_SEQ2	Part	CUSTOMER_ID	
ARIN@CUST DDAT INV	Part	CUSTOMER_ID	
ARIN_1@CUST_DAT_INV_TY	Part	CUSTOMER_ID	
ARIN_2@CUST_DAT_INV_TY	Part	CUSTOMER_ID	
ARIN_3@CUST_DAT_INV_TY	Part	CUSTOMER_ID	

Enter file to establish link to.

(T000)

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

**Command****Action**

Help	Select the function key listed to display help information for Link Definitions.
List Files	Select the function key listed to display a list of available files and sorts to which you can link.
Insert	Select the function key listed to insert a blank line at the cursor.
Delete	Select the function key listed to delete the Link Definition the cursor is on.
Done	Select the function keys listed to finish editing or creating links and to bring up the Verification prompt.

## Link Examples

There are two types of links created in General, One-to-One or Full links, and One-to-Many, or Partial links.

### One-to-One Links

A one to one relationship exists between two files when the value being used to link the files is only stored once in the destination file (the file being linked to).

This type of link would be a Full link.

#### ARCU Link Definitions – One-to-One link

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	2/10
ARPY@MOP	Full	PAY METHOD	
ARRE@CUST_TRAN_ENT	Part	CUSTOMER_ID	
ARRH@CUST_TRAN	Part	CUSTOMER_ID	
ARSA@CUST_SNAME_SHIP	Part	CUSTOMER_ID	
<b>ARSR@SREP</b>	<b>Full</b>	<b>REP_1</b>	
ARTD@CUST_BAT_TR_LIN	Part	CUSTOMER_ID	
ARTH@CUST_BAT_TRAN	Part	CUSTOMER_ID	
INCL@CLVL	Full	CUST_LEVEL	
JOBS@CUST_JOB_PHASE	Part	CUSTOMER_ID	
RMGC@GROUPE	Full	TAX_GROUP	

Enter file to establish link to.

(T000)

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

The @SORT uses the SREP key, which is made using the Sales Rep ID in the Sales Rep File (ARSR).

The type of link is Full because in the Key Expression all the fields in the @SORT are available in the central file (ARCU)

If you are writing a report using the Customer file, ARCU, as the source file and you want to include information about the Sales Rep assigned to the customer, the Sales Rep information is stored in the Sales Rep file, ARSR.

The Sales Rep ID can be used to link from the source file, ARCU, to the destination file, ARSR. The Sales Rep ID occurs only once in the Customer file and only once in the Sales Rep File. A one-Sales Rep ID in the ARCU file-to-one-Sales Rep ID in the ARSR file-relationship.

## One-to-Many Links

A one to many relationship exists between two files when the value being used to link the files is stored multiple times in the destination file (the file being linked to).

This type of link would be a Partial link.

### ARCU Link Definitions – One-to-Many link

The screenshot shows the 'DICTIONARY MAINTENANCE' window in OSAS 1000. It displays a table for defining links between files. The 'File Name' is ARCU. The 'Link Specification for Customer File' is shown. The table has columns for 'TARGET FILE (@SORT)', 'TYPE', and 'KEY EXPRESSION'. The 'KEY EXPRESSION' column shows the link definition for ARHI files, using the @SORT key, which is a partial link because only the Customer ID field is available in the Customer file (ARCU). The table lists several target files and their corresponding key expressions.

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION
ARCC@CUST_DAT_REF_SE	Part	CUSTOMER_ID+"}}}}}}}"
ARCR@CUST_BAT_TRAN	Part	CUSTOMER_ID
ARHI@CUST_INV_SEQ	Part	CUSTOMER_ID
ARHI_1@CUST_INV_SEQ	Part	CUSTOMER_ID
ARHI_2@CUST_INV_SEQ2	Part	CUSTOMER_ID
ARHI_3@CUST_INV_SEQ2	Part	CUSTOMER_ID
ARIN@CUST_DDAT_INV	Part	CUSTOMER_ID
ARIN_1@CUST_DAT_INV_TY	Part	CUSTOMER_ID
ARIN_2@CUST_DAT_INV_TY	Part	CUSTOMER_ID
ARIN_3@CUST_DAT_INV_TY	Part	CUSTOMER_ID

Enter file to establish link to.

(T000)

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

The @SORT uses the CUST\_INV\_SEQ key, which is made using the Customer ID, Invoice Number and Sequence Number fields from the Details History file (ARHI)

The link is a Partial link because in the Key Expression only the Customer ID field is available in the Customer file (ARCU). The Invoice Number and Sequence Number fields are not part of the Customer file (ARCU).

If you are writing a report using the Customer file, ARCU, as the source file and you want to include information on posted transactions, that information is stored in the Accounts Receivable Detail History file, ARHI.

The Customer ID can be used to link from the source file, ARCU, to the destination file, ARHI. The Customer ID occurs only once in the Customer file, but each posted invoice for the customer has a separate record in the Detail History file-it occurs multiple times in ARHI. A one- Customer ID in the ARCU file-to many-Customer ID in the ARHI file-relationship.

**ARCU Link Definitions**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: ARCU

Link Specification for Customer File

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	3/10
ARSA@CUST_SNAME_SHIP	Part	CUSTOMER_ID	
ARSR@SREP	Full	REP_1	
ARTD@CUST_BAT_TR_LIN	Part	CUSTOMER_ID	
ARTH@CUST_BAT_TRAN	Part	CUSTOMER_ID	
INCL@CLVL	Full	CUST_LEVEL	
JOBS@CUST_JOB_PHASE	Part	CUSTOMER_ID	
RMGC@GROUP	Full	TAX_GROUP	
SORH@CUST_BAT_ORD	Part	CUSTOMER_ID	
SORL@CUST_BAT_ORD_EN	Part	CUSTOMER_ID	
SOTD@CUST_BAT_ORD_EN	Part	CUSTOMER_ID	

(T000)

Is the above information correct?

Selection: ☒ Yes ☐ No

F7-Exit without selection

Once the Link Definition information has been entered, select the Done function key to display the Verification prompt “Is the above information correct?”.

**Selection****Action**

Yes

Select **Y**, to save the changes made and to exit Link.

No

Select **N**, to edit the Link Definitions.Exit without  
Selection

Select the function key listed to exit Links without saving any changes made.



## Printing the Data Dictionary Files

To print the data dictionary files perform the following:

1. From the Dictionary Maintenance screen, select the Print File(s) function.

### Dictionary Maintenance Screen

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: \_\_\_\_\_

Description: \_\_\_\_\_

Access Level: \_\_\_\_\_

Disk File: \_\_\_\_\_

Skip Keys: \_\_\_\_\_

Auto Select: \_\_\_\_\_

Auto Begin: \_\_\_\_\_

Auto End: \_\_\_\_\_

Type: \_\_\_\_\_

Block Size: \_\_\_\_\_

Delimiter: \_\_\_\_\_

(T000)

Enter file name to add or modify.

F1-help, F2-list files, F3-print file(s), F7-exit

The Dictionary Printing screen is displayed.

### 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

By default General will print all data dictionary files installed, but will not print any of the additional information.

To select a range of files and to print additional information select No at the Verification prompt.

**Dictionary Printing Screen**

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name:

Dictionary Printing

D Starting File: ARCU Customer File  
AC Ending File: ARCU Customer File

Additional Detail

A Fields: Yes  
Expressions: Yes  
Errors: Yes  
Links: Yes  
Sorts: Yes

Printer: FILE Print to a file

(T000)

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

**Option****Description**

Starting File	Select the beginning file you want to print. By default, General will select the first data dictionary file available. You can use the list files command to select the file you want to print.
Ending File	Select the last file you want to print. By default, General will select the last data dictionary file available. You can use the list files command to select the file you want to print.
Fields	Select Yes if you want to print the field names for each file selected or No if you do not want to print the field names.
Expressions	Select Yes if you want to print the expressions that make up each field, or No if you do not want to print the expressions.  You must say yes to Fields before you can select Expressions.
Errors	Select Yes if you want General to go through each expression to validate that the field exit or the expression can be done, or No, if you do not want General to verify each expression.  You must say yes to Fields before you can select Errors.  The list will take longer to generate if you say yes to Errors.
Links	Select Yes if you want to see the links from the file printed to other data dictionary files, as setup with the Link function. Select No if you do not want to see the link files.
Sorts	Select Yes if you want to see the alternate sorts setup with the Sort function. Select No if you do not want to see the alternate sorts.
Printer	Select your output device for the data dictionary list.

**Dictionary Printing Screen**

The screenshot shows a terminal window titled "OSAS 1000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main title is "DICTIONARY MAINTENANCE". Below it, the "File Name:" field is empty. The "Dictionary Printing" section is active, showing "Starting File: ARCU" and "Ending File: ARCU". To the right, "Customer File" is listed twice. Below this, the "Additional Detail" section shows "Fields: Yes", "Expressions: Yes", "Errors: Yes", "Links: Yes", and "Sorts: Yes". At the bottom of this section, "Printer: FILE" and "Print to a file" are displayed. A status bar at the bottom right shows "(T000)". At the very bottom, a verification prompt asks "Is the above information correct?" with "Selection: Yes No" and "F7-Exit without selection".

After the options have been chosen, the Verification prompt is displayed.

<u>Selection</u>	<u>Description</u>
Yes	Select Y, for Yes, if the data dictionary printing options are correct and to print the data dictionary files.
No	Select N, for No, if the options are not correct and to make any changes.
Exit without selection	Select the function key listed to exit dictionary printing and not save any changes made.

## ARCU Dictionary Listing - Fields

General Dictionary Listing				Page 1
FILE NAME	DESCRIPTION	DISK NAME	ACL	
ARCU	Customer File	ARCU[[@CID]]		0
**** FIELD DEFINITIONS ****				
FIELD NAME	DESCRIPTION	TYPE CODES	HEADING	ERROR?
ACCOUNT_TYPE	Account Type Expression: @PF5(5,1)	T,JL,L1	Account Type	
ADDRESS_LINE_1	Address Line 1 Expression: @PF3(1,30)	T,JL,L30	Address Line 1	
ADDRESS_LINE_2	Address Line 2 Expression: @PF3(31,30)	T,JL,L30	Address Line 2	
ADDRESS_LINE_3	Address Line 3 Expression: @PF3(61,30)	T,JL,L30	Address Line 3	
AGED_121_PLUS	Aged Balance over 121 Days Expression: CALL "GNAGE.PUB",CUSTOMER_ID,"",AGING_DATE,@TEMPSTAT[ALL]; LET @FLD=@TEMPSTAT[5]	N,JR,L14,-	Aged 121 Plus	
AGED_31_TO_60	Aged Balance 31 to 60 Days Expression: CALL "GNAGE.PUB",CUSTOMER_ID,"",AGING_DATE,@TEMPSTAT[ALL]; LET @FLD=@TEMPSTAT[2]	N,JR,L14,-	Aged 31 To 60	
AGED_61_TO_90	Aged Balance 61 to 90 Days Expression: CALL "GNAGE.PUB",CUSTOMER_ID,"",AGING_DATE,@TEMPSTAT[ALL]; LET @FLD=@TEMPSTAT[3]	N,JR,L14,-	Aged 61 To 90	
AGED_91_TO_120	Aged Balance 91 to 120 Days Expression: CALL "GNAGE.PUB",CUSTOMER_ID,"",AGING_DATE,@TEMPSTAT[ALL]; LET @FLD=@TEMPSTAT[4]	N,JR,L14,-	Aged 91 To 120	
AGED_CURRENT	Aged Current Due Expression: CALL "GNAGE.PUB",CUSTOMER_ID,"",AGING_DATE,@TEMPSTAT[ALL]; LET @FLD=@TEMPSTAT[1]	N,JR,L14,-	Aged Current	
AGED_TOTAL_AMT_DUE	Aged Total Amount Due Expression: AGED_CURRENT+AGED_31_TO_60+AGED_61_TO_90+AGED_91_TO_120+AGED_121_PLUS	N,JR,L14,-	Aged Total Amt Due	
AGING_DATE	Beginning Aging Date Expression: ["Enter Starting Date","D"]	D,L10	Aging Date	
AREA_CODE	Phone Area Code Expression: @PF4(1,3)	T,JL,L3	Area Code	
ATTENTION	Attention Expression: @PF3(122,25)	T,JL,L25	Attention	
AUTO_CRED_HOLD	Auto Credit Hold? Expression: @PF5(9,1)	T,JL,L1	Auto Cred Hold	
AVAILABLE_CREDIT	Available Credit Expression: CRED_LIMIT-TOTAL_DUE	N,JR,L14,-	Available Credit	

**ARCU Dictionary Listing - Links**

```

**** LINK DEFINITIONS ****
TARGET FILE(@SORT)          TYPE          KEY EXPRESSION
-----
ARCD_1@TYPE_CODE             Full          "TERMS-"+TERMS_CODE
ARCD_4@TYPE_CODE             Full          "GLACCT-----"+DIST_CODE
ARCC@CUST_DAT_REF_SE         Part          CUSTOMER_ID+"{}{}{}{}{}"
ARCR@CUST_BAT_TRAN           Part          CUSTOMER_ID
ARHI@CUST_INV_SEQ            Part          CUSTOMER_ID
ARHI_1@CUST_INV_SEQ          Part          CUSTOMER_ID
ARHI_2@CUST_INV_SEQ2         Part          CUSTOMER_ID
ARHI_3@CUST_INV_SEQ2         Part          CUSTOMER_ID
ARIN@CUST_DDAT_INV           Part          CUSTOMER_ID
ARIN_1@CUST_DAT_INV_TY       Part          CUSTOMER_ID
ARIN_2@CUST_DAT_INV_TY       Part          CUSTOMER_ID
ARIN_3@CUST_DAT_INV_TY       Part          CUSTOMER_ID
ARPY@MOP                     Full          PAY_METHOD
ARRE@CUST_TRAN_ENT           Part          CUSTOMER_ID
ARRH@CUST_TRAN               Part          CUSTOMER_ID
ARSA@CUST_SNAME_SHIP         Part          CUSTOMER_ID
ARSR@SREP                    Full          REP_1
ARTD@CUST_BAT_TR_LIN         Part          CUSTOMER_ID
ARTH@CUST_BAT_TRAN           Part          CUSTOMER_ID
INCL@CLVL                    Full          CUST_LEVEL
JOBS@CUST_JOB_PHASE          Part          CUSTOMER_ID
RMGC@GROUP                   Full          TAX_GROUP
SORH@CUST_BAT_ORD            Part          CUSTOMER_ID
SORL@CUST_BAT_ORD_EN         Part          CUSTOMER_ID

```

**ARCU Dictionary Listing - Sorts**

```

**** LINK DEFINITIONS ****
TARGET FILE(@SORT)          TYPE          KEY EXPRESSION
-----
ARCD_1@TYPE_CODE             Full          "TERMS-" + TERMS_CODE
ARCD_4@TYPE_CODE             Full          "GLACCT----" + DIST_CODE
ARCC@CUST_DAT_REF_SE         Part          CUSTOMER_ID + "}}}}}}}"
ARCR@CUST_BAT_TRAN           Part          CUSTOMER_ID
ARRH@CUST_INV_SEQ            Part          CUSTOMER_ID
ARRH_1@CUST_INV_SEQ          Part          CUSTOMER_ID
ARRH_2@CUST_INV_SEQ2         Part          CUSTOMER_ID
ARRH_3@CUST_INV_SEQ2         Part          CUSTOMER_ID
ARIN@CUST_DDAT_INV           Part          CUSTOMER_ID
ARIN_1@CUST_DAT_INV_TY       Part          CUSTOMER_ID
ARIN_2@CUST_DAT_INV_TY       Part          CUSTOMER_ID
ARIN_3@CUST_DAT_INV_TY       Part          CUSTOMER_ID
ARPY@MOP                     Full          PAY_METHOD
ARRE@CUST_TRAN_ENT           Part          CUSTOMER_ID
ARRH@CUST_TRAN               Part          CUSTOMER_ID
ARSA@CUST_SNAME_SHIP         Part          CUSTOMER_ID
ARSR@SREP                    Full          REP_1
ARTD@CUST_BAT_TR_LIN         Part          CUSTOMER_ID
ARTH@CUST_BAT_TRAN           Part          CUSTOMER_ID
INCL@CLVL                    Full          CUST_LEVEL
JOBS@CUST_JOB_PHASE          Part          CUSTOMER_ID
RMGC@GROUP                   Full          TAX_GROUP
SORH@CUST_BAT_ORD            Part          CUSTOMER_ID
SORL@CUST_BAT_ORD_EN         Part          CUSTOMER_ID

```

---

## **Inventory Sales Analysis Report**

---





## Inventory Sales Analysis Report

12/29/1999 10:53 AM		INVENTORY SALES ANALYSIS REPORT				Page 1	
Item ID	Description	Location ID		Qty Sold Qty Sold	Total Sold Total Sold	On Hand Qty	Available
100	Electrical Package	MN0001	MTD	100.0000	36072.75	18.0000	17.0000
			YTD	849.0000	307519.61		
150	Plumbing Package	MN0001	MTD	50.0000	47645.33	15.0000	16.0000
			YTD	638.0000	607954.37		
PRODUCT LINE: MATERIAL				150.0000	83718.08	33.0000	33.0000
	TOTAL MTD			1487.0000	915473.98		
	TOTAL YTD						
200100	Furnace	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200200	Water Heater	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200300	Air Conditioner	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200400	Water Softener	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200500	Sump Pump	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200600	Humidifier	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
PRODUCT LINE: HEAT/AIR				.0000	.00	48.0000	48.0000
	TOTAL MTD			1206.0000	.00		
	TOTAL YTD						
250	Exterior Panels	MN0001	MTD	.0000	.00	242.0000	222.0000
			YTD	17.0000	23970.23		
300	Interior Door	MN0001	MTD	.0000	.00	35.0000	22.0000
			YTD	415.0000	9579.32		
350	Entry Door	MN0001	MTD	.0000	.00	5.0000	2.0000
			YTD	70.0000	16445.44		
400	Interior Materials	MN0001	MTD	.0000	.00	16.0000	17.0000
			YTD	108.0000	96576.98		
450	Slide by Window 24" x 40"	MN0001	MTD	.0000	.00	12.0000	12.0000
			YTD	226.0000	41748.36		
460	Slide by Window 30" X 40"	MN0001	MTD	.0000	.00	28.0000	24.0000
			YTD	111.0000	19633.87		
600	Standard Window 24" X 40"	MN0001	MTD	.0000	.00	2.0000	3.0000
			YTD	139.0000	17537.26		
PRODUCT LINE: MATERIAL				.0000	.00	340.0000	298.0000
	TOTAL MTD			1086.0000	225491.46		
	TOTAL YTD						
*Report*				150.0000	83718.08	421.0000	379.0000
	TOTAL MTD			3779.0000	1140965.44		
	TOTAL YTD						

## **Step 1: Planning the Report**

This will be an Inventory Sales Analysis Report.

On the report we will have the Item ID, Description, Location ID, Sales quantity and dollar amounts for a particular month, and for the year, on hand quantity and available quantity. We will have the report prompt for the month and year we want to print. We will create subtotals by Product line and setup criteria based on Location ID and Item ID. In addition, we will customize the footers for this report.

The central file for this report will be the INQT- Inventory Quantities File. We will link to the INHS file to get the Sales quantity and amount for the month and the year.

We will create several data dictionary items for this report.

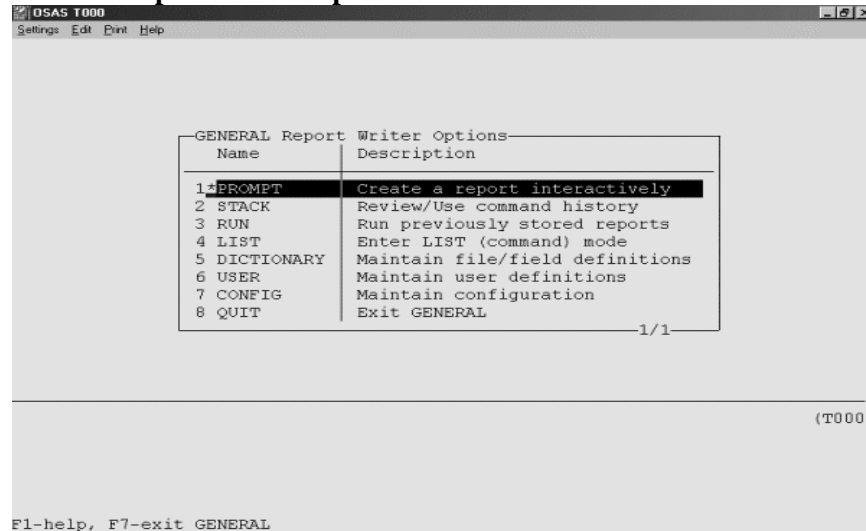
## Step 2: Creating the Report

This example will walk you through creating the report before any data dictionary items are created.

This is usually how you find that the data dictionary items you want do not exist or the report cannot be created using the standard data dictionary items.

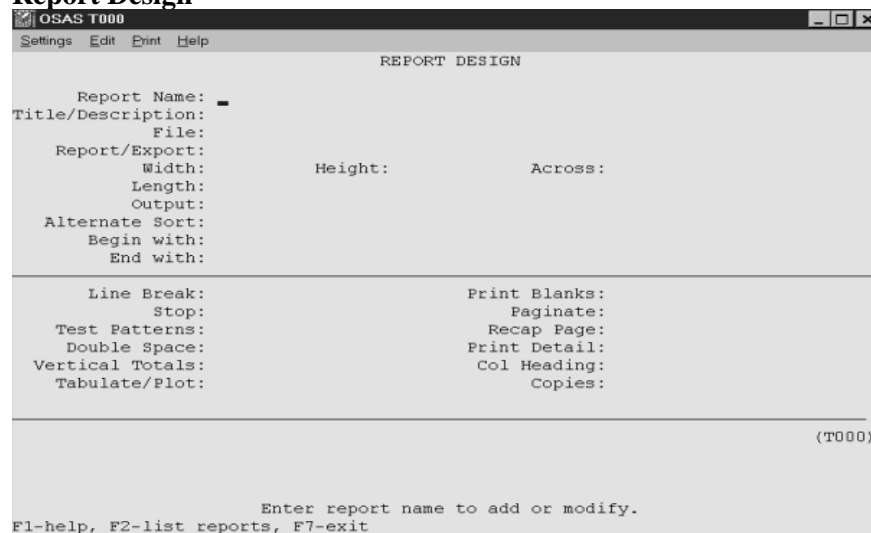
1. Select Prompt from the General Report Writer Options menu

### General Report Writer Options



The Report Design screen is displayed.

### Report Design



**Report Design**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5

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)

Is this a new definition?

Selection: No ☒ Yes Copy

F7-Exit without selection

2. Enter the Report Name. \* For this report use **IN\_CLASS5**
3. When General prompts "Is this a new definition?", select Yes.

**Report Design – IN\_CLASS5**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5

Title/Description: Inventory Sales Analysis Report

File: INQT - IN Quantity Totals

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/ftr Run Delete Print

F7-Exit without selection

4. Enter information in the following fields:

**Field****Description**

Title/Description\*

Enter the name you want to print on the report

**Enter Inventory Sales Analysis Report**

File\*

Select the central file for this report.

The list files function is available to select the file.

**Select the INQT file**


---

\* See Appendix D for more information.

**Report Design – IN\_CLASS5**

```

OSAS T000
Settings Edit Print Help

REPORT DESIGN

Report Name: IN_CLASS5
Title/Description: Inventory Sales Analysis Report
File: INQT - IN Quantity Totals
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/ftt Run Delete Print
F7-Exit without selection

```

**Field****Description**

Report/Export\*

Select how you want to print or export the report.

**Select Report**

Width\*

Select the number of columns across the report.

**Accept the default of 132**

Height\*

Select the maximum number of rows each record can occupy on the report.

**Accept the default of Any**

Across\*

Enter the number of records you want to print across the page.

**Accept the default of 1**

Length\*

Enter the number of rows you want to print per page

**Accept the default of Any**

Output\*

Enter the output device used for this report.

**Accept the default of Printer**

Once you enter the output field, select the done function key to display the Verification prompt, "Is the above information correct?".

5. Select Fields from the Repot Design screen.

---

\*See Appendix D for more information.

The Field Specification screen is displayed.

### Field Specification Screen

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

Link Element  
Link Name: XXXXXXXXXX  
Enter a name for this link item.

(T000)

F1-help, F9/F7-done

6. Enter the fields for this report.

A. The first field is the Item ID. Use the list fields function key to select the field and enter through all columns to accept the defaults.

B. The second field is the Description.

The item description is not part of the INQT file. Use the link function key to create a link field.

Enter in the Link Name. For this field use DESCRIPTION and press enter.

The Link to file box is displayed.

### 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

Link-to File

1	INQL@ITM_LOC_LOT_UC	IN Quantity Locations
2	INSH@ITM_LOC_YRPD_SE	IN Serial History
3	INSN@ITM_SER	IN Serial Numbers
4	INSN@ITM_LOC_LOT_SER	IN Serial Numbers
5	INTL@LOT_ITM_LOC_TRA	IN Transfer Lot/Serial Nos.
6	INTR@ITEM_LOC_TRAN	IN Transactions
7	INVE@ITEM	IN Items
8	INXT@ITEM_SEQ	IN Additional Descriptions
9	POOR@ITEM_LOCA_TRAN	Open Order Detail File

3/4

(T000)

F1-help, F7-exit without selection

C. Select the INVE@ITEM file and press enter.

The Field Selection box is displayed.

### Field Selection

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 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 DESCR.	Description	T,JL,L25
4 DESCRIPTION	Description	T,JL,L35
5 ITEM_ID	Item ID	T,JL,L20
6 ITEM_STATUS	Item Status	T,JL,L12
7 ITEM_TYPE	Item Type	T,JL,L14
8 ITEM_TYPE2	Item Type	T,JL,L1
9 ITEM_WEIGHT	Weight	N,JR,2,L14,-

(T000)

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

- D. Select the Description field and press Enter to add the link field to the report. Enter through all columns to accept the defaults.
- E. Use the list fields function to select Location ID as the next field for the report.
- F. After Location ID, the next field will print MTD on the line next to the month to date total. Select the Text function key.

The Text Element box is displayed.

### Text Element box

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
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	No
LOCATION_ID	T 11	58	1	---	---	---	---	No

Text Element

Name: MTD

Text: MTD

Enter the text desired for this text element.

(T000)

### Field

Name

### Description

Enter the name of the text field. The field can be 1-14 characters long and cannot contain spaces or symbols.

**Enter MTD for this field**

Text

Enter the text you want to print on the report.

**Enter MTD for this field.**

**Field Specification**

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
@LINKDESCRIPTION	T 35	22	1	---	---	No
LOCATION_ID	T 11	58	1	---	---	No
@TEXTMTD	T 3	70	1	---	---	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 field is added to the report with @TEXT in front of the text name.

Create another text field to print YTD on the line below MTD.

G. Select the text function key.

**Text Element box**

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
@LINKDESCRIPTION	T 35	22	1	---	---	No
LOCATION_ID	T 11	58	1	---	---	No
@TEXTMTD	T 3	70	1	---	---	No

Enter the text desired for this text element.

(T000)

**Field****Description**

Name

Enter the name of the text field. The field can be 1-14 characters long and cannot contain spaces or symbols.

**Enter YTD for this field**

Text

Enter the text you want to print on the report.

**Enter YTD for this field.**



## Field Specification

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
@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

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

We want the YTD field to print below the MTD field, so change the Col to the same column as the MTD field and change the Row to 2.

The next two fields will be the Month to Date sales quantity and amount.

The Sales figures, we will use, are stored in the summary history file INHS.

H. Use the link function key to create a link for the month to date quantities.

Enter QTY\_SOLD\_MTD for the Link Name.

## Link Element box

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
@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

Press Enter

I. The Link -to-file box is displayed; select the file to create the link.

Select the INHS@ITM\_LOC\_TIM\_YRP file and press Enter.

### Link to File 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

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_LOT	IN Lot Details
8 INQL@ITM_LOC_LOT_UC	IN Quantity Locations
9 INSH@ITM_LOC_YRPD_SE	IN Serial History

2/4

(T000)

F1-help, F7-exit without selection

The Field Selection box is displayed; select the field you want to use to create the link.

### Field Selection Screen

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

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,-

3/4

(T000)

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

Select the QTY\_SOLD field and press Enter

This is a one-to-many link; General Report Writer prompts you to select how you want this field to print on the report.

### Creating a Link Field – One-to-Many Link Box

Field Specification for Inventory Sales Analysis Report

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
@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	1	---	---	---	---	---	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

Select Display

### Field Specification @LINKQTY\_SOLD\_MTD

Field Specification for Inventory Sales Analysis Report

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
@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
@LINKQTY_SOLD_MTD	N 14	74	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

The link is added to the Field Specification screen.

Change the Row to 1 so this field prints on the first row of the report.

Next, create a link for the amount sold per month.

J. Use the link function key to create the link.

Enter TOTAL\_SOLD\_MTD for the Link Name and press Enter.

### Link Element 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	1	---	---	---	---	---	---	No	None	-----	No
@TEXTYTD	T 3	70	2	---	---	---	---	---	---	No	None	-----	No
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	No	-----	---	

Link Element

Link Name: TOTAL\_SOLD\_MTD

INHS@ITM\_LOC\_TIM\_YRP:QTY\_SOLD

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

K. The Link-to-file box is displayed. Select the file to create the link.

Select the INHS@ITM\_LOC\_TIM\_YRP file and press Enter.

### Link to File 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

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_LOT	IN Lot Details
8 INQL@ITM_LOC_LOT_UC	IN Quantity Locations
9 INSH@ITM_LOC_YRPD_SE	IN Serial History

2/4

(T000)

F1-help, F7-exit without selection

The Field Selection screen is displayed; select the field you want to use for the link.

### Field Selection Screen

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 QUANTITY_BUILT	Quantity Built						N,JR,2,L14,-
2 TIME_PERIOD_ID	Time Period ID						T,JL,L1
3 TOTAL_RETURNED_SALE	Total Returned (Sales)						N,JR,2,L14,-
4 TOTAL_SOLD	Total Sold						N,JR,2,L14,-
5 TRANSFER_COSTS	Transfer Costs						N,JR,2,L14,-
6 YEAR_PERIOD	Year-Period						T,JL,L6

4/4

(T000)

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

Select the TOTAL\_SOLD field.

Press Enter

This is another one-to-many link field; select how you want the field to print on the report.

### Creating a Link Field – One-to-Many Link Box

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
@LINKDESCRIPTION	T 35	22	1	---	---	---	No
LOCATION_ID	T 11	58	1	---	---	---	No
@TEXTMTD	T 3	70		---	---	---	No
@TEXTYTD	T 3	70		---	---	---	No
@LINKQTY_SOLD_MTD	N 14	74		No	No	No	No

Link Element

Link Name: TOTAL\_SOLD

INHS@ITM\_LO 1/1 \_SOLD

(T000)

F1-help, F7-exit without selection

Select Display

The next two fields will be the Year to Date sales quantity and amount.

L. Use the link function key to create a link for the year to date quantities.

Enter QTY\_SOLD\_YTD for the Link Name.

### 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 NDP
				Tot Avg Max Min Pct Cnt	Case Date	
ITEM_ID	T 20	1	1	---	---	No
@LINKDESCRIPTION	T 35	22	1	---	---	No
LOCATION_ID	T 11	58	1	---	---	No
@TEXTMTD	T 3	70	1	---	---	No
@TEXTYTD	T 3	70	2	---	---	No
@LINKQTY_SOLD_MTD	N 14	74	1	Yes No No No No No	---	No
@LINKTOTAL						

Link Element

Link Name: QTY\_SOLD\_YTD

INHS@ITM\_LOC\_TIM\_YRP:TOTAL SOLD

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Press Enter

M. The Link -to-file box is displayed; select the file to create the link.

Select the INHS@ITM\_LOC\_TIM\_YRP file and press Enter.

### 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 NDP
				Tot Avg Max Min Pct Cnt	Case Date	
ITEM_ID	T 20	1	1	---	---	No
@LINKDESCRIPTION	T 35	22	1	---	---	No
LOCATION_ID	T 11	58	1	---	---	No
@TEXTMTD	T 3	70	1	---	---	No
@TEXTYTD	T 3	70	2	---	---	No
@LINKQTY_SOLD_MTD	N 14	74	1	Yes No No No No No	---	No
@LINKTOTAL						

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

2/4

(T000)

F1-help, F7-exit without selection

The Field Selection box is displayed; select the field you want to use to create the link.

### Field Selection Screen

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

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,-

3/4

(T000)

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

Select the QTY\_SOLD field.

Press Enter

This is another one –to-many link. Select Display

### Creating a Link Field – One-to-Many Link Box

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
@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
@LINKQTY_SOLD_MTD	N 14	74		No	No	No	No	No	No	-----	---
@LINKTOTAL											

Link Element	Link Name	Link Description
1*Display	QTY_SOLD_YT	AL_SOLD
2 Total		
3 Average		
4 Count		

(T000)

F1-help, F7-exit without selection

**Field Specification @LINKQTY\_SOLD\_YTD**

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
@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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	----	-----	---
@LINKTOTAL_SOLD_MTD	N 14	89	1	Yes	No	No	No	No	No	----	-----	---
@LINKQTY_SOLD_YTD	N 14	74	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

The link is added to the Field Specification screen.

Change the column to 74 and change the row to 2 so this field will print on the second row below the MTD field.

Next, create a link for the amount sold per year.

N. Use the link function key to create the link.

Enter TOTAL\_SOLD\_YTD for the Link Name.

**Link Element box**

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
@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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	----	-----	---
@LINKTOTAL_SOLD_MTD	N 14	89	1	Yes	No	No	No	No	No	----	-----	---
@LINKQTY_S	N 14	74	2	Yes	No	No	No	No	No	----	-----	---

Link Element

Link Name: TOTAL\_SOLD\_YTD

INHS@ITM\_LOC\_TIM\_YRP:QTY\_SOLD

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Press Enter



O. The Link-to-file box is displayed. Select the file to create the link.

Select the INHS@ITM\_LOC\_TIM\_YRP file and press Enter.

### Link to File box

Field/@CALC	Type	Col	Row	Statistics	Convert	Case Date	NDP
				Tot Avg Max Min Pct Cnt			
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 selecting the file, the Field Select screen is displayed

### Field Selection Screen

Field/@CALC	Type	Col	Row	Statistics	Convert	Case Date	NDP
				Tot Avg Max Min Pct Cnt			
ITEM ID	T 20	1	1	---	---	---	No
Field Selection							
1 QUANTITY_BUILT				Quantity Built	N,JR,2,L14,-		
2 TIME_PERIOD_ID				Time Period ID	T,JL,L1		
3 TOTAL_RETURNED_SALE				Total Returned (Sales)	N,JR,2,L14,-		
4 TOTAL_SOLD				Total Sold	N,JR,2,L14,-		
5 TRANSFER_COSTS				Transfer Costs	N,JR,2,L14,-		
6 YEAR_PERIOD				Year-Period	T,JL,L6		

(T000)

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

Select the TOTAL\_SOLD field.

Press Enter

This is another one-to-many link field.

### Creating a Link Field – One-to-Many Link Box

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
@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	1	---	---	---	---	---	No	None	No
@LINKQTY_SOLD_MTD	N 14	74	1	---	---	---	---	---	No	None	No
@LINKTOTAL	Link Element										
@LINKQTY_S	Link Name: TOTAL SOLD										
	INHS@ITM_LO										

(T000)

F1-help, F7-exit without selection

Select Display

- P. Then Next field is the ON\_HAND\_QTY field. Use the list fields function to select the field.
- Q. After selecting the ON\_HAND\_QTY field use the list fields function to choose the AVAILABLE\_QTY field.

### Field Specification Screen

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
@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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	---	---
@LINKTOTAL_SOLD_MTD	N 14	89	1	Yes	No	No	No	No	No	---	---
@LINKQTY_SOLD_YTD	N 14	74	2	Yes	No	No	No	No	No	---	---
@LINKTOTAL_SOLD_YTD	N 14	89	2	Yes	No	No	No	No	No	---	---
ON_HAND_QTY	N 14	104	1	Yes	No	No	No	No	No	---	---
AVAILABLE_QTY	N 14	119	1	Yes	No	No	No	No	No	---	---

(T000)

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

Select the done function key to display the Verification prompt, “Is the above information correct?”, select Yes to exit the Field Specification screen and return to the Report Design screen.

The next step is to add the break information. We want to break by Product Line on this report.

On the Report Design Screen, select Break

### Report Design

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5  
 Title/Description: Inventory Sales Analysis Report  
 File: INQT - IN Quantity Totals  
 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

The Break Point screen is displayed.

### Break Points for Inventory Sales Analysis Report

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5  
 Title/Description: Inventory Sales Analysis Report  
 Break Points for Inventory Sales Analysis Report

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

Use the list fields function key to select the break point fields.

### Break Points for Inventory Sales Analysis Report –Field Selection

Report Name: IN\_CLASS5  
 Title/Description: Inventory Sales Analysis Report  
 Break Points for Inventory Sales Analysis Report

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	On-Order Quantity	N,JR,2,L14,-
9 TOTAL_COST	Total Cost	N,JR,2,L14,-

1/2

(T000)

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

Product line is not an available field from the INQT file.

Since Product line is not part of the INQT file, we have two options for using the field in breaks.

1. Create a link field, on the report, for product line, and use that field in breaks.
2. Create a link field in Dictionary and use that field in breaks. This option will allow you to use the field without having it on the report.

Exit Break. We will add the Product Line field later and continue creating the report.

The next step is to create criteria for the report. We want the report to prompt for the Location, the Item ID from and thru, and to prompt for the month and year for the totals.

Select Criteria from the Report Design screen.

### Report Design - Criteria

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5  
 Title/Description: Inventory Sales Analysis Report  
 File: INQT - IN Quantity Totals  
 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

The Criteria Specification screen is displayed.

### Criteria Specification for Inventory Sales Analysis Report

OSAS T000

Settings Edit Print Help

Criteria Specification for Inventory Sales Analysis Report

FIELD/@CALC	OPER	EXPRESSIONS	1/5 And/Or
LOCATION_ID	=	"[[ENTER LOCATION]]"	And
ITEM_ID	>=	"[[ENTER FROM ITEM]]"	And
ITEM_ID	<=	"[[ENTER THRU ITEM]]"	And

(T000)

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

For the criteria, enter the following:

<u>FIELD/@CALC</u>	<u>OPER</u>	<u>EXPRESSION</u>	<u>And/Or</u>
LOCATION_ID*	=	"[[ENTER LOCATION]]"	AND
ITEM_ID*	>=	"[[ENTER FROM ITEM]]"	AND
ITEM_ID*	<=	"[[ENTER THRU ITEM]]"	

Select the done key to display the Verification prompt. Answer Yes.

\*It is not necessary to type the quotes (") around the outside of the brackets. General Report Writer will place the quotes automatically based on the field type.

The MTD and YTD totals come from the INHS file, which is a one-to-many link file; therefore, the criteria must be setup in Linksel.

Select Linksel from the Report Design screen.

### Report Design - Linksel

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5  
Title/Description: Inventory Sales Analysis Report  
File: INQT - IN Quantity Totals  
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

The Link Detail Selection Criteria screen is displayed.

### Link Detail Selection Criteria screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Inventory Sales Analysis 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

### Link Detail Selection Criteria – INHS – Year and Period

FILE	CRITERIA
INHS	YEAR_PERIOD="[[ENTER YEAR AND PERIOD, EXP 199901 F OR JAN 1999]]"

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

Enter criteria for the MTD totals. Select the linked file-INHS, and then enter the following Criteria:

**YEAR\_PERIOD="[[ENTER YEAR AND PERIOD, EXP 199901 FOR JAN 1999]]"**\*

The criteria will let you enter the year and the period for the MTD totals.

Next, enter the criteria for the YTD totals.

### Link Detail Selection Criteria – INHS – Year

FILE	CRITERIA
INHS	YEAR_PERIOD="[[ENTER YEAR AND PERIOD, EXP 199901 F OR JAN 1999]]"
INHS	YEAR_PERIOD="[[ENTER YEAR, EXP 199900 FOR 1999]]"

Is the above information correct?  
Selection: ☒ Yes ☐ No

F7-Exit without selection

(T000)

Again, select the linked file-INHS, and then enter the following Criteria:

**YEAR\_PERIOD="[[ENTER YEAR, EXP 199900 FOR 1999]]"**\*

The criteria will let you enter the year and the period for the YTD totals.

After the criteria have been entered, select the done function key to display the Verification prompt. Answer Yes.

\*In Linksel, you must manually place quotes around the Expression based on the field type. If the field is Text, quotes are required. If the field is Numeric or Date, quotes are not required. (See Appendix B)

Select Run from the Report Design screen.

### Report Design – Run

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS5  
 Title/Description: Inventory Sales Analysis Report  
 File: INQT - IN Quantity Totals  
 Report/Export: Report  
 Width: 132 Height: Any Across: 1  
 Length: Any  
 Output: PRIN

Execute Options

- 1 Run report
- 2 Edit LIST command generated
- 3 Save LIST command to RUN menu

1/1

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)

F1-help, F7-exit without selection

Choose Run Report from the Execute Options menu.

Enter in the run time replacements

### Run Time Replacements

OSAS T000

Settings Edit Print Help

Building	Loading
165	

Run time Replacements

ENTER LOCATION: MN0001  
 ENTER FROM ITEM: 100  
 ENTER THRU ITEM: 600  
 ENTER PERIOD, EXP. 199901 FOR JANUARY 1999: 199907  
 ENTER YEAR, EXP. 199900 FOR 1999: 199900

(T000)

Enter value for prompt shown.

F1-help, F7-abort

For Location ID enter MN0001

For From Item Enter 100

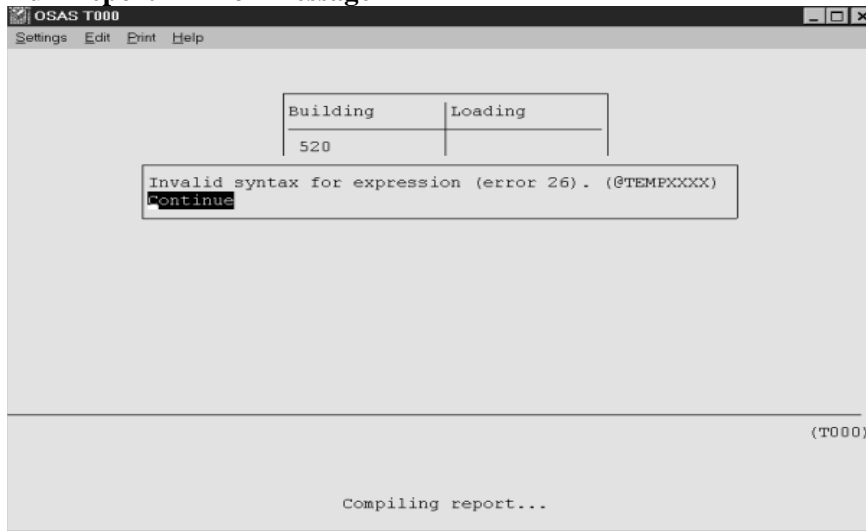
For Thru Item Enter 600

For Period Enter 199907\*

For Year Enter 199900\*

\*If you are using version 5.2x or lower, enter 1995 in place of 1999.



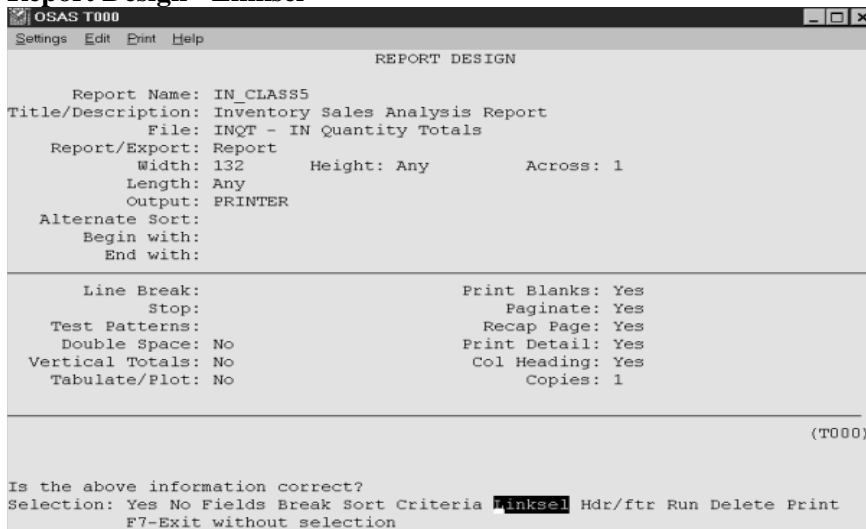
**Run Report – Error Message**

We get an Invalid syntax for expression error.

Press Enter exit the report

This error occurs because the INHS file was used more then once in LINKSEL.

Select Prompt, choose the IN\_CLASS5 report and select LINKSEL from the Report Design screen.

**Report Design - Linksel**

In Linksel, remove the second line for the YTD information.

### Link Detail Selection Criteria

Ti	FILE	CRITERIA
		1/10
	INHS	YEAR_PERIOD="[[ENTER YEAR AND PERIOD, EXP 199901 F OR JAN 1999]]"

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

Select the done function key and answer Yes at the Verification prompt.

Run the report again.

### Run Report – Output Selection

Building Loading

Output Selection

- 1 PSW Print Setup Wide Carriage Dot Matrix
- 2 **VDT View on this video**
- 3 FILE Print to a file

Compiling report...  
F1-help, F7-exit without selection

The Output Selection screen is displayed

**Select VDT**

**Inventory Sales Analysis Report**

OSAS T000				
Settings Edit Print Help				
07/28/1999				
02:13 PM				
Inventory Sales Analysis Report				
Item ID	Description	Location ID		Qt
				Qt
100	Electrical Package	MN0001	MTD	10
			YTD	10
150	Plumbing Package	MN0001	MTD	5
			YTD	5
200100	Furnace	MN0001	MTD	
			YTD	
200200	Water Heater	MN0001	MTD	
			YTD	
200300	Air Conditioner	MN0001	MTD	
			YTD	
200400	Water Softener	MN0001	MTD	
			YTD	
200500	Sump Pump	MN0001	MTD	
			YTD	
200600	Humidifier	MN0001	MTD	
			YTD	
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				

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

**Inventory Sales Analysis Report**

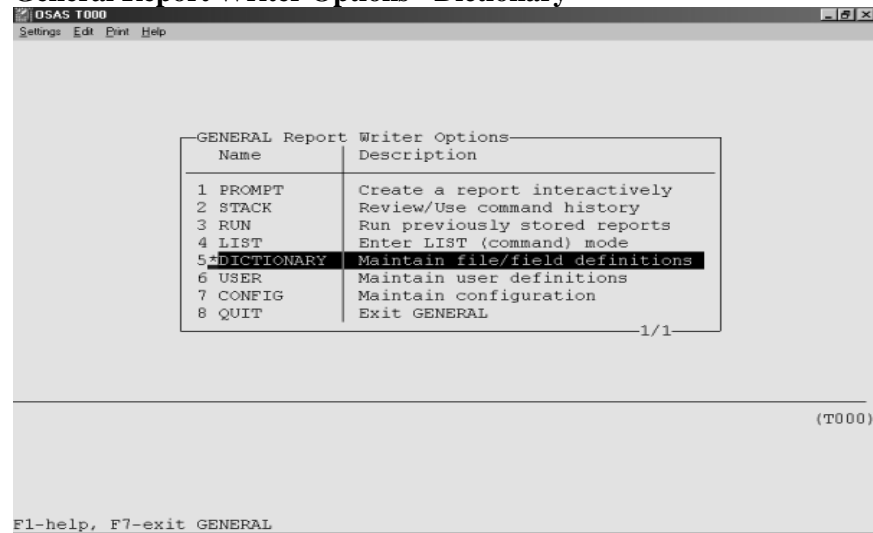
OSAS T000					
Settings Edit Print Help					
Inventory Sales Analysis Report					
					Page 1
Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	100.0000	36072.75	18.0000	17.0000
	YTD	100.0000	36072.75		
MN0001	MTD	50.0000	47645.33	15.0000	16.0000
	YTD	50.0000	47645.33		
MN0001	MTD			8.0000	8.0000
	YTD				
MN0001	MTD			8.0000	8.0000
	YTD				
MN0001	MTD			8.0000	8.0000
	YTD				
MN0001	MTD			8.0000	8.0000
	YTD				
MN0001	MTD			8.0000	8.0000
	YTD				
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 MTD and YTD figures are the same because our link to those figures is using the same file and the same Linksel criteria.

We will need to create data dictionary items to change this.

Select Dictionary from the General Report Writer Options menu

### General Report Writer Options - Dictionary



First, we will create the data dictionary items that will allow us to link to the INHS file to select the MTD and YTD totals separately.

In the INHS file there are separate records for month totals and year totals, however those totals are stored in the same field.

To get the totals for the month records to print separate from the year records we have a couple of options.

1. Create a copy of the INHS data dictionary file. Link to the original for month records and link to the copy for the year records.
2. Create alternate sorts in the INHS data dictionary file. One sort for the month records and another sort for the year records.

### Option 1: Using a Copy of the INHS Data Dictionary File

The following example uses a copy of the INHS data dictionary file to get the year records.

Enter a new File Name to create the copy of the INHS data dictionary file. When General Report Writer prompts “Is this a new definition?” select Copy

#### INHS\_COPY – Copy

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar reads 'OSAS T000' and the menu bar includes 'Settings', 'Edit', 'Print', and 'Help'. The window title is 'DICTIONARY MAINTENANCE'. The main area displays the following fields: 'File Name: INHS\_COPY', 'Description:', 'Access Level:', 'Disk File:', 'Skip Keys:', 'Auto Select:', 'Auto Begin:', 'Auto End:', 'Type:', 'Block Size:', and 'Delimiter:'. At the bottom right, it says '(T000)'. Below the main area, a prompt asks 'Is this a new definition?' with options 'Selection: No Yes Copy'. At the very bottom, it says 'F7-Exit without selection'.

The File Name/Wildcard box is displayed, enter the name of the file you want to copy or you can enter the application id and the wildcard of \* to select the file from a list.

#### INHS\_COPY – Select File to Copy (INHS)

The screenshot shows the OSAS T000 Dictionary Maintenance window with a file selection dialog box open. The dialog box has a title bar 'File Name/Wildcard' and contains the text 'INHS' and 'Enter filename wildcard.'. The main window shows the same fields as the previous screenshot, but the 'File Name' field is now 'INHS\_COPY'. At the bottom right, it says '(T000)'. Below the main area, a prompt asks 'Listing all files may take time.' and 'F1-help, F2-all files, F7-exit'.

Enter INHS to copy the INHS file.

**INHS\_COPY Data Dictionary File**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INHS\_COPY

Description: IN Summary History

Access Level: 0

Disk File: INHS[[@CID]]

Skip Keys:

Auto Select:

Auto Begin:

Auto End:

Type:

Block Size:

Delimiter:

(T000)

Is the above information correct?

Selection: **Yes** No Fields Sorts Links Delete

F7-Exit without selection

When the Verification Prompt is displayed, select Yes to save the file.

Now that the copy of the INHS file had been created, we need to create a Link from INQT to the new INHS\_COPY file

Select Links from the Dictionary Maintenance screen of the INQT file.

**Dictionary Maintenance – INQT - Links**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Description: IN Quantity Totals

Access Level: 0

Disk File: INQT[[@CID]]

Skip Keys:

Auto Select:

Auto Begin:

Auto End:

Type:

Block Size:

Delimiter:

(T000)

Is the above information correct?

Selection: Yes No Fields Sorts **Links** Delete

F7-Exit without selection

You can create these links in alphabetical order or add them to the end.

In a blank field, select the Target file and @Sortname.

For this link, select the INHS\_COPY@ITM\_LOC\_TIM\_YRP

You can use the list files function to select the file.

### INQT Link to INHS\_COPY File

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT  
Link Specification for IN Quantity Totals

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	2/10
INHS_COPY			
INKY@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	

File List

1 INHS_COPY	IN Summary History
2 INHS_COPY@ITM_LOC_TIM_YRP	IN Summary History
3 INHS_COPY@TIM_YRPD_ITM_LO	IN Summary History

1/1

INQL@ITM_LOC_LOT_UC	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID
INSN@ITM_SER	Part	ITEM_ID

(T000)

F1-help, F7-exit without selection

Enter the same Type and Key Expression as the INHS@ITM\_LOC\_TIM\_YRP link.

### INQT Link to INHS\_COPY File

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT  
Link Specification for IN Quantity Totals

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	2/10
INHS_COPY@ITM_LOC_TIM_YRP	Part	ITEM_ID+LOCATION_ID	
INKY@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	
INLD@ITEM_LOC	Full	ITEM_ID+LOCATION_ID	
INLH@ITM_LOC_LOT_YRP	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INLO@LOC	Full	LOCATION_ID	
INLS@LOT_ITM_LOC_TRA	Part	LOT_NUMBER+ITEM_ID+LOCATION_ID	
INLT@ITEM_LOC	Full	ITEM_ID+LOT_NUMBER	
INQL@ITM_LOC_LOT_UC	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID	
INSN@ITM_SER	Part	ITEM_ID	

IN Summary History  
Enter key expression (examples 'FIRM+ID', or '@PF2(3,6)+"A"').

(T000)

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

The Type should be Partial.

The Key Expression should be ITEM\_ID+LOCATION\_ID.

**INQT Link to INHS\_COPY File**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Link Specification for IN Quantity Totals

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	2/10
INHS_COPY@ITM_LOC_TIM_YRP	Part	ITEM_ID+LOCATION_ID	
INKY@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	
INLD@ITEM_LOC	Full	ITEM_ID+LOCATION_ID	
INLH@ITM_LOC_LOT_YRP	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INLO@LOC	Full	LOCATION_ID	
INLS@LOT_ITM_LOC_TRA	Part	LOT_NUMBER+ITEM_ID+LOCATION_ID	
INLT@ITEM_LOT	Full	ITEM_ID+LOT_NUMBER	
INQL@ITM_LOC_LOT_UC	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID	
INSN@ITM_SER	Part	ITEM_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.



Next, create a link field for the Product Line to use in Break on the report.

Still in the INQT file, select Fields and create the Product Line link field. (See page 37)

### Link Field – Product Line

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar includes 'Settings', 'Edit', 'Print', and 'Help'. The main area is titled 'DICTIONARY MAINTENANCE'. It displays the 'File Name: INQT' and 'Field Specification for IN Quantity Totals'. A table lists the field details:

Field Name	PRODUCT_LINE
Description	PRODUCT LINE
Type Code(s)	T,L12,JL
Column Heading	Product Line
Expression	INVE@ITEM:PRODUCT_LINE

At the bottom right, it says '(T000)'. At the bottom left, a verification prompt is shown: 'Is the above information correct? Selection: ☒ Yes No Delete F7-Exit without selection'.

When the Verification prompt is displayed, select Yes to save the field.

Exit fields and exit Dictionary Maintenance.

Select Prompt and edit the report. We will change the YTD links to the copy of the INHS dictionary file, and add the Product Link break field.

For this report, we will copy the existing report and edit the copy.

In the Report Name field, enter a new name and select Copy to create the report from the existing report.

### IN\_CLASS6 Report – Copy

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS6  
Title/Description: INVENTORY SALES ANALYSIS REPORT  
File: INQT - IN Quantity Totals  
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

For this report use IN\_CLASS6 and copy from the IN\_CLASS5 report.

When the Verification prompt is displayed, select Fields.

### Inventory Sales Analysis Report - Fields

OSAS 1000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS6  
Title/Description: INVENTORY SALES ANALYSIS REPORT  
File: INQT - IN Quantity Totals  
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

Enter or arrow down to the QTY\_SOLD\_YTD link.

### Fields Specification

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
@LINKQTY SOLD MTD	N 14	74	1	Yes	No	No	No	No	No	---	-----	---
@LINKTOTAL SOLD MTD	N 14	89	1	Yes	No	No	No	No	No	---	-----	---
@LINKQTY SOLD_YTD	N 14	74	2	Yes	No	No	No	No	No	---	-----	---
@LINKTOTAL SOLD_YTD	N 14	89	2	Yes	No	No	No	No	No	---	-----	---
ON_HAND_QTY	N 14	104	1	Yes	No	No	No	No	No	---	-----	---
AVAILABLE_QTY	N 14	119	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

Use the link function key to edit the link.

### Fields Specification

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
@LINKQTY SOLD MTD	N 14	74	1	Yes	No	No	No	No	No	---	-----	---
@LINKTOTAL	Link Element											
@LINKQTY_S	Link Name: QTY_SOLD_YTD											
@LINKTOTAL	QTY_SOLD											
ON_HAND_QTY	Enter a name for this link item.											
AVAILABLE_QTY												

(T000)

F1-help, F9/F7-done

The Link Element box is displayed. Press Enter at the Link Name field because it will not be changed.

The Link-to-file box is displayed.

### Fields Specification

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
Link-to File							
1 INHS@ITM_LOC_TIM_YRP				IN Summary History			
2 INHS_COPY@ITM_LOC_TIM_YRP				IN Summary History			
3 INKY@LOC_ITEM				IN Alternate Keys			
4 INLD@ITEM_LOC				IN Location Detail			
5 INLH@ITM_LOC_LOT_YRP				IN Lot History			
6 INLO@LOC				IN Locations			
7 INLS@LOT_ITM_LOC_TRA				IN Transaction Lot/Serial Nos.			
8 INLT@ITEM_LOT				IN Lot Details			
9 INQL@ITM_LOC_LOT_UC				IN Quantity Locations			

(T000)

F1-help, F7-exit without selection

Change the Link-to-file from the INHS file to the INHS\_COPY file.

The Field Selection screen is displayed.

### Fields Specification

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
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_SOLD_IN	Quantity Sold	N,JR,2,L10,-					
8 QTY_TRANSFERRED_IN	Quantity Transferred In	N,JR,2,L14,-					
9 QTY_TRANSFERRED_OUT	Quantity Transferred Out	N,JR,2,L14,-					

(T000)

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

Select the QTY\_SOLD field if it is not already selected. Press Enter

The one to many link box is displayed.

### Fields Specification

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
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	1	---	---	---	---	---	No	None	-----	No
@LINKQTY SOLD MTD	N	14	74	1	---	---	---	---	---	No	None	-----	No
@LINKTOTAL	Link Element			1*	Display								
@LINKQTY_S	Link Name: QTY_SOLD_YT			2	Total								
@LINKTOTAL	QTY_SOLD			3	Average								
ON_HAND_QTY				4	Count								
AVAILABLE_QTY				-1/1-									

(T000)

F1-help, F7-exit without selection

Select Display to add the field to the report.

Next, edit the TOTAL\_SOLD\_YTD field.

### Fields Specification

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
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
@LINKQTY SOLD MTD	N	14	74	1	Yes	No	No	No	No	No	----	-----	---
@LINKTOTAL SOLD MTD	N	14	89	1	Yes	No	No	No	No	No	----	-----	---
@LINKQTY SOLD_YTD	N	14	74	2	Yes	No	No	No	No	No	----	-----	---
@LINKTOTAL SOLD_YTD	N	14	89	2	Yes	No	No	No	No	No	----	-----	---
ON_HAND_QTY	N	14	104	1	Yes	No	No	No	No	No	----	-----	---
AVAILABLE_QTY	N	14	119	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 or arrow down to the TOTAL\_SOLD\_YTD field.

Use the link function key to edit the link.

### Fields Specification

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	1	---	---	---	---	---	---	No	None	-----	No	
@TEXTYTD	T 3	70	2	---	---	---	---	---	---	No	None	-----	No	
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No		None	-----	No	
@LINKTOTAL	Link Element													
@LINKQTY_S	Link Name: TOTAL_SOLD_YTD													
@LINKTOTAL	TOTAL_SOLD													
ON_HAND_QT	Enter a name for this link item.													
AVAILABLE														

(T000)

Fi-help, F9/F7-done

The Link Element box is displayed. Press Enter at the Link Name field because it will not be changed.

The Link-to-file box is displayed.

### Fields Specification

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	Link-to File													
1	INHS@ITM_LOC_TIM_YRP	IN Summary History												
2	INHS_COPY@ITM_LOC_TIM_YRP	IN Summary History												
3	INKY@LOC_ITEM	IN Alternate Keys												
4	INLD@ITEM_LOC	IN Location Detail												
5	INLH@ITM_LOC_LOT_YRP	IN Lot History												
6	INLO@LOC	IN Locations												
7	INLS@LOT_ITM_LOC_TRA	IN Transaction Lot/Serial Nos.												
8	INLT@ITEM_LOT	IN Lot Details												
9	INQL@ITM_LOC_LOT_UC	IN Quantity Locations												

2/4

(T000)

Fi-help, F7-exit without selection

Change the Link-to-file from the INHS file to the INHS\_COPY file.

The Field Selection screen is displayed.

### Fields Specification

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 QUANTITY ADJUSTED	Quantity Adjusted			N,JR,2,L14,-		
2 QUANTITY BUILT	Quantity Built			N,JR,2,L14,-		
3 SHORT_ITEM_ID	Item ID			T,JL,L11		
4 TIME_PERIOD_ID	Time Period ID			T,JL,L1		
5 TOTAL_RETURNED_SALE	Total Returned (Sales)			N,JR,2,L14,-		
6 TOTAL_SOLD	Total Sold			N,JR,2,L14,-		
7 TRANSFER_COSTS	Transfer Costs			N,JR,2,L14,-		
8 YEAR_PERIOD	Year-Period			T,JL,L6		

4/4

(T000)

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

Select the TOTAL\_SOLD field if it is not already selected. Press Enter

The one to many link box is displayed.

### Fields Specification

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
@LINKDESCRIPTION	T 35	22	1	---	---	No
LOCATION_ID	T 11	58	1	---	---	No
@TEXTMTD	T 3	70		---	---	No
@TEXTYTD	T 3	70		---	---	No
@LINKQTY_SOLD_MTD	N 14	74		No	No	No
@LINKTOTAL	Link Element					
@LINKQTY_S	Link Name: TOTAL_SOLD					
@LINKTOTAL	TOTAL_SOLD			1/1		
ON_HAND_QT						
AVAILABLE_						

1 Display

2 Total

3 Average

4 Count

(T000)

F1-help, F7-exit without selection

Select Display to add the field to the report.

Select the done function key to display the Verification Prompt, answer Yes to save the changes and exit fields.

Select Break from the Report Design Screen.

### Break Points

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN CLASS ADVANCE  
Title/Description: Inventory Sales Analysis Report  
Break Points for Inventory Sales Analysis Report

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
PRODUCT LINE	PRODUCT LINE		Line

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

(T000)

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

Enter the Product Line field; since we create this field in dictionary, we can use it here.

After the break for Product Line has been entered, select Linksel.

### Linksel Screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for INVENTORY SALES ANALYSIS REPORT 1/10

FILE	CRITERIA
INHS	YEAR_PERIOD="[[ENTER YEAR AND PERIOD, EXP 199901 F OR JAN 1999]]"
INHS_COPY	YEAR_PERIOD="[[ENTER YEAR, EXP 199900 FOR 1999]]"

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

(T000)

Add criteria for the INHS\_COPY file to select the Year for which we want the totals to print.

In File, select the INHS\_COPY. In the Criteria field, enter the following:

**YEAR\_PERIOD="[[ENTER YEAR, EXP 199900 FOR 1999]]"**\*

Select the done function key and answer Yes when the Verification prompt is displayed.

\*In Linksel, you must manually place quotes around the Expression based on the field type. If the field is Text, quotes are required. If the field is Numeric or Date, quotes are not required. (See Appendix B)



Enter in the run time replacements

### Run Time Replacements

The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help). Inside the window, there is a table with two columns: "Building" and "Loading". The "Building" column contains the value "165". Below the table, there is a section titled "Run time Replacements" with the following text: "ENTER LOCATION: MN0001", "ENTER FROM ITEM: 100", "ENTER THRU ITEM: 600", "ENTER PERIOD, EXP. 199901 FOR JANUARY 1999: 199907", and "ENTER YEAR, EXP. 199900 FOR 1999: 199900". The "199900" is highlighted with a black background. At the bottom of the window, there is a status bar with the text "Enter value for prompt shown." and "F1-help, F7-abort".

Building	Loading
165	

Run time Replacements

ENTER LOCATION: MN0001  
ENTER FROM ITEM: 100  
ENTER THRU ITEM: 600  
ENTER PERIOD, EXP. 199901 FOR JANUARY 1999: 199907  
ENTER YEAR, EXP. 199900 FOR 1999: 199900

(T000)

Enter value for prompt shown.

F1-help, F7-abort

For Location ID enter MN0001

For From Item Enter 100

For Thru Item Enter 600

For Period Enter 199907\*

For Year Enter 199900\*

\*If you are using version 5.2x or lower, enter 1995 in place of 1999.

**Inventory Sales Analysis Report**

OSAS T000				
Settings Edit Print Help				
07/28/1999				
11:51 AM				
Inventory Sales Analysis Report				
Item ID	Description	Location ID		Qt
100	Electrical Package	MN0001	MTD	10
			YTD	84
150	Plumbing Package	MN0001	MTD	5
			YTD	63
Product Line: MATERIAL				15
SUM				148
200100	Furnace	MN0001	MTD	
			YTD	20
200200	Water Heater	MN0001	MTD	
			YTD	20
200300	Air Conditioner	MN0001	MTD	
			YTD	20
200400	Water Softener	MN0001	MTD	
			YTD	20
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				

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

**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
Inventory Sales Analysis Report					
Page 1					
Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	100.0000	36072.75	18.0000	17.0000
	YTD	849.0000	307519.61		
MN0001	MTD	50.0000	47645.33	15.0000	16.0000
	YTD	638.0000	607954.37		
		150.0000	83718.08	33.0000	33.0000
		1487.0000	915473.98		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
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					

**Inventory Sales Analysis Report**

OSAS T000				
Settings Edit Print Help				
07/28/1999				
11:51 AM				
Inventory Sales Analysis Report				
Item ID	Description	Location ID	Qt	Qt
450	Slide by Window 24" x 40"	MN0001	MTD	
			YTD	22
460	Slide by Window 30" X 40"	MN0001	MTD	
			YTD	11
600	Standard Window 24" X 40"	MN0001	MTD	
			YTD	13
Product Line: MATERIAL				
SUM				108
SUM				
*Report* SUM				15
SUM				377
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				

Last Page of the report

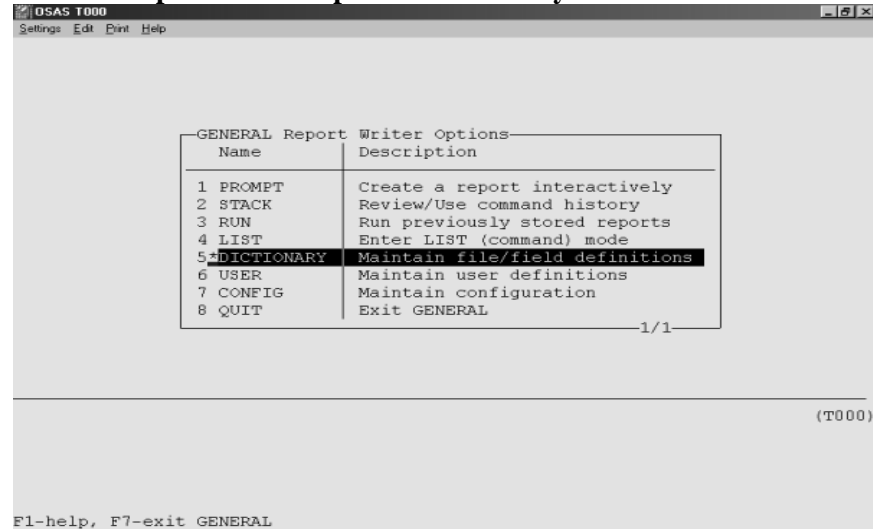
**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
Inventory Sales Analysis Report					
Page 3					
Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	.0000	.00	12.0000	12.0000
	YTD	226.0000	41748.36		
MN0001	MTD	.0000	.00	28.0000	24.0000
	YTD	111.0000	19633.87		
MN0001	MTD	.0000	.00	2.0000	3.0000
	YTD	139.0000	17537.26		
		.0000	.00	340.0000	311.0000
		1086.0000	225491.46		
		150.0000	83718.08	421.0000	392.0000
		3779.0000	1140965.44		
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					

## Option 2: Creating Alternate Sorts

The following example creates alternate sorts in the INHS data dictionary file for the month and year records. We will link to the sorts from the INQT data dictionary file.

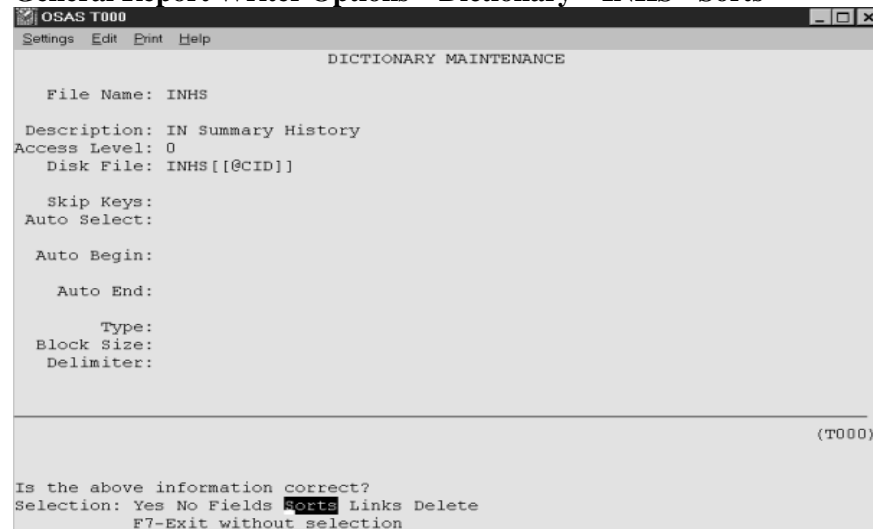
### General Report Writer Options - Dictionary



Select Dictionary from the General Report Writer Options menu.

Select the INHS file and choose Sorts

### General Report Writer Options – Dictionary – INHS - Sorts



**INHS File Layout**

INHSxxx-Summary History

Inventory

**IN Summary History Record**

File Name: INHSxxx

Record Size: 451 (512)

File Type: Mkeyed – Dynamic

Number of keys: 2

Field No	Template	Description	Type	Length	Note
1	TIME	Time Period ID	C	1	P = Period Record Y = Year Record yyyypp (periods) yyyy00 (years)
2	YRPD	Year-Period	C	6	
3(1,20)	ITEM	Item ID	C	20	
3(21,6)	LOCA	Location ID	C	6	
4	QPUR	Quantity Purchased	N	14	INQT
5	QPRT	Quantity Returned (Purch)	N	14	INQT
6	QSAL	Quantity Sold	N	14	INQT
7	QSRT	Quantity Returned (Sales)	N	14	INQT
8	QMAT	Quantity Material Requisitioned	N	14	INQT
9	QTIN	Quantity Transferred In	N	14	INQT
10	QTOUT	Quantity Transferred Out	N	14	INQT
11	QADJ	Quantity Adjusted	N	14	INQT
12	QBLD	Quantity Built	N	14	INQT
13	QISS	Quantity Issued	N	14	INQT
14	CPUR	Cost Purchased	N	14	DOLL
15	CPRT	Cost Returned (Purch)	N	14	DOLL
16	CSAL	Cost Sold	N	14	DOLL
17	CSRT	Cost Returned (Sales)	N	14	DOLL
18	CMAT	Cost Material Requisitioned	N	14	DOLL
19	CTIN	Cost Transferred In	N	14	DOLL
20	CTOUT	Cost Transferred Out	N	14	DOLL
21	CADJ	Cost Adjusted	N	14	DOLL

IN-34

File Descriptions Manual Volume I

The ALTSORT specification screen is displayed.

The first Altsort will be used to get the MTD totals. In the INHS file the Time Period field stores a P for period totals. (See pervious page). This will be the record used to get the MTD totals.

### INHS ALTSORT Screen

ALTSORT specification for IN Summary History		
NAME	DESCRIPTION	1/10
ITM_LOC_TIM_YRP	Item ID + Loca. ID + Time Pd. ID + Year	ALTKEY 1
TIM_YRPD_ITM_LO	Time Pd. ID + Year/Pd. + Item ID + Loca.	ALTKEY 0
ITM_LOC_P_YRP	Item ID + Loca. ID + Time Pd. + Year	ALTKEY 1
Enter ALTSORT identifying name.		

(T000)

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

1. Select a blank field. Enter in your altsortname. For this example, use **ITM\_LOC\_P\_YRP**.
2. Enter in a description of the Altsort.
3. Enter the ALTFILE or ALTKEY you want to use for this sort. For this example type in **ALTKEY 1**

The second Altsort will be used to get the YTD totals. In the INHS file the Time Period field stores a Y for year totals. (See pervious page). This will be the record used to get the YTD totals.

### INHS ALTSORT Screen

ALTSORT specification for IN Summary History		
NAME	DESCRIPTION	1/10
ITM_LOC_TIM_YRP	Item ID + Loca. ID + Time Pd. ID + Year	ALTKEY 1
TIM_YRPD_ITM_LO	Time Pd. ID + Year/Pd. + Item ID + Loca.	ALTKEY 0
ITM_LOC_P_YRP	Item ID + Loca. ID + Time Pd. + Year	ALTKEY 1
ITM_LOC_Y_YRP	Item ID + Loca. ID + Time Pd. + Year	ALTKEY 1
Enter ALTSORT identifying name.		

(T000)

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

1. Select a blank field. Enter in your altsortname. For this example, use **ITM\_LOC\_Y\_YRP**.
2. Enter in a description of the Altsort.
3. Enter the ALTFILE or ALTKEY you want to use for this sort. For this example type in **ALTKEY 1**

**INHS ALTSORT Screen**

NAME	DESCRIPTION	1/10
ITM_LOC_TIM_YRP	Item ID + Loca. ID + Time Pd. ID + Year ALTKEY 1	
TIM_YRPD_ITM_LO	Time Pd. ID + Year/Pd. + Item ID + Loca. ALTKEY 0	
ITM_LOC_P_YRP	ITEM ID + LOCATION ID+ TIME PD. + YEAR ALTKEY 1	
ITM_LOC_Y_YRP	ITEM ID + LOCA. ID + TIME PD. + YEAR ALTKEY 1	

(T000)

F1-help, F3-insert, F4-delete, F9/F7-done  
Is the above information correct?  
Selection: **Yes** No  
F7-Exit without selection

Select the done function key to display the Verification prompt. Answer Yes to save the added sorts.

The Dictionary Maintenance screen is displayed. Select Yes when the Verification prompt is displayed to save the file.

Next, select the INQT file and choose Fields.

**General Report Writer Options – Dictionary – INQT - Fields**

DICTIONARY MAINTENANCE

File Name: INQT  
Description: IN Quantity Totals  
Access Level: 0  
Disk File: INQT[[@CID]]  
Skip Keys:  
Auto Select:  
Auto Begin:  
Auto End:  
Type:  
Block Size:  
Delimiter:

(T000)

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

Create a runtime replacement field that will prompt for the Period. (See page 56)

### Text Field – Period

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Field Specification for IN Quantity Totals

Field Name	PERIOD
Description	ENTER PERIOD
Type Code(s)	T,L6,JL
Column Heading	PERIOD
Expression	"[[ENTER PERIOD, EXP. 199901 FOR JANUARY 1999]]"

(T000)

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

This field is a runtime replacement field. Enter the same runtime replacement information that was entered in Linksel on the original report for the MTD totals.

We are creating this field to use it as part of the Key Expression when we link to the INHS file.

Next, create a runtime replacement field that will prompt for the Year. (See page 56)

### Text Field - Year

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Field Specification for IN Quantity Totals

Field Name	YEAR
Description	ENTER YEAR
Type Code(s)	T,L6,JL
Column Heading	YEAR
Expression	"[[ENTER YEAR, EXP. 199900 FOR 1999]]"

(T000)

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

This field is a runtime replacement field. Enter the same runtime replacement information that was entered in Linksel on the original report for the YTD totals.

We are creating this field to use it as part of the Key Expression when we link to the INHS file.



Now that the sorts have been created in the INHS file and the fields in the INQT file, we need to create Links from INQT to the new sorts in INHS.

Select Links from the Dictionary Maintenance screen of the INQT file.

### Dictionary Maintenance – INQT - Links

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Link Specification for IN Quantity Totals

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	2/10
INHS			
File List			
1 INHS		IN Summary History	
2 INHS@ITM_LOC_TIM_YRP		IN Summary History	
3 INHS@TIM_YRPD_ITM_LO		IN Summary History	
4 INHS@ITM_LOC_P_YRP		IN Summary History	
5 INHS@ITM_LOC_Y_YRP		IN Summary History	1/1
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID	
INSN@ITM_SER	Part	ITEM_ID	

(T000)

F1-help, F7-exit without selection

You can create these links in alphabetical order or add them to the end.

The first link is to the INHS@ITM\_LOC\_P\_YRP

### Dictionary Maintenance – INQT - Links

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Link Specification for IN Quantity Totals

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	2/10
INHS@ITM_LOC_P_YRP	Full	ITEM_ID+LOCATION_ID+"P"+PERIOD	
INKY@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	
INLD@ITEM_LOC	Full	ITEM_ID+LOCATION_ID	
INLH@ITM_LOC_LOT_YRP	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INLO@LOC	Full	LOCATION_ID	
INLS@LOT_ITM_LOC_TRA	Part	LOT_NUMBER+ITEM_ID+LOCATION_ID	
INLT@ITEM_LOT	Full	ITEM_ID+LOT_NUMBER	
INQL@ITM_LOC_LOT_UC	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID	
INSN@ITM_SER	Part	ITEM_ID	

Enter file to establish link to.

(T000)

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

The type of link is Full, for a one-to-one link.

In Key Expression, enter:

**ITEM\_ID+LOCATION\_ID+"P"+PERIOD**

Here we are linking by Item Id, Location ID, the P is for the Period record, and we are passing the Period we want, which in this case is a run time replacement to prompt for the period. (See page 76)

The second link is to the INHS@ITM\_LOC\_Y\_YRP

### Dictionary Maintenance – INQT - Links

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Link Specification for IN Quantity Totals

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	2/10
INHS@ITM_LOC_P_YRP	Full	ITEM_ID+LOCATION_ID+"P"+PERIOD	
<b>INHS@ITM_LOC_Y_YRP</b>	Full	ITEM_ID+LOCATION_ID+"Y"+YEAR	
INKY@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	
INLD@ITEM_LOC	Full	ITEM_ID+LOCATION_ID	
INLH@ITM_LOC_LOT_YRP	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INLO@LOC	Full	LOCATION_ID	
INLS@LOT_ITM_LOC_TRA	Part	LOT_NUMBER+ITEM_ID+LOCATION_ID	
INLT@ITEM_LOT	Full	ITEM_ID+LOT_NUMBER	
INQL@ITM_LOC_LOT_UC	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID	

Enter file to establish link to.

(T000)

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

The type of link is Full, for a one-to-one link.

In Key Expression, enter:

**ITEM\_ID+LOCATION\_ID+"Y"+YEAR**

Here we are linking by Item Id, Location ID, the Y is for the Year record, and we are passing the Year we want, which in this case is a run time replacement to prompt for the year. (See page 76)

Select the done function key to display the Verification prompt. Answer Yes

### Dictionary Maintenance – INQT – Links

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: INQT

Link Specification for IN Quantity Totals

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	2/10
INHS@ITM_LOC_P_YRP	Full	ITEM_ID+LOCATION_ID+"P"+PERIOD	
INHS@ITM_LOC_Y_YRP	Full	ITEM_ID+LOCATION_ID+"Y"+YEAR	
INKY@LOC_ITEM	Full	LOCATION_ID+ITEM_ID	
INLD@ITEM_LOC	Full	ITEM_ID+LOCATION_ID	
INLH@ITM_LOC_LOT_YRP	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INLO@LOC	Full	LOCATION_ID	
INLS@LOT_ITM_LOC_TRA	Part	LOT_NUMBER+ITEM_ID+LOCATION_ID	
INLT@ITEM_LOT	Full	ITEM_ID+LOT_NUMBER	
INQL@ITM_LOC_LOT_UC	Part	ITEM_ID+LOCATION_ID+LOT_NUMBER	
INSH@ITM_LOC_YRPD_SE	Part	ITEM_ID+LOCATION_ID	

(T000)

Is the above information correct?

Selection: **Yes** No

F7-Exit without selection

Next step is to edit the report to get the correct information.

Select Prompt from the General Report Writer Options menu.

### Report Design Screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS7

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

Instead of editing the existing report, we will make a copy of that report and edit the copy.

In the Report Name field, enter IN\_CLASS7. Select copy when General prompts, “Is this a new definition?” Copy the IN\_CLASS5 report.

Once the report has been copied, the Verification prompt is displayed. Select Fields.

### Report Design Screen

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS7

Title/Description: INVENTORY SALES ANALYSIS REPORT

File: INQT - IN Quantity Totals

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

In the Field Specification screen, the Verification prompt is displayed, select No, to edit the MTD and YTD links.

### Field Specification 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
@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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	-----	----	----
@LINKTOTAL_SOLD_MTD	N 14	89	1	Yes	No	No	No	No	No	-----	----	----
@LINKQTY_SOLD_YTD	N 14	74	2	Yes	No	No	No	No	No	-----	----	----
@LINKTOTAL_SOLD_YTD	N 14	89	2	Yes	No	No	No	No	No	-----	----	----
ON_HAND_QTY	N 14	104	1	Yes	No	No	No	No	No	-----	----	----
AVAILABLE_QTY	N 14	119	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 or arrow down to the @LINKQTY\_SOLD\_MTD field and select the link function key.

The Link Element box is displayed.

### Field Specification 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
@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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	-----	----	----
@LINKTOTAL_SOLD_MTD	Link Element											
@LINKQTY_S	Link Name: QTY_SOLD_MTD											
@LINKTOTAL	QTY_SOLD											
ON_HAND_QTY	Enter a name for this link item.											
AVAILABLE_QTY												

(T000)

F1-help, F9/F7-done

Press Enter

The Link to file box is displayed.

### Field Specification Screen

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-													
L 1 INHS@ITM_LOC_TIM_YRP				IN Summary History									
L 2 INHS@ITM_LOC_P_YRP				IN Summary History									
L 3 INHS@ITM_LOC_Y_YRP				IN Summary History									
L 4 INKY@LOC_ITEM				IN Alternate Keys									
L 5 INLD@ITEM_LOC				IN Location Detail									
L 6 INLH@ITM_LOC_LOT_YRP				IN Lot History									
L 7 INLO@LOC				IN Locations									
L 8 INLS@LOT_ITM_LOC_TRA				IN Transaction Lot/Serial Nos.									
L 9 INLT@ITEM_LOT				IN Lot Details									

2/4

(T000)

F1-help, F7-exit without selection

Select the new link file INHS@ITM\_LOC\_P\_YRP and press Enter.

The Field Selection box is displayed.

### Field Specification Screen

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	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,-			

3/4

(T000)

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

Select the QTY\_SOLD field.

Next, recreate the link for the Total Sold field.

Enter or arrow down to the @LINKTOTAL\_SOLD\_MTD field and select the link function key.

The Link Element box is displayed.

### Field Specification Screen

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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	-----	-----	---

@LINKTOTAL Link Element

@LINKQTY\_S Link Name: TOTAL\_SOLD\_MTD

@LINKTOTAL TOTAL\_SOLD

ON\_HAND\_QT Enter a name for this link item.

AVAILABLE\_

(T000)

F1-help, F9/F7-done

Press Enter

The Link to file box is displayed.

### Field Specification Screen

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

@ Link-to File

L 1	INHS@ITM_LOC_TIM_YRP	IN Summary History
@ 2	INHS@ITM_LOC_P_YRP	IN Summary History
@ 3	INHS@ITM_LOC_Y_YRP	IN Summary History
@ 4	INKY@LOC_ITEM	IN Alternate Keys
@ 5	INLD@ITEM_LOC	IN Location Detail
@ 6	INLH@ITM_LOC_LOT_YRP	IN Lot History
@ 7	INLO@LOC	IN Locations
O 8	INLS@LOT_ITM_LOC_TRA	IN Transaction Lot/Serial Nos.
A 9	INLT@ITEM_LOT	IN Lot Details

2/4

(T000)

F1-help, F7-exit without selection

Again, select the new link file INHS@ITM\_LOC\_P\_YRP and press Enter.

The Field Selection box is displayed.

### Field Specification Screen

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5
				Tot	Avg	Max	Min	Pct	Cnt	Case	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	No
Field Selection											
FIELD NAME		DESCRIPTION								TYPE CODES	
1 QUANTITY_BUILT		Quantity Built								N,JR,2,L14,-	
2 TIME_PERIOD_ID		Time Period ID								T,JL,L1	
3 TOTAL_RETURNED_SALE		Total Returned (Sales)								N,JR,2,L14,-	
4 TOTAL_SOLD		Total Sold								N,JR,2,L14,-	
5 TRANSFER_COSTS		Transfer Costs								N,JR,2,L14,-	
6 YEAR_PERIOD		Year-Period								T,JL,L6	
4/4											

(T000)

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

Select the TOTAL\_SOLD field.

Now recreate the links for the YTD totals.

Start with the QTY\_SOLD\_YTD

Enter or arrow down to the @LINKQTY\_SOLD\_YTD field and select the link function key.

The Link Element box is displayed.

### Field Specification Screen

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5
				Tot	Avg	Max	Min	Pct	Cnt	Case	NDP
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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	---	---
@LINKTOTAL	Link Element										
@LINKQTY_S	Link Name: QTY_SOLD_YTD										
@LINKTOTAL	QTY_SOLD										
ON_HAND_QT	Enter a name for this link item.										
AVAILABLE											

(T000)

F1-help, F9/F7-done

Press Enter

The Link to file box is displayed.

### Field Specification Screen

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

- L 1 INHS@ITM\_LOC\_TIM\_YRP IN Summary History
- @ 2 INHS@ITM\_LOC\_P\_YRP IN Summary History
- @ 3 **INHS@ITM\_LOC\_Y\_YRP IN Summary History**
- @ 4 INKY@LOC\_ITEM IN Alternate Keys
- @ 5 INLD@ITEM\_LOC IN Location Detail
- @ 6 INLH@ITM\_LOC\_LOT\_YRP IN Lot History
- @ 7 INLO@LOC IN Locations
- O 8 INLS@LOT\_ITM\_LOC\_TRA IN Transaction Lot/Serial Nos.
- A 9 INLT@ITEM\_LOT IN Lot Details

2/4

(T000)

F1-help, F7-exit without selection

This time, select the new link file INHS@ITM\_LOC\_Y\_YRP and press Enter.

The Field Selection box is displayed.

### Field Specification Screen

Field/@CALC	Type	Col	Row	Tot	Avg	Max	Min	Pct	Cnt	Convert	Case	Date	NDP
ITEM_ID	T 20	1	1	---	---	---	---	---	No	None	-----	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 <b>QTY_SOLD</b>	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,-

3/4

(T000)

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

Select the QTY\_SOLD field.



Next, recreate the link for the Total Sold field.

Enter or arrow down to the @LINKTOTAL\_SOLD\_YTD field and select the link function key.

The Link Element box is displayed.

### Field Specification Screen

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
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	No
LOCATION_ID	T 11	58	1	---	---	---	---	No
@TEXTMTD	T 3	70	1	---	---	---	---	No
@TEXTYTD	T 3	70	2	---	---	---	---	No
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No
@LINKTOTAL	Link Element							
@LINKQTY_S	Link Name: TOTAL_SOLD_YTD							
@LINKTOTAL	TOTAL_SOLD							
ON HAND_QT	Enter a name for this link item.							
AVAILABLE								

(T000)

F1-help, F9/F7-done

Press Enter

The Link to file box is displayed.

### Field Specification Screen

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
@LINKTOTAL	Link to File							
L 1	INHS@ITM_LOC_TIM_YRP	IN Summary History						
@ 2	INHS@ITM_LOC_P_YRP	IN Summary History						
@ 3	INHS@ITM_LOC_Y_YRP	IN Summary History						
@ 4	INKY@LOC_ITEM	IN Alternate Keys						
@ 5	INLD@ITEM_LOC	IN Location Detail						
@ 6	INLH@ITM_LOC_LOT_YRP	IN Lot History						
@ 7	INLO@LOC	IN Locations						
O 8	INLS@LOT_ITM_LOC_TRA	IN Transaction Lot/Serial Nos.						
A 9	INLT@ITEM_LOT	IN Lot Details						

2/4

(T000)

F1-help, F7-exit without selection

Again, select the link file INHS@ITM\_LOC\_Y\_YRP and press Enter.

The Field Selection box is displayed.

### Field Specification Screen

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
Field Selection											
FIELD NAME		DESCRIPTION								TYPE CODES	
1	QUANTITY_BUILT	Quantity Built								N,JR,2,L14,-	
2	TIME_PERIOD_ID	Time Period ID								T,JL,L1	
3	TOTAL_RETURNED SALE	Total Returned (Sales)								N,JR,2,L14,-	
4	TOTAL SOLD	Total Sold								N,JR,2,L14,-	
5	TRANSFER_COSTS	Transfer Costs								N,JR,2,L14,-	
6	YEAR_PERIOD	Year-Period								T,JL,L6	

4/4

(T000)

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

Select the TOTAL\_SOLD field.

Once the year to date total sold field has been updated, select the done function key. Answer Yes to the verification prompt.

### Field Specification Screen

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
@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
@LINKQTY_SOLD_MTD	N 14	74	1	Yes	No	No	No	No	No	-----	---
@LINKTOTAL_SOLD_MTD	N 14	89	1	Yes	No	No	No	No	No	-----	---
@LINKQTY_SOLD_YTD	N 14	74	2	Yes	No	No	No	No	No	-----	---
@LINKTOTAL_SOLD_YTD	N 14	89	2	Yes	No	No	No	No	No	-----	---
ON_HAND_QTY	N 14	104	1	Yes	No	No	No	No	No	-----	---
AVAILABLE_QTY	N 14	119	1	Yes	No	No	No	No	No	-----	---

(T000)

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

Select Break from the Report Design Screen.

### Break Points

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN CLASS ADVANCE  
Title/Description: Inventory Sales Analysis Report  
Break Points for Inventory Sales Analysis Report

FIELD/@CALC	DESCRIPTION	CONTROL	TYPE
PRODUCT LINE	PRODUCT LINE		Line

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

(T000)

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

Enter the Product Line field; since we create this field in dictionary, we can use it here.

After the break for Product Line has been entered, select Linksel.

### Link Detail Selection Criteria

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Link Detail Selection Criteria for Inventory Sales Analysis 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

Remove all Linksel criteria from this report.

Run the report.

Enter in the runtime replacements.

### Run Time Replacements

Building	Loading
165	

Run time Replacements

ENTER LOCATION: MN0001

ENTER FROM ITEM: 100

ENTER THRU ITEM: 600

ENTER PERIOD, EXP. 199901 FOR JANUARY 1999: 199907

ENTER YEAR, EXP. 199900 FOR 1999: 199900

(T000)

F1-help, F7-abort

Enter value for prompt shown.

For Location ID enter MN0001

For From Item Enter 100

For Thru Item Enter 600

For Period Enter 199907\*

For Year Enter 199900\*

---

\*If you are using version 5.2x or lower, enter 1995 in place of 1999.

**Inventory Sales Analysis Report**

OSAS T000				
Settings Edit Print Help				
07/28/1999				
11:51 AM				
Inventory Sales Analysis Report				
Item ID	Description	Location ID	MTD	YTD
100	Electrical Package	MN0001	MTD	10
			YTD	84
150	Plumbing Package	MN0001	MTD	5
			YTD	63
Product Line: MATERIAL				15
SUM				148
200100	Furnace	MN0001	MTD	20
			YTD	20
200200	Water Heater	MN0001	MTD	20
			YTD	20
200300	Air Conditioner	MN0001	MTD	20
			YTD	20
200400	Water Softener	MN0001	MTD	20
			YTD	20
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				

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

**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
Inventory Sales Analysis Report					
Page 1					
Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	100.0000	36072.75	18.0000	17.0000
	YTD	849.0000	307519.61		
MN0001	MTD	50.0000	47645.33	15.0000	16.0000
	YTD	638.0000	607954.37		
		150.0000	83718.08	33.0000	33.0000
		1487.0000	915473.98		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
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					

**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
07/28/1999					
11:51 AM					
Inventory Sales Analysis Report					
Item ID	Description	Location ID		Qt	Qt
450	Slide by Window 24" x 40"	MN0001	MTD		
			YTD	22	
460	Slide by Window 30" X 40"	MN0001	MTD		
			YTD	11	
600	Standard Window 24" X 40"	MN0001	MTD		
			YTD	13	
Product Line: MATERIAL				SUM	
				SUM	108
*Report* SUM					15
				SUM	377
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					

Last Page of the report

**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
Inventory Sales Analysis Report					
Page 3					
Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	.0000	.00	12.0000	12.0000
	YTD	226.0000	41748.36		
MN0001	MTD	.0000	.00	28.0000	24.0000
	YTD	111.0000	19633.87		
MN0001	MTD	.0000	.00	2.0000	3.0000
	YTD	139.0000	17537.26		
		.0000	.00	340.0000	311.0000
		1086.0000	225491.46		
		150.0000	83718.08	421.0000	392.0000
		3779.0000	1140965.44		
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					

## Header/Footer

The final steps of this report are to edit the headers and footers.

Select Prompt, when the Report Design screen is displayed, enter the IN\_CLASS7 report.

### Report Design – Inventory Sales Analysis Report

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: IN\_CLASS\_ADVANCE  
Title/Description: Inventory Sales Analysis Report  
File: INQT - IN Quantity Totals  
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 Hdr/ftt from the report design screen.

The Select Header/Footer screen is displayed

You always have a header and footer for the report and you get a header and footer for each break point on the report.

### Select Header/Footer

OSAS T000

Settings Edit Print Help

Select Header/Footer

1 Header for Report  
2 Footer for Report  
3 Header for PRODUCT\_LINE  
4 Footer for PRODUCT\_LINE

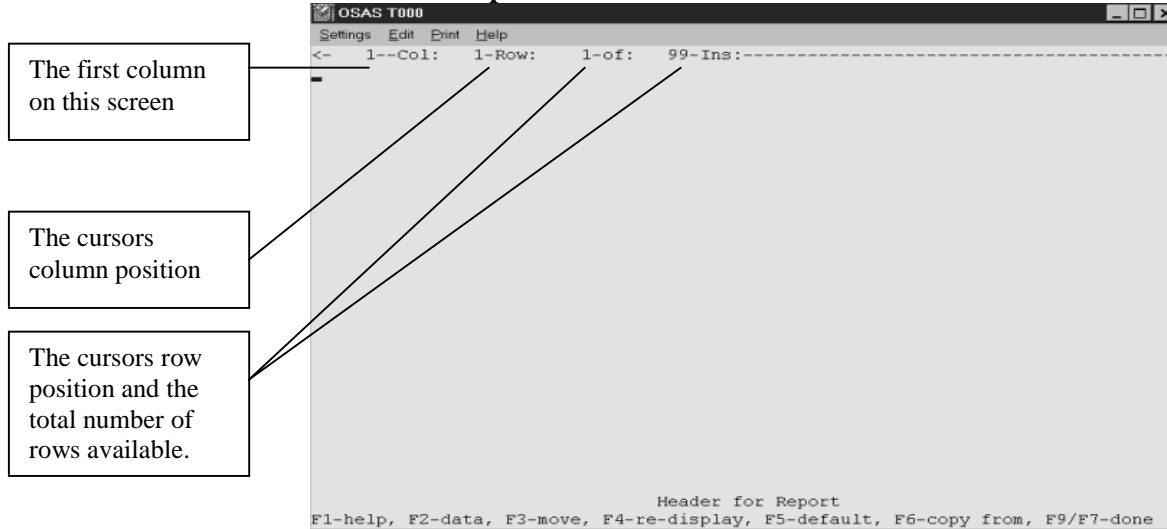
1/1

F1-help, F7-exit without selection

Select Header for Report

The report header is displayed.

### Header for Report



#### Selection

#### Description

Help	Select the function key displayed to view help information about the header or footer.
Data	Select the function key displayed to add or maintain data in the header or footer. Data elements can include field or break values, or can be calculation or expressions.
Move	Select the function key displayed to move a field or heading.
Re-display	Select the function key displayed to re display the edit window.
Default	Select the function key displayed to overlay the text with the default header or footer that General would normally generate. If there is already text displayed, General will verify replacing the old text with the defaults.
Copy from	Select the function key displayed to copy the header or footer from another header or footer within the same report.
Done	Select the function keys displayed to bring up the Verification prompt and to exit header or footer.

Displayed at the top of the screen is the first column that appears on this screen, along with the column and row position of the cursor and the total number of rows, which are 99.



The first time you enter Header for Report, the screen is blank. Use the default function key to display the header.

### Header for Report



Once the defaults are brought in, you can edit move or change anything that appears on the header for the report.

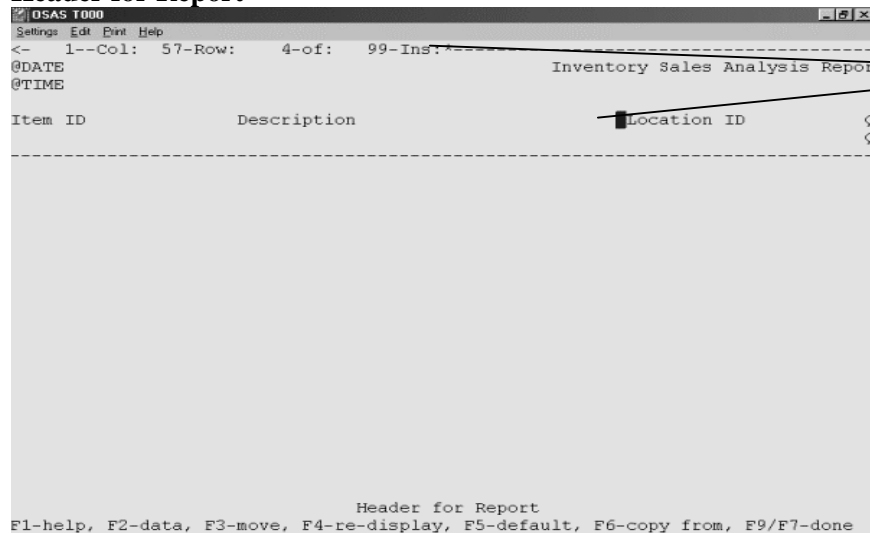
### Changing Text

You can change any text on the header by placing your cursor at the text you want to change and overwriting the text currently displayed.

Before you edit any text or fields on the header or footer make sure you are in overwrite mode and not insert.

Insert will add spaces and move the other fields on the report.

### Header for Report

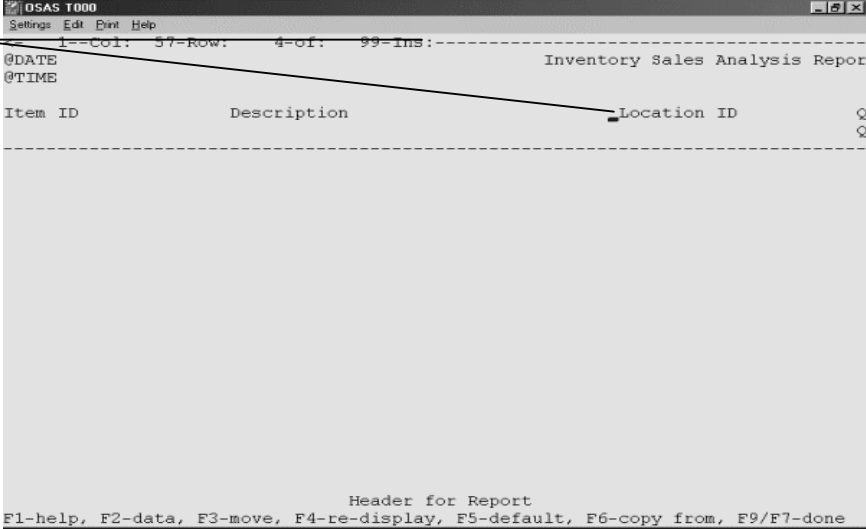


An asterisk and large cursor mean you are in Insert mode.

If you have a large cursor and there is an \* next to Ins, you are in insert mode.

**Header for Report**

No asterisk and small cursor mean you are in Overwrite mode.



```
OSAS T000
Settings Edit Print Help
<- 1--Col: 57-Row: 4-of: 99-Ins:-----
@DATE                                     Inventory Sales Analysis Report
@TIME

Item ID          Description          Location ID          Q
-----
Header for Report
F1-help, F2-data, F3-move, F4-re-display, F5-default, F6-copy from, F9/F7-done
```

Once you are in Overwrite mode, place the cursor at the starting position of the text you want to replace and type in the new text.

**Header for Report**

```
OSAS T000
Settings Edit Print Help
<- 1--Col: 66-Row: 4-of: 99-Ins:-----
@DATE                                     Inventory Sales Analysis Report
@TIME

Item ID          Description          Warehouse_ID        Q
-----
Header for Report
F1-help, F2-data, F3-move, F4-re-display, F5-default, F6-copy from, F9/F7-done
```

In this example, we changed Location ID to Warehouse ID.

## Moving Text and Fields

You can move text and fields in the headers or footers on the report.

To move text or fields perform the following:

1. Place the cursor underneath the field or text that you want to move.

### Header for Report



2. Select the move function key.

### Header for Report – Move Function



The entire field is changed to plus (+) signs.

3. Move the cursor to the starting position where you want to move the field.

### Header for Report – Move Function



4. Select the move to function.

### Header for Report – Move Function



The field or text is now moved to the cursors new position.

## Header for Report – Verification Prompt



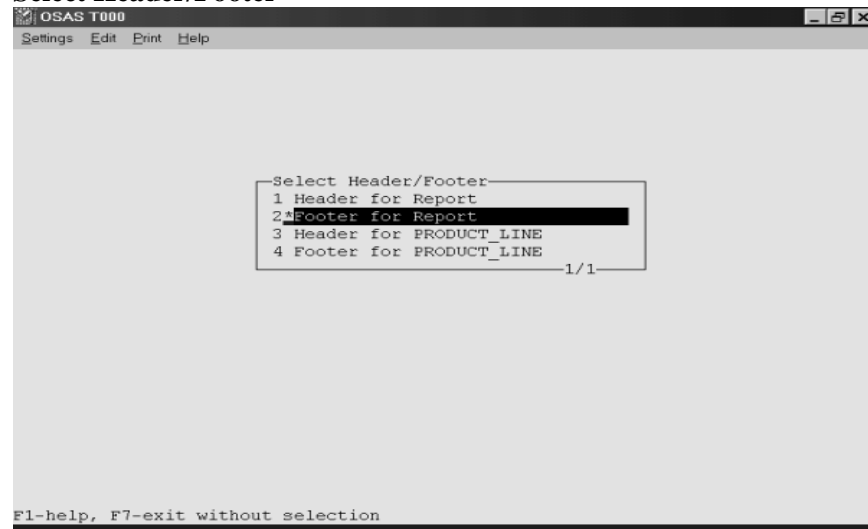
Once you have made all changes or additions to the header, select the Done function to display the Verification prompt

<b><u>Selection</u></b>	<b><u>Description</u></b>
Yes	Select Y, for Yes, if the information is correct and to save any changes made to the header or footer.
No	Select N, for No, if the information is not correct and you want to make changes.
Exit without selection	Select the function key displayed to exit the header or footer without saving any changes made.  You will be prompted to Abort any changes. Select Yes if you want to exit the header or footer, or select No to re-display the Verification prompt.

**Note:** Even if you do not make any changes to the header or footer, General considers bring in the defaults as customizing the header or footer and will display the Verification prompt whenever you exit a header or footer. If you select Yes, even if you did not make any changes this will make your report instructions longer and make generating the report take longer. Therefore, if you do not make any changes to the header or footer **ALWAYS** select Exit without selection.

When you exit a header or footer the Select Header/Footer is redisplayed.

### Select Header/Footer

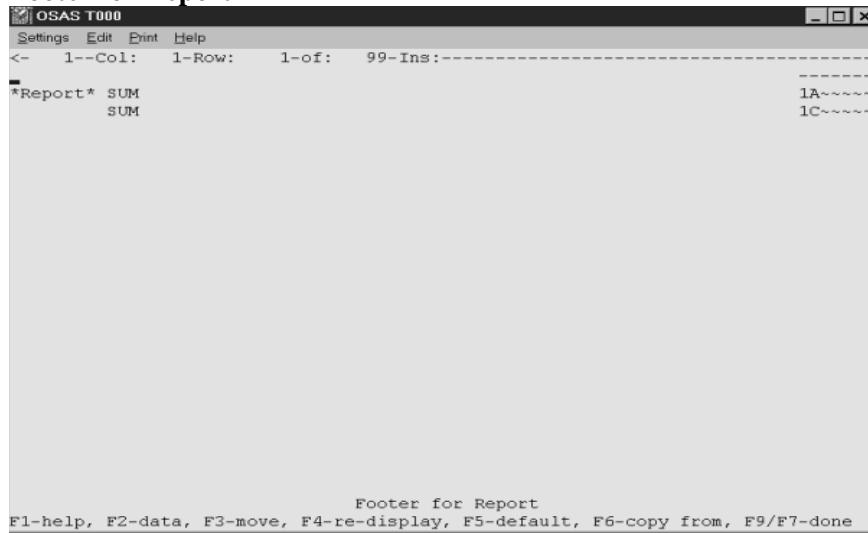


Select Footer for Report.

### Footer for Report

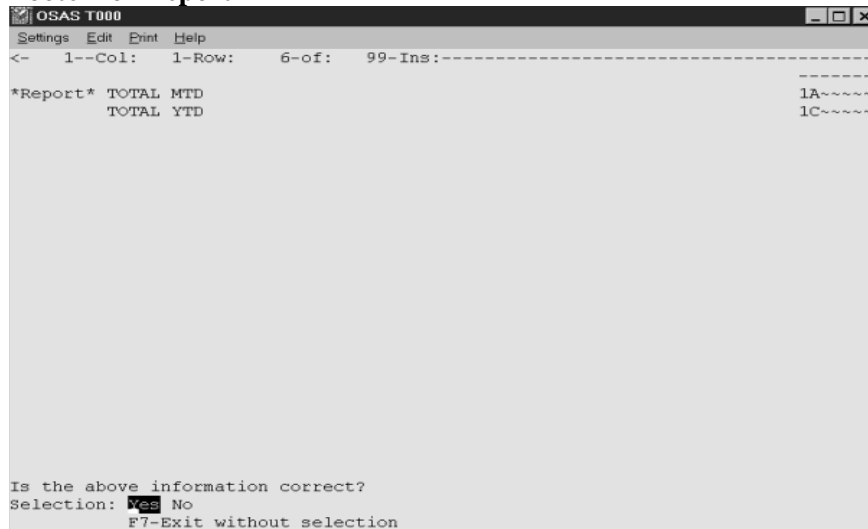


The first time you enter Footer for Report, the screen is blank.

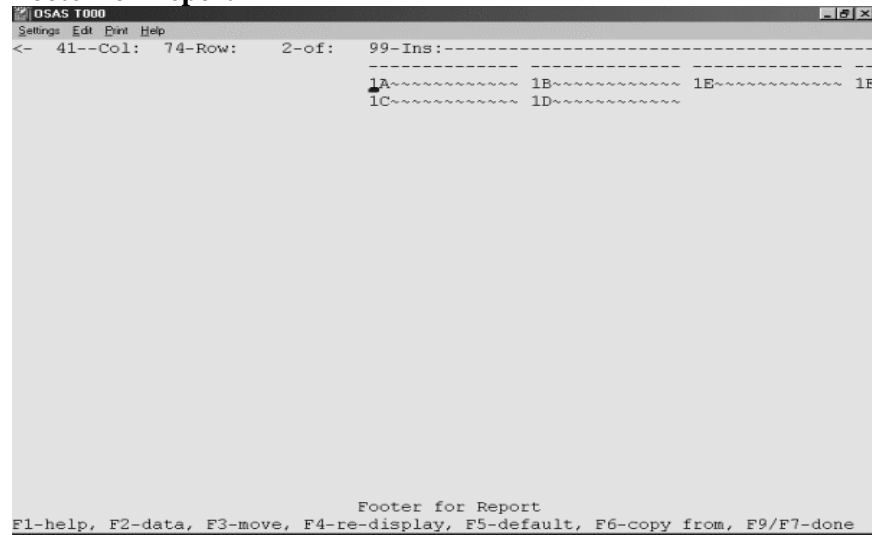
**Footer for Report**

Use the default function key to display the footer.

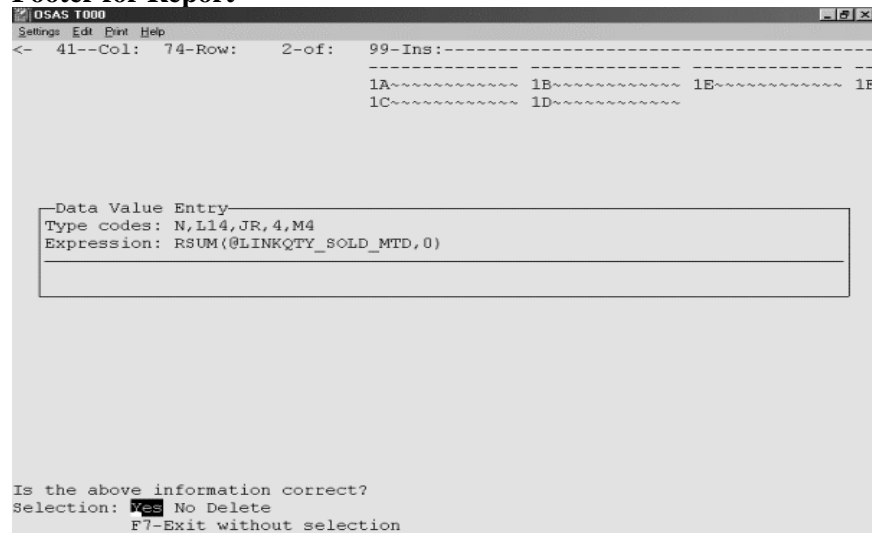
As on the header you can change any text by placing your cursor below the text and typing over the words that are already there.

**Footer for Report**

Change the word Sum, in the footer, to TOTAL MTD for the first line and TOTAL YTD for the second line.

**Footer for Report**

If you selected Yes in any Statistic fields, you will have report in the Footer for the report. These fields will be represented with a 1 followed by a letter and tilde (~).

**Footer for Report**

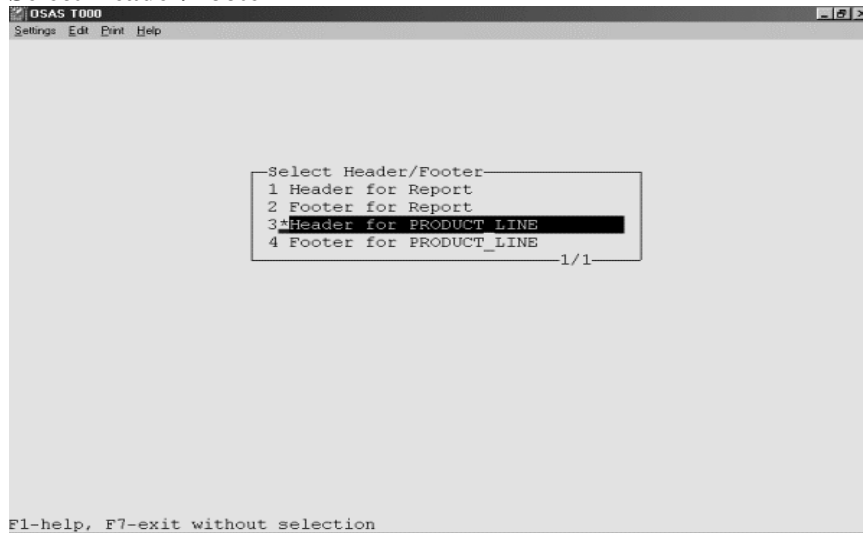
Place the cursor underneath any of the fields and select the Data function key to display the information on how this total/subtotal is created.

You can edit or delete any of the information displayed in the Data Value Entry box. This will change the value on the report.

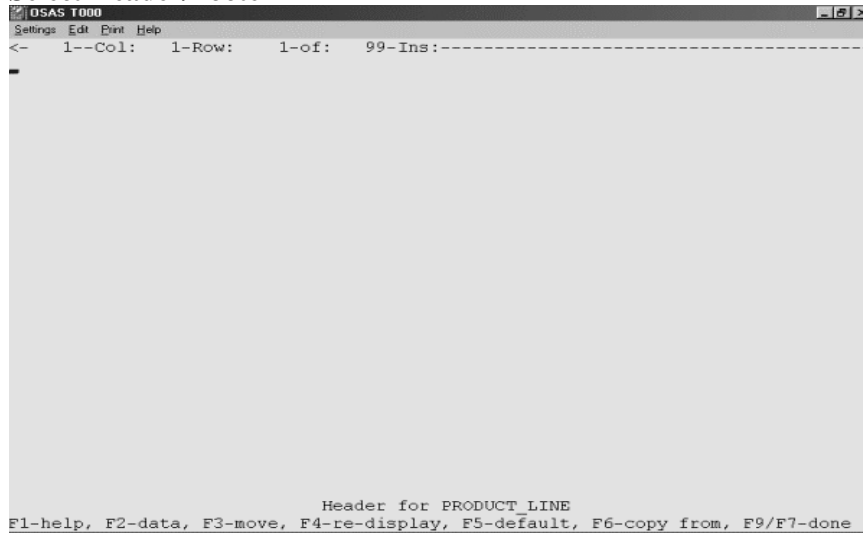
Exit the Data Value Entry box

Select the done function key to display the Verification prompt. Answer Yes.

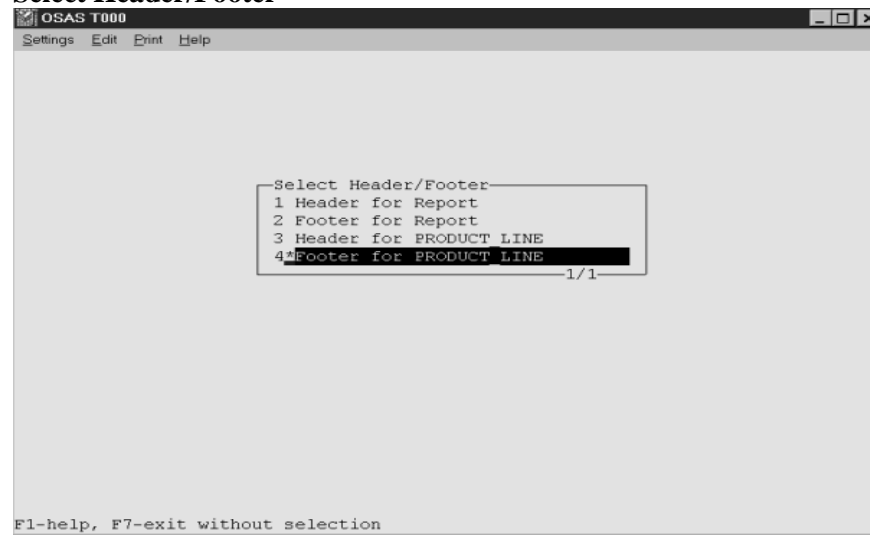


**Select Header/Footer**

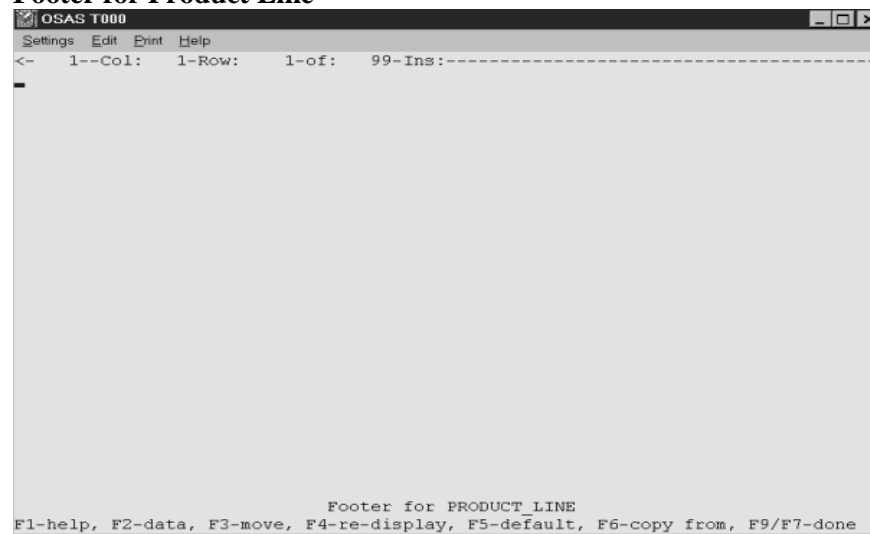
Select Header for Product Line

**Select Header/Footer**

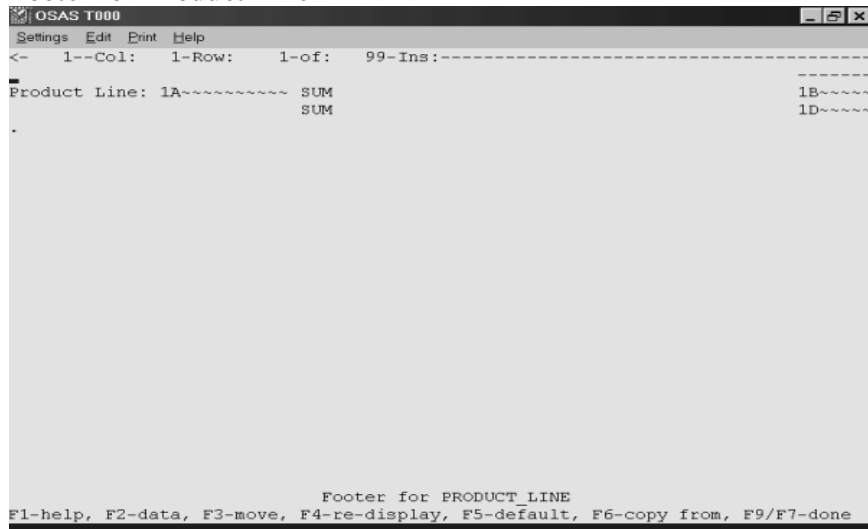
The header for any break points will always be blank even after pulling in the defaults. You can add anything to the header of the break point fields.

**Select Header/Footer**

Select Footer for Product Line.

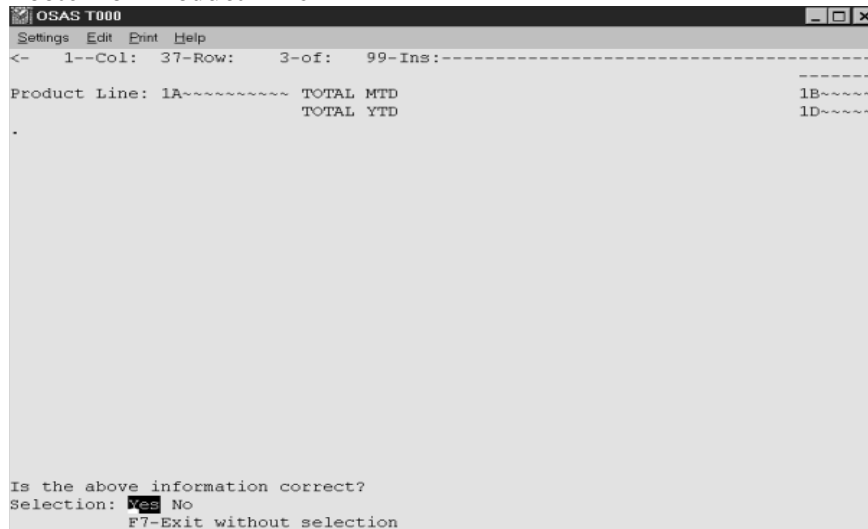
**Footer for Product Line**

The footer is blank the first time you enter the screen.

**Footer for Product Line**

Use the default function key to display the footer.

As on the other headers and footers you can change any text by placing your cursor below the text and typing over the words that are already there.

**Footer for Product Line**

Change the word Sum, in the footer, to TOTAL MTD for the first line and TOTAL YTD for the second line.

You have the same functions and options for the break point footer as you do for the report footer.

Select the done function key to display the Verification prompt. Answer Yes.

Run the report again.

Enter in the runtime replacements.

### Run Time Replacements

Building	Loading
165	

Run time Replacements  
ENTER LOCATION: MN0001  
ENTER FROM ITEM: 100  
ENTER THRU ITEM: 600  
ENTER PERIOD, EXP. 199901 FOR JANUARY 1999: 199907  
ENTER YEAR, EXP. 199900 FOR 1999: 199900

(T000)

Enter value for prompt shown.

F1-help, F7-abort

For Location ID enter MN0001

For From Item Enter 100

For Thru Item Enter 600

For Period Enter 199907\*

For Year Enter 199900\*

---

\*If you are using version 5.2x or lower, enter 1995 in place of 1999.

**Inventory Sales Analysis Report**

OSAS T000					[X] [ ] [ ] [ ]	
Settings Edit Print Help						
07/28/1999						
12:05 PM					Inventory Sales Analysis Report	
Item ID	Description	Location ID		Qt		
-----					Qt	
100	Electrical Package	MN0001	MTD	10		
			YTD	84		
150	Plumbing Package	MN0001	MTD	5		
			YTD	63		
				-----		
Product Line: MATERIAL		TOTAL MTD		15		
		TOTAL YTD		148		
200100	Furnace	MN0001	MTD			
			YTD	20		
200200	Water Heater	MN0001	MTD			
			YTD	20		
200300	Air Conditioner	MN0001	MTD			
			YTD	20		
200400	Water Softener	MN0001	MTD			
			YTD	20		
Do you want to continue the list? (Y/N): [X]						
F1-help, F2-first page, F3-last page, F4-search, F7-exit						

The report prints with the customized footers.

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

**Inventory Sales Analysis Report**

OSAS T000

Settings Edit Print Help

Inventory Sales Analysis Report

Page 1

Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	100.0000	36072.75	18.0000	17.0000
	YTD	849.0000	307519.61		
MN0001	MTD	50.0000	47645.33	15.0000	16.0000
	YTD	638.0000	607954.37		
		150.0000	83718.08	33.0000	33.0000
		1487.0000	915473.98		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		
MN0001	MTD	.0000	.00	8.0000	8.0000
	YTD	201.0000	.00		

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

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

**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
07/28/1999					
12:05 PM					
Inventory Sales Analysis Report					
Item ID	Description	Location ID		Qt	Qt
450	Slide by Window 24" x 40"	MN0001	MTD		
			YTD	22	
460	Slide by Window 30" X 40"	MN0001	MTD		
			YTD	11	
600	Standard Window 24" X 40"	MN0001	MTD		
			YTD	13	
Product Line: MATERIAL					
TOTAL MTD					
TOTAL YTD				108	
*Report* TOTAL MTD					15
TOTAL YTD					377
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					

Last Page of the report

**Inventory Sales Analysis Report**

OSAS T000					
Settings Edit Print Help					
Inventory Sales Analysis Report					
Page 3					
Location ID		Qty Sold	Total Sold	On Hand Qty	Available
		Qty Sold	Total Sold		
MN0001	MTD	.0000	.00	12.0000	12.0000
	YTD	226.0000	41748.36		
MN0001	MTD	.0000	.00	28.0000	24.0000
	YTD	111.0000	19633.87		
MN0001	MTD	.0000	.00	2.0000	3.0000
	YTD	139.0000	17537.26		
		.0000	.00	340.0000	311.0000
		1086.0000	225491.46		
		150.0000	83718.08	421.0000	392.0000
		3779.0000	1140965.44		
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					

## Inventory Sales Analysis Report

12/29/1999 10:53 AM		INVENTORY SALES ANALYSIS REPORT				Page 1	
Item ID	Description	Location ID		Qty Sold Qty Sold	Total Sold Total Sold	On Hand Qty	Available
100	Electrical Package	MN0001	MTD	100.0000	36072.75	18.0000	17.0000
			YTD	849.0000	307519.61		
150	Plumbing Package	MN0001	MTD	50.0000	47645.33	15.0000	16.0000
			YTD	638.0000	607954.37		
PRODUCT LINE: MATERIAL				150.0000	83718.08	33.0000	33.0000
TOTAL MTD							
TOTAL YTD				1487.0000	915473.98		
200100	Furnace	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200200	Water Heater	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200300	Air Conditioner	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200400	Water Softener	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200500	Sump Pump	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
200600	Humidifier	MN0001	MTD	.0000	.00	8.0000	8.0000
			YTD	201.0000	.00		
PRODUCT LINE: HEAT/AIR				.0000	.00	48.0000	48.0000
TOTAL MTD							
TOTAL YTD				1206.0000	.00		
250	Exterior Panels	MN0001	MTD	.0000	.00	242.0000	222.0000
			YTD	17.0000	23970.23		
300	Interior Door	MN0001	MTD	.0000	.00	35.0000	22.0000
			YTD	415.0000	9579.32		
350	Entry Door	MN0001	MTD	.0000	.00	5.0000	2.0000
			YTD	70.0000	16445.44		
400	Interior Materials	MN0001	MTD	.0000	.00	16.0000	17.0000
			YTD	108.0000	96576.98		
450	Slide by Window 24" x 40"	MN0001	MTD	.0000	.00	12.0000	12.0000
			YTD	226.0000	41748.36		
460	Slide by Window 30" X 40"	MN0001	MTD	.0000	.00	28.0000	24.0000
			YTD	111.0000	19633.87		
600	Standard Window 24" X 40"	MN0001	MTD	.0000	.00	2.0000	3.0000
			YTD	139.0000	17537.26		
PRODUCT LINE: MATERIAL				.0000	.00	340.0000	298.0000
TOTAL MTD							
TOTAL YTD				1086.0000	225491.46		
*Report* TOTAL MTD				150.0000	83718.08	421.0000	379.0000
TOTAL YTD				3779.0000	1140965.44		





---

# SECURITY

---

You can create Access Codes in Resource Manager to limit access to certain applications and functions in OSAS. These access codes do not carry over to General Report Writer automatically. So any user can access and print reports for any application even if they do not have access to the application in OSAS

To prevent unauthorized users from viewing data or printing reports in applications they cannot access in OSAS use the Create General User Access Codes function to import the access names from OSAS to General Report Writer and the Create General File Access Levels function to set up the application access levels. Use the Dictionary and User functions to edit the file access levels and the access names.



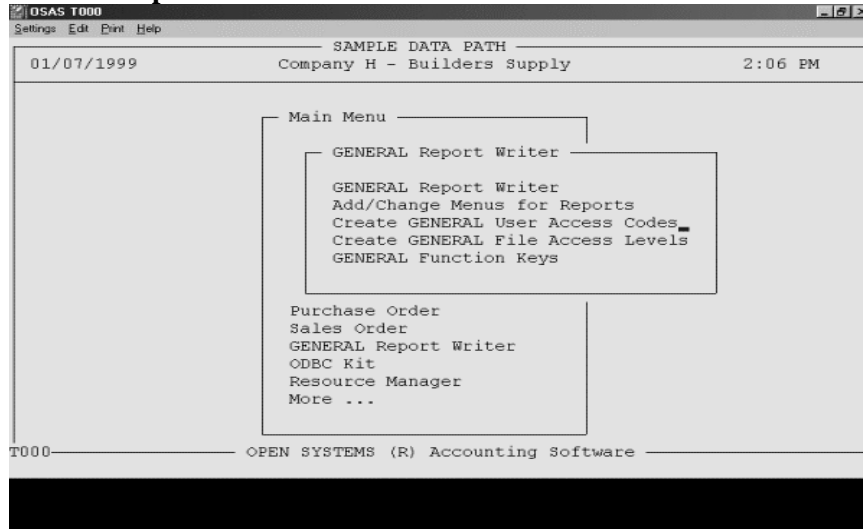
---

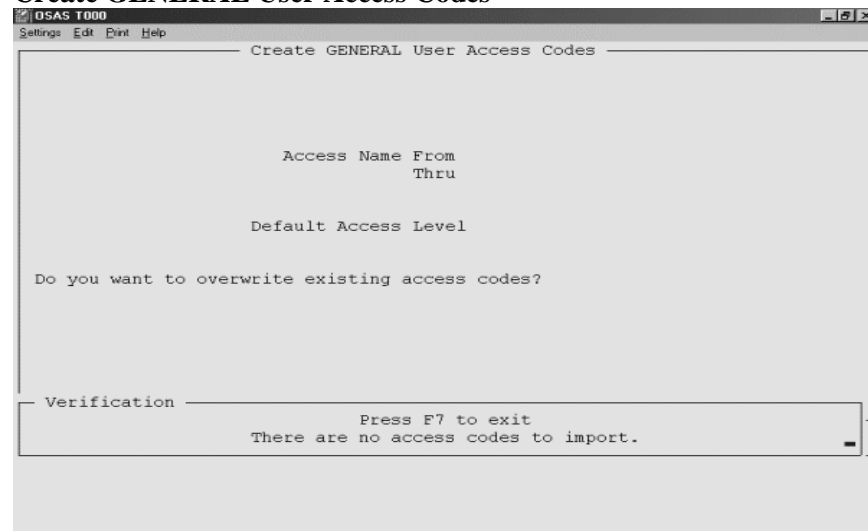
## Create GENERAL User Access Codes

---

Select Create GENERAL User Access Codes to import Access Codes from Resource Manager to GENERAL Report Writer.

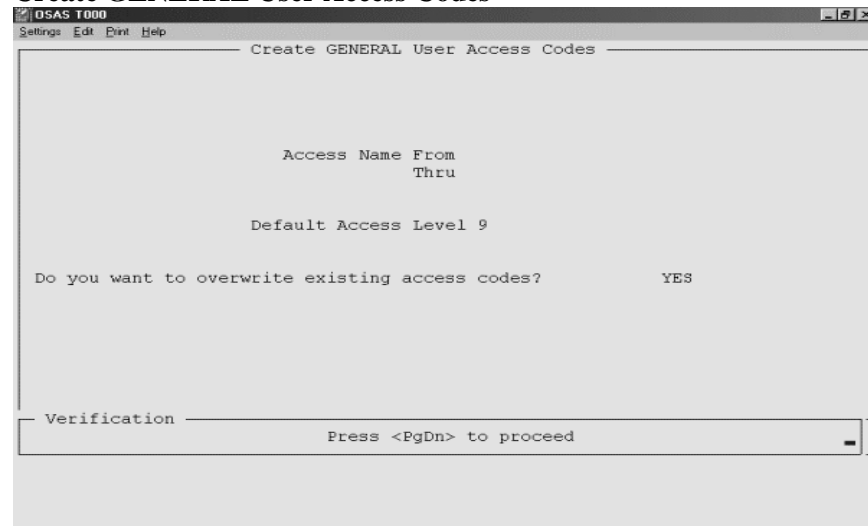
### General Report Writer Menu



**Create GENERAL User Access Codes**

Access Codes in Resource Manager **must be setup** before using this function in GENERAL Report Writer.

If you do not use Access Codes or have not set them up in Resource Manager before entering this function, you will get a message prompting you to F7 to exit. There are no access codes to import.

**Create GENERAL User Access Codes**

If you have access codes setup in Resource Manager you can import them into GENERAL Report Writer.

**Field**

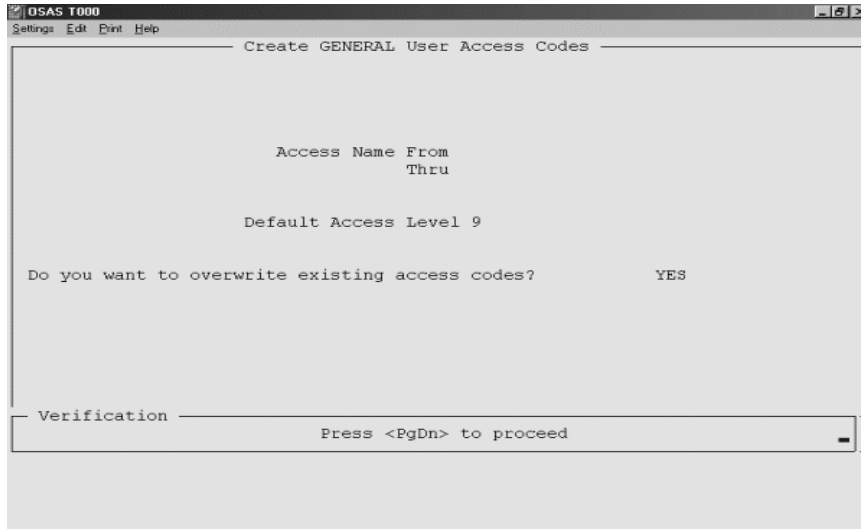
Access Name  
From/Thru

**Description**

Select the Access Names you want to import into General Report Writer. Leave blank to import all access names.

General imports the Access Name and not the Access Code.

You can use the **Inquiry** command, F2 or Esc W, to select the names.

**Create GENERAL User Access Codes****Field****Description**

Default Access Level

Enter the access level you want to copy to each name. The default level is 9.

Valid levels are 0 – 9.

9 being the highest level of access and 0 being the lowest.

You can only access files that have a file access level equal to or lower than your access name level.

Do you want to overwrite existing access codes?

Select Yes to overwrite codes already setup in General Report Writer.

Select No to only import new codes.

Use the **Proceed** command, **PgDn** or **Esc P**, to copy the access names.

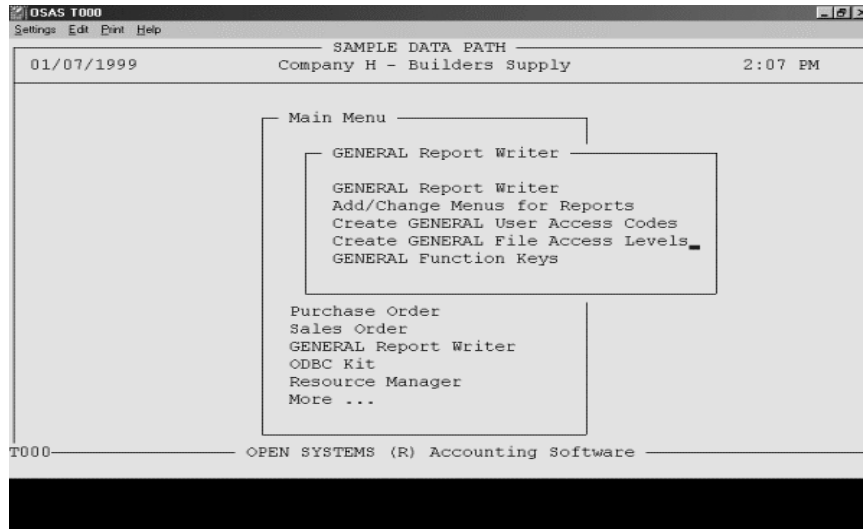


---

## Create GENERAL File Access Levels

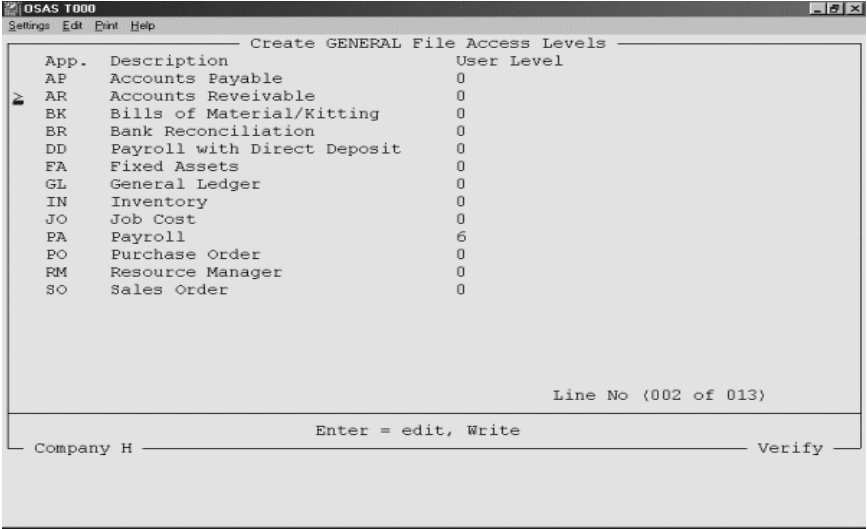
---

Select **Create GENERAL File Access Levels** from the GENERAL Report Writer menu to setup access levels for each application.



## Changing File Access Level for an Application

### Create GENERAL File Access Levels



App.	Description	User Level
AP	Accounts Payable	0
AR	Accounts Receivable	0
BK	Bills of Material/Kitting	0
BR	Bank Reconciliation	0
DD	Payroll with Direct Deposit	0
FA	Fixed Assets	0
GL	General Ledger	0
IN	Inventory	0
JO	Job Cost	0
PA	Payroll	6
PO	Purchase Order	0
RM	Resource Manager	0
SO	Sales Order	0

Line No (002 of 013)

Company H      Enter = edit, Write      Verify

#### Fields

#### Description

App.	The applications that have data dictionary items installed.
Description	The description of the applications.
User Level	The file access level for the application.
	Valid levels are 0 to 9.
	0 being the lowest level of security and 9 being the highest.

To change the Access Level for an application perform the following:

1. Enter to the User level field and type in the access level you want for the application.

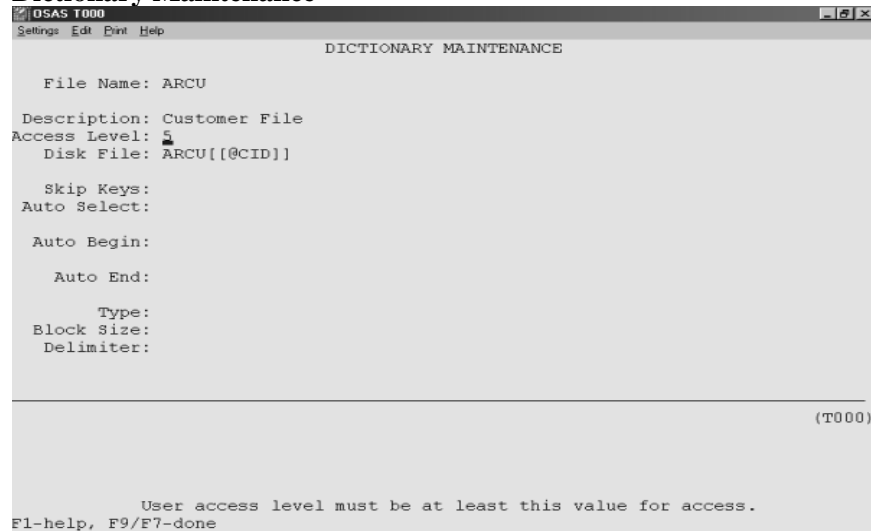
Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes.



## Changing File Access Level for Individual Files

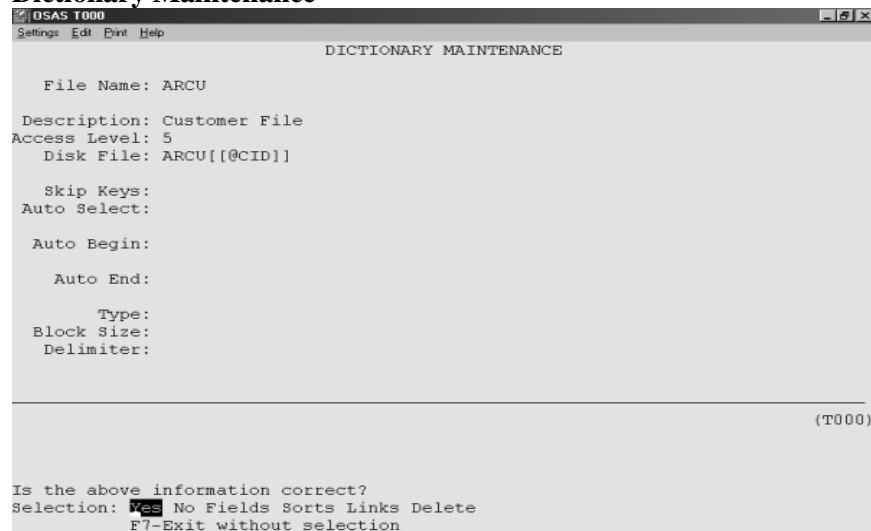
To change the Access Level for an individual file perform the following:

### Dictionary Maintenance



1. Select Dictionary from the General Report Writer Options menu.
2. Enter the name of the file you want to edit.
3. Select No when the verification prompt is displayed.
4. Change the Access Level field to the desired number.

### Dictionary Maintenance



5. Enter until the verification prompt displays. Answer Yes to save the changes.

**Create GENERAL File Access Levels**

App.	Description	User Level
AP	Accounts Payable	0
AR	Accounts Reveivable	?
BK	Bills of Material/Kitting	0
BR	Bank Reconciliation	0
DD	Payroll with Direct Deposit	0
FA	Fixed Assets	0
GL	General Ledger	0
IN	Inventory	0
JO	Job Cost	0
PA	Payroll	6
PO	Purchase Order	0
RM	Resource Manager	0
SO	Sales Order	0

Line No (002 of 013)

Enter = edit, Write

Company H

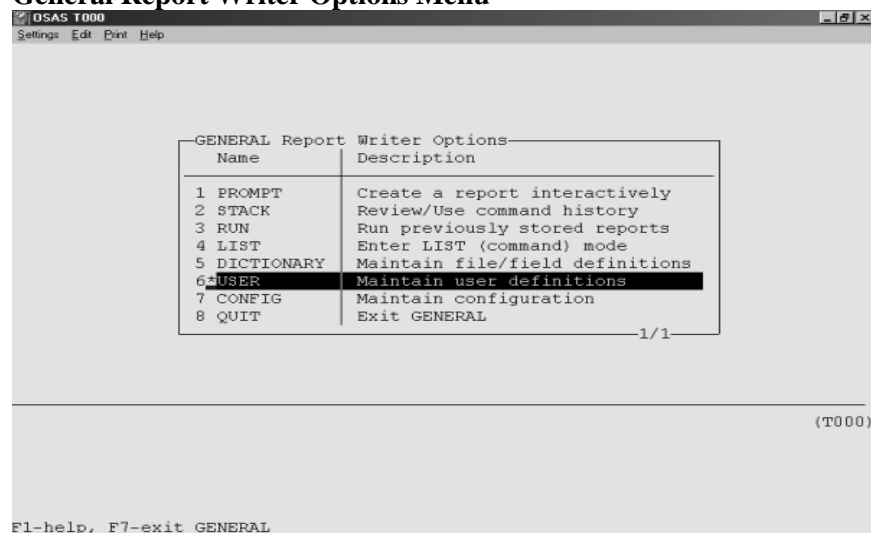
Verify

A ? in the **User Level** field displays if there are File Access Level for individual files within an application, which are different from the File Access Level for the entire application.

If you change the ? to a number and write those changes it will overwrite any individual File Access Levels you have setup.

Select **User** from the GENERAL Report Writer Options menu to add or maintain access names in GENERAL Report Writer.

## General Report Writer Options Menu



### User Maintenance

OSAS T000

Settings Edit Print Help

USER MAINTENANCE

Code: GEN  
Name: General Default User  
Access Level: 9  
Password:

(T000)

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

Users can be entered here without having to import in their Access Names from Osas.

You can also edit or delete any users already created.

<u>Field</u>	<u>Description</u>
Code	The access code used to enter GENERAL Report Writer.
Name	The access name or description of access code.
Access Level	The access level this user has for GENERAL Report Writer.
Password	The password, if any, for this user to get into GENERAL Report Writer.  <b>Note:</b> If a password is used both the Code and Password will have to be entered to get into GENERAL Report Writer.

---

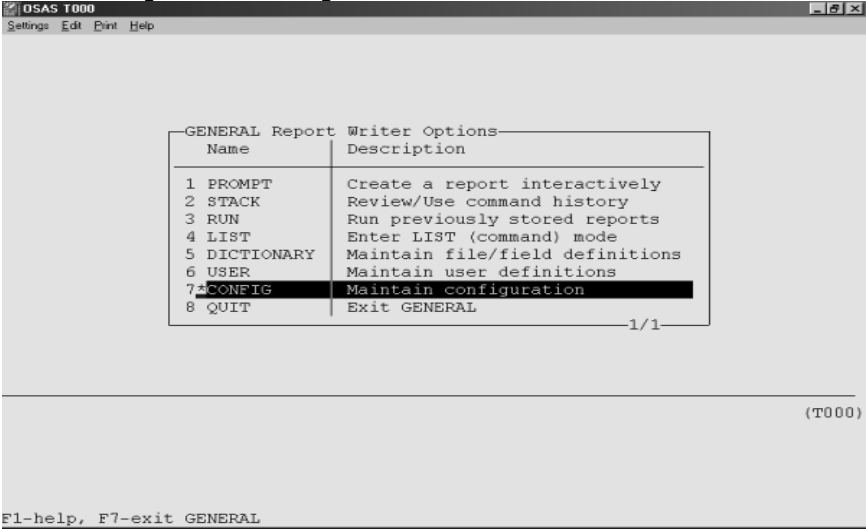
# CONFIGURATION

---

## Config

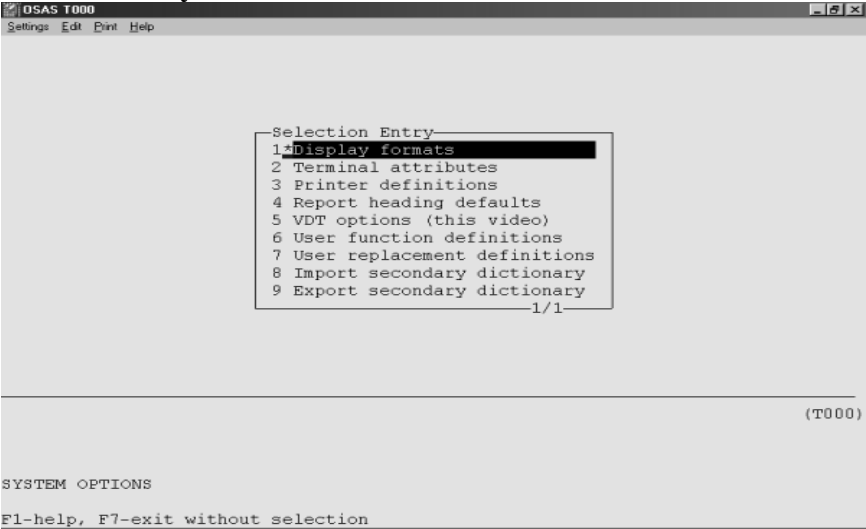
Select **Config** from the GENERAL Report Writer Options menu to maintain or change configuration options for GENERAL Report Writer<sup>39</sup>.

### General Report Writer Options Menu



The Selection Entry menu displays

### Selection Entry Menu

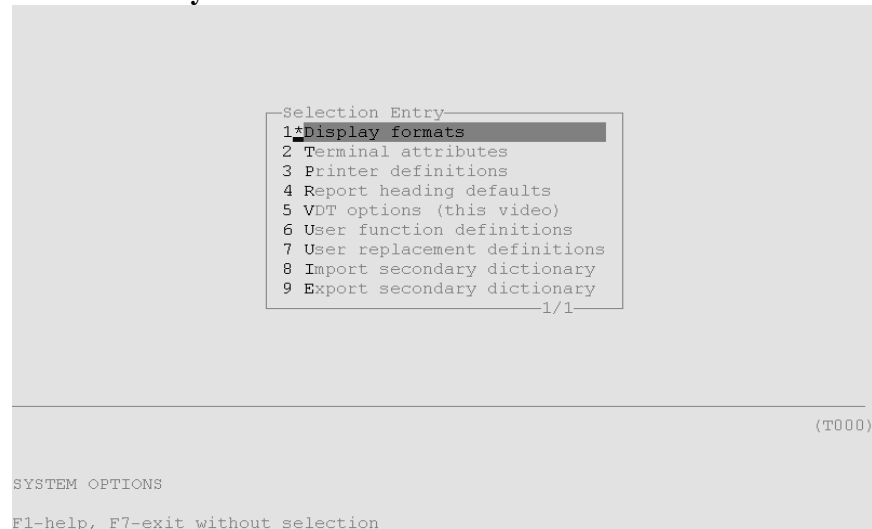


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<sup>39</sup> Many options do not need to be modified from their defaults.

## Selection Entry

### Selection Entry Menu



Use Display Formats to establish system-wide parameters, such as language, date format, currency format and the “exit program”.

Use Terminal Attributes to establish system-wide defaults for terminal characteristics, such as the foreground and background colors.

Use Printer Definitions function to establish printer drivers, if modes other than those provide by Basic are desired.

Use Report Heading Defaults to establish a standard heading for any reports that do not have a custom header defined.

Use VDT options to establish Display Formats and Terminal Attributes for this specific video or terminal. You can override the system defaults.

Use User Function Definition to maintain user-defined functions, which can be used in field definitions in the dictionary maintenance.

Use User Replacement Definition to maintain user-defined run-time replacement values.

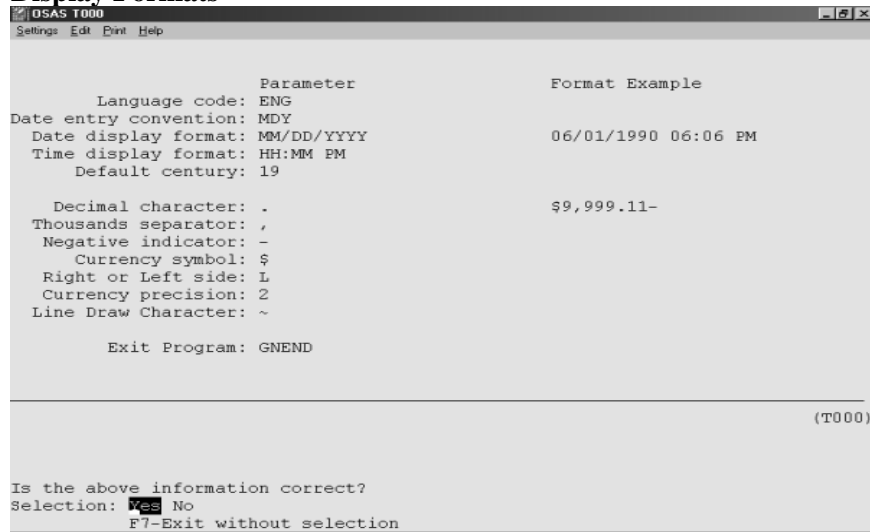
Use Import secondary dictionary to import reports and dictionary items created and exported at another site.

Use Export secondary dictionary to export reports and dictionary items from one site to import into another site.

## Display Formats

Use Display Formats to setup parameters determining how fields and data will display in General Report Writer. These parameters are system wide for everyone using General Report Writer.

### Display Formats



### Field

### Description

Language Code	Defaults to ENG for English.
Date Entry Convention	Select the position for day, month and year when displayed and entered in General Report Writer.  Defaults to MDY (month/day/year) for USA dates.  Other formats supported are DMY and YMD.
Date Display Format	Select how dates are formatted by combining the codes for month, day and year.  MM - Month number    MMM - Month name DD - Day number    DDD - Day name YY - 2 digit Year    YYYY - 4 digit Year
Time Display Format	Select how time is displayed by combining the codes for hours, minutes and "12 hour time".  HH - Hour MM - Minutes PM - 12 hour time
Default Century	Select the default century for dates using 2 digit years.

**Display Formats**

Parameter	Format Example
Language code: ENG	
Date entry convention: MDY	
Date display format: MM/DD/YYYY	06/01/1990 06:06 PM
Time display format: HH:MM PM	
Default century: 19	
Decimal character: .	\$9,999.11-
Thousands separator: ,	
Negative indicator: -	
Currency symbol: \$	
Right or Left side: L	
Currency precision: 2	
Line Draw Character: ~	

Exit Program: GNEND

(T000)

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

**Field****Description**

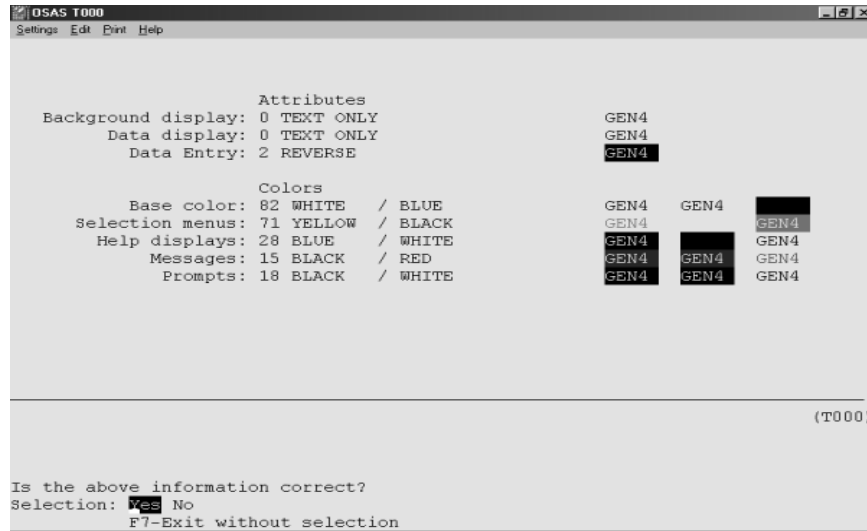
Decimal Character	The decimal character to use for number displays.
Thousands Separator	The character to use for separating thousands in number displays.
Negative Indicator	The character(s) to use for displaying negative numbers. Either “-“ for a trailing minus sign, or parentheses “(“ to enclose the number in parentheses.
Currency Symbol	The character to use to indicate currency. You can also add an optional underscore, to indicate a space fill, to separate the symbol from the number.
Right or Left Side	Specify whether the currency symbol appears on the Left or Right side.
Currency Precision	Decimal precision for currency amounts. Default is 2.
Exit Program	The name of the program the system should run when exiting General.  The Exit Program <b>must be</b> “GNEND” or you will exit to a Basic prompt and not back to the menu when you run reports in General Report Writer.



## Terminal Attributes

Use Terminal Attributes to setup parameters determining the screen colors and how Data fields will display in General Report Writer. These parameters are system wide for everyone using General Report Writer.

### Terminal Attributes



### Field

### Description

Background Display\*

Select how you want background screens to display.

Data Display\*

Select how you want the foreground to display.

Data Entry\*

Select how you want entry fields to display.

Colors

Select the colors for each menu type.

Colors are selected in pairs. The first color is the background and the second color is the text.

The valid entries are

1 for Black

2 for Blue

3 for Green

4 for Cyan

5 for Red

6 for Magenta

7 for Yellow

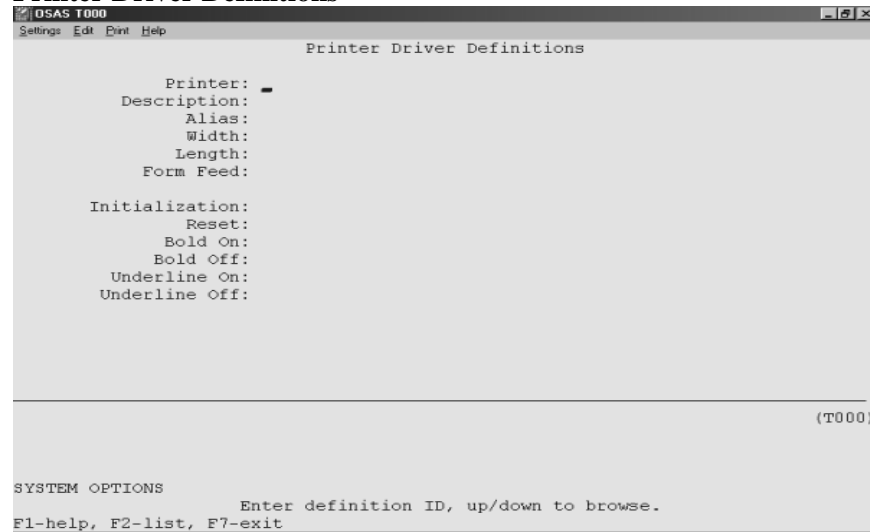
8 for White

\* The valid entries are: 0 for text only, 1 to display text with an underline, 2 to display text in reverse video, and 3 to display both an underline and in reverse video.

## Printer Definitions

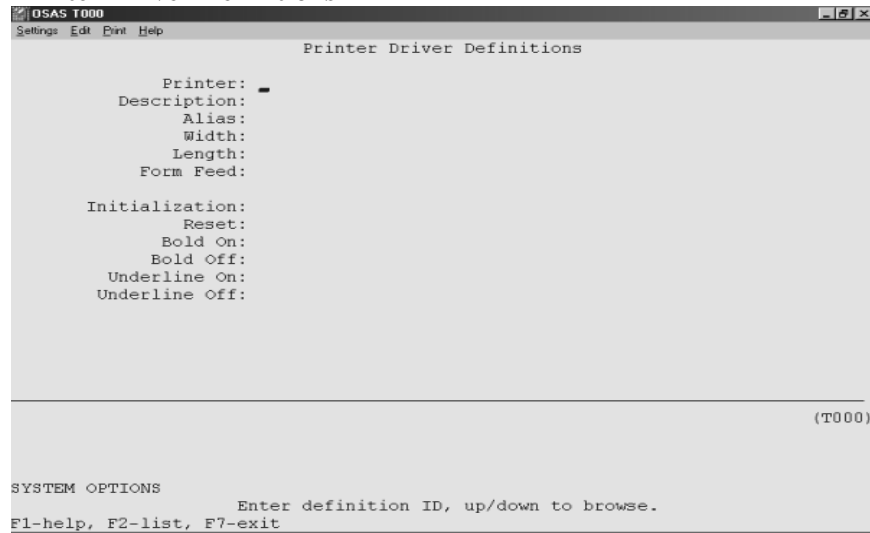
Printer Definitions are used to setup printer drivers and options for printers used by General Report Writer.<sup>40</sup>

### Printer Driver Definitions



<u>Field</u>	<u>Description</u>
Printer	Enter the name of the of the printer definition. The name can be up to 6 characters long, without spaces.
Description	Enter a description of this printer. The description is used in the selection list when printing reports.
Alias	Enter the name of the physical printer, as setup in OSAS. Use the list definitions key to choose from the selection of printers setup.
Width	Enter the default (standard) width in columns for this printer.
Length	Enter the default (standard) length in rows for this printer.
Form Feed	Enter the desired method for GENERAL to control page ejects. <ol style="list-style-type: none"> <li>0 General Report Writer does not issue form feeds before or after a report.</li> <li>1 General Report Writer issues a form feed before, but not after each report.</li> <li>2 General Report Writer issues a form feed after, but not before each report.</li> <li>3 General Report Writer issues a form feed before and after each report.</li> </ol>

<sup>40</sup> You do not have to setup printers in General Report Writer. The printers setup in OSAS will be available for the reports you create in General Report Writer.

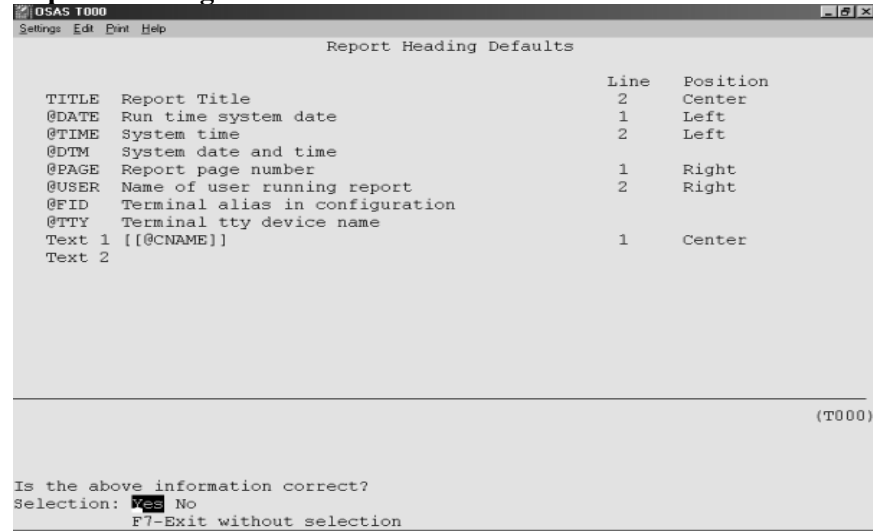
**Printer Driver Definitions**

<u>Field</u>	<u>Description</u>
Initialization	Enter a string to send to the printer before any printing takes place. The string can be ASCII test and ASCII code, or in hexadecimal codes.
Reset	Enter a string to send to the printer when a report is complete and the last form-feed, if any, is sent to the printer. The string can be ASCII test and ASCII code, or in hexadecimal codes.
Bold On	Enter a string to turn on <b>bold</b> printing. The string can be ASCII test and ASCII code, or in hexadecimal codes.
Bold Off	Enter a string to turn off bold printing. The string can be ASCII test and ASCII code, or in hexadecimal codes.
Underline On	Enter a string to turn on <u>underline</u> printing. The string can be ASCII test and ASCII code, or in hexadecimal codes.
Underline Off	Enter a string to turn off underline printing. The string can be ASCII test and ASCII code, or in hexadecimal codes.

## Report Heading Defaults

Select the defaults to print on the heading of all reports that do not have a customized heading.

### Report Heading Defaults



There are eight predefined headings and two user defined headings that you can print on any report.

<u>Field</u>	<u>Description</u>
TITLE	The report Title/Description
@DATE	The system date at the time the report is generated.
@TIME	The system time at the time the report is generated
@DTM	The system date and time, at the time the report is generated.
@PAGE	The report page number
@USER	The user generating the report
@FID	The terminal alias in the configuration.
@TTY	The terminal tty device name.
Text 1	Enter the information you want to print on the report header.
Text 2	Enter the information you want to print on the report header.

**Report Heading Defaults**

		Line	Position
TITLE	Report Title	2	Center
@DATE	Run time system date	1	Left
@TIME	System time	2	Left
@DTM	System date and time		
@PAGE	Report page number	1	Right
@USER	Name of user running report	2	Right
@FID	Terminal alias in configuration		
@TTY	Terminal tty device name		
Text 1	[[@CNAME]]	1	Center
Text 2			

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

(T000)

**Field****Description**

Line

Enter the line number you want the field to print on the header.

Valid lines are 1 – 3.

Leave this field blank if you do not want to print this field on the header.

Position

The position of the heading.

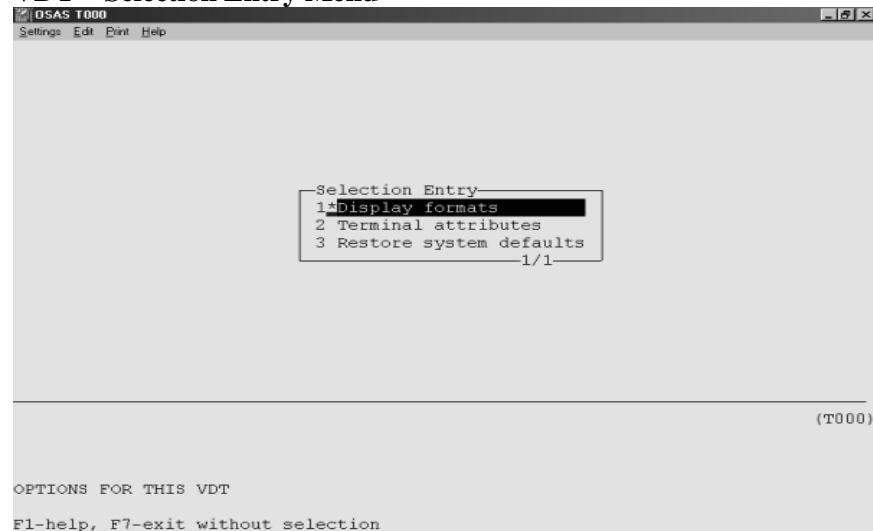
1 for the left margin

2 for the center position

3 for the right margin.

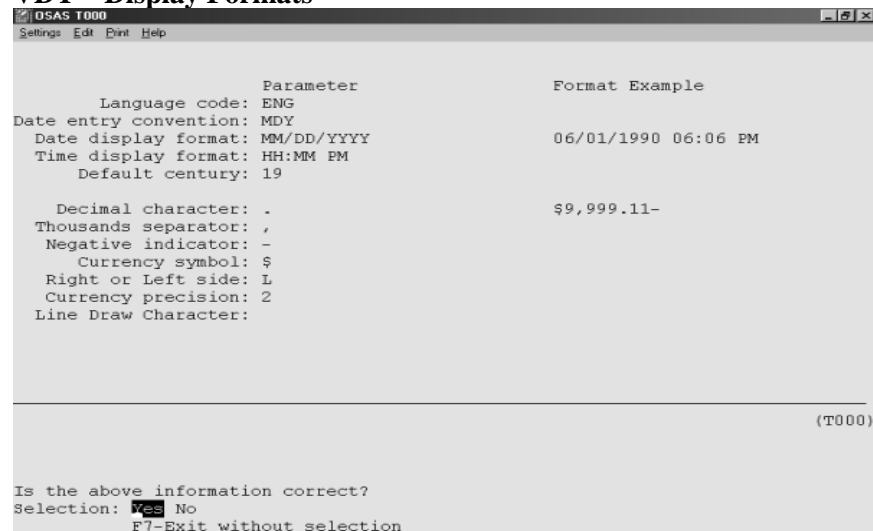
## VDT

### VDT – Selection Entry Menu



VDT allows you to override the system defaults for Display format and Terminal attributes, for this terminal only. You can also restore system defaults if any changes have been made.

### VDT – Display Formats



VDT - Display format has two options that are not available or maintainable on a terminal-by-terminal basis.

The Date entry convention is a system-wide parameter, so that date conversions will work the same for any report.

The Exit program is also a system-wide parameter. Every terminal will exit to the same program.

## User Function Definition

General Report Writer's Dictionary supports the use of user-defined functions that are created in Business Basic. Function definitions are maintained here and at run-time General Report Writer inserts them in the report as required.

### User Defined Function Maintenance

OSAS 1000

Settings Edit Print Help

USER DEFINED FUNCTION MAINTENANCE

Name:

Description:

Function:

(T000)

Enter name of function (like GPPCT or TRIMS)

F1-help, F2-list, F7-exit

<u>Field</u>	<u>Description</u>
Name	Enter the name of the function.  Function names can be from 1 to 20 characters long, and can contain letters, numbers and underscores.  If the function derives a string result, then it must end in a dollar sign.
Description	Enter a description for this function.
Function	Enter the arguments and Basic code for the function.

**User Defined Function Maintenance**

OSAS 1000  
Settings Edit Print Help

USER DEFINED FUNCTION MAINTENANCE

Name:  
Description:  
Function:

Selection Entry

1*FORMAT_COMP_NAMES	Format for Company Name
2 FORMAT_PHONES	Format for Phone Numbers

1/1

(T000)

F1-help, F7-exit without selection

Use the list key to see the available function definitions.

There are two preloaded definitions, Format for Company Name and Format for Phone Numbers.



## User Replacement Definition

User Replacement Definition maintain user-defined run-time replacement values

### User Defined Run-Time Replacements

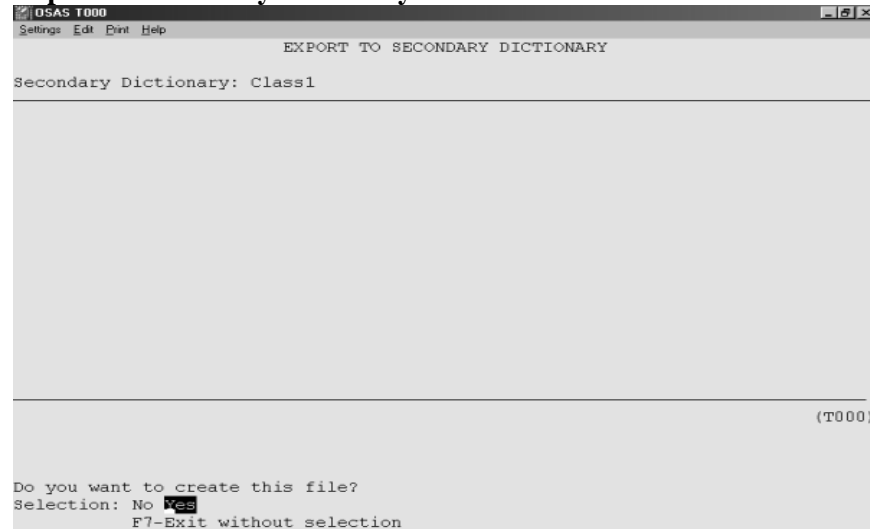
The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "USER DEFINED RUN-TIME REPLACEMENTS". It contains three input fields: "Name:" with a small cursor icon, "Description:", and "Value:". At the bottom right, it says "(T000)". At the bottom, there is a prompt: "Enter name of run-time replacment (embed @VDT for video-specific). F1-help, F2-list, F7-exit".

<u>Field</u>	<u>Description</u>
Name	Enter the name of the run-time replacement. The name can contain 1 to 30 characters. Use the list key to choose the replacement from a selection list.
Description	Enter the description for this replacement
Value	Enter the value to use as a replacement when this run-time replacement is used by a report.

Use the Import Secondary Dictionary and Export Secondary Dictionary functions to export a report or dictionary files from one installation of General Report Writer on one machine or site and import them into a different installation of General Report Writer.

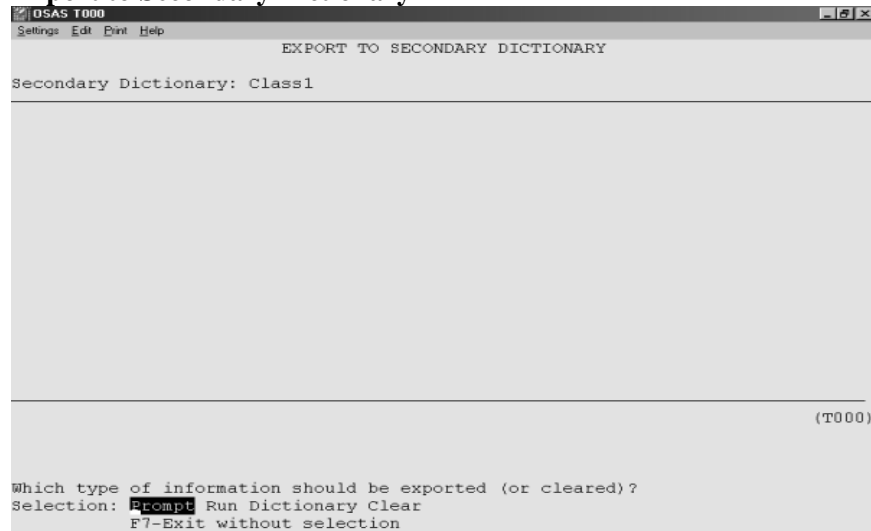
## Export Secondary Dictionary

### Export to Secondary Dictionary



First, you would export the report or dictionary items.

<u>Field</u>	<u>Description</u>
Secondary Dictionary	<p>Enter the name of the file you want to create to export the information from General Report Writer.</p> <p>You are prompted to create the file, if it does not already exist.</p> <p>The file is created in the progGN directory.</p>

**Export to Secondary Dictionary**

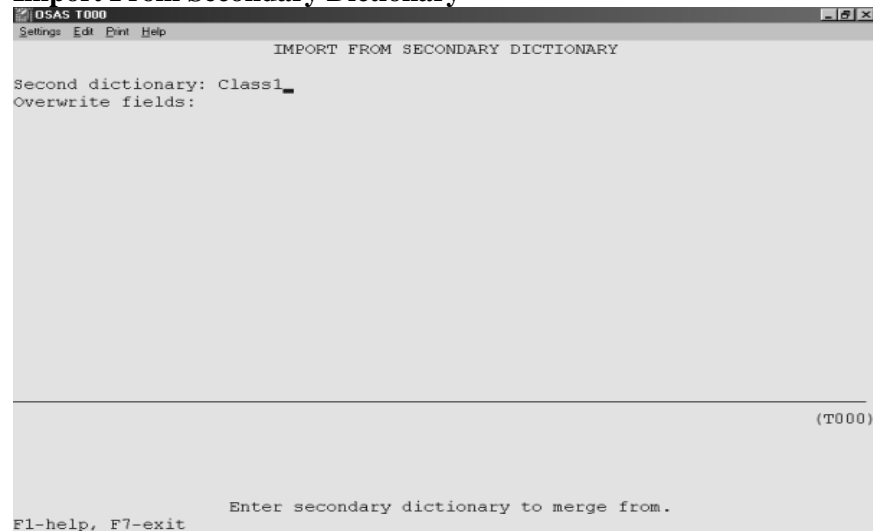
Once the file has been created, select the information you want to export.

<u>Field</u>	<u>Description</u>
Prompt	Select the prompt mode report(s) you want to export.
Run	Select the report(s) saved to the run menu to export.
Dictionary	Select the data dictionary file(s) you want export
Clear	If information has been exported to the file before, select the clear option to erase the previous export information.

Once the file has been created, copy it from the progGN directory, to a diskette, or email the file. Copy the file to the progGN directory of the machine you will import the information into.

## Import Secondary Dictionary

### Import From Secondary Dictionary

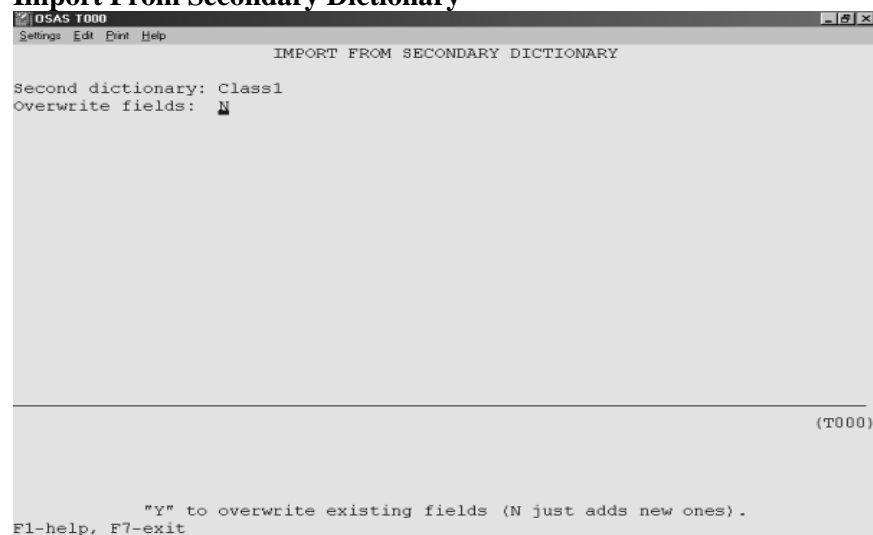


#### Field

#### Description

Second dictionary    Enter the file name copied to the progGN directory

### Import From Secondary Dictionary



#### Field

#### Description

Overwrite fields    Select Y, for Yes, to overwrite existing fields and reports.  
Select N, for No, to only import new fields and reports.

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# APPENDIX

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## Appendix A - Type Codes

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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.

<u>Base Code</u>	<u>Description</u>
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 displays the field details:

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>41</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>41</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. The main area is labeled "DICTIONARY MAINTENANCE". It displays the "File Name: ARCU" and "Field Specification for Customer File". Below this is a table with the following data:

Field Name	LAST_SALE_DATE
Description	Last Sale Date
Type Code(s)	D,L10,JL
Column Heading	Last Date
Expression	@PF46

At the bottom right of the window is the text "(T000)". Below the window, a prompt asks "Is the above information correct?" with a "Yes" button and "No Delete" text. At the very bottom, it says "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.

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## Appendix B - RunTime Replacements

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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

OSAS 1000  
Settings Edit Print Help

Criteria Specification for Quantites 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

#### Field

FIELD/@CALC

#### Description

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]]	1/5	-

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]]"	1/5	-

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>42</sup>

<sup>42</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>43</sup>

Example: [\"**Enter Date**\", \"D\"]

<sup>43</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.

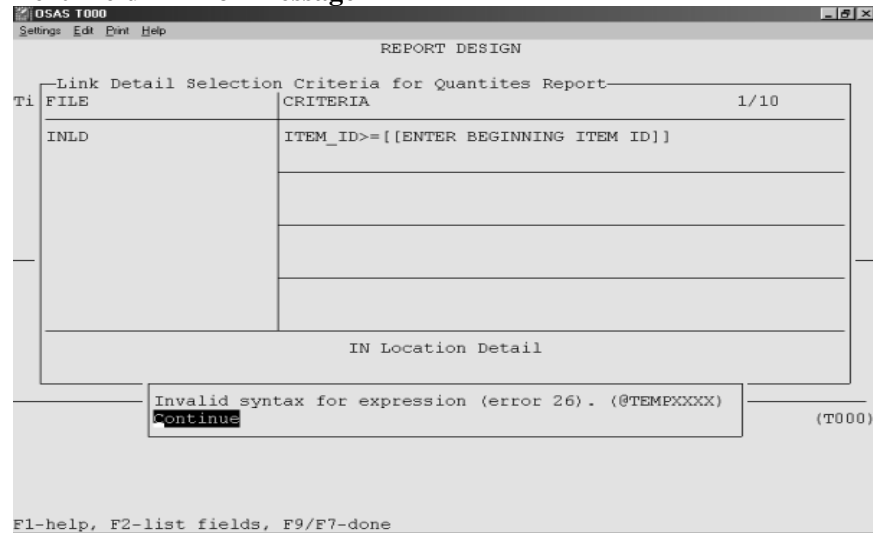
## Linksel Run-Time Replacements

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.

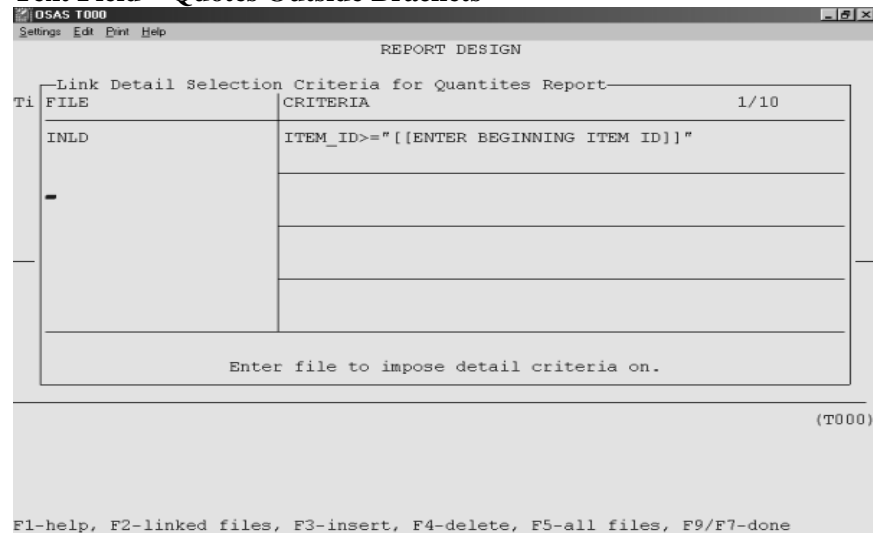
### Text Fields

#### 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)

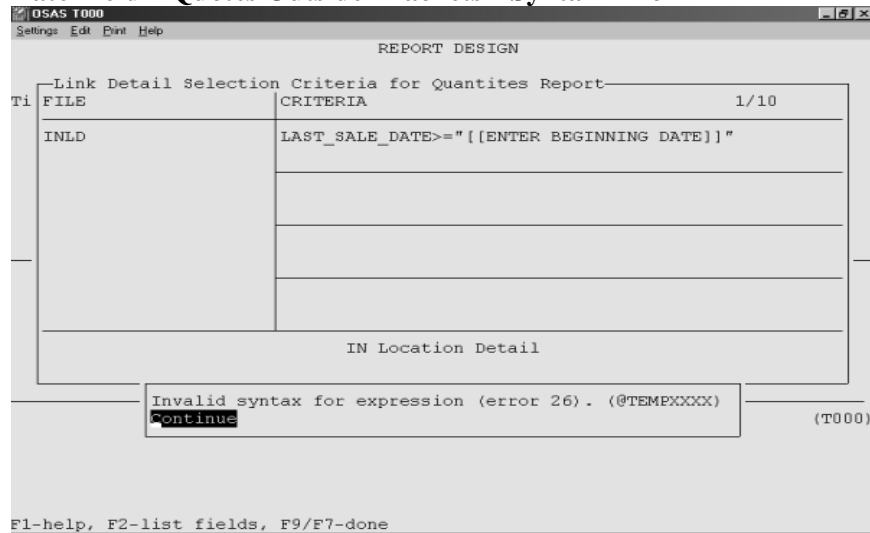
F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

For a date field surrounding quotes are not required either, but you must know the Julian number for the date.

Example:

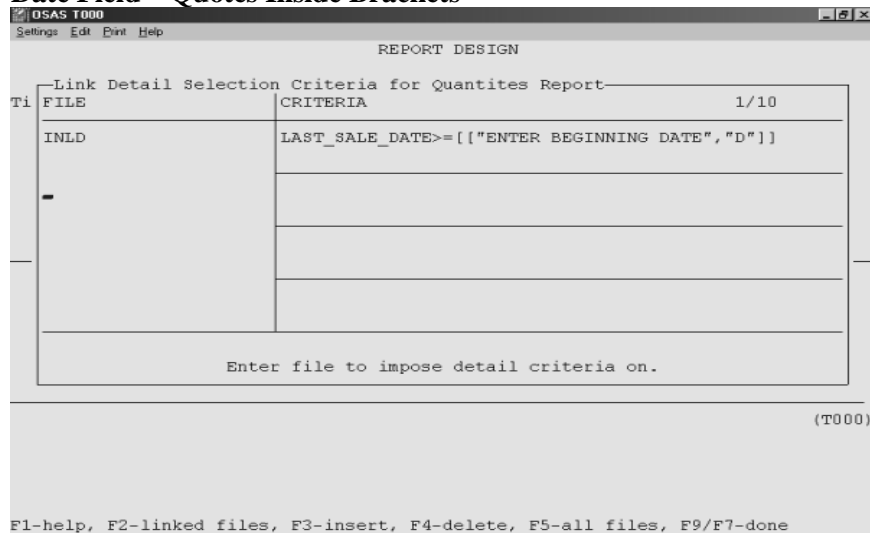
**LAST\_SALE\_DATE>=[ENTER BEGINNING DATE]**

### 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"]`



---

## Appendix C - Function Table

---

<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	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.  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.
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>

---

## Appendix D - Report Design Screen

---

Prompt mode reports are created, edited and executed from the Report Design 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:  Print Blanks:

Stop:  Paginate:

Test Patterns:  Recap Page:

Double Space:  Print Detail:

Vertical Totals:  Col Heading:

Tabulate/Plot:  Copies:

(T000)

Enter report name to add or modify.

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

#### 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.

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.

File

Enter the central or primary file for the report. The file selected will control the fields, links, sorts, and criteria for the report.

You can use the list files function key to select the file. Wildcard of \* is also available.

Example: AR\* will list all the Accounts Receivable files.

**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**

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**

Line Break	To generate a blank line every $n$ 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.





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## Appendix E – Field Specification Screen

---

Fields for Prompt mode reports are selected, created and edited from the Field Specification screen..

### Field Specification Screen

OSAS T000

Settings Edit Print Help

Field Specification for CUSTOMER LIST

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

#### Column

#### Description

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	
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**

**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.



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## Appendix F - Break Points Screen

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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

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

#### Field

FIELD/@CALC

#### Description

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

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

**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

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

### Field

FIELD/@CALC

### Description

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.

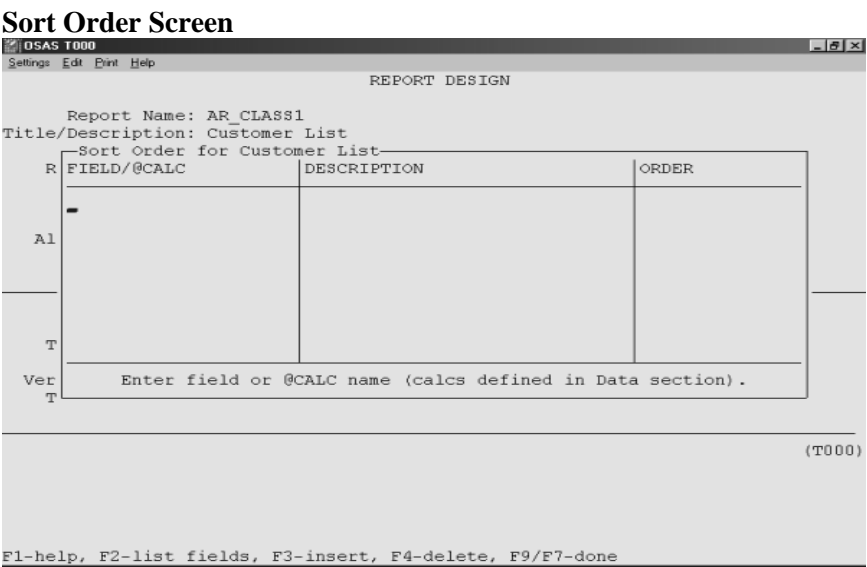
Description

Displays the description of the field selected.

Order

Select the order you want the fields to print in.

- 1    Ascending Order  
     Sorts A-Z , 0-9, lowest to highest.
- 2    Descending Order  
     Sorts Z-A, 9-0, highest to lowest.



<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

#### Description

Field/@Calc

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**

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

**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
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

**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
-				

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.

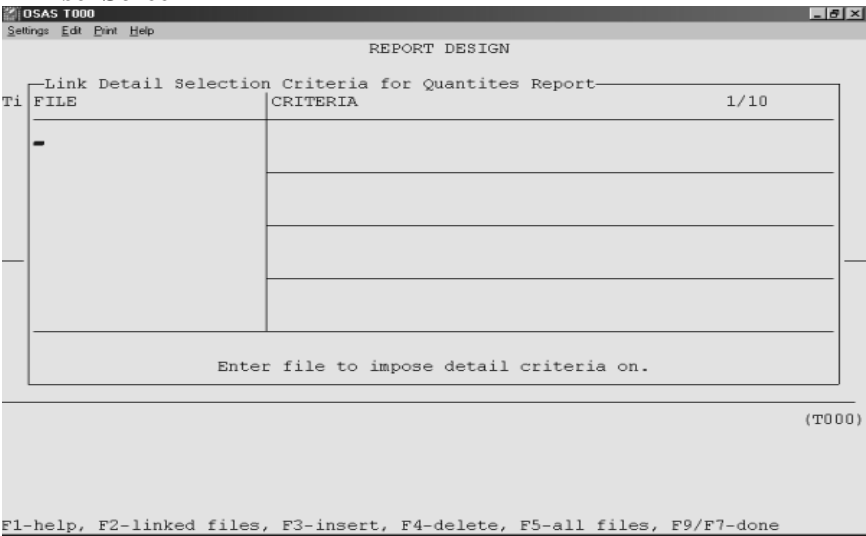
---

# Appendix I – Linksel Screen

---

Use the Linksel screen to impose criteria on any one-to-many linked fields.

## Linksel Screen



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

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.

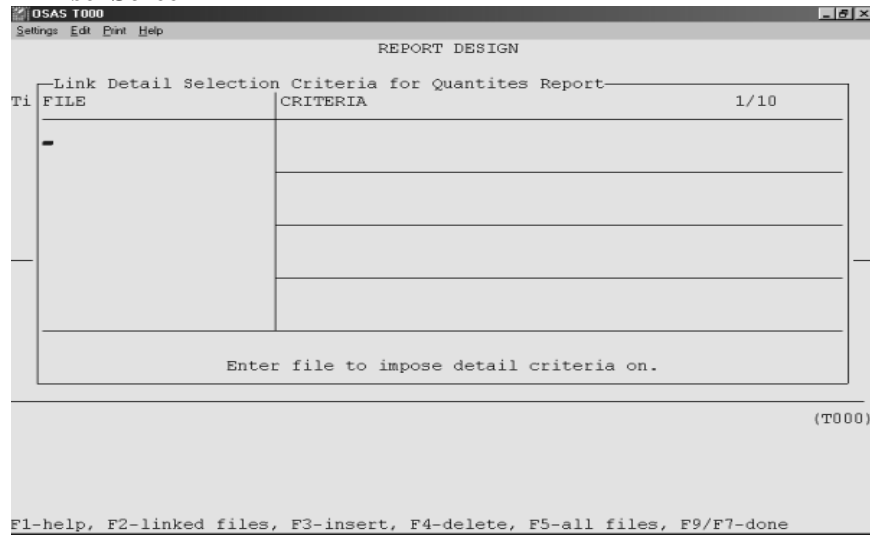
The following Operators can be used. You must manually enter the operators.

- = 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****Command****Description**

Help	Select the function key listed to display help for the field or function you are using.
Linked files <sup>44</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>44</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 Report 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 message: "Enter a name for this link item." The bottom right of the screen shows "(T000)" and the bottom left 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**

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

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>45</sup>.**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

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>45</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.

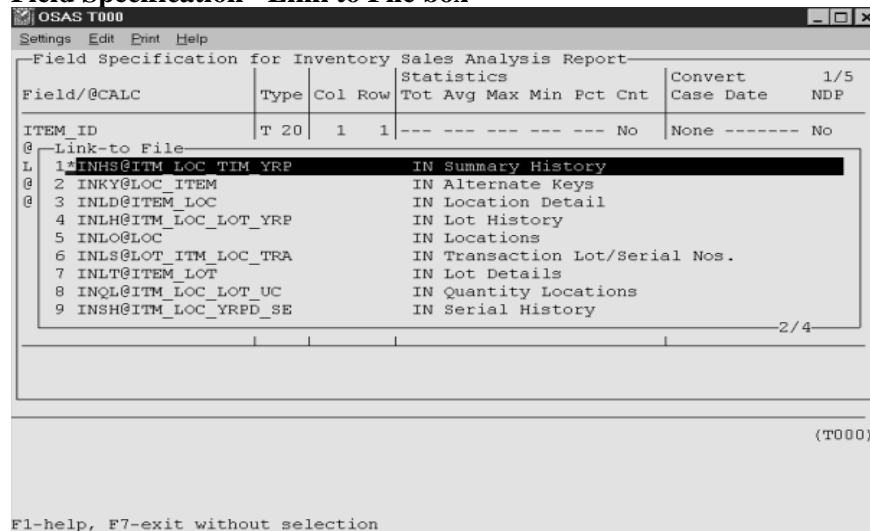
This name is used by you to identify the link, and does not have to be the name of the field being linked.

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>46</sup>.

### Field Specification - Link to File box



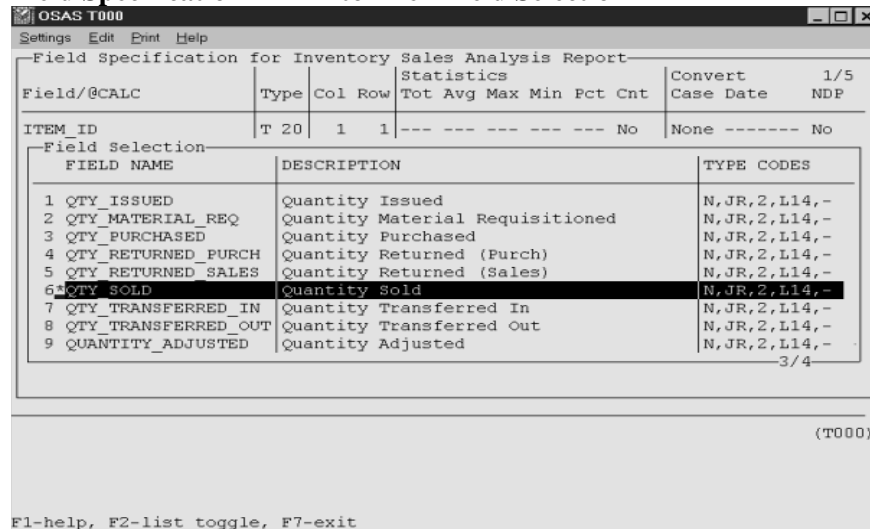
Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
ITEM ID	T 20	1	1	---	---	No
Link-to-File						
1 INHS@ITM_LOC_TIM_YRP				IN Summary History		
2 INKY@LOC_ITEM				IN Alternate Keys		
3 INLD@ITEM_LOC				IN Location Detail		
4 INLH@ITM_LOC_LOT_YRP				IN Lot History		
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



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>46</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.<br>Total is only available for numeric fields.   |
| Average | Prints the average total for the field selected and not each individual record.<br>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

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  
@  
T  
@  
L  
S  
I

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

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  
@  
T  
@  
L  
S  
I

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

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
@LINKDESCRIPTION	T 35	22	1	---	---	---	---	---	No	None	-----	No
LOCATION_ID	T 11	58	1	---	---	---	---	---	No	None	-----	No

Text Element  
Name: MTD  
Text: MTD

Enter the text desired for this text element.

(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

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
@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

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 @TEXT in front of the Text name you entered.



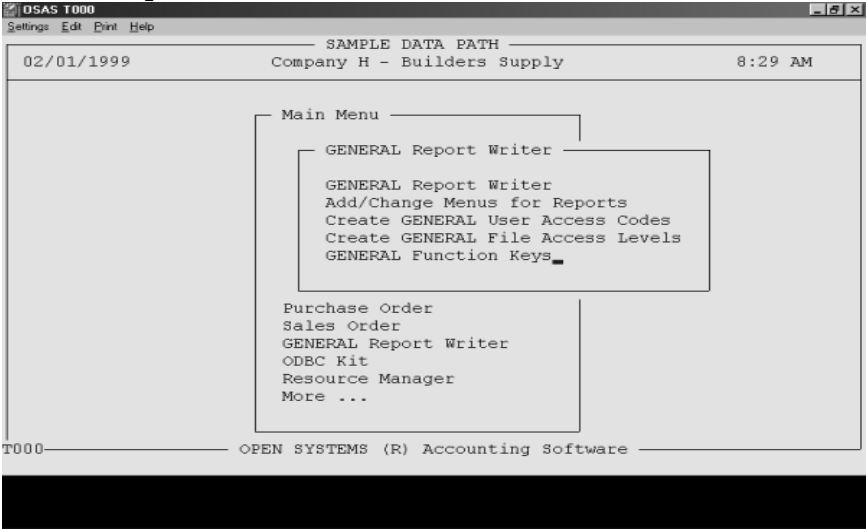
---

# Appendix K - General Function Keys

---

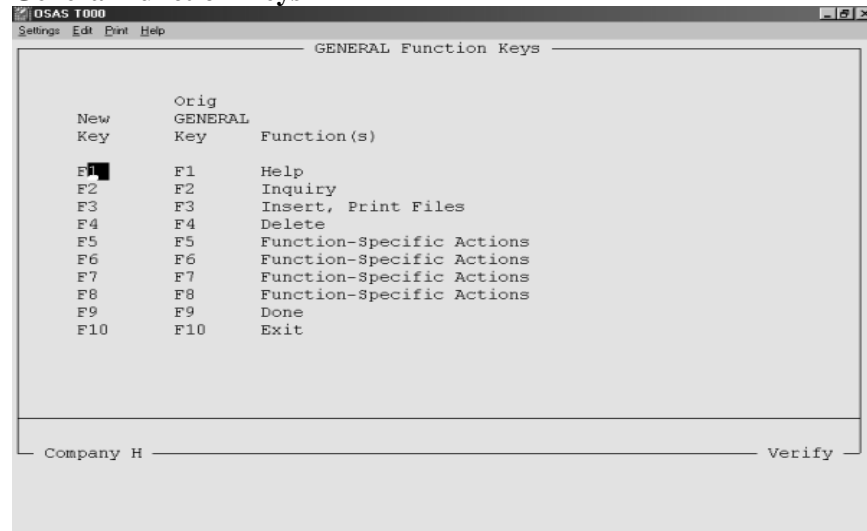
The function keys assignments in General are different from the function keys in OSAS.

## 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



The General Function Keys screen is displayed.

<u>Field</u>	<u>Description</u>
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.

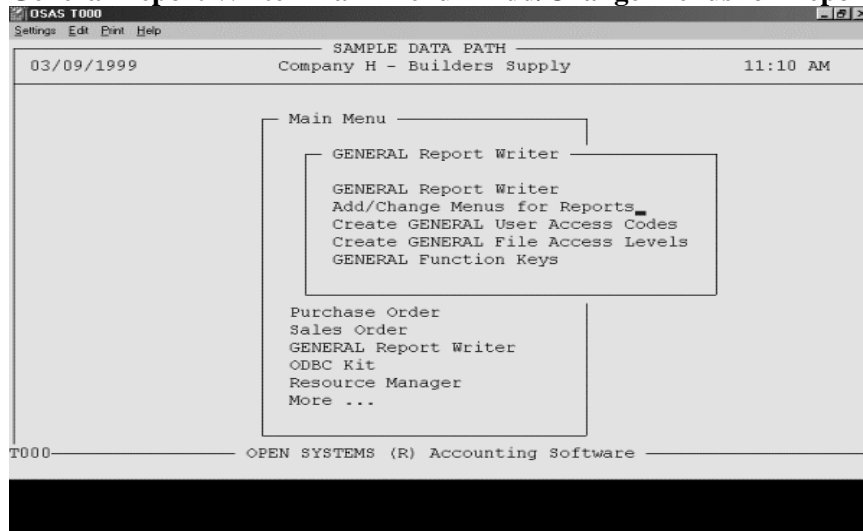
---

## Appendix L - 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)

Company H Enter = edit, Append 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**

Report ID	Description	General ID	App On Menu
-----------	-------------	------------	-------------

Line No (000001 of 000000)

Company H Enter = edit, Append Verify

**Command**      **Option**

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**

OSAS 1000

Settings Edit Print Help

Add/Change Menus for Reports

Report ID Description General ID App On Menu

Edit Report Information

Report ID

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

The Edit Report Information screen is displayed.

3. Enter the following:

**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 contain 1 to 40 characters.

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?

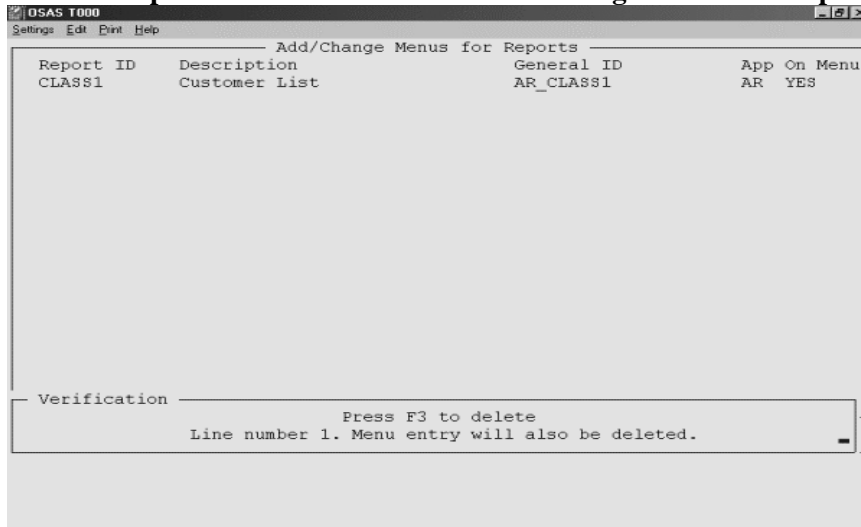
Select Yes to add the report to the selected menu.

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.

## Deleting a Report

### General Report Writer Main Menu – Add/Change Menus for Reports



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





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## Appendix M - Customer List Report

---

Here is the Customer List report created in the beginners class. The fields we create in dictionary will relate to this report.

### Report Design – Customer List

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: Double Space: No Recap Page: Yes  
Vertical Totals: No Print Detail: Yes  
Tabulate/Plot: No 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

### Fields – Customer List

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
PAY_METHOD	T	10	69	---	---	---	---	---	No	None	No
@LINKDESCRIPTION	T	25	69	---	---	---	---	---	No	None	No
SALES_YTD	N	14	95	1	Yes	No	No	No	No	---	---
INVOICES_YTD	N	6	110	1	Yes	No	No	No	No	---	---
@CALCAVERAGE_INVOICE	N	14	117	1	Yes	No	No	No	No	---	---

(T000)

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

**Breaks – Customer List**

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

**Sorts – Customer List**

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
SALES_YTD	Sales Year to Date	Ascending	

Al

T

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

T

(T000)

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

The Criteria and Linksel screens are left blank.

**Report Listing for Customer List**

02/25/1999 Report Design Listing for AR\_CLASS1 Page 1  
02:40 PM

Title/Description: Customer List  
File: ARCU  
Report/Export: Report  
Width: 132  
Output: PRINTER  
Alternate Sort:  
Start with:  
End with:  
Line Break:  
Stop:  
Double Space: No  
Print Blanks: Yes  
Paginate: Yes  
Recap Page: Yes  
Print Detail: Yes  
Col Heading: Yes  
Vertical Totals: No

## \*\*\*\* DATA DEFINITION \*\*\*\*

FIELD NAME/DESCRIPTION	TYPE	COL	ROW	TOT	AVG	MAX	MIN	%-TOT	COUNT	CASE	DATE	NO DU
CUSTOMER_ID	T 11	1	1									
CUST_NAME	T 30	1	2									
STATE	T 5	32	1									
REP_1	T 5	38	1									
@LINKSALES_REP_NAME	T 30	38	2									
Link Spec: ARSR@SREP:SREP_NAME												
PAY_METHOD	T 10	69	1									
@LINKDESCRIPTION	T 25	69	2									
Link Spec: ARPY@MOP:DESCR												
SALES_YTD	N 14	95	1	Yes								
INVOICES_YTD	N 6	110	1	Yes								
@CALCAVERAGE_INVOICE	N 14	117	1	Yes								
Type codes: N,L14,JR,2,-												
Heading: Avg./Invoice												
Expression: DIVIDE(SALES_YTD,INVOICES_YTD)												

## \*\*\*\* BREAK DEFINITION \*\*\*\*

FIELD NAME	CONTROL	LINE/PAGE
CUSTOMER_ID		Line

## \*\*\*\* SORT DEFINITION \*\*\*\*

FIELD NAME	DIRECTION
SALES_YTD	Ascending



---

## **Appendix N - Payroll Earnings by Month Report**

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**Payroll Earnings by Month Report**

01/13/2000 04:35 PM		MONTHLY EARNINGS REPORT				Page 1
Employee Name ID	SSN	Earn Amt	Earn Amt	Gross Amount	Mtd Monthly	Ded Amt
-----						
BOU001 Linda C Bourne	459-30-1099	29738.00	.00	30883.82		42.24
GER001 Timothy G Gerard	468-22-4819	22200.00	.00	22700.00		42.24
JEN001 Kathy M Jenkins	460-39-9093	30000.00	.00	30000.00		42.24
JON001 Maria K Jonchim	468-80-9944	4020.00	28.13	4348.13		22.72
LUK001 George Lukas	488-30-1281	10000.00	.00	10000.00		42.24
ROS001 Lucinda A Rossini	460-39-9982	3220.00	28.03	3294.03		27.70
STO001 Albert W Stockard	449-58-4392	4636.10	332.27	5451.67		22.60
		-----	-----	-----	-----	-----
*Report* SUM		103814.10	388.43	106677.65		241.98





**Step 1: Planning the Report**

This will be a Payroll Earnings by Month Report.

On the report, we will have the Employee ID, Employee Name, Social Security Number, the Regular, Overtime and Gross Earnings for a particular month and the amount for deduction 1 for the same month. We will have General prompt for the month for the earnings and deduction amounts.

The central file for the report will be the PAEG file (Employee General Information). We will link to the PAEE file (Employee History Earnings) for the Regular, Overtime and Gross earnings, and link to the PAED file (Employee History Deductions) for the Deduction amount.

**PAEE File Layout – Earnings Record**

PAEExxx – Employee History Earnings

Payroll

**Employee History Earnings Record**

File Name: PAEExxx

Record Size: 343 (384)

File Type: Mkeyed – Dynamic

Number of keys: 2

Field No	Template	Description	Type	Length	Note
1	EE0\$	Employee ID	A	6	
2	EE1\$	Earning Code	A	3	
3	EE1[0]	Earning Hrs – YTD	N	12	7.3-
4	EE1[1]	Earning Hrs – Month 1	N	11	6.3-
5	EE1[2]	Earning Hrs – Month 2	N	11	6.3-
6	EE1[3]	Earning Hrs – Month 3	N	11	6.3-
7	EE1[4]	Earning Hrs – Month 4	N	11	6.3-
8	EE1[5]	Earning Hrs – Month 5	N	11	6.3-
9	EE1[6]	Earning Hrs – Month 6	N	11	6.3-
10	EE1[7]	Earning Hrs – Month 7	N	11	6.3-
11	EE1[8]	Earning Hrs – Month 8	N	11	6.3-
12	EE1[9]	Earning Hrs – Month 9	N	11	6.3-
13	EE1[10]	Earning Hrs – Month 10	N	11	6.3-
14	EE1[11]	Earning Hrs – Month 11	N	11	6.3-
15	EE1[12]	Earning Hrs – Month 12	N	11	6.3-
16	EE2[0]	Earning Amt – YTD	N	13	9.2-
17	EE2[1]	Earning Amt – Month 1	N	12	8.2-
18	EE2[2]	Earning Amt – Month 2	N	12	8.2-
19	EE2[3]	Earning Amt – Month 3	N	12	8.2-
20	EE2[4]	Earning Amt – Month 4	N	12	8.2-
21	EE2[5]	Earning Amt – Month 5	N	12	8.2-
22	EE2[6]	Earning Amt – Month 6	N	12	8.2-
23	EE2[7]	Earning Amt – Month 7	N	12	8.2-

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**PAEE File Layout – Gross/Net Earnings Record**

PAEExxx – Employee History Earnings

Payroll

**Gross/Net Earnings Record**

File Name: PAEExxx

Record Size: 369 (384)

File Type: Mkeyed – Dynamic

Number of keys: 2

Field No	Template	Description	Type	Length	Note
1	EE0\$	Employee ID	A	6	
2	EE1\$	Code	A	3	“}}”
3	EE1[0]	Gross Amt – YTD	N	13	8.3-
4	EE1[1]	Gross Amt – Month 1	N	12	7.3-
5	EE1[2]	Gross Amt – Month 2	N	12	7.3-
6	EE1[3]	Gross Amt – Month 3	N	12	7.3-
7	EE1[4]	Gross Amt – Month 4	N	12	7.3-
8	EE1[5]	Gross Amt – Month 5	N	12	7.3-
9	EE1[6]	Gross Amt – Month 6	N	12	7.3-
10	EE1[7]	Gross Amt – Month 7	N	12	7.3-
11	EE1[8]	Gross Amt – Month 8	N	12	7.3-
12	EE1[9]	Gross Amt – Month 9	N	12	7.3-
13	EE1[10]	Gross Amt – Month 10	N	12	7.3-
14	EE1[11]	Gross Amt – Month 11	N	12	7.3-
15	EE1[12]	Gross Amt – Month 12	N	12	7.3-
16	EE2[0]	Net – YTD	N	14	10.2-
17	EE2[1]	Net Amt – Month 1	N	13	9.2-
18	EE2[2]	Net Amt – Month 2	N	13	9.2-
19	EE2[3]	Net Amt – Month 3	N	13	9.2-
20	EE2[4]	Net Amt – Month 4	N	13	9.2-
21	EE2[5]	Net Amt – Month 5	N	13	9.2-
22	EE2[6]	Net Amt – Month 6	N	13	9.2-
23	EE2[7]	Net Amt – Month 7	N	13	9.2-

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**PAED File Layout**

PAEDxxx – Employee History Deductions

Payroll

**Employee History Deduction Record**

File Name: PAEDxxx

Record Size: 177 (192)

File Type: Mkeyed – Dynamic

Number of keys: 3

Field No	Template	Description	Type	Length	Note
1	ED0\$	Employee ID	A	6	
2	ED1\$(1,3)	Deduction Code	A	3	
	ED1\$(3,2)	State	A	2	Blank if None
3	ED2\$	Employer Paid?	A	1	Y or N
4	ED1[0]	Deduction – YTD	N	12	8.2-
5	ED1[1]	Deduction – Month 1	N	11	7.2-
6	ED1[2]	Deduction – Month 2	N	11	7.2-
7	ED1[3]	Deduction – Month 3	N	11	7.2-
8	ED1[4]	Deduction – Month 4	N	11	7.2-
9	ED1[5]	Deduction – Month 5	N	11	7.2-
10	ED1[6]	Deduction – Month 6	N	11	7.2-
11	ED1[7]	Deduction – Month 7	N	11	7.2-
12	ED1[8]	Deduction – Month 8	N	11	7.2-
13	ED1[9]	Deduction – Month 9	N	11	7.2-
14	ED1[10]	Deduction – Month 10	N	11	7.2-
15	ED1[11]	Deduction – Month 11	N	11	7.2-
16	ED1[12]	Deduction – Month 12	N	11	7.2-
17	ED99\$[0]	Reserved for ISV	A	0	
18	ED99[0]	Reserved for ISV	N	1	
19	ED99[1]	Reserved for ISV	N	1	

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## Step 2: Creating the Report

From the file layouts on the previous pages, we can see that each month's earnings and deductions are stored in a separate field in the respective files. We can also see that the earnings and gross records are stored in the same file as different records, and each earning code is stored as a separate record.

First, we will create a field to print the earning amounts and have General prompt for the month we print.

Select the PAEE\_1 file on the Dictionary Maintenance screen and choose Fields.

### PAEE\_1 File

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEE\_1

Description: PA Emp. Earnings Hist - Code

Access Level: 0

Disk File: PAEE[[@CID]][[@PLY]]

Skip Keys:

Auto Select:

Auto Begin:

Auto End:

Type:

Block Size:

Delimiter:

(T000)

Is the above information correct?

Selection: Yes No **Fields** Sorts Links Delete

F7-Exit without selection

Enter the Field Name you want to create. When General Report Writer prompts “Is the above information correct?”, select **Copy**.

### EARNING\_AMT\_MONTH

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEE\_1

Field Specification for PA Emp. Earnings Hist - Code

Field Name	EARNING_AMT_MONTH
Description	
Type Code(s)	
Column Heading	
Expression	

(T000)

Is this a new definition?

Selection: No Yes **Copy**

F7-Exit without selection

Enter EARNING\_AMT\_MONTH

**EARNING\_AMT\_MONTH Copy**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEE\_1

Field Specification for PA Emp. Earnings Hist - Code

Field Name | EARNING\_AMT\_MONTH

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 EARNING_AMOUNT_YTD	Earnings Amount Year to Date	N,JR,L14,-
2 EARNING_CODE	Earning Code	T,JL,L3
3 EARNING_HOURS_YTD	Earnings Hours Year to Date	N,JR,L14,-
4 <b>EARN_AMT_MONTH_001</b>	<b>Earnings Month</b>	<b>N,JR,L14,-</b>
5 EARN_AMT_MONTH_002	Earnings Month	N,JR,L14,-
6 EARN_AMT_MONTH_003	Earnings Month	N,JR,L14,-
7 EARN_AMT_MONTH_004	Earnings Month	N,JR,L14,-
8 EARN_AMT_MONTH_005	Earnings Month	N,JR,L14,-
9 EARN_AMT_MONTH_006	Earnings Month	N,JR,L14,-

1/4

(T000)

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

The Field Selection screen is displayed; select the field you want to copy.

Select the EARN\_AMT\_MONTH\_001

This will copy the Description, Type Codes, Column Heading and Expression.

**EARNING\_AMT\_MONTH**

OSAS T000

Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEE\_1

Field Specification for PA Emp. Earnings Hist - Code

Field Name	EARNING_AMT_MONTH
Description	MONTHLY EARNING AMOUNT
Type Code(s)	N,L14,JR,M1,-
Column Heading	Earn Amt
Expression	

Enter data expression, or use data assist.

(T000)

F1-help, F2-paste options, F3-data assist, F4-expand, F9/F7-done

When the Verification prompt displays, select No. Edit the Description, Column Heading and delete the Expression.

**EARNING\_AMT\_MONTH**

Select the Expand option to enter a Long Expression.

Because each of the earning amounts for each month is stored in a separate field, we will use the @TEMP variable (See Appendix C) for this expression. Using the @TEMP variable will allow us to prompt for the month we want on the report and General will select the correct field based on our entry.

**EARNING\_AMT\_MONTH**

In the expression, on the first line enter the following:

**LET @TEMPMONTH=[(ENTER MONTH, I.E 01 FOR JANUARY)];**

Move the cursor to the next line and enter the following:

**IF @TEMPMONTH=01 THEN @FLD=EARN\_AMT\_MONTH\_001;**

On the first line, we are saying let @TEMPMONTH equal whatever is entered in the runtime replacement. On the second line, we are saying if the runtime replacement entry is 01 then for this field print the earning amount for month 1.

**EARNING\_AMT\_MONTH**

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File	Long Expression Entry
Field	LET @TEMPMONTH=[ENTER MONTH, I.E 01 FOR JANUARY]];
File	IF @TEMPMONTH=01 THEN @FLD=EARN_AMT_MONTH_001;
Desc	IF @TEMPMONTH=02 THEN @FLD=EARN_AMT_MONTH_002;
	IF @TEMPMONTH=03 THEN @FLD=EARN_AMT_MONTH_003;
Type	IF @TEMPMONTH=04 THEN @FLD=EARN_AMT_MONTH_004;
	IF @TEMPMONTH=05 THEN @FLD=EARN_AMT_MONTH_005;
Column	IF @TEMPMONTH=06 THEN @FLD=EARN_AMT_MONTH_006;
	IF @TEMPMONTH=07 THEN @FLD=EARN_AMT_MONTH_007;
Exp	IF @TEMPMONTH=08 THEN @FLD=EARN_AMT_MONTH_008;
	IF @TEMPMONTH=09 THEN @FLD=EARN_AMT_MONTH_009;
	IF @TEMPMONTH=10 THEN @FLD=EARN_AMT_MONTH_010;
	IF @TEMPMONTH=11 THEN @FLD=EARN_AMT_MONTH_011;
	IF @TEMPMONTH=12 THEN @FLD=EARN_AMT_MONTH_012

Enter data expression, or use data assist.

(T000)

F1-help, F9/F7-done

Move the cursor to the next line and enter the IF...THEN statement for month 2, which should look like the following:

**IF @TEMPMONTH=02 THEN @FLD=EARN\_AMT\_MONTH\_002;**

Continue entering IF...THEN statements until you have entered a line for all 12 months.

You can use Paste Options and Fields from this file to select the EARN\_AMT\_MONTH fields.

The Expression should look like the picture above.

Enter through the Expression field until the Verification prompt is displayed and select Yes to save the field.

Next, create an @TEMPMONTH field in the PAEE\_2<sup>47</sup> file for the Gross amount per month.

The field should look similar to the following.

**GROSS\_AMT\_MONTH**

OSAS T000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEE_2	
Field Specification for PA Emp. Earnings Hist. - Totals	
Field Name	GROSS_AMT_MONTH
Description	MONTHLY GROSS AMOUNT
Type Code(s)	N,L14,JR,M1,-
Column Heading	Gross Amount Mtd
Expression	LET @TEMPMONTH=[ENTER MONTH, I.E 01 FOR JANUARY]]; IF @TEMPMONTH=01 THEN @FLD=GROSS_AMOUNT_MTD_001; IF @TEMPMONTH=02 THEN @FLD=GROSS_AMOUNT_MTD_002; IF @TEMPMONTH=03 THEN @FLD=GROSS_AMOUNT_MTD_003; IF @TEMPMONTH=04 THEN @FLD=GROSS_AMOUNT_MTD_004; ...

(T000)

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

<sup>47</sup> Open Systems has created a separate data dictionary file for each record stored in the PAEE file. The PAEE\_1 is for the earning records and the PAEE\_2 is for the gross records.



The Expression should look like the following:

### GROSS\_AMT\_MONTH

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

Field	Long Expression Entry
Fie	LET @TEMPMONTH=[(ENTER MONTH, I.E 01 FOR JANUARY)];
Desc	IF @TEMPMONTH=01 THEN @FLD=GROSS_AMOUNT_MTD_001;
Type	IF @TEMPMONTH=02 THEN @FLD=GROSS_AMOUNT_MTD_002;
Column	IF @TEMPMONTH=03 THEN @FLD=GROSS_AMOUNT_MTD_003;
Exp	IF @TEMPMONTH=04 THEN @FLD=GROSS_AMOUNT_MTD_004;
	IF @TEMPMONTH=05 THEN @FLD=GROSS_AMOUNT_MTD_005;
	IF @TEMPMONTH=06 THEN @FLD=GROSS_AMOUNT_MTD_006;
	IF @TEMPMONTH=07 THEN @FLD=GROSS_AMOUNT_MTD_007;
	IF @TEMPMONTH=08 THEN @FLD=GROSS_AMOUNT_MTD_008;
	IF @TEMPMONTH=09 THEN @FLD=GROSS_AMOUNT_MTD_009;
	IF @TEMPMONTH=10 THEN @FLD=GROSS_AMOUNT_MTD_010;
	IF @TEMPMONTH=11 THEN @FLD=GROSS_AMOUNT_MTD_011;
	IF @TEMPMONTH=12 THEN @FLD=GROSS_AMOUNT_MTD_012;
	...

Enter data expression, or use data assist.

(T000)

F1-help, F9/F7-done

Make sure to enter the same runtime replacement expression so when the report is created and generated General will only prompt for the month one time.

Next, create an @TEMPMONTH field in the PAED file for the Deduction amount per month.

The field should look similar to the following.

### DED\_AMT\_MONTH

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAED

Field Specification for PA Employee History Deductions

Field Name	DED_AMT_MONTH
Description	Monthly Deduction Amount
Type Code(s)	N,L14,JR,M1,-
Column Heading	Monthly Ded Amt
Expression	LET @TEMPMONTH=[(ENTER MONTH, I.E 01 FOR JANUARY)]; IF @TEMPMONTH=01 THEN @FLD=MONTHLY_DED_AMT_001; IF @TEMPMONTH=02 THEN @FLD=MONTHLY_DED_AMT_002; IF @TEMPMONTH=03 THEN @FLD=MONTHLY_DED_AMT_003; IF @TEMPMONTH=04 THEN @FLD=MONTHLY_DED_AMT_004; ...

(T000)

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

The Expression should look like the following:

### DED\_AMT\_MONTH

The screenshot shows the OSAS T000 Dictionary Maintenance window. The title bar is 'OSAS T000' with menu options 'Settings', 'Edit', 'Print', and 'Help'. The window is titled 'DICTIONARY MAINTENANCE'. On the left is a table with columns: File, Field, Desc, Type, Column, and Exp. The 'Exp' column contains a long expression. Below the table is a text area with the prompt 'Enter data expression, or use data assist.' and a button with three dots. The status bar at the bottom says 'Fi-help, F9/F7-done'.

File	Field	Desc	Type	Column	Exp
					<pre> Long Expression Entry LET @TEMPMONTH=[ENTER MONTH, I.E 01 FOR JANUARY]]; IF @TEMPMONTH=01 THEN @FLD=MONTHLY_DED_AMT_001; IF @TEMPMONTH=02 THEN @FLD=MONTHLY_DED_AMT_002; IF @TEMPMONTH=03 THEN @FLD=MONTHLY_DED_AMT_003; IF @TEMPMONTH=04 THEN @FLD=MONTHLY_DED_AMT_004; IF @TEMPMONTH=05 THEN @FLD=MONTHLY_DED_AMT_005; IF @TEMPMONTH=06 THEN @FLD=MONTHLY_DED_AMT_006; IF @TEMPMONTH=07 THEN @FLD=MONTHLY_DED_AMT_007; IF @TEMPMONTH=08 THEN @FLD=MONTHLY_DED_AMT_008; IF @TEMPMONTH=09 THEN @FLD=MONTHLY_DED_AMT_009; IF @TEMPMONTH=10 THEN @FLD=MONTHLY_DED_AMT_010; IF @TEMPMONTH=11 THEN @FLD=MONTHLY_DED_AMT_011; IF @TEMPMONTH=12 THEN @FLD=MONTHLY_DED_AMT_012 </pre>

Enter data expression, or use data assist.

(T000)

Fi-help, F9/F7-done

Make sure to enter the same runtime replacement expression so when the report is created and generated General will only prompt for the month one time.

The regular and overtime earnings are stored in the PAEE\_1 file using the same fields but as different records. The next step is to create a way to get each of the records separately.

We have 2 options to accomplish this.

1. Create a copy of the PAEE\_1 and use the original for the regular records and the copy for the overtime records.
2. Create alternate sorts in the PAEE\_1 for each record type (REG and OVT) then link from the PAEG to each of the individual record types.

### Option 1: Using a Copy of the PAEE\_1 Data Dictionary File

The following example uses a copy of the PAEE\_1 data dictionary file to get the overtime records.

Enter a new File Name to create the copy of the PAEE\_1 data dictionary file. When General Report Writer prompts "Is this a new definition?" select Copy

#### PAEE\_1\_COPY – Copy

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 contains the following fields:

- File Name: PAEE\_1\_COPY
- Description:
- Access Level:
- Disk File:
- Skip Keys:
- Auto Select:
- Auto Begin:
- Auto End:
- Type:
- Block Size:
- Delimiter:

At the bottom, there is a prompt "Is this a new definition?" with a selection of "No Yes Copy" (where "Copy" is highlighted). Below this is the instruction "F7-Exit without selection". The window also shows a status bar with "(T000)".

The File Name/Wildcard box is displayed, enter the name of the file you want to copy or you can enter the application id and the wildcard of \* to select the file from a list.

### PAEE\_1\_COPY – Select File to Copy (PAEE\_1)

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 contains the following text:

File Name: PAEE\_1\_COPY

Description:

Access Level:

Disk File:

Skip Keys:

Auto Select:

Auto Begin:

Auto End:

Type:

Block Size:

Delimiter:

File Name/Wildcard

PAEE\_1

Enter filename wildcard.

(T000)

Listing all files may take time.

F1-help, F2-all files, F7-exit

Enter PAEE\_1 to copy the PAEE\_1 file.

When the Verification Prompt is displayed, select Yes to save the file.

Now that the copy of the PAEE\_1 file had been created , we need to create a Link from PAEG to the new PAEE\_1\_COPY file

Select Links from the Dictionary Maintenance screen of the PAEG file.

### PAEE\_1\_COPY Data Dictionary File

File Name: PAEG

Link Specification for PA Employee General Information

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	1/10
PACH@EMPL_SEQ	Part	EMPLOYEE_ID	
PADE@EMPL_SEQ	Part	EMPLOYEE_ID	
PADP_1@DEPT_TYPE_CODE	Full	DEPARTMENT_ID+"A"	
PAEC@EARN	Full	EARNING_CODE	
PAED@EMPL_DEDUC_STAT	Part	EMPLOYEE_ID	
PAEE@EMPL_GEN1	Part	EMPLOYEE_ID	
PAEE_1@EMPL_EARN	Part	EMPLOYEE_ID	
PAEE_2@EMPL_CODE	Full	EMPLOYEE_ID+"}}}"	
PAEM@EMPL	Full	EMPLOYEE_ID	

Enter file to establish link to.

(T000)

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

You can create these links in alphabetical order or add them to the end.

In a blank field, select the Target file and @Sortname.

### Dictionary Maintenance – PAEG - Links

File Name: PAEG

Link Specification for PA Employee General Information

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	1/10
PACH@EMPL_SEQ	Part	EMPLOYEE_ID	
PADE@EMPL_SEQ	Part	EMPLOYEE_ID	
PADP_1@DEPT_TYPE_CODE	Full	DEPARTMENT_ID+"A"	
PAEC@EARN	Full	EARNING_CODE	
PAED@EMPL_DEDUC_STAT	Part	EMPLOYEE_ID	
PAEE@EMPL_GEN1	Part	EMPLOYEE_ID	
PAEE_1@EMPL_EARN	Part	EMPLOYEE_ID	
PAEE_1_COPY@EMPL_EARN	Part	EMPLOYEE_ID	
PAEE_2@EMPL_CODE	Full	EMPLOYEE_ID+"}}}"	
PAEM@EMPL	Full	EMPLOYEE_ID	

PA Emp. Earnings Hist - Code

Enter key expression (examples 'FIRM+ID', or '@PF2(3,6)+"A"').

(T000)

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

For this link, select the PAEE\_1\_COPY@EMPL\_EARN

You can use the list files function to select the file.

The Type should be Partial.

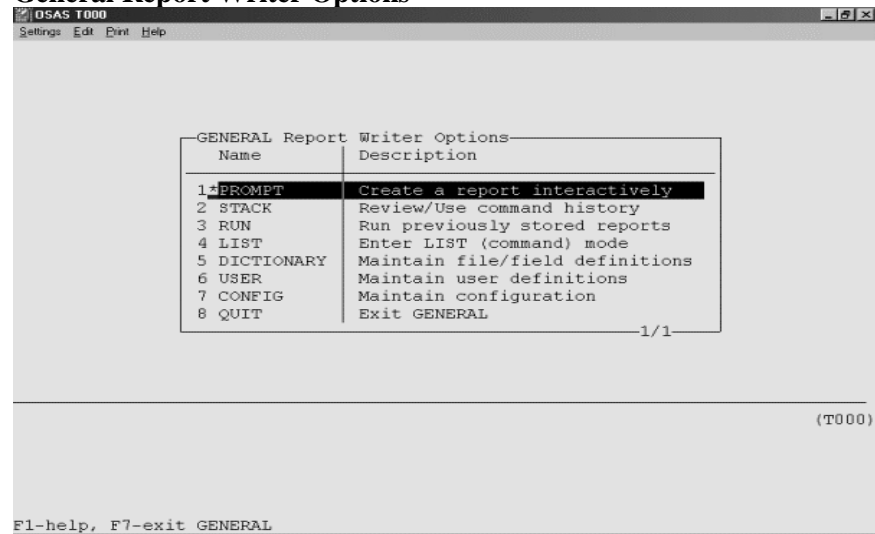
The Key Expression should be EMPLOYEE\_ID.

Select the Done function key, to display the Verification Prompt. Select Yes to save the changes.

Now that all the fields, sorts and links have been created, we are ready to create the report.

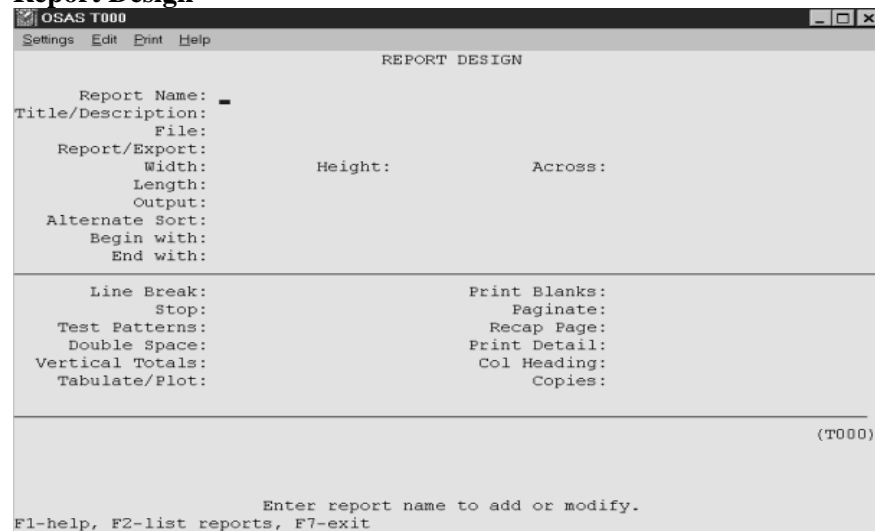
Select Prompt from the General Report Writer Options menu

### General Report Writer Options



The Report Design screen is displayed.

### Report Design



## Report Design

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1

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)

Is this a new definition?

Selection: No ☒ Yes Copy

F7-Exit without selection

Enter the Report Name. \* For this report use **PA\_CLASS1**

When General prompts “Is this a new definition?”, select Yes.

## Report Design – PA\_CLASS1

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1

Title/Description: MONTHLY EARNINGS REPORT

File: PAEG - PA Employee General Information

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/ftr Run Delete Print

F7-Exit without selection

Enter information in the following fields:

### Field

### Description

Title/Description\* Enter the name you want to print on the report

**MONTHLY EARNINGS REPORT**

File\* Select the central file for this report.

The list files function is available to select the file.

**Select the PAEG file**

\* See Appendix D for more information.

**Report Design – PA\_CLASS1**

**OSAS 1000**  
Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1  
 Title/Description: MONTHLY EARNINGS REPORT  
 File: PAEG - PA Employee General Information  
 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

<u>Field</u>	<u>Description</u>
Report/Export*	Select how you want to print or export the report. <b>Select Report</b>
Width*	Select the number of columns across the report. <b>Accept the default of 132</b>
Height*	Select the maximum number of rows each record can occupy on the report. <b>Accept the default of Any</b>
Across*	Enter the number of records you want to print across the page. <b>Accept the default of 1</b>
Length*	Enter the number of rows you want to print per page <b>Accept the default of Any</b>
Output*	Enter the output device used for this report. <b>Accept the default of Printer</b>

Once you enter the output field, select the done function key to display the Verification prompt, "Is the above information correct?".

Select Fields from the Repot Design screen.

---

\*See Appendix D for more information.



The Field Specification screen is displayed.

### Field Specification Screen

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	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

Enter the fields for this report.

The first field is the Employee ID. Use the list fields function key to select the field and enter through all columns to accept the defaults.

The second field is the Format Name First Name First. Use the list fields function key to select the field and enter through all the columns to accept the defaults.

The third field is the Social Security Number. Use the list fields function key to select the field and enter through all the columns to accept the defaults.

The next two fields will be the Regular and Overtime earning amounts

The earnings are stored in the PAEE\_1 file.

Use the link function key to create a link for the regular earnings.

Enter REG\_EARNINGS for the Link Name..

### Link Element Box

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No

Link Element

Link Name: REG\_EARNINGS\_

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Link to File**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5			
				Tot	Avg	Max	Min	Pct			Cnt	Case	Date
EMPLOYEE_ID	T	8	1	1	---	---	---	---	---	No	None	-----	No
F-Link-to File													
S													
1 PACH@EMPL_SEQ													
2 PADE@EMPL_SEQ													
3 PADP_1@DEPT_TYPE_CODE													
4 PAEC@EARN													
5 PAED@EMPL_DEDUC_STAT													
6 PAEE@EMPL_GEN1													
7 PAEE_1@EMPL_EARN													
8 PAEE_1_COPY@EMPL_EARN													
9 PAEE_2@EMPL_CODE													
													1/4

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAEE\_1@EMPL\_EARN file and press Enter.

**Field Selection**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5			
				Tot	Avg	Max	Min	Pct			Cnt	Case	Date
EMPLOYEE_ID	T	8	1	1	---	---	---	---	---	No	None	-----	No
Field Selection													
FIELD NAME		DESCRIPTION								TYPE CODES			
1 EARNING AMOUNT YTD		Earnings Amount Year to Date								N,JR,L14,-			
2 EARNING_AMT_MONTH		MONTHLY EARNING AMOUNT								N,JR,L14,-			
3 EARNING_CODE		Earning Code								T,JL,L3			
4 EARNING_HOURS_YTD		Earnings Hours Year to Date								N,JR,L14,-			
5 EARN_AMT_MONTH_001		Earnings Month								N,JR,L14,-			
6 EARN_AMT_MONTH_002		Earnings Month								N,JR,L14,-			
7 EARN_AMT_MONTH_003		Earnings Month								N,JR,L14,-			
8 EARN_AMT_MONTH_004		Earnings Month								N,JR,L14,-			
9 EARN_AMT_MONTH_005		Earnings Month								N,JR,L14,-			
													1/5

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the EARNING\_AMT\_MONTH field and press Enter.

### One to Many Link Box

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt		Case	Date
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No

Link Element: **1 Display**

Link Name: REG\_EARNING

2 Total

3 Average

4 Count

1/1

(T000)

F1-help, F7-exit without selection

This is a one to many link, select how you want this field to print on the report.

Select Display.

### Field Specification

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt		Case	Date
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

Next, add the link for the Overtime earnings.

### Link Element Box

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP		
				Tot	Avg	Max	Min	Pct	Cnt				
EMPLOYEE_ID	T	8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T	39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T	11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N	14	62	1	Yes	No	No	No	No	No	---	-----	---

Link Element

Link Name: OVT\_EARNINGS\_

PAEE\_1@EMPL\_REG:EARNING\_AMT\_MONTH

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

Use the link function key to create a link for the overtime earnings.

Enter OVT\_EARNINGS for the Link Name..

### Link to File

Field/@CALC	Type	Col	Row	Statistics						Convert Case Date	1/5 NDP		
				Tot	Avg	Max	Min	Pct	Cnt				
EMPLOYEE_ID	T	8	1	1	---	---	---	---	---	No	None	-----	No

Link-to File

1 PACH@EMPL\_SEQ PA Checks File

2 PADE@EMPL\_SEQ PA Employee Deductions

3 PADP\_1@DEPT\_TYPE\_CODE PA Department File - Hours Rec.

4 PAEC@EARN PA Earning Codes File

5 PAED@EMPL\_DEDUC\_STAT PA Employee History Deductions

6 PAEE@EMPL\_GEN1 PA Employee Earnings History

7 PAEE\_1@EMPL\_EARN PA Emp. Earnings Hist - Code

8\*PAEE\_1\_COPY@EMPL\_EARN PA Emp. Earnings Hist - Code

9 PAEE\_2@EMPL\_CODE PA Emp. Earnings Hist. - Totals

1/4

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAEE\_1\_COPY@EMPL\_EARN file and press Enter.

## Field Selection

OSAS T000  
Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert	Case	Date	NDP
				Tot	Avg	Max	Min	Pct	Cnt				
EMPLOYEE_ID	T	8	1	1	---	---	---	---	---	No	None	-----	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 EARNING_AMOUNT_YTD	Earnings Amount Year to Date	N,JR,L14,-
2 EARNING_AMT_MONTH	MONTHLY EARNING AMOUNT	N,JR,L14,-
3 EARNING_CODE	Earning Code	T,JL,L3
4 EARNING_HOURS_YTD	Earnings Hours Year to Date	N,JR,L14,-
5 EARN_AMT_MONTH_001	Earnings Month	N,JR,L14,-
6 EARN_AMT_MONTH_002	Earnings Month	N,JR,L14,-
7 EARN_AMT_MONTH_003	Earnings Month	N,JR,L14,-
8 EARN_AMT_MONTH_004	Earnings Month	N,JR,L14,-
9 EARN_AMT_MONTH_005	Earnings Month	N,JR,L14,-

1/5

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the EARNING\_AMT\_MONTH field and press Enter.

## One to Many Link Box

OSAS T000  
Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert	Case	Date	NDP
				Tot	Avg	Max	Min	Pct	Cnt				
EMPLOYEE_ID	T	8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T	39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T	11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N	14	62							No	No	No	

Link Element

Link Name: OVT\_EARNING

PAEE\_1@EMPL

1/1

\_AMT\_MONTH

1 Display  
2 Total  
3 Average  
4 Count

1/5

(T000)

F1-help, F7-exit without selection

This is a one to many link, select how you want this field to print on the report.

Select Display.

### Field Specification

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	---
@LINKOVT_EARNINGS	N 14	77	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

Next, add the link for the Gross Amount, which is stored in the PAEE\_2 file.

Use the link function key to create a link for the gross earnings.

Enter GROSS\_EARNINGS for the Link Name..

### Link Element Box

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	---	---

Link Element

Link Name: GROSS\_EARNINGS

PAEE\_1@EMPL\_OVT:EARNING\_AMT\_MONTH

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Link to File Box**

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	1	---	No
Link-to File						
1 PACH@EMPL_SEQ					PA Checks File	
2 PADE@EMPL_SEQ					PA Employee Deductions	
3 PADP_1@DEPT_TYPE_CODE					PA Department File - Hours Rec.	
4 PAEC@EARN					PA Earning Codes File	
5 PAED@EMPL_DEDUC_STAT					PA Employee History Deductions	
6 PAEE@EMPL_GEN1					PA Employee Earnings History	
7 PAEE_1@EMPL_EARN					PA Emp. Earnings Hist - Code	
8 PAEE_1_COPY@EMPL_EARN					PA Emp. Earnings Hist - Code	
9 PAEE_2@EMPL_CODE					PA Emp. Earnings Hist. - Totals	

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAEE\_2@EMPL\_CODE file and press Enter.

**Field Selection**

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	1	---	No
Field Selection						
1 GROSS_AMOUNT_MTD_00					Gross Amount Month to Date	N,JR,L14,-
2 GROSS_AMOUNT_MTD_01					Gross Amount Month to Date	N,JR,L14,-
3 GROSS_AMOUNT_MTD_01					Gross Amount Month to Date	N,JR,L14,-
4 GROSS_AMOUNT_MTD_01					Gross Amount Month to Date	N,JR,L14,-
5 GROSS_AMOUNT_QTR_1					Gross Amount Quarter 1	N,JR,L14,-
6 GROSS_AMOUNT_QTR_2					Gross Amount Quarter 2	N,JR,L14,-
7 GROSS_AMOUNT_QTR_3					Gross Amount Quarter 3	N,JR,L14,-
8 GROSS_AMOUNT_QTR_4					Gross Amount Quarter 4	N,JR,L14,-
9 GROSS_AMT_MONTH					MONTHLY GROSS AMOUNT	N,JR,L14,-

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the GROSS\_AMT\_MONTH field and press Enter.

**Field Specification**

OSAS 1000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	No	-----	-----	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	No	-----	-----	---
@LINKGROSS_EARNINGS	N 16	92	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

The last field is the deduction amount, which is stored in the PAED file.

Use the link function key to create a link for the deduction amount.

Enter DEDUCT\_AMOUNT for the Link Name..

**Link Element Box**

OSAS 1000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP	
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date		
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	No	-----	-----	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	No	-----	-----	---
@LINKGROSS_EARNINGS	N 16	92	1	Yes	No	No	No	No	No	No	-----	-----	---

Link Element

Link Name: DEDUCT\_AMOUNT

PAEE 2@EMPL\_CODE:GROSS\_AMT\_MONTH

Enter a name for this link item.

(T000)

F1-help, F9/F7-done



**Link to File Box**

Field/@CALC	Type	Col	Row	Statistics	Convert Case Date	NDP
				Tot Avg Max Min Pct Cnt		
EMPLOYEE_ID	T	8	1	---	None	No
F-Link-to File						
1 PACH@EMPL_SEQ						
2 PADE@EMPL_SEQ						
3 PADP_1@DEPT_TYPE_CODE						
4 PAEC@EARN						
5 PAED@EMPL_DEDUC_STAT						
6 PAEE@EMPL_GEN1						
7 PAEE_1@EMPL_EARN						
8 PAEE_1_COPY@EMPL_EARN						
9 PAEE_2@EMPL_CODE						

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAED@EMPL\_DEDUC\_STAT file and press Enter.

**Field Selection**

Field/@CALC	Type	Col	Row	Statistics	Convert Case Date	NDP
				Tot Avg Max Min Pct Cnt		
EMPLOYEE_ID	T	8	1	---	None	No
Field Selection						
1 401K_AMT_QTR_1						
2 401K_AMT_QTR_2						
3 401K_AMT_QTR_3						
4 401K_AMT_QTR_4						
5 401K_AMT_YTD						
6 DEDUCTION_AMT_YTD						
7 DEDUCTION_CODE						
8 DED_AMT_MONTH						
9 DED_AMT_QTR_1						

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the DED\_AMT\_MONTH field and press Enter.

### One to Many Link Box

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	---	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	---	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	---	No
@LINKREG_EARNINGS	N 14	62							No	---	---	---
@LINKOVT_EARNINGS	N 14	77							No	---	---	---
@LINKGROSS_EARNINGS	N 16	92							No	---	---	---

Link Element

Link Name: DEDUCT AMOU

PAEE\_2@EMPL

1/1

MT\_MONTH

1\*Display  
2 Total  
3 Average  
4 Count

(T000)

F1-help, F7-exit without selection

This is a one to many link, select how you want this field to print on the report.

Select Display.

### Field Specification

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5		
				Tot	Avg	Max	Min	Pct			Cnt	Case
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	---	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	---	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	---	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	---	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	---	---	---
@LINKGROSS_EARNINGS	N 16	92	1	Yes	No	No	No	No	No	---	---	---
@LINKDEDUCT_AMOUNT	N 15	109	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

## Field Specification

Field/@CALC	Type	Col	Row	Statistics						Convert Case	Date	1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt			
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	-----	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	---	-----	---
@LINKGROSS_EARNINGS	N 16	92	1	Yes	No	No	No	No	No	---	-----	---
@LINKDEDUCT_AMOUNT	N 15	109	1	Yes	No	No	No	No	No	---	-----	---

(T000)

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

Select the done function key. When the Verification prompt is displayed, select Yes to return to the Report Design screen.

The next step is to add criteria to limit the earning and deduction amounts to only print Regular, Overtime earnings, and only print deduction 1.

The earning and deduction links were one-to-many links, so we need to setup criteria using Linksel.

Select Linksel from the report design screen.

## Linksel Screen

FILE	CRITERIA	1/10
PAEE_1	EARNING_CODE="REG"	

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

Use the PAEE\_1 file to enter criteria for the REG earning code.

**Linksel Screen**

FILE	CRITERIA
PAEE_1	EARNING_CODE="REG"
PAEE_1_COPY	EARNING_CODE="OVT"

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

Use the PAEE\_1\_COPY file to enter criteria for the OVT earning code.

**Linksel Screen**

FILE	CRITERIA
PAEE_1	EARNING_CODE="REG"
PAEE_1_COPY	EARNING_CODE="OVT"
PAED	DEDUCTION_CODE="001"

Enter file to impose detail criteria on.

(T000)

F1-help, F2-linked files, F3-insert, F4-delete, F5-all files, F9/F7-done

Use the PAED file to enter criteria for the deduction code 001.

Select the done function key. When the Verification prompt is displayed, select Yes to return to the Report Design screen.

## Run

OSAS T000  
Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1  
Title/Description: MONTHLY EARNINGS REPORT  
File: PAEG - PA Employee General Information  
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 to generate the report

## Runtime Replacement

OSAS T000  
Settings Edit Print Help

Building	Loading
85	

Run time Replacements  
ENTER MONTH, I.E 01 FOR JANUARY: 10

(T000)

Enter value for prompt shown.

F1-help, F7-abort

Enter the month you want to print the report for, on the runtime replacement screen.

**Enter 10 for OSAS sample data.**

The report is displayed.

### The Report

OSAS T000

Settings Edit Print Help

07/13/2000

02:13 PM

MONTHLY EARNINGS REPORT

Employee Name ID	SSN	Earn Amt
BOU001 Linda C Bourne	459-30-1099	29738.00
GER001 Timothy G Gerard	468-22-4819	22200.00
JEN001 Kathy M Jenkins	460-39-9093	30000.00
JON001 Maria K Jonchim	468-80-9944	4020.00
LUK001 George Lukas	488-30-1281	10000.00
ROS001 Lucinda A Rossini	460-39-9982	3220.00
STO001 Albert W Stockard	449-58-4392	4636.10
*Report* SUM		103814.10

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

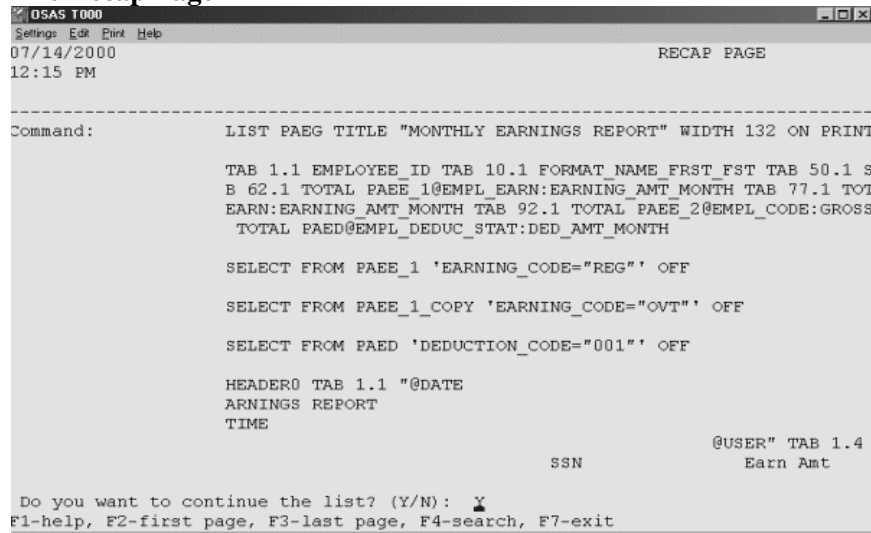
F1-help, F2-first page, F3-last page, F4-search, F7-exit

Use the left and right arrows to see the entire report.

### The Report

OSAS T000			
Settings Edit Print Help		MONTHLY EARNINGS REPORT	
		Page 1	
	Earn Amt	Earn Amt Gross Amount Mtd Monthly Ded Amt	
-30-1099	29738.00	30883.82	42.24
-22-4819	22200.00	22700.00	42.24
-39-9093	30000.00	30000.00	42.24
-80-9944	4020.00	4348.13	22.72
-30-1281	10000.00	10000.00	42.24
-39-9982	3220.00	3294.03	27.70
-58-4392	4636.10	5451.67	22.60
	103814.10	388.43	106677.65
			241.98
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



```
OSAS T000
Settings Edit Print Help
07/14/2000 12:15 PM
RECAP PAGE

-----
Command: LIST PAEG TITLE "MONTHLY EARNINGS REPORT" WIDTH 132 ON PRINT

TAB 1.1 EMPLOYEE_ID TAB 10.1 FORMAT NAME_FIRST FST TAB 50.1 S
B 62.1 TOTAL PAEE_1@EMPL EARN:EARNING_AMT_MONTH TAB 77.1 TOT
EARN:EARNING_AMT_MONTH TAB 92.1 TOTAL PAEE_2@EMPL_CODE:GROSS
TOTAL PAED@EMPL_DEDUC_STAT:DED_AMT_MONTH

SELECT FROM PAEE_1 'EARNING_CODE="REG"' OFF
SELECT FROM PAEE_1_COPY 'EARNING_CODE="OVT"' OFF
SELECT FROM PAED 'DEDUCTION_CODE="001"' OFF

HEADER0 TAB 1.1 "@DATE
ARNINGS REPORT
TIME
SSN @USER" TAB 1.4
Earn Amt

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

**Payroll Earnings by Month Report**

01/13/2000		MONTHLY EARNINGS REPORT				Page 1
04:35 PM						
Employee Name ID	SSN	Earn Amt	Earn Amt	Gross Amount	Mtd Monthly	Ded Amt
-----						
BOU001 Linda C Bourne	459-30-1099	29738.00		30883.82		42.24
GER001 Timothy G Gerard	468-22-4819	22200.00		22700.00		42.24
JEN001 Kathy M Jenkins	460-39-9093	30000.00		30000.00		42.24
JON001 Maria K Jonchim	468-80-9944	4020.00	28.13	4348.13		22.72
LUK001 George Lukas	488-30-1281	10000.00		10000.00		42.24
ROS001 Lucinda A Rossini	460-39-9982	3220.00	28.03	3294.03		27.70
STO001 Albert W Stockard	449-58-4392	4636.10	332.27	5451.67		22.60
		-----	-----	-----	-----	-----
*Report* SUM		103814.10	388.43	106677.65		241.98



## Option 2: Creating Alternate Sorts

The following example creates alternate sorts in the PAEE\_1 data dictionary file for the month and year records. We will link to the sorts from the PAEG data dictionary file.

Select the PAEE\_1 file and choose Sorts

The ALTSORT specification screen is displayed.

The first Altsort will be used to get the REG earnings.

### PAEE\_1 ALTSORT Screen

ALTSORT specification for PA Emp. Earnings Hist - Code		
NAME	DESCRIPTION	ALTFILE OR ALTKEY EXPRESSION
EARN_EMPL	Earning Code + Employee ID	ALTKEY 1
EMPL_EARN	Employee ID + Earning Code	ALTKEY 0
EMPL_REG	EMPLOYEE ID + EARNING CODE	ALTKEY 0
Enter ALTSORT identifying name.		

(T000)

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

The sort we will use is ALTSORT 0, which is based on the Employee ID and the Earning Code.

Select a blank field. Enter in your altsortname.

For this example, use **EMPL\_REG**.

Enter in a description of the Altsort.

Enter the ALTFILE or ALTKEY you want to use for this sort.

For this example type **ALTKEY 0**.

The second Altsort will be used to get the OVT earnings.

### PAEE\_1 ALTSORT Screen

ALTSORT specification for PA Emp. Earnings Hist - Code		
NAME	DESCRIPTION	1/10
EARN_EMPL	Earning Code + Employee ID	ALTKEY 1
EMPL_EARN	Employee ID + Earning Code	ALTKEY 0
EMPL_REG	EMPLOYEE ID + EARNING CODE	ALTKEY 0
EMPL_OVT	EMPLOYEE ID + EARNING CODE	ALTKEY 0
Enter ALTSORT identifying name.		

(T000)

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

The sort we will use is ALTSORT 0, which is based on the Employee ID and the Earning Code.

Select a blank field. Enter in your altsortname.

For this example, use **EMPL\_OVT**.

Enter in a description of the Altsort.

Enter the ALTFILE or ALTKEY you want to use for this sort.

For this example type **ALTKEY 0**.

Select the done function key to display the Verification prompt. Answer Yes to save the added sorts.

We will also create an alternate sort to select the deduction code that we pass to the report.

Select the PAED file and choose Sorts

The ALTSORT specification screen is displayed.

### PAED ALTSORT Screen

ALTSORT specification for PA Employee History Deductions		1/10
NAME	DESCRIPTION	
	ALTFILE OR ALTKEY EXPRESSION	
D DEDUC_STATE	Deduction Code/State	
AC	ALTKEY 1	
	Deduction Code/State + Employee ID	
	ALTKEY 2	
A	Employee ID + Deduction Code/State	
	ALTKEY 0	
EMPL_DEDUC_STAT	EMPLOYEE ID + DEDUCTION CODE/STATE	
	ALTKEY 0	
EMPL_001_STAT		
Enter ALTSORT identifying name.		

(T000)

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

The sort we will use is ALTSORT 0, which is based on the Employee ID, the Deduction Code and the State for the deduction.

Select a blank field. Enter in your altsortname.

For this example, use **EMPL\_001\_STAT**.

Enter in a description of the Altsort.

Enter the ALTFILE or ALTKEY you want to use for this sort.

For this example type **ALTKEY 0**.

Select the done function key to display the Verification prompt. Answer Yes to save the added sorts.

The next step is to add the Links from the PAEG file to the new alternate sorts in the PAEE\_1 and PAED files.

Select Links from the Dictionary Maintenance screen of the PAEG file.

You can create these links in alphabetical order or add them to the end.

### Dictionary Maintenance – PAEG - Links

OSAS T000  
Settings Edit Print Help

File Name: PAEG  
Link Specification for PA Employee General Information

TARGET FILE (@SORT)	TYPE	KEY EXPRESSION	4/10
PATH_1@EMPL	Part	EMPLOYEE_ID	
PATH_2@EMPL	Part	EMPLOYEE_ID	
PATR_1@EMPL_INTNO_SEQ	Part	EMPLOYEE_ID	
PATR_2@EMPL_INTNO_SEQ	Part	EMPLOYEE_ID	
PAEE_1@EMPL_REG	Full	EMPLOYEE_ID+"REG"	
Enter file to establish link to.			

(T000)

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

The type of link is Full, for a one-to-one link.

In Key Expression, enter:

**EMPLOYEE\_ID+"REG"**

Here we are linking by Employee ID. We are hard coding the earnings record we want for this link by adding the "REG".

The second link is to the PAEE\_1@EMPL\_OVT

### Dictionary Maintenance – PAEG - Links

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEG  
Link Specification for PA Employee General Information

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	4/10
PATH_1@EMPL	Part	EMPLOYEE_ID	
PATH_2@EMPL	Part	EMPLOYEE_ID	
PATR_1@EMPL_INTNO_SEQ	Part	EMPLOYEE_ID	
PATR_2@EMPL_INTNO_SEQ	Part	EMPLOYEE_ID	
PAEE_1@EMPL_REG	Full	EMPLOYEE_ID+"REG"	
PAEE_1@EMPL_OVT	Full	EMPLOYEE_ID+"OVT"	

Enter file to establish link to.

(T000)

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

The type of link is Full, for a one-to-one link.

In Key Expression, enter:

**EMPLOYEE\_ID+"OVT"**

Here we are linking by Employee ID. We are hard coding the earnings record we want for this link by adding the "OVT".

The last link is to the PAED@EMPL\_001\_STAT

### Dictionary Maintenance – PAEG - Links

OSAS 1000  
Settings Edit Print Help

DICTIONARY MAINTENANCE

File Name: PAEG  
Link Specification for PA Employee General Information

TARGET FILE(@SORT)	TYPE	KEY EXPRESSION	3/10
PAHW@EMPL_SEQ_INTNO	Part	EMPLOYEE_ID	
PALC@LABOR	Full	LABOR_CLASS	
PATH_1@EMPL	Part	EMPLOYEE_ID	
PATH_2@EMPL	Part	EMPLOYEE_ID	
PATR_1@EMPL_INTNO_SEQ	Part	EMPLOYEE_ID	
PATR_2@EMPL_INTNO_SEQ	Part	EMPLOYEE_ID	
PAEE_1@EMPL_REG	Full	EMPLOYEE_ID+"REG"	
PAEE_1@EMPL_OVT	Full	EMPLOYEE_ID+"OVT"	
PAED@EMPL_001_STAT	Part	EMPLOYEE_ID+"001"	

Enter file to establish link to.

(T000)

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

The type of link is Part for a one to many link.

In Key Expression, enter:

**EMPLOYEE\_ID+"001"**

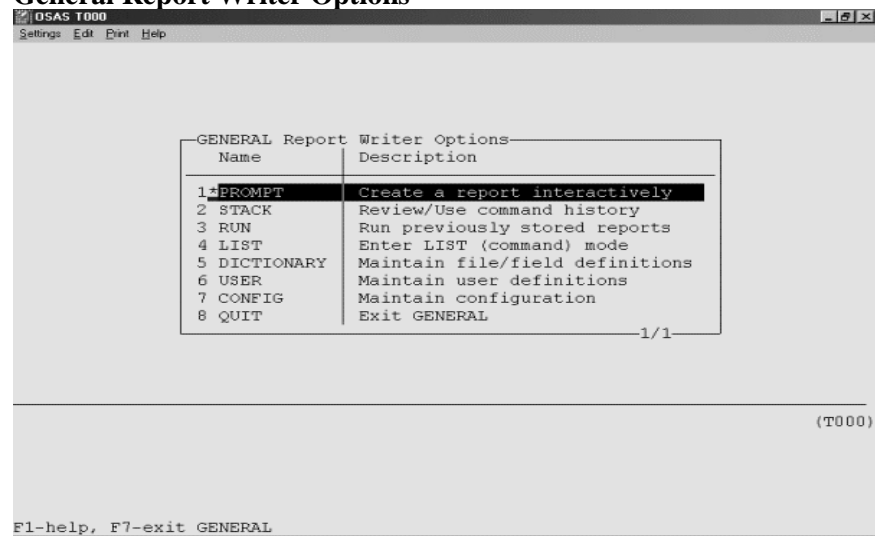
Here we are linking by Employee ID. We are hard coding the deduction record we want for this link by adding the "001".

Select the done function key to display the Verification prompt. Answer Yes

Now that all the fields, sorts and links have been created, we are ready to create the report.

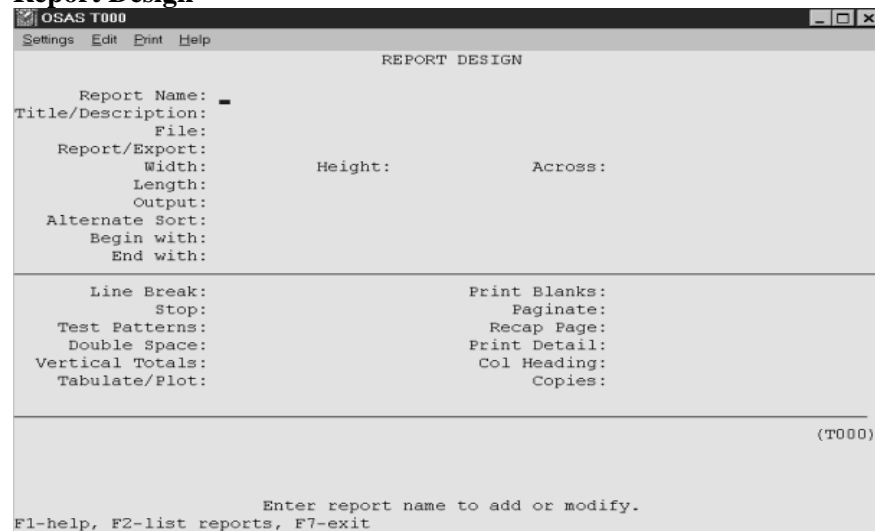
Select Prompt from the General Report Writer Options menu

### General Report Writer Options



The Report Design screen is displayed.

### Report Design



## Report Design

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1

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)

Is this a new definition?

Selection: No ☒ Yes Copy

F7-Exit without selection

Enter the Report Name. \* For this report use **PA\_CLASS1**

When General prompts “Is this a new definition?”, select Yes.

## Report Design – PA\_CLASS1

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1

Title/Description: MONTHLY EARNINGS REPORT

File: PAEG - PA Employee General Information

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/ftr Run Delete Print

F7-Exit without selection

Enter information in the following fields:

### Field

### Description

Title/Description\*

Enter the name you want to print on the report

**MONTHLY EARNINGS REPORT**

File\*

Select the central file for this report.

The list files function is available to select the file.

**Select the PAEG file**

\* See Appendix D for more information.

**Report Design – PA\_CLASS1**

**OSAS 1000**  
Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1  
 Title/Description: MONTHLY EARNINGS REPORT  
 File: PAEG - PA Employee General Information  
 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

**Field****Description**

Report/Export\*

Select how you want to print or export the report.

**Select Report**

Width\*

Select the number of columns across the report.

**Accept the default of 132**

Height\*

Select the maximum number of rows each record can occupy on the report.

**Accept the default of Any**

Across\*

Enter the number of records you want to print across the page.

**Accept the default of 1**

Length\*

Enter the number of rows you want to print per page

**Accept the default of Any**

Output\*

Enter the output device used for this report.

**Accept the default of Printer**

Once you enter the output field, select the done function key to display the Verification prompt, "Is the above information correct?".

Select Fields from the Repot Design screen.

---

\*See Appendix D for more information.



The Field Specification screen is displayed.

### Field Specification Screen

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	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

Enter the fields for this report.

The first field is the Employee ID. Use the list fields function key to select the field and enter through all columns to accept the defaults.

The second field is the Format Name First Name First. Use the list fields function key to select the field and enter through all the columns to accept the defaults.

The third field is the Social Security Number. Use the list fields function key to select the field and enter through all the columns to accept the defaults.

The next two fields will be the Regular and Overtime earning amounts

The earnings are stored in the PAEE\_1 file.

Use the link function key to create a link for the regular earnings.

Enter REG\_EARNINGS for the Link Name..

Select the Link function.

### Link Element Box

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No

Link Element

Link Name: REG\_EARNINGS\_

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Field Specification**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	---	---	No
F-Link-to File						
S						
1 PAHV@EMPL_ADJDAT				PA Leave History File		
2 PAHW@EMPL_SEQ_INTNO				PA Check Hist. Withholdings File		
3 PALC@LABOR				PA Labor Class File		
4 PATH_1@EMPL				PA Transaction Hist. - Earn.		
5 PATH_2@EMPL				PA Transaction Hist. - Deductions		
6 PATR_1@EMPL_INTNO_SEQ				PA Transactions File - Earnings		
7 PATR_2@EMPL_INTNO_SEQ				PA Transactions File - Deductions		
8*PAEE_1@EMPL_REG				PA Emp. Earnings Hist - Code		
9 PAEE_1@EMPL_OVT				PA Emp. Earnings Hist - Code		

4/4

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAEE\_1@EMPL\_REG file and press Enter.

**Field Selection**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	---	---	No
Field Selection						
FIELD NAME		DESCRIPTION			TYPE CODES	
1 EARNING AMOUNT YTD		Earnings Amount Year to Date			N,JR,L14,-	
2 EARNING_AMT_MONTH		MONTHLY EARNING AMOUNT			N,JR,L14,-	
3 EARNING_CODE		Earning Code			T,JL,L3	
4 EARNING_HOURS_YTD		Earnings Hours Year to Date			N,JR,L14,-	
5 EARN_AMT_MONTH_001		Earnings Month			N,JR,L14,-	
6 EARN_AMT_MONTH_002		Earnings Month			N,JR,L14,-	
7 EARN_AMT_MONTH_003		Earnings Month			N,JR,L14,-	
8 EARN_AMT_MONTH_004		Earnings Month			N,JR,L14,-	
9 EARN_AMT_MONTH_005		Earnings Month			N,JR,L14,-	

1/5

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the EARNING\_AMT\_MONTH field and press Enter.

## Field Specification

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

Next, add the link for the Overtime earnings.

Use the link function key to create a link for the overtime earnings.

Enter OVT\_EARNINGS for the Link Name..

## Link Element Box

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	-----	---

Link Element

Link Name: OVT\_EARNINGS

PAEE 1@EMPL\_REG:EARNING\_AMT\_MONTH

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Field Specification**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	1	---	No
F-Link-to File						
S	1	PAHV@EMPL_ADJDAT	PA Leave History File			
@	2	PAHW@EMPL_SEQ_INTNO	PA Check Hist. Withholdings File			
	3	PALC@LABOR	PA Labor Class File			
	4	PATH_1@EMPL	PA Transaction Hist. - Earn.			
	5	PATH_2@EMPL	PA Transaction Hist. - Deductions			
	6	PATR_1@EMPL_INTNO_SEQ	PA Transactions File - Earnings			
	7	PATR_2@EMPL_INTNO_SEQ	PA Transactions File - Deductions			
	8	PAEE_1@EMPL_REG	PA Emp. Earnings Hist - Code			
	9	PAEE_1@EMPL_OVT	PA Emp. Earnings Hist - Code			

4/4

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAEE\_1@EMPL\_OVT file and press Enter.

**Field Selection**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	1	---	No
Field Selection						
FIELD NAME		DESCRIPTION			TYPE CODES	
1	EARNING AMOUNT YTD	Earnings Amount Year to Date			N,JR,L14,-	
2	EARNING_AMT_MONTH	MONTHLY EARNING AMOUNT			N,JR,L14,-	
3	EARNING_CODE	Earning Code			T,JL,L3	
4	EARNING_HOURS_YTD	Earnings Hours Year to Date			N,JR,L14,-	
5	EARN_AMT_MONTH_001	Earnings Month			N,JR,L14,-	
6	EARN_AMT_MONTH_002	Earnings Month			N,JR,L14,-	
7	EARN_AMT_MONTH_003	Earnings Month			N,JR,L14,-	
8	EARN_AMT_MONTH_004	Earnings Month			N,JR,L14,-	
9	EARN_AMT_MONTH_005	Earnings Month			N,JR,L14,-	

1/5

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the EARNING\_AMT\_MONTH field and press Enter.

## Field Specification

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Pct	Cnt	Convert Case Date	1/5 NDP
				Tot	Avg	Max	Min					
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	-----	---
@LINKOVT_EARNINGS	N 14	77	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

Next, add the link for the Gross Amount, which is stored in the PAEE\_2 file.

Use the link function key to create a link for the gross earnings.

Enter GROSS\_EARNINGS for the Link Name..

## Link Element Box

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Pct	Cnt	Convert Case Date	1/5 NDP
				Tot	Avg	Max	Min					
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	-----	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	---	-----	---

Link Element

Link Name: GROSS\_EARNINGS

PAEE\_1@EMPL\_OVT:EARNING\_AMT\_MONTH

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Link to File Box**

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	---	No	No

Link-to File

1	PAED@EMPL_012	STAT	PA Employee History Deductions
2	PAED@EMPL_013	STAT	PA Employee History Deductions
3	PAED@EMPL_014	STAT	PA Employee History Deductions
4	PAED@EMPL_015	STAT	PA Employee History Deductions
5	PAEE@EMPL_GEN1		PA Employee Earnings History
6	PAEE_1@EMPL_EARN		PA Emp. Earnings Hist - Code
7	<b>PAEE_2@EMPL_CODE</b>		<b>PA Emp. Earnings Hist. - Totals</b>
8	PAEM@EMPL		PA Employee History Misc. File
9	PAEP@EMPLID		PA Employee Personnel File

2/4

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAEE\_2@EMPL\_CODE file and press Enter.

**Field Selection**

Field/@CALC	Type	Col	Row	Statistics	Convert	1/5
				Tot Avg Max Min Pct Cnt	Case Date	NDP
EMPLOYEE_ID	T	8	1	---	No	No

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 GROSS_AMOUNT_MTD_00	Gross Amount Month to Date	N,JR,L14,-
2 GROSS_AMOUNT_MTD_01	Gross Amount Month to Date	N,JR,L14,-
3 GROSS_AMOUNT_MTD_01	Gross Amount Month to Date	N,JR,L14,-
4 GROSS_AMOUNT_MTD_01	Gross Amount Month to Date	N,JR,L14,-
5 GROSS_AMOUNT_QTR_1	Gross Amount Quarter 1	N,JR,L14,-
6 GROSS_AMOUNT_QTR_2	Gross Amount Quarter 2	N,JR,L14,-
7 GROSS_AMOUNT_QTR_3	Gross Amount Quarter 3	N,JR,L14,-
8 GROSS_AMOUNT_QTR_4	Gross Amount Quarter 4	N,JR,L14,-
9 <b>GROSS_AMT_MONTH</b>	<b>MONTHLY GROSS AMOUNT</b>	<b>N,JR,L14,-</b>

2/5

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the GROSS\_AMT\_MONTH field and press Enter.

## Field Specification

OSAS T000  
Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	-----	-----	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	-----	-----	---
@LINKGROSS_EARNINGS	N 16	92	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

The last field is the deduction amount, which is stored in the PAED file.

Use the link function key to create a link for the deduction amount.

Enter DEDUCT\_AMOUNT for the Link Name..

## Link Element Box

OSAS T000  
Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert		1/5 NDP
				Tot	Avg	Max	Min	Pct	Cnt	Case	Date	
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	-----	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	-----	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	-----	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	-----	-----	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	-----	-----	---
@LINKGROSS_EARNINGS	N 16	92	1	Yes	No	No	No	No	No	-----	-----	---

Link Element

Link Name: DEDUCT\_AMOUNT

PAEE 2@EMPL\_CODE:GROSS\_AMT\_MONTH

Enter a name for this link item.

(T000)

F1-help, F9/F7-done

**Link to File Box**

Field/@CALC	Type	Col	Row	Statistics	Convert Case Date	NDP
				Tot Avg Max Min Pct Cnt		
EMPLOYEE_ID	T	8	1	---		

Link-to File

1 PAEE 1@EMPL_OVT	PA Emp. Earnings Hist - Code
2 PAED@EMPL_001_STAT	PA Employee History Deductions

4/4

(T000)

F1-help, F7-exit without selection

The Link -to-file box is displayed, select the file to create the link.

Select the PAED@EMPL\_001\_STAT file and press Enter.

**Field Selection**

Field/@CALC	Type	Col	Row	Statistics	Convert Case Date	NDP
				Tot Avg Max Min Pct Cnt		
EMPLOYEE_ID	T	8	1	---		

Field Selection

FIELD NAME	DESCRIPTION	TYPE CODES
1 401K_AMT_QTR_1	Deduction Amount Quarter 1	N,JR,L14,-
2 401K_AMT_QTR_2	Deduction Amount Quarter 1	N,JR,L14,-
3 401K_AMT_QTR_3	Deduction Amount Quarter 1	N,JR,L14,-
4 401K_AMT_QTR_4	Deduction Amount Quarter 1	N,JR,L14,-
5 401K_AMT_YTD	Deduction - Year to Date	N,JR,L14,-
6 DEDUCTION_AMT_YTD	Deduction - Year to Date	N,JR,L14,-
7 DEDUCTION_CODE	Deduction Code	T,JL,L3
8 DED_AMT_MONTH	Monthly Deduction Amount	N,JR,L14,-
9 DED_AMT_QTR_1	Deduction Amount Quarter 1	N,JR,L14,-

1/4

(T000)

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

The Field Selection box is displayed, select the field you want to use to create the link.

Select the DED\_AMT\_MONTH field and press Enter.



## One to Many Link Box

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	---	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	---	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	---	No
@LINKREG_EARNINGS	N 14	62							No	---	---	---
@LINKOVT_EARNINGS	N 14	77							No	---	---	---
@LINKGROSS_EARNINGS	N 16	92							No	---	---	---

Link Element

Link Name: DEDUCT AMOU

PAGE\_2@EMPL 1/1 MT\_MONTH

1\*Display  
2 Total  
3 Average  
4 Count

(T000)

F1-help, F7-exit without selection

This is a one to many link, select how you want this field to print on the report.

Select Display.

## Field Specification

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics						Convert	1/5	
				Tot	Avg	Max	Min	Pct	Cnt			Case
EMPLOYEE_ID	T 8	1	1	---	---	---	---	---	No	None	---	No
FORMAT_NAME_FRST_FST	T 39	10	1	---	---	---	---	---	No	None	---	No
SOCIAL_SECURITY_NO	T 11	50	1	---	---	---	---	---	No	None	---	No
@LINKREG_EARNINGS	N 14	62	1	Yes	No	No	No	No	No	---	---	---
@LINKOVT_EARNINGS	N 14	77	1	Yes	No	No	No	No	No	---	---	---
@LINKGROSS_EARNINGS	N 16	92	1	Yes	No	No	No	No	No	---	---	---
@LINKDEDUCT_AMOUNT	N 15	109	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

The field is added to the report with @LINK in front of the link name.

Select Yes for Tot under the Statistics column and accept the defaults for all other fields.

**Field Specification**

OSAS T000

Settings Edit Print Help

Field Specification for MONTHLY EARNINGS REPORT

Field/@CALC	Type	Col	Row	Statistics					Convert	1/5	
				Tot	Avg	Max	Min	Pct			Cnt
EMPLOYEE_ID	T	8	1	---	---	---	---	---	No	None	No
FORMAT_NAME_FRST_FST	T	39	10	---	---	---	---	---	No	None	No
SOCIAL_SECURITY_NO	T	11	50	---	---	---	---	---	No	None	No
@LINKREG_EARNINGS	N	14	62	1	Yes	No	No	No	No	---	---
@LINKOVT_EARNINGS	N	14	77	1	Yes	No	No	No	No	---	---
@LINKGROSS_EARNINGS	N	16	92	1	Yes	No	No	No	No	---	---
@LINKDEDUCT_AMOUNT	N	15	109	1	Yes	No	No	No	No	---	---

(T000)

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

Select the done function key. When the Verification prompt is displayed, select Yes to return to the Report Design screen.

**Run**

OSAS T000

Settings Edit Print Help

REPORT DESIGN

Report Name: PA\_CLASS1  
 Title/Description: MONTHLY EARNINGS REPORT  
 File: PAEG - PA Employee General Information  
 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 to generate the report

**Runtime Replacement**

Building	Loading
85	

Run time Replacements  
ENTER MONTH, I.E 01 FOR JANUARY: 10

(T000)

Enter value for prompt shown.

F1-help, F7-abort

Enter the month you want to print the report for, on the runtime replacement screen.

**Enter 10 for OSAS sample data.**

The report is displayed.

**The Report**

Employee Name ID		SSN	Earn Amt
BOU001	Linda C Bourne	459-30-1099	29738.00
GER001	Timothy G Gerard	468-22-4819	22200.00
JEN001	Kathy M Jenkins	460-39-9093	30000.00
JON001	Maria K Jonchim	468-80-9944	4020.00
LUK001	George Lukas	488-30-1281	10000.00
ROS001	Lucinda A Rossini	460-39-9982	3220.00
STO001	Albert W Stockard	449-58-4392	4636.10
*Report* SUM			103814.10

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

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

**The Report**

OSAS T000

Settings Edit Print Help

MONTHLY EARNINGS REPORT Page 1

	Earn Amt	Earn Amt	Gross Amount Mtd	Monthly Ded Amt
-30-1099	29738.00	.00	30883.82	42.24
-22-4819	22200.00	.00	22700.00	42.24
-39-9093	30000.00	.00	30000.00	42.24
-80-9944	4020.00	28.13	4348.13	22.72
-30-1281	10000.00	.00	10000.00	42.24
-39-9982	3220.00	28.03	3294.03	27.70
-58-4392	4636.10	332.27	5451.67	22.60
	103814.10	388.43	106677.65	241.98

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

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

Use the left and right arrows to see the entire report.

**The Recap Page**

OSAS T000

Settings Edit Print Help

07/13/2000 02:13 PM RECAP PAGE

Command: LIST PAEG TITLE "MONTHLY EARNINGS REPORT" WIDTH 132 ON PRINT

TAB 1.1 EMPLOYEE\_ID TAB 10.1 FORMAT NAME FRST FST TAB 50.1 S  
B 62.1 TOTAL PAEE\_1@EMPL REG:EARNING AMT MONTH TAB 77.1 TOTA  
RNING AMT MONTH TAB 92.1 TOTAL PAEE\_2@EMPL\_CODE:GROSS\_AMT\_MO  
PAED@EMPL\_001\_STAT:DED\_AMT\_MONTH

HEADER0 TAB 1.1 "@DATE  
ARNINGS REPORT  
TIME

SSN @USER" TAB 1.4  
Earn Amt

ount Mtd Monthly Ded Amt" TAB 1.5 "ID" TAB 1.6 "-----  
-----"

Start time: 07/13/2000 02:13:04 PM  
End time: 07/13/2000 02:13:04 PM  
Records Processed: 7  
Records Printed: 7

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

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

**Payroll Earnings by Month Report**

01/13/2000 04:35 PM		MONTHLY EARNINGS REPORT				Page 1
Employee Name ID	SSN	Earn Amt	Earn Amt	Gross Amount	Mtd Monthly	Ded Amt
-----						
BOU001 Linda C Bourne	459-30-1099	29738.00	.00	30883.82		42.24
GER001 Timothy G Gerard	468-22-4819	22200.00	.00	22700.00		42.24
JEN001 Kathy M Jenkins	460-39-9093	30000.00	.00	30000.00		42.24
JON001 Maria K Jonchim	468-80-9944	4020.00	28.13	4348.13		22.72
LUK001 George Lukas	488-30-1281	10000.00	.00	10000.00		42.24
ROS001 Lucinda A Rossini	460-39-9982	3220.00	28.03	3294.03		27.70
STO001 Albert W Stockard	449-58-4392	4636.10	332.27	5451.67		22.60
-----						
*Report* SUM		103814.10	388.43	106677.65		241.98
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