

Report Packs

Setup of report packs for all applications excluding Windows General Ledger

Setup in Applications

Please ensure you log in as Sup. File – Login as different user.

Click on Setup - System – Application Setup Options. Double click on Report Packs and complete the required fields.

Report Packs	
From Email Address	traceyu@quicksoftware.co.za
Custodian's Email Address	traceyu@quicksoftware.co.za
HTTP Host	
HTTP Document Root	
HTTP Path Prefix	/
Edit Password	Password not set

Set the email address from which report pack emails will be sent.

From Email Address -

Set the email address to which notification emails will be sent

Custodian's Email Address -

Set the hostname of the HTTP server hosting report pack files.

HTTP Host -

Sets the document root location of the HTTP server hosting report pack files.

HTTP Document Root -

Set the path prefix for report pack file URI's

HTTP Path Prefix -

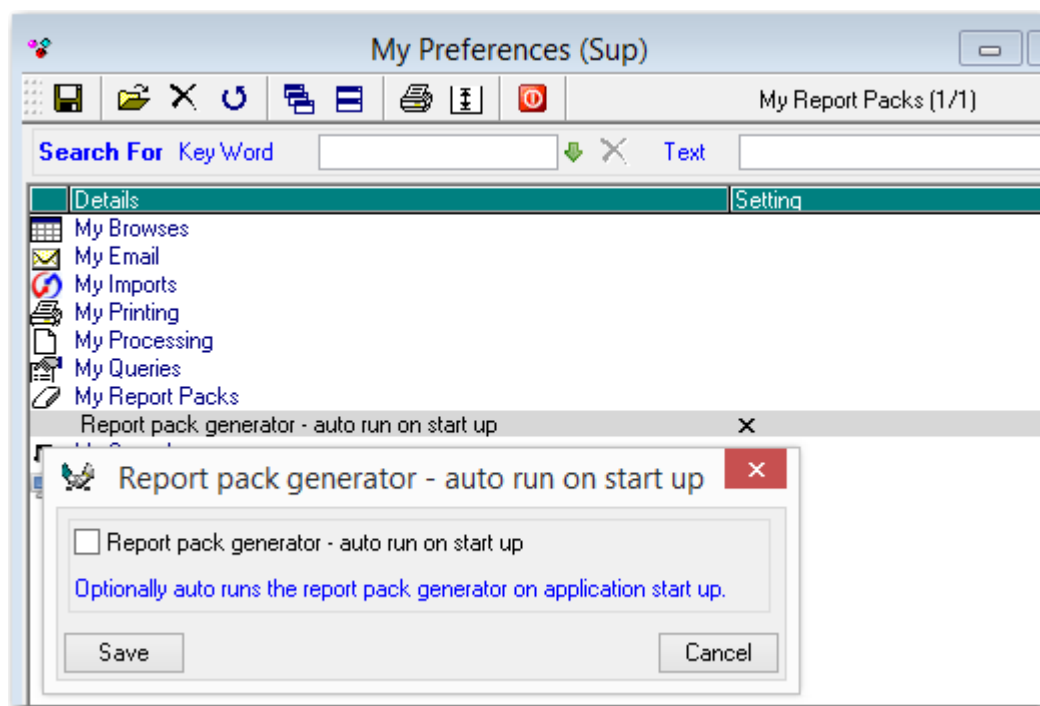
Sets an optional password to edit report packs.

Edit Password -

Once all of the above information has been inserted – please click on save to ensure all input is saved in the setup.

Setup – My Preferences

Double click on **My Report Packs** and activate the setting to auto run on start up of the application – click on Save and save again to save all changes in My Preferences



Setup of Reports for clients

All reports have to be preloaded and saved in your applications. These are the reports that will be sent out as per the Report Pack setup

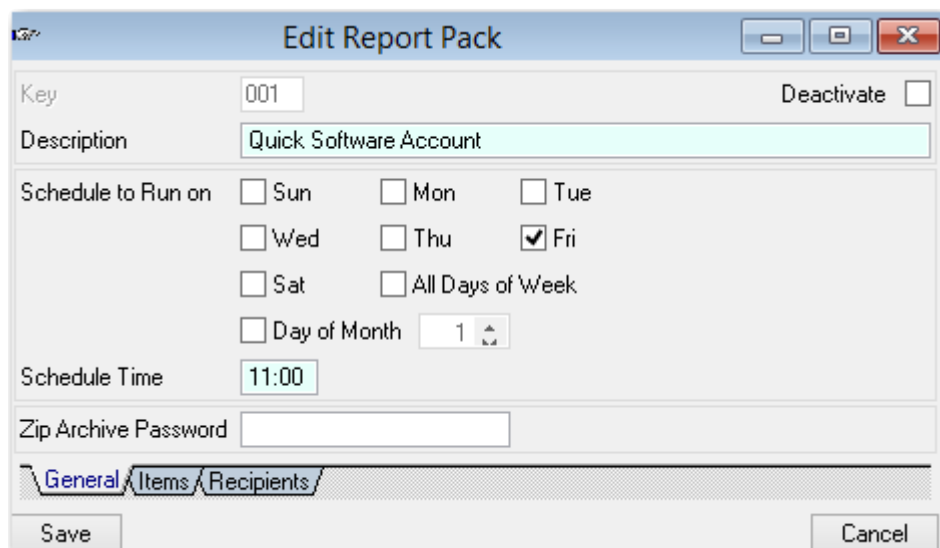
Quick Trav Report writing document attached for ease of reference.

Setup of Report Packs

Click on Enquiries – Report Packs – Setup Report Packs.

Click on New and create the Report Pack

General Tab



Key - Insert code e.g. 001

Description – Insert description of your report pack e.g. Quick Software Account

Schedule to Run on – Tick the days required for the report to run on e.g. every Friday **OR** if you select Day of Month, then select the required Day the report will run e.g. 1 been the 1st day of every month.

Schedule to Run on

☐ Sun
 ☐ Mon
 ☐ Tue
☐ Wed
 ☐ Thu
 ☐ Fri
☐ Sat
 ☐ All Days of Week
☒ Day of Month

Schedule Time - Insert the time that you want the Report Pack to be sent out. E.g. 11:00 am.

Zip Archive Password - Insert Password as arranged with your client, so they are able to extract the report.

Items Tab

Edit Report Pack

Type	Subtype	Source	Description
Query	Line Item	Sup.Test	Test
Query	Line Item	sys.Ttsrp	Total Travel Spend Report For E1 Quick Sof

Click on New and create the setup of the report to be sent.

View Report Pack Item

Query Type: Invoice Line Item Query

Query: sys.Ttsrp

Description: Total Travel Spend Report For E1 Quick Software

Output Filename: Ttsr For E1 Qs

Detail Level:
 ☒ Full (Detailed)
 ☐ Primary Group
 ☐ All Groups

Output Format: Microsoft Excel

Range: Date : From Today -1 to ThirtyFirst

Query Type - select the required query field

Query - select the required query that you have created for your client that is to be sent.

Description - short description name of the report for your Client

Output Filename - abbreviated description of the name of the file for the report to be sent to your client.

Detail Level - Full (Detailed) - will show all line items in detail on the report

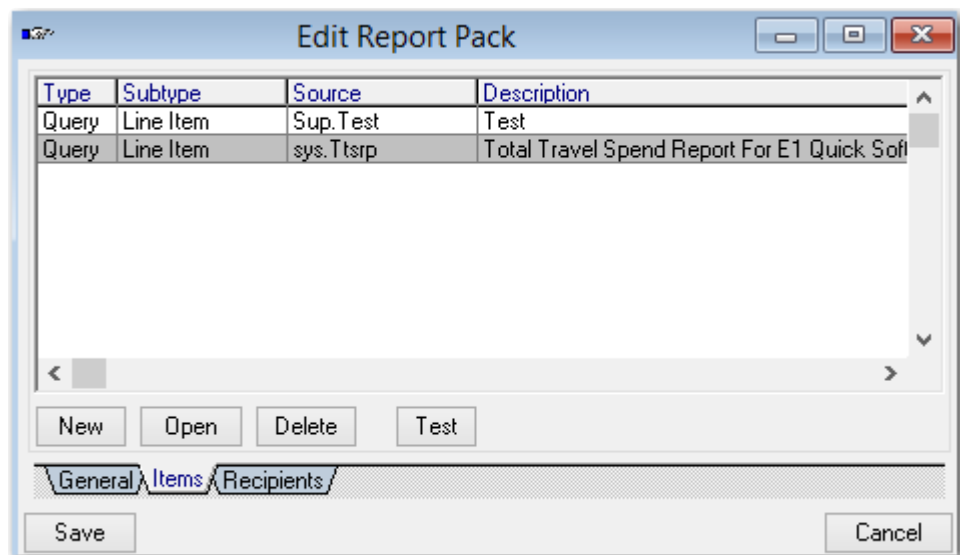
Primary Group - will show total details as per the "First group" setup on your report

All Groups – will show details as per the “First group” setup on the report – expanded by a further breakdown per the setup of the “Then Group by” from your report.

Output Format – Select the required format you want your client to receive the report in i.e. PDF, Excel

Range – select as required for the dates from and to for your report e.g. as above Date from the 1st to the 31st of the month

Click on **Save** to save setup



Type	Subtype	Source	Description
Query	Line Item	Sup.Test	Test
Query	Line Item	sys.Ttsrp	Total Travel Spend Report For E1 Quick Sofi

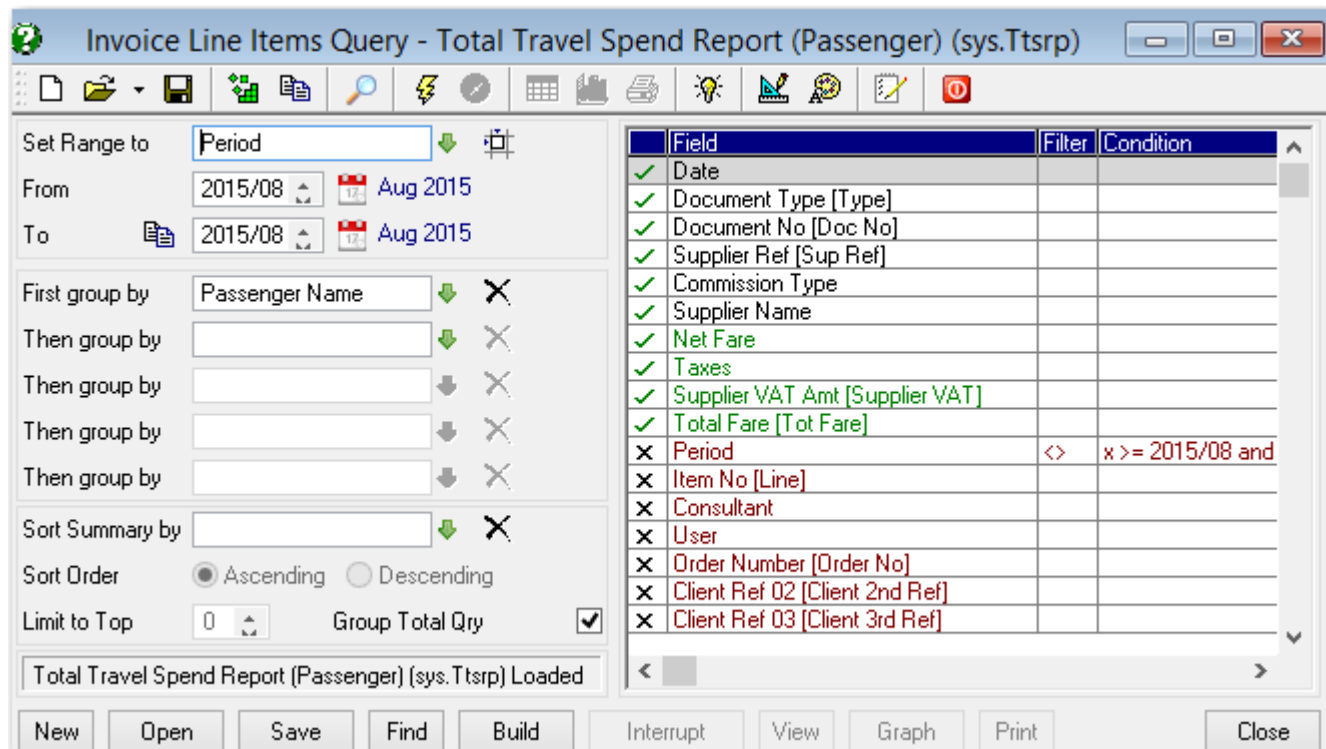
Buttons: New, Open, Delete, Test

Tabs: General, Items, Recipients

Buttons: Save, Cancel

To ensure that the report is setup correctly – click on **Test**

The report will open up – click on **Build and Build and View** to ensure your report is correct.



Set Range to: Period

From: 2015/08 Aug 2015

To: 2015/08 Aug 2015

First group by: Passenger Name

Then group by:

Then group by:

Then group by:

Then group by:

Sort Summary by:

Sort Order: ☒ Ascending ☐ Descending

Limit to Top: 0 Group Total Qry: ☒

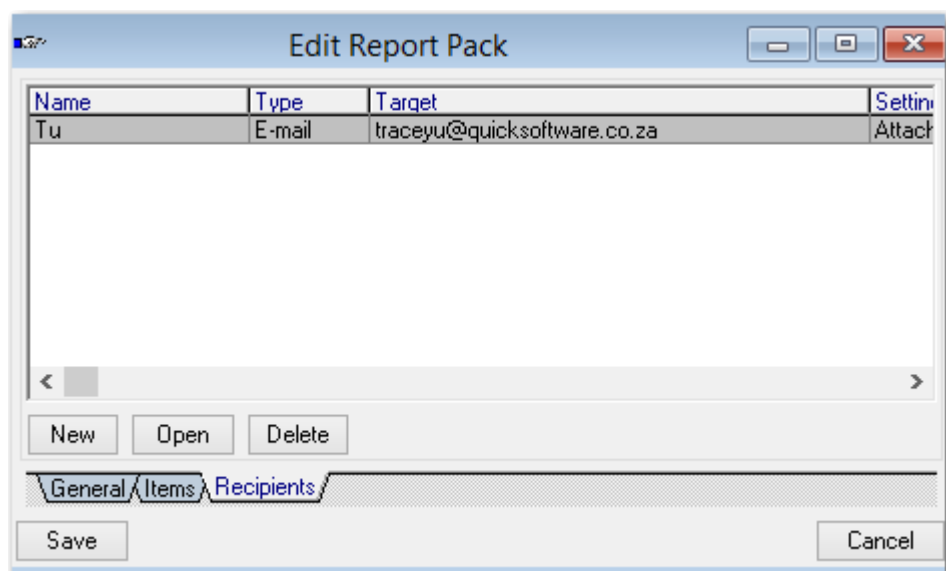
Total Travel Spend Report (Passenger) (sys.Ttsrp) Loaded

Field	Filter	Condition
✓ Date		
✓ Document Type [Type]		
✓ Document No [Doc No]		
✓ Supplier Ref [Sup Ref]		
✓ Commission Type		
✓ Supplier Name		
✓ Net Fare		
✓ Taxes		
✓ Supplier VAT Amt [Supplier VAT]		
✓ Total Fare [Tot Fare]		
✗ Period	<>	x >= 2015/08 and
✗ Item No [Line]		
✗ Consultant		
✗ User		
✗ Order Number [Order No]		
✗ Client Ref 02 [Client 2nd Ref]		
✗ Client Ref 03 [Client 3rd Ref]		

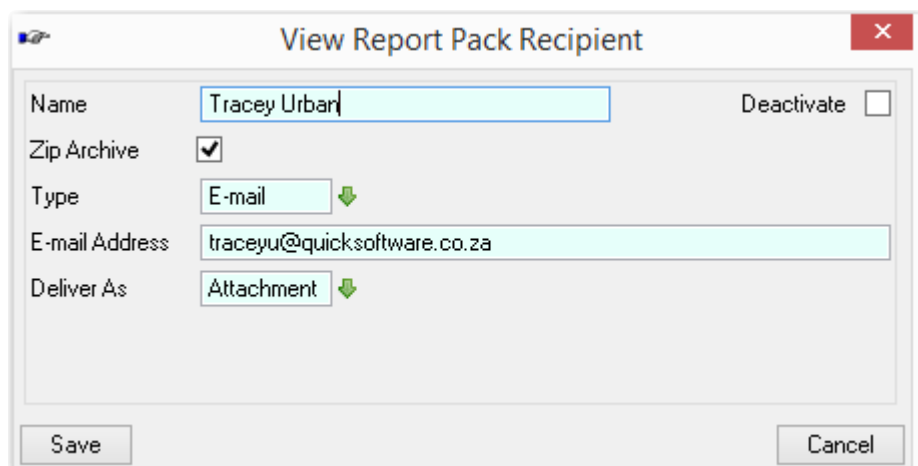
Buttons: New, Open, Save, Find, Build, Interrupt, View, Graph, Print, Close

Once you are happy with your test report – close

Recipients Tab



Click on New and create the Recipient as required to receive the Report



Name - Insert the name of the client

Zip Archive - If ticked the client will received the report in a zip format

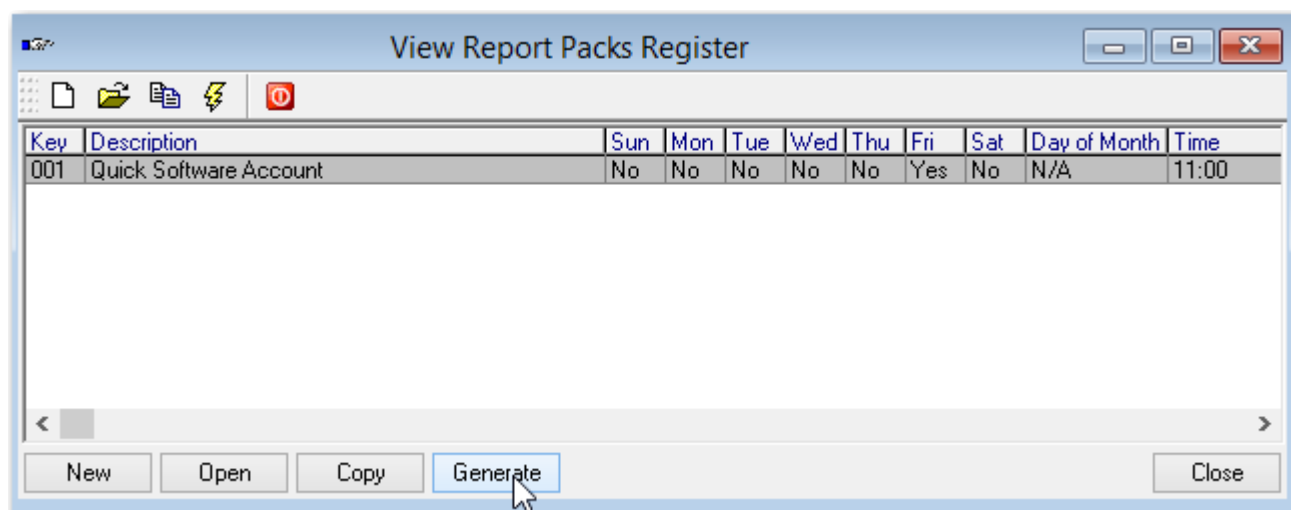
Type - Select the required format to send the report to your client e.g. E-mail

E-mail Address - Insert the e-mail address of your client, where the report is to be sent

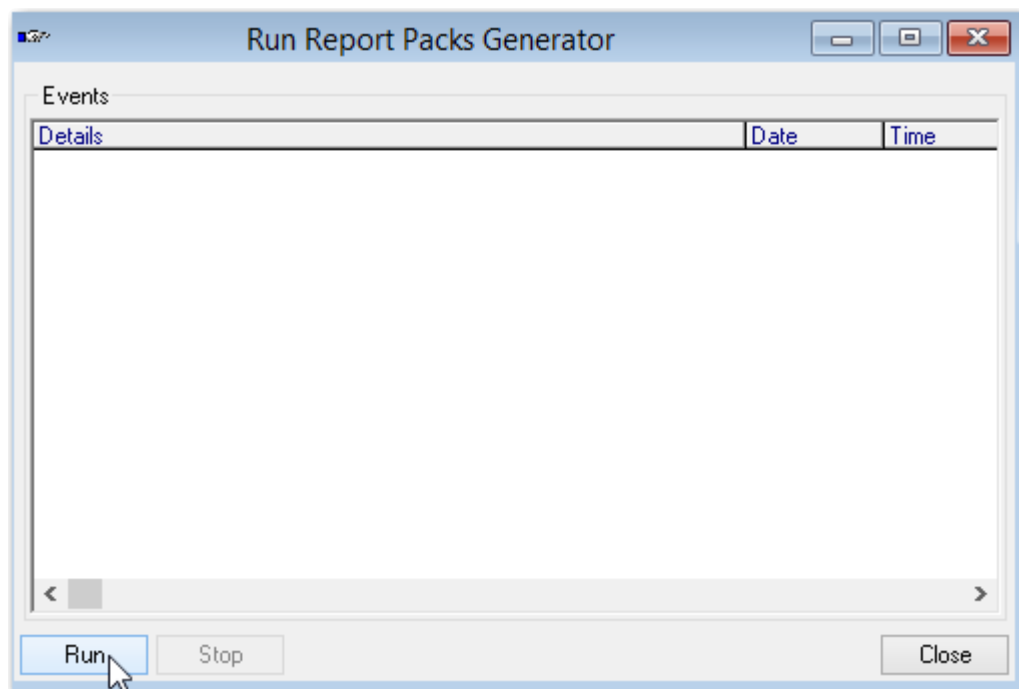
Deliver As - Select how the Report is to be sent e.g. Attachment.

Click on **Save** to save setup

Once all of the above has been completed click on **Generate**. This will check the entire setup and generate all the reports and e-mail them to your clients as per your setup.



To **manually generate** your Reports to your clients. Click on Enquiries – Report Packs – Generate Report Packs. Click on **Run**.



If you have the report pack setup to run on certain days and times, you will need to leave the above Report Pack Generator screen open and running, it will scan every 15 minutes and generate any new reports that match the setup criteria (eg: date, time etc)

A designated machine needs to be provided to allow the above feature to run continuously, it must never get closed or logged off.

To view your register of all report packs sent out. Click on Enquiries – Report Packs – Report Packs Register.

View Report Packs History Log						
Log						
Nº	Report Pack	Status	Start Date	Start Time	End Date	End Time
000000001	Quick Software Account (001)	Completed	2016/03/17	10:53:42	2016/03/17	10:54:06
000000002	Quick Software Account (001)	Error	2016/09/20	08:37:22	2016/09/20	08:37:36
000000003	Quick Software Account (001)	Error	2016/09/20	08:38:18	2016/09/20	08:38:28
000000004	Quick Software Account (001)	Error	2016/09/26	08:39:44	2016/09/26	08:40:34
000000005	Quick Software Account (001)	Completed	2016/09/26	09:01:45	2016/09/26	09:02:16
Items						
Type	Subtype	Source	Description	Status	Start Date	Start Time
Query	Line Item	sys.Ttsrp	Total Travel Spend Report For E1 Quick Software	Generated	2016/09/26	09:01:45
Recipients						
Name	Type	Status	Target			
Tracey Urban	E-mail	Delivered	traceyu@quicksoftware.co.za			

This register will show

Log - History of when the reports were created and Status of reports I.E. Error or completed successfully.

Items - list of the reports sent out.

Recipients - List of clients receiving the reports.

Example of E-mail sent to clients with attached report in a zip format.

From:	traceyu@quicksoftware.co.za
To:	traceyu@quicksoftware.co.za
Cc:	
Subject:	Quick Software Account
Message	QUICK SOFTWARE ACCOUNT (2016-09-26.5).ZIP (186 KB)
Good day, Tracey Urban Attached, please find your copies of the generated report files. Sincerely QuickTrav Report-Pack Generator	

Each pack will only run once per day max

File Edit Enquiries Setup Utilities Window Help

View Report Pack Setup

Key	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Day of Month	AccPeriod	Time	LastRun
001	Twf Director's Report Pack Cpt	No	Yes	No	No	No	No	No	N/A	No	00:05	2020-04-13 00:15
100	Compiling Accounts- Various Daily	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	00:05	2020-04-17 00:15
101	Daily Refunds Cash	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	02:00	2020-04-17 02:11
102	Download/ Publish	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	00:05	2020-04-17 00:15
Cap	Capitec Daily Reference Check	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	00:05	2020-04-17 00:15
Cq1	Cq Test	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	03:00	2019-07-30
Cib	Consolidated Invoicing Balancing Cp	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	02:30	2020-04-17 02:41
Cic	Consolidated Invoicing Balancing Pr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	02:30	2020-04-17 02:41
Crm	Crm Daily	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	02:30	2020-04-17 02:41
Cs	Cornelius Weekly 1	No	Yes	Yes	Yes	Yes	Yes	No	N/A	No	02:30	2020-04-17 02:41
Cs2	Cornelius Weekly 2	No	Yes	Yes	Yes	Yes	Yes	No	N/A	No	02:30	2020-04-17 02:41
Cs3	Cornelius Weekly 3	No	Yes	Yes	Yes	Yes	Yes	No	N/A	No	02:30	2020-04-17 02:41
Dn	Dwayne Daily	No	Yes	Yes	Yes	Yes	Yes	No	N/A	No	02:30	2020-04-17 02:41
Dnm	Mis Daily Dn	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	No	02:30	2020-04-17 02:41
Dpw	Queries Qtrav Dpw Weekly	No	Yes	No	No	No	No	No	N/A	No	02:30	2020-04-17 02:41

New Open Copy Delete Export Import Generate

- New
- Open
- Copy Field
- Select
- Select all
- De-select all
- Deactivate pack
- Clear pack last run date
- View Manager