

## Storing Reports

Month End procedures produce a high volume of reports for printing. To avoid delaying the Month End process whilst printing, it is recommended that the company data is copied, and that the reports are then printed from the copy company.

Another option is to save the reports to disk. Gold offers the facility to save a printed report to disk for subsequent printing or exporting to a PC. This offers time-saving where a large number of reports require printing, such as a Month-end, since writing to disk is quicker than printing.

The procedure to save to disk requires entry of a spooler printer number when prompted. This option is NOT available if a user does not have the facility to change which printer to use.

- Setting the Printer Number to **95, 96 or 97**, will direct the output to one of three output storage areas, allowing each to be allocated for a specific purpose (e.g. Accounts, Parts, Wholegoods etc.)
- The Gold Report Title is displayed, and may be overwritten or accepted.
- The Print Option Prompt allows the Report File to be set as 'Ready to Print', or 'When Selected'. The latter is the default, and requires a user to set it for printing at a suitable time.
- At the next prompt, 'Continue Print', enter 'Yes' to continue or 'No' to abort.
- No printed output is produced at this stage.
- To print stored reports access System Management, Utilities, and select the Report Controller option.
- Reports may be selected for a specific Depot, or ALL, and for a specific User initials and Printer area (95, 96 or 97).



- All stored Reports for the parameters specified are displayed. Reports may be individually selected by using the cursor keys and pressing <Enter> (or F3) for **Amend** on the required report.
- The selection screen allows the Status to be changed to 'Ready to Print'. Retain Print may be left as 'Yes' if the report needs to be printed again or changed to 'No' to be deleted after printing. If more than one copy is to be printed, enter the number.

**Report Controller** Cmp. 25/1 COVEN

Print Option: **All Spooled Prints**

Depot Code:

User Initials:

User	Date	Time	Report Title	Status	Copy	Ret?
RA	1/12/04	14:53:24	Day / Month Book	Not Selected	1	Yes
RA	30/11/04	14:53:34	Aged Creditors	Not Selected	1	Yes
RA	30/11/04	14:53:49	PL Day Book	Not Selected	1	Yes
RA	30/11/04	14:53:57	Trial Balance	Not Selected	1	Yes
RA	16/11/04	8:46:38	SL Day Book	Not Selected	1	Yes
RA	8/11/04	11:39:03	Accumulated Asset Report	Not Selected	1	Yes

**Report Controller** Cmp. 25/1 COVEN

Printer: **95** User: **RA** Depot: **1**

Date: **1/12/2004** Time: **14:53:24**

Title: **Day / Month Book**

File Name: **SPCR001017.254**

Status:  Retain?:  Copies:

- Each line in turn may be altered. When complete use the **Print** (F8) function to print the selected reports.
- When the process is complete, a prompt "Print Queue Successfully Printed?" is displayed. Selecting 'Yes' will remove reports set to "Retain - No". If set to "Retain - Yes" the reports will be reset to 'Not Selected'
- The **Options** (F6) function allows the Status, Retain flag and number of copies to be set for a range of reports by Date and Time.
- Reports may be deleted individually from the list with the **Delete** (F4) function or deleted in a range by date using the **Options** (F8) function.
- The Report Controller is only intended to act as a temporary storage facility, and should be purged regularly to avoid wasting disk space. A retention period can be defined in System Parameters, which controls regular purging at Sales Month End.
- Reports may be exported to file from a PC running the TUN Emulator. See Fact Sheet 07 Electronic File Transfer.

**If you require any further assistance please contact the IBCOS Gold Support desk**