



2007 Fall Seminar

FACTS Report Formatter

FACTS Report Formatter (customizing your report)



Report Custom Layout

01-FACTS 7.6 Demo, Aged Trial Balance (ARR715) - Infor

Template Print Options **Custom Report Layout** Help

Order: Beginning:
☐ Over Credit Limit Only Ending:

Properties:

Branch: All
Aging Date: System Date
Next Period: ☒
Delinquents Only: ☐ Days Delinquent: Credits: ☒
Disputed Only: ☐
Check Credit Limit: ☐
Include:
Scope:

Template: None Printer: Print to file Layout: Standard

OK Cancel

Enter branch to print, F1-All, F2-Search

Some of the more common reports in FACTS have the Report Formatter feature.

- AP Aged Payables Report 7.4.3
- AP Vendor Listing 7.4.2
- AR Aged Trial Balance 7.4.3
- AR Customer Listing 7.4.2
- AR Ship To Report 7.4.3
- GL Trial Balance 7.4.2
- IC Stock Status 7.4.2
- IC Item Listing 7.4.2
- PO Status Report 7.4.3
- SA Commission Report 7.4.3
- SA Item Multi-period 7.4.3
- SA Item/Warehouse Multi-period 7.4.3
- SO Order Status Report 7.4.3
- SO Customer Price List 7.4.3
- SO Past Invoice Report 7.4.3
- SM Bank Transaction Listing 7.5

Date: 06/30/08 FACTS 7.6 Demo ARR715 Page: 1
 User: IN4 T2 Aged Trial Balance - Detail Time: 10:47 AM

Customer C100 to C100
 Aging Date 06/30/08

Customer Name	Last Payment	Doc# D TY	Entry Date	Due Date	CURRENT	1-30	31-60	61-90	OVER 90
C100 Southeastern Industrial S	06/30/08	Cost Total:	7993.99	6999.99	.00	1095.02	.00	.00	.00
Returns Pending Credit									
		001460 Y IN	10/12/07	11/12					97.50
		001646 IN	04/27/08	05/26		1810.00			
		001777 IN	06/28/08	07/28	1909.99				
		001792 IN	06/27/08	07/27	720.00				
		001865 IN	06/10/08	07/10	1741.94				
		001892 CM	06/27/08	07/27	-181.54				
		001898 IN	06/12/08	07/12	342.52				
		001899 IN	06/16/08	07/16	24.99				
		001892 IN	04/22/08	05/22		616.09			
		001918 IN	06/20/08	07/20	2176.50				
		001922 CM	11/26/09	12/26	-742.19				
		002002 IN	06/06/08	07/06	60.00				
		002003 IN	06/02/08	07/02	1.00				
		002045 CM	06/20/08	06/20		-401.94			
		002064 SC	06/30/08	06/30	10.13				
Report Total									
			7993.99	6999.99	.00	1095.02	.00	.00	.00

Customer Count: 1
 No Disputed Invoice, TY Document Type

End of Report

Mr. Brutus Collectumus would really like to have the invoice 'Ship To' printed on the report next to the invoice number.



01-FACTS 7.6 Demo, Aged Trial Balance (ARR715) - Infor

Template Print Options Custom Report Layout Help

Customize Report

Order C - Customer Order Security Beginning Ending First Last

Over Credit Limit Only

Properties

Branch 01 Atlanta Branch

Aging Date System Date

Next Period ☒

Delinquents Only ☐ Days Delinquent 10 Credits ☒

Disputed Only ☐

Check Credit Limit ☐

Include - None

Scope S - Summary

Template None Printer Print to file Layout Standard

OK Cancel

Select print order

01-FACTS 7.6 Demo, Customize Report (SMR999.U) - Infor

File Help

Program Aged Trial Balance

Format 2 Aged Trial Balance - Detail

Layout 1 Detail Trial Balance w/Ship To

Description Detail Trial Balance w/Ship To System Layout ☒ Max Width 132

ReportXML Tag aged_trial_balance FormatXML Tag aged_trial_bal_detail

Tier 01 Sls/Terr

Suppress Printing D - Use Default Totals Only D - Use Default

Begin Tier D - Use Default End of Tier D - Use Default

Begin of Line D - Use Default End of Line D - Use Default

Print Count D - Use Default Print Column Headers at Top D - Use Default

TierXML Tag slsp_terr_tier LineXML Tag slsp_terr

Description	Variable	TierXML Tag
Sls/Terr	aroust.sls_terr	slsp_terr_tier
Customer Class	aroust.customer_class	customer_class_tier
Customer	aroust.customer_num	customer_tier
Detail	aropen_key	detail_tier

Layout Security Done

Report Format Search - Infor

Options Export Print

Format ID

Go To

Filters

Keywords And Go

ID	Description	XML Tag	Width
1	Aged Trial Balance - Summary	aged_trial_bal_summary	132
2	Aged Trial Balance - Detail	aged_trial_bal_detail	132
3	Aged Trial Balance-Detail/Tx	aged_trial_bal_detail_tx	132

OK Cancel

Enter beginning format id to go to

Select the report format (Layout) that you want to customize.

Selecting the 'Tier' to change

Date: 06/30/08
User: IN4 T2

FACTS 7.6 Demo
Aged Trial Balance - Detail

ARR715 Page: 1
Time: 10:47 AM

Customer: C100 to C100
Aging Date: 06/30/08

Customer Name	Last Payment	Doc#	D TY	Entry Date	Due Date	CURRENT	1-30	31-60	61-90	OVER 90
C100 Southeastern Industrial S	06/30/08	Cost Total:		7993.99	6999.96	.00	1095.02	.00	.00	.00
"Returns Pending Credit"										
		001460	Y IN	10/12/07	11/12					87.50
		001446	IN	04/27/08	05/26		1810.00			
		001777	IN	06/28/08	07/29	1809.99				
		001792	IN	06/27/08	07/27	720.00				
		001865	IN	06/30/08	07/30	1743.94				
		001801	CM	06/27/08	07/27	-181.54				
		001818	IN	06/12/08	07/12	142.52				
		001819	IN	06/16/08	07/16	24.99				
		001892	IN	04/23/08	05/22		516.09			
		001918	IN	06/20/08	07/20	2176.50				
		001922	CM	11/26/09	12/26	-795.39				
		002002	IN	06/06/08	07/06	50.00				
		002003	IN	06/02/08	07/02	1.00				
		0A2045	CA	06/20/08	06/20		-401.94			
		2C0764	SC	06/30/08	06/30	30.13				
Report Total						7993.99	6999.96	.00	1095.02	.00

Customer Count: 1
Disputed Invoice, TY:Document Type

End of Report

Detail

01-FACTS 7.6 Demo, Customize Report (SMR999.U) - Infor

File Help

Program Aged Trial Balance

Format 2 Aged Trial Balance - Detail

Layout 1 Detail Trial Balance w/Ship To

Description Detail Trial Balance w/Ship To System Layout ☒ Max Width 132

ReportXML Tag aged_trial_balance FormatXML Tag aged_trial_bal_detail

Tier 01010101 Detail

Suppress Printing D - Use Default Totals Only D - Use Default

Beg of Tier D - Use Default End of Tier D - Use Default

Beg of Line D - Use Default End of Line D - Use Default

Print Count D - Use Default Print Column Headers at Top D - Use Default

TierXML Tag detail_tier LineXML Tag detail

Description	Variable	TierXML Tag
Slip/Terr	aroust.slip_terr\$	slip_terr_tier
Customer Class	aroust.customer_class\$	customer_class_tier
Customer	aroust.customer_num\$	customer_tier
Detail	aropen_key\$	detail_tier

Layout Security Done

Modify the 'Layout'

01-FACTS 7.6 Demo, Customize Report (SMR999.U) - Infor

File Help

Program: Aged Trial Balance

Format: 2 Aged Trial Balance - Detail

Layout: 1 Detail Trial Balance w/Ship To

Description: Detail Trial Balance w/Ship To System Layout: ☒ Max Width: 132

Report XML Tag: aged_trial_balance Format XML Tag: aged_trial_bal_detail

Tier: 01010101

Suppress Printing: D - Use Default

Beg of Tier: D - Use Default

Beg of Line: D - Use Default

Print Count: D - Use Default

Tier XML Tag: detail_tier

Detail

Totals Only: D - Use Default

End of Tier: D - Use Default

End of Line: D - Use Default

Print Column Headers at Top: D - Use Default

Line XML Tag: detail

Description	Variable	Tier XML Tag
Slip/Terr	aroust.slip_terr\$	slip_terr_tier
Customer Class	aroust.customer_class\$	customer_class_tier
Customer	aroust.customer_num\$	customer_tier
Detail	aropen_key\$	detail_tier

Layout Security Done

FACTS Report Designer - Infor

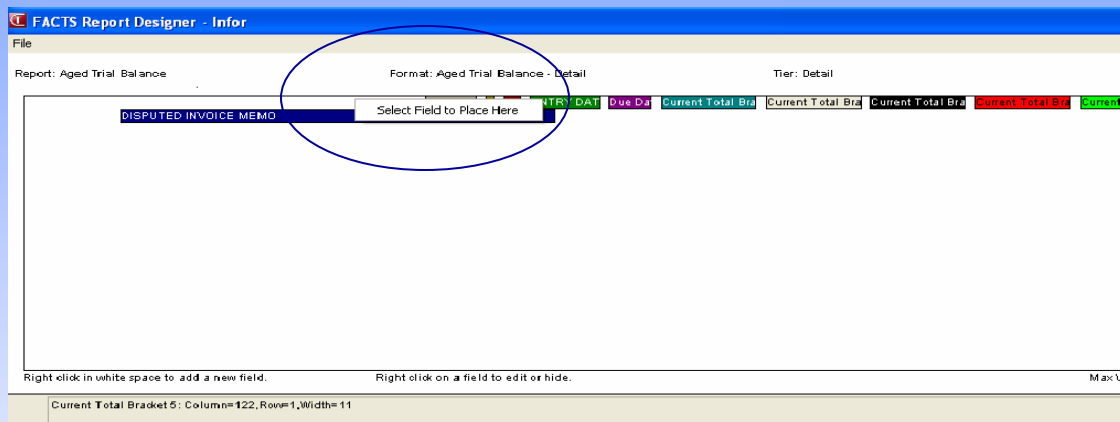
Report: Aged Trial Balance Format: Aged Trial Balance - Detail Tier: Detail

DISPUTED INVOICE MEMO

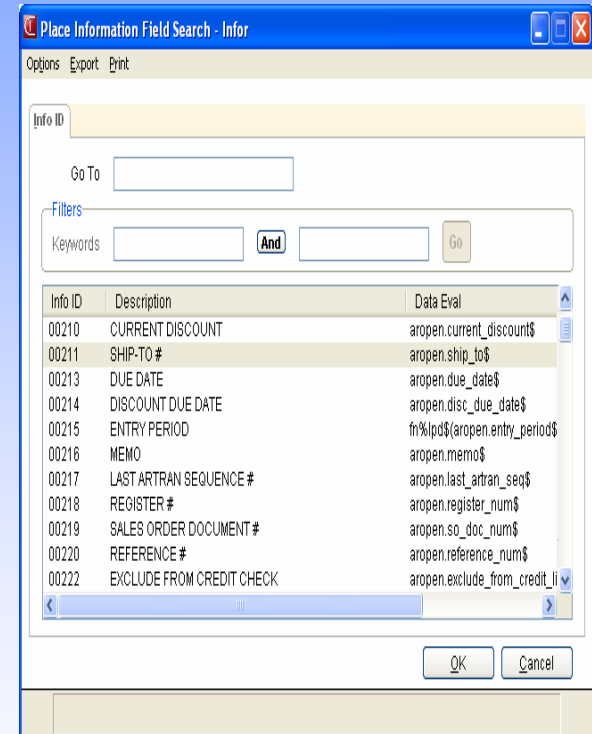
Right click in white space to add a new field. Right click on a field to edit or hide. Max Width=132

Current Total Bracket 5: Column=122,Row=1,Width=11

'Right Click'



- a) Right Click to add field
- b) Select field from list



Field Attributes

Edit Field Attributes - Infor

Report: **Aged Trial Balance**
Format: **Aged Trial Balance - Detail**
Information: **00211 SHIP-TO # - (aopen.ship_to\$)**

General

Print Width: Print on Continued Line:

XML Tag:

Totaled: Total Only:

Total Type: Rounding:

Parens for Neg: Comma for Thousands Separator:

Column Header: Header Width: Justification:

SHIP-TO #: Column=36,Row=1,Width=6

- Header description
- Width
- Justification
- Totals (If numeric)

Run Report

01-FACTS 7.6 Demo, Aged Trial Balance (ARR715) - Infor

Template Print Options Custom Report Layout Help

Order: C - Customer Order

Beginning: [] First

Ending: [] Last

Properties:

Branch: 01 Atlanta Branch

Aging Date: [] System Date

Next Period: ☒

Delinquents Only: ☐ Days Delinquent: 10 Credits: ☒

Disputed Only: ☐

Check Credit Limit: ☐

Include: - None

Scope: D - Detail

Template: None Printer: Print to file Layout: Standard

OK Cancel

Select print order

Print Options - Infor

Print To:

Print to: P - Printer

Printer: 0 Print to file

File: []

No. Copies: 1

Layout: - Standard

Margin Settings:

Top Margin: 0

Bottom Margin: 5

Begin form feed: ☒

End form feed: ☒

OK Multiple Cancel

Select the report layout to print to this device

Under Print Properties- change format to your custom format.

Note: The report must be set to run in correct format first.

Whew Hew



01-FACTS 7.6 Demo, Aged Trial Balance (ARR715) - Infor

Template Print Options Custom Report Layout Help

Order: **C - Customer Order** Beginning: **C100** Southeastern Indu
☐ Over Credit Limit Only Ending: **C100** Southeastern Indu

Properties:

Branch: **01** Atlanta Branch
Aging Date: **System Date**
Next Period: ☒
Delinquents Only: ☐ Days Delinquent: **10** Credits: ☒
Disputed Only: ☐
Check Credit Limit: ☐
Include: **- None**
Scope: **D - Detail**

Template: **None** Printer: **Print to file** Layout: **Detail Trial Balan**

OK Cancel

Select print order

Date: 06/30/08

User: IN4 T2

FACTS 7.6 Demo

Aged Trial Balance - Detail

ARR715 Page: 1

Time: 12:31 PM

Customer C100 to C100

Aging Date 06/30/08

Customer Name	Last Payment	Ship To	Doc#	D	TY	Entry	Due	CURRENT	1-30	31-60	61-90	OVER 90
						Date	Date					
C100 Southeastern Industrial	5	06/30/08	Cust Total:			7383.98		6386.46	.00	997.52	.00	.00
*Returns Pending Credit												
			S100	0/12646	IN	04/27/08	05/26			1810.00		
			S100	0/12777	IN	06/28/08	07/28	1809.99				
			S100	0/12791	IN	06/27/08	07/27	720.00				
			S100	0/12865	IN	06/10/08	07/10	1231.34				
			S100	0/12881	CM	06/27/08	07/27	-183.54				
			S100	0/12888	IN	06/12/08	07/12	342.52				
			S100	0/12889	IN	06/16/08	07/16	24.98				
			S100	0/12892	IN	04/22/08	05/22			515.00		
			S100	0/12918	IN	06/20/08	07/20	2176.50				
			S100	0/12922	CM	11/26/09	12/26	-742.19				
			SAME	0/12001	IN	06/05/08	07/05	50.00				
			SAME	0/12003	IN	06/02/08	07/02	1.00				
			SAME	0/12045	CA	06/20/08	06/20		-461.84			
			SAME	0/10764	SC	06/30/08	06/30	30.13				
			Report Total			7383.98		6386.46	.00	997.52	.00	.00

Customer Count: 1

I=Disputed Invoice, TY=Document Type

End of Report

Other Report Formatter Options

01-FACTS 7.6 Demo, Customize Report (SMR999.U) - Infor

File Help

Program Aged Trial Balance

Format 1 Aged Trial Balance - Summary

Layout 1 SUMMARY-SLSP PG BREAK

Description SUMMARY-SLSP PG BREAK System Layout ☒ Max Width 132

ReportXML Tag aged_trial_balance FormatXML Tag aged_trial_bal_summary

Tier 01 Slsp/Terr

Suppress Printing D - Use Default Totals Only D - Use Default

Beg of Tier D - Use Default End of Tier P - Page Break

Beg of Line D - Use Default End of Line D - Use Default

Print Count D - Use Default Print Column Headers at Top D - Use Default

Tier XML Tag slsp_terr_tier Line XML Tag slsp_terr

Description	Variable	Tier XML Tag
Slsp/Terr	aroust.slsp_terr\$	slsp_terr_tier
Customer Class	aroust.customer_class\$	customer_class_tier
Customer	aroust.customer_num\$	customer_tier

Layout Security Done

Select the action to take at the end of the tier

■ Page Breaks

Other Report Formatter Options

01-FACTS 7.6 Demo, Customize Report (SMR999.U) - Infor

File Help

Program Aged Trial Balance

Format 1 Aged Trial Balance - Summary

Layout 1 SUMMARY-SLSP PG BREAK

Description SUMMARY-SLSP PG BREAK System Layout ☒ Max Width 132

Report XML Tag aged_trial_balance Format XML Tag aged_trial_bal_summary

Tier 0101 Customer Class

Suppress Printing D - Use Default Totals Only D - Use Default

Beg of Tier D - Use Default End of Tier D - Use Default

Beg of Line D - Use Default End of Line D - Use Default

Print Count D - Use Default Print Column Headers at Top D - Use Default

Tier XML Tag customer_class_tier Line XML Tag customer_class

Description	Variable	Tier XML Tag
Slsp/Tier	arout.slsp_tier\$	slsp_tier_tier
Customer Class	arout.customer_class\$	customer_class_tier
Customer	arout.customer_num\$	customer_tier

Layout Security Done

01-FACTS 7.6 Demo, Security Entry (SMR999.S) - Infor

Help

Program Aged Trial Balance

Permanently Hidden ☐ Security Code

ID	Description	T	H	Security Code	Data	Width
00756	MTD COST	N	N		asm.mtd_cost\$	12
00759	YTD SALES \$	N	N		asm.ytd_sales_amt\$	12
00760	YTD COST	N	N		asm.ytd_cost\$	12
00761	PYR SALES \$	N	N		asm.pyr_sales_amt\$	12
00762	PYR COST	N	N		asm.pyr_cost\$	12
00763	MAXIMUM CALLS A.M.	S	N		asm.maximum_calls_am\$	2
00764	MAXIMUM CALLS P.M.	S	N		asm.maximum_calls_pm\$	2
00800	Customer Total Bracket 1	N	N		customer_total[1]	12
00801	Customer Total Bracket 2	N	N		customer_total[2]	12
00802	Customer Total Bracket 3	N	N		customer_total[3]	12
00803	Customer Total Bracket 4	N	N		customer_total[4]	12
00804	Customer Total Bracket 5	N	N		customer_total[5]	12
00805	Current Total Bracket 4	S	N		current_amt[4]	14

List From

Is this field permanently hidden from printing?

Done

Field Security

Permanently hidden

or

Based on User Security

Other Report Formatter Options

01-FACTS 7.6 Demo, Aged Trial Balance (ARR715) - Infor

Template **Print Options** Custom Report Layout Help

Order: C - Customer Order
☐ Over Credit Limit Only

Beginning: [] First
Ending: [] Last

Properties:

Branch: 01 Atlanta Branch
Aging Date: [] System Date
Next Period: ☒
Delinquents Only: ☐ Days Delinquent: 10 Credits: ☒
Disputed Only: ☐
Check Credit Limit: ☐

Print Options - Infor

Print To: P - Printer
Printer: 3 UnForm Acrobat Preview
File: []

No. Copies: 1 Layout: 1 - Detail Trial Balance

Margin Settings:
Top Margin: 0 Bottom Margin: 5
Begin form feed: ☒ End form feed: ☒

OK Cancel Multiple

Select where to print the report

01-FACTS 7.6 Demo, Multiple Output Selection (SMR997) - Infor

Help

Print to: P - Printer
Printer: 0 Print to file
File: []

No. Copies: 1 Layout: - Standard
Top Margin: 0 Bottom Margin: 5
Begin form feed: ☒ End form feed: ☒

L...	Print To	Printer/Output Code	File/TCPIP	Copies
001	Printer	UnForm Acrobat Preview		2
002	Excel			1
003	Archive			1
004	XL	XML	%Report Program%.xml	1
add				

Cancel Done

- Multiple Output Options-
 - Various printers
 - Multiple copies
 - Various output methods

User Specific

The screenshot shows a Windows-style dialog box titled "Creating Template for Aged Trial Balance - Infor". The dialog has several sections:

- Title:** A text box containing "DETAIL AGING WITH SHIP TO". Below it are two checkboxes: "System template" (unchecked) and "Default template" (checked).
- Print To:** A section with a "Print to" dropdown set to "P - Printer", a "Printer" dropdown set to "3" with a magnifying glass icon and the text "UnForm Acrobat Preview", and an empty "File" text box.
- No. Copies:** A text box containing "1".
- Layout:** A dropdown menu showing "1 - Detail Trial Balance". This dropdown is circled with a black oval.
- Margin Settings:** A section with "Top Margin" (0) and "Bottom Margin" (5) dropdowns, and "Begin form feed" and "End form feed" checkboxes (both checked).
- Buttons:** "OK", "Multiple", and "Cancel" buttons at the bottom.
- Status Bar:** A text box at the very bottom containing "End the report with a form feed?".

- Reports created with the custom layout are 'user' specific. The report can be used in a report template and then saved as the default for the user.

Output Options with Report Formatter Reports

01-FACTS 7.6 Demo, Output Options F/M (SMF620) - Infor

Help

Output Code: DF DELIMITED FILE

Main Procedures

Description: DELIMITED FILE

Output Type: A - ASCII Delimited

Printer: Default Printer

Other:

Output To: F - File

Server Directory: C:\FACTS Reports\

Client Directory: C:\FACTS Reports\ Auto Create: ☒

File Name: %Report Description%%Date MDY%

File Extension:

TCP/IP Address:

Open Procedure:

Close Procedure:

Save Delete New Exit

Enter a description for this output code

01-FACTS 7.6 Demo, Aged Trial Balance (ARR715) - Infor

Template Print Options Custom Report Layout Help

Order: C - Customer Order Beginning: Ending: First Last

Over Credit Limit Only

Properties:

Branch: 01 Atlanta Branch

Aging Date: System Date

Next Period: ☒

Delinquents Only: ☐ Days Delinquent: 10 Credits: ☒

Disputed Only: ☐

Check Credit Limit: ☐

Include: - None

Scope: D - Detail

Template: DETAIL AGING WITH UnForm Aged Bal Pro Layout: Detail Trial Balance

OK Cancel

Print Options - Infor

Print To:

Print to: P - Printer

Printer: P - Printer

File: P - Printer

No. Copies: 1

Layout: 1 - Detail Trial Balance

Margin Settings:

Top Margin: 0 Bottom Margin: 5

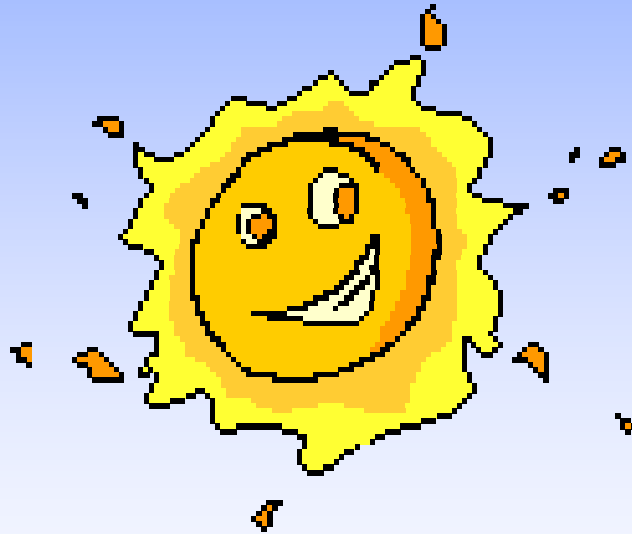
Begin form feed: ☒ End form feed: ☒

OK Multiple Cancel

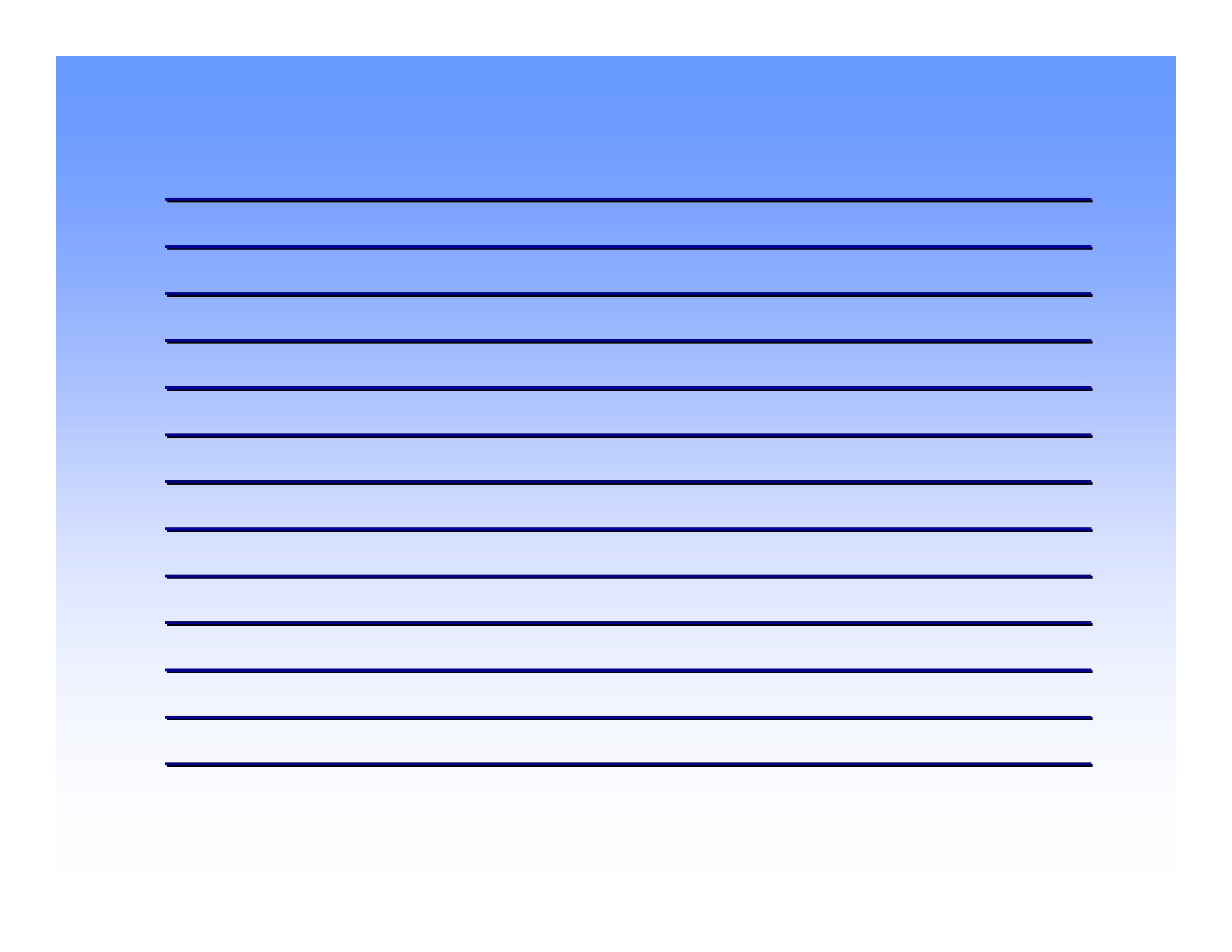
Select where to print the report

More to follow on Getting Data Out of FACTS

Thank you



Notes:



A blue gradient background with horizontal lines. The background transitions from a solid blue at the top to a lighter blue at the bottom. There are 14 horizontal lines in total, evenly spaced, spanning most of the width of the image.