



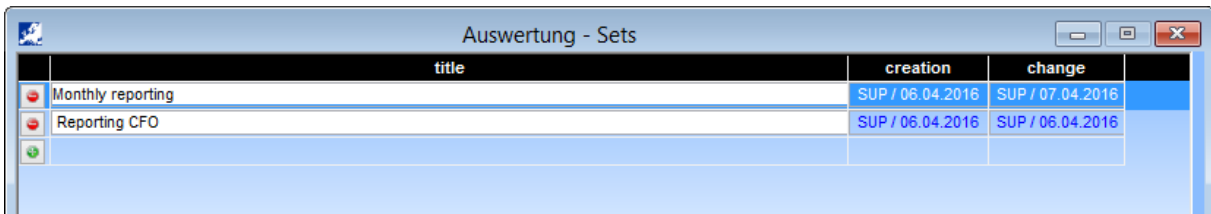
## Report sets

Here you are able to define several reports (e.g. account sheet, open items, balance list...) to start them in regular intervals with the same settings. (e.g. for monthly reporting)

### Reports => Sets => Definitions

Here you define your desired sets. The screen is splitted to 2 parts.

In the **top area** you enter a set with a desired description.



title	creation	change
Monthly reporting	SUP / 06.04.2016	SUP / 07.04.2016
Reporting CFO	SUP / 06.04.2016	SUP / 06.04.2016

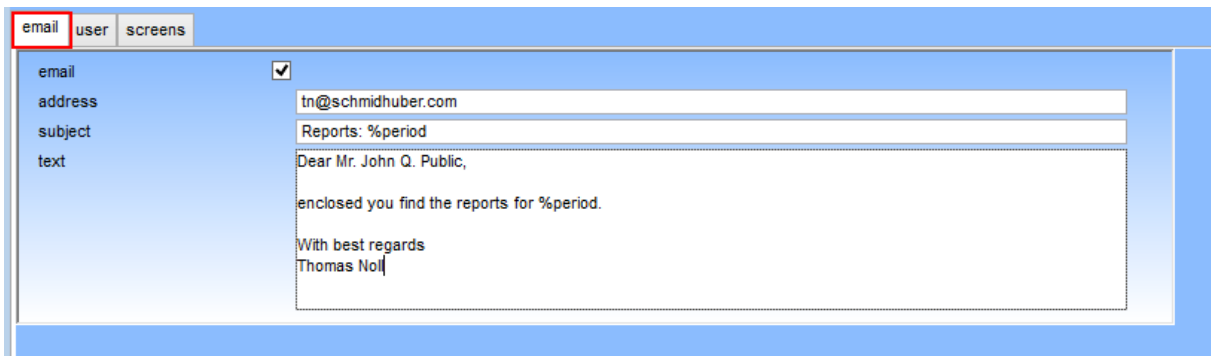
In the **bottom area** you see several tabpages where you choose the settings for the above selected set.

### Tabpage „email“:

Here you are able to activate if you want to send your set as an optional e-mail later.

Just enter an e-mail address and a subject & text.

The paramter %period will be replaced by your entered period during the creation of your reports. (only MS outlook supported)



email user screens

☒ email

address: tn@schmidhuber.com

subject: Reports: %period

text: Dear Mr. John Q. Public,  
enclosed you find the reports for %period.  
With best regards  
Thomas Noil






### Tabpage „user“:

Here you choose the EuroFib users, who are able to manage and/or report the set. Just enter the number of the EuroFib user or select it with F3.

email










user

screens

	user	name	identification	administer	report	
	<input type="text" value="1"/>	SUPERVISOR	SUP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="text" value="2"/>	SUPPORT	SUP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="text"/>					

### Tabpage „screens“:

Here you define the desired reports within your set for later reporting.

email user screens								
	list		date / area	Print	File		archive	
	acc.form		month	print		...	<input type="checkbox"/>	
	acc.form		month	PDF	C:\temp\account_monthly_%period.pdf	...	<input type="checkbox"/>	
	acc.form		accumulated	PDF	C:\temp\account_acc_monthly_%period.pdf	...	<input type="checkbox"/>	
	open items		month	print		...	<input checked="" type="checkbox"/>	C:\temp\lop_9
								

List These lists can be used (multiple) in a set.



No report is defined – with a click on the left mouse button you are able to define your report.  
Just enter the settings/restrictions as you like.



A report is already defined – with a click on the left mouse button you are able to see/change the report.

date / area Choose the desired date / area:

- month Restriction of the entered month (only January).
- accumulated Restriction from the beginning of your accounting year to the entered month (e.g. January to February).
- Quarter Restriction of the quarter – depends on the calendar year. On entered month February you will get the first quarter. (January – March)
- No date No restrictions are set – that means, the date fields won't be changed.

### Advice:

The software just replace the date fields, which are entered/defined previously from you on the report.



e.g. key date OI without restriction on posting date from/to:

If you enter a posting date from/to, this restriction will be also replaced with the entered period.

Print Choose the desired type:

- Print
  - PDF
  - XLSX
  - XLSB
  - TAB
  - CSV
  - WYSIWYG
- The report will be printed
- The report will be saved as file

File Enter/choose the path/filename for your export as file.  
If you don't enter a path/filename, the files will be saved in the default folder of EuroFib:  
e.g. \\...\\TEMP\\001\_startdate\_starttime

You are able to enter additional parameters in your filename. These parameters will be replaced on your reports.

- %period the entered period will be replaced (e.g. 201602)
- %period\_from the period „FROM“ will be replaced
- %period\_to the period „TO“ will be replaced
- %date\_from the date „FROM“ will be replaced
- %date\_to the date „TO“ will be replaced
- %date\_to das Datum „ENDE“ wird ersetzt



**Archive**                      Activate this check if you want to save an additional PDF-file.

**Archive-file**                Enter the desired path/filename for the PDF-file.  
If you don't enter a path/filename, the files will be saved in the default folder of EuroFib:  
e.g. \\...\TEMP\ARCHIV\001\_startdate\_starttime

Here you are also able to use parameters for your filename.

- %start\_date                Start date with format YYYYMMDD (only archive)
- %start\_time                Start time with format HHMMSS (only archive)
- %counter                  counter with format 000000 (e.g. 000556) (only archive)

**Title**                        Enter an additional/optional title for your report line.

With „Edit => Caption“ a summary of all available options/parameters will be displayed.





## Reports => Sets => Report

Here you start your recurring reports.

Choose the desired set and enter a period for your reporting procedure.

In the bottom area you see an overview, which reports are defined in the set and which date/periods will be used for your reports now.

### Example:

Start accounting year: 01.03.2016

Monthly reporting for 04/2016

If there is a list without entered report, this entry will displayed in red font.



PDF can't be created.

(PDF-printer isn't installed)



Archive file (PDF) can't be created.

(PDF-printer isn't installed)

	list	date / area	range	Print	
	acc. form	month	01.04.2016 - 30.04.2016	print	
✗	acc. form	month	01.04.2016 - 30.04.2016	PDF	C:\temp\account_m...
✗	acc. form	accumulated	01.03.2016 - 30.04.2016	PDF	C:\temp\account_ac...
!	open items	month	01.04.2016 - 30.04.2016	print	
	Balance list	month	2016/04 - 2016/04	print	

On tabpage „last execution“ you see the date/time when you have started a set the last times. To see the archived PDF-files you can expand it with a click on the plus symbol. With a double click on the PDF-line, the PDF-file is opened.

Archiv (Datei)	
04.05.2016 / 10:30:85 -- 1 (SUP) SUPERVISOR	
C:\temp\op_000001_20160504.pdf	
04.05.2016 / 10:23:18 -- 1 (SUP) SUPERVISOR	