Report Configurations

Note**:** The institution is **cross-company**. Company-specific configurations are possible and are described in more detail in this chapter **General Report Configuration.**

1.1 Functions Menu bar

- *New* > Copy Configurations from: Copy the values of an existing configuration to a new configuration.
- *Report* > *Test all formulas:* Validate all formulas of the report.
- *Report* > *Show Differences:* Determine the differences between the current configuration and the standard.
- *Process* > *Run Report*: execute the current report. The document template is executed without a filter.

1.2 General Report Configuration

You can store specifications for the report at header level. The most important fields are described below:

Report No.	= Primary key of the report. The primary key is made up of report number and company (see below), so that several reports with the same report number are possible.
Description	Uninfluenceable. It is determined on the basis of report no. and always contains the caption of the report.
Company	Company-assignment of the configuration. This enables company-specific reports.
Code	Define customer or vendor-specific configurations. The code is stored on the customer or vendor card.
Page Number	Determine the position for the page number on the header or footer.
Header Table No. / Line Table No.	Definition of the header or line table from which the report is created.
Addon Table No.	Refers to the additional tables that are required in the service module.
No Logo	Determines whether the graphics defined under Document Image List should be printed on the document.

Compress Header	This controls whether labels without values should be printed.
	<u>Example compressed Header</u>:
	Belegdatum 28.01.2022 Kunden Nr. 49633663 Verkäufer Joachim Richter Ihre MWST Nr. 525252141 Ihre MWST Nr. CHE-777.777.777MWST
	<u>Example uncompressed Header</u>:
	Belegdatum 28.01.2022 Kunden Nr. 49633663 Lieferdatum Externe Beleg Nr. Verkäufer Joachim Richter Ihre Referenz Sachbearbeiter Ihre MWST Nr. 525252141 Ihre MWST Nr. CHE-777.777.777MWST
Address Format	Determines the address format. For this use case, three new fields have been created, for example, for sales "Bill-to / Payee", "Ship-to" and "Sell-to / Supplier". These fields are filled in using the salutation formula with the salutation type "Formal".
Address Block Indent	The indentation of the address block is stored in millimetres. Corresponds to the Swiss postal standard: • Address block right = 90 millimetres • Address block left = 0 millimetre
Picture Size	Determines the size of the article images that are printed on the document. If no item images are to be printed, the field remains empty. • Image Big = 7.2 cm height • Image Middle = 5 cm height • Image Small = 3 cm height All common file formats are supported. For optimal image quality/resolution, the .jpeg file format is recommended.
Line indent	Defines the indentation of the lines that are linked to the from/to totals. The indentation is stored in millimetres.
Lines with Zero Quantity	Controls the visibility of zero quantities. The following options are available: • *Always* = The lines are always printed. • Hide zero quantities / Belongs to line no. = All lines with quantity 0 are hidden.
Field No for Zero Quantity	Defines the field to which the function Rows with zero quantities should refer (see above)
Right Line Indent	Defines the indentation of long texts and item descriptions on the document. Measurements are taken in millimetres and from the right. Texts can be indented up to the amount column. <u>Example with indent = **75**</u>:

Order Confirmation 1013

Pos	Item No.	Quantity	Unit Price	Amount
1	1001	1 Piece	4,000.00	4,000.00
	Rennrad			
	This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text.			

Total CHF Excl. VAT		**4,000.00**
8% VAT		320.00
Total CHF Incl. VAT		**4,320.00**

Example with indent = **0**:

Order Confirmation 1013

Pos	Item No.	Quantity	Unit Price	Amount
1	1001	1 Piece	4,000.00	4,000.00
	Rennrad			
	This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text. This is an article long text.			

Total CHF Excl. VAT		**4,000.00**
8% VAT		320.00
Total CHF Incl. VAT		**4,320.00**

Compress Footer	See *Compress Header*

1.3 Display document template

To find out the position of the labels and formulas for the configuration of the documents, you can display document templates.

- In the menu bar > *Report* > *Run Report.* Delete filter within the request page

EDIT - SALES - QUOTE

Saved Settings >

Report

Address Selection	Setup
Picture Size	Setup
No Logo	From Setup
Configuration from Sell-to Customer	(toggle on)
Configuration Code	

Options >

Sales Quote

Show results:

Where:	No.	is:	
And:	Sell-to Customer No.	is:	
And:	No. Printed	is:	

Send to...   Print   Preview   Cancel

The document template shows which value (label or formula) is printed at which position on the document and consists of five areas:
- Address header
- Header
- Body
- Table
- Footer

Möbel Meller
Herr Michael Emanuel
Tischlerstr. 4-10
6000 Luzern
Schweiz

Header 1	Header Wert 1	Header 2	Header Wert 2
Header 3	Header Wert 3	Header 4	Header Wert 4
Header 5	Header Wert 5	Header 6	Header Wert 6
Header 7	Header Wert 7	Header 8	Header Wert 8
Header 9	Header Wert 9	Header 10	Header Wert 10
Header 11	Header Wert 11	Header 12	Header Wert 12
Header 13	Header Wert 13	Header 14	Header Wert 14
Header 15	Header Wert 15	Header 16	Header Wert 16

Body 2 Body Wert 8

Body Wert 1
Body Wert 2

Tabelle 1	Tabelle 2			Tabelle 4	Tabelle 5	Tabelle 6	Tabelle 7	Tabelle 8	Tabelle 9
Tabellen Wert 1	Tabellen Wert 2		Tabellen Wert 3	Tabellen Wert 4	Tabellen Wert 5	Tabellen Wert 6	Tabellen Wert 7	Tabellen Wert 8	Tabellen Wert 9
	Tabellen Wert 10								
	Tabellen Wert 11								
	Tabellen Wert 12								
	Tabellen Wert 17								
	Tabellen Wert 18								
	Tabelle 10		Tabellen Wert 15						
	Tabelle 11		Tabellen Wert 16						
	Tabelle 12		Tabellen Wert 13						
	Tabelle 13		Tabellen Wert 14						
Tabellen Wert 1	Tabellen Wert 2		Tabellen Wert 3	Tabellen Wert 4	Tabellen Wert 5	Tabellen Wert 6	Tabellen Wert 7	Tabellen Wert 8	Tabellen Wert 9
	Tabellen Wert 10								
	Tabellen Wert 11								
	Tabellen Wert 12								
	Tabellen Wert 17								
	Tabellen Wert 18								
	Tabelle 10		Tabellen Wert 15						
	Tabelle 11		Tabellen Wert 16						
	Tabelle 12		Tabellen Wert 13						
	Tabelle 13		Tabellen Wert 14						

Body Wert 3
Body Wert 4

Footer 1	Footer Wert 1
Footer 2	Footer Wert 2
Footer 3	Footer Wert 3
Footer 4	Footer Wert 4
Footer 5	Footer Wert 5
Footer 6	Footer Wert 6
Footer 7	Footer Wert 7
Footer 8	Footer Wert 8

1.4 Report Configuration Subform

The Report Configuration Subform is divided into the columns Area, *Type 1 – 30* and *Field 1 – 30*.

Field name	Description
Area	Specifies per line the area of the document
Type 1 - Type 30	A distinction is made between label and formula.
Field 1 - Field 30	In these fields *labels* (Report Labels, see chapter 0) and v*alues* (Report Formulas) are recorded.

Certain fields in the configuration lines are interdependent. If you make changes to these fields, you must take some notes into account.

1. Hide *your article number + article references* label
   - The function "Artikelreferenzen Label ausblenden" in body value field 5 causes the caption "Ihre Artikelnr." in table field 3 to be printed only if an article reference exists for the article.
2. Hide *discount + discount %*:
   - The function "Rabatt ausblenden" causes the caption "Rabatt %" to be printed only if a line discount exists.
3. Display *different value added tax + VAT (%)*:
   - The function "different value added tax" means that if the VAT rates per line are identical, the caption "VAT" is not printed on the document. If there are different VAT rates per row, the caption is printed.
   - In combination with the function "display different value added tax", the "VAT %" is hidden if the VAT rates per line are identical.
4. Total %1 without VAT + total %1 including VAT:
   - %1 corresponds to the total in the code

Notes:
- In the areas Header Values, Footer Values and Body Values only data from the specified header table can be selected (e.g. sales header, sales delivery header, etc.).
- In the Table Values area, only values from the specified row table can be selected (e.g. sales row, sales delivery row, etc.).
- In the Additional tables values area, you can only select data that originates from the specified additional table.

1.5 Report Labels

Note: the setup is cross-company.

Fieldname	Description
No.	The number for customer adaptations starts from 50'000 and is automatically assigned by BC.
Description	Can be freely chosen and should be meaningful
Language 1 - 10	For translations of the label. Languages can be stored in the setup *Report Language*s.
Number of assignments	Shows how often a label is used in reports. Clicking on the flow field opens the report configuration rows that contain the label.

1.6 Report Formulas

Report formulas can be defined to return order-specific values (not hard coded). Report formulas can be called up at any time via the global search or directly from the report configuration.

NO. ↑	DESCRIPTION	DEFAULT TABLES	TYPE	FORMULA	ALTERNATE TYPE	ALTERNATE FORMULA	NUMBER OF ASSIGMENTS
1	Belegdatum	"36","6660","5107","110","112","114","38","6650",...	Table Field	99	Table Field		40
2	Verkäufer/Einkäufer Name	"36","6660","5107","110","112","114","38","6650",...	Table Field	13.FILTER(1¦43)2	Table Field		39
3	Auftraggeber / Lierferanten Nr.	"36","6660","5107","110","112","114","38","6650",...	Table Field	2	Table Field		26
4	Externe Belegnummer	"36","6660","5107","110","112","114"	Table Field	100	Table Field		17
5	Ihre Referenz	"36","6660","5107","110","112","114","38","6650",...	Table Field	11	Table Field		32
6	MWST Nr.	"36","6660","5107","110","112","114","38","6650",...	Table Field	70	Table Field		37
7	MWST Nr. Firmendaten	INDEPENDEND	Table Field	79.FILTER()19	Table Field		23
8	IBAN	INDEPENDEND	Table Field	79.FILTER()38	Table Field		5
9	Zlg.-Bedingung Beschreibung	"36","6660","5107","110","112","114","38","6650",...	Table Field	462.FILTER(1¦23,2¦41)3	Table Field	3.FILTER(1¦23)5	25
10	Lieferbedingung Beschreibung	"36","6660","5107","110","112","114","38","6650",...	Table Field	463.FILTER(1¦27,2¦41)3	Table Field	10.FILTER(1¦27)2	31
17	Telefon	INDEPENDEND	Table Field	79.FILTER()7	Table Field		1

Fieldname	Description
No.	For customer-specific formulas, the BC automatically assigns numbers in the range 50'000.
Description	Can be chosen at will and should be meaningful.
Default tables	Used to correctly select the formulas on the report configuration row.
Type	Here you can differentiate between functions, table fields and text modules.
Formula	The formula is used to define which value is to be determined in the report. Instructions for creating formulas are described later in the chapter.

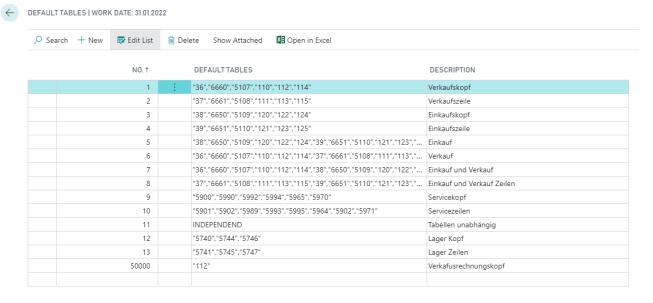| Alternate Type	See *Type*.
Alternate Formula	The alternative formula is calculated as soon as the value of the first formula returns nothing. This works exactly the same as the formula.
Number of assignments	The number of times the formula is used is calculated and displayed. Clicking the flow field opens a list of report configuration rows in which the report formula is used.

In addition to a pre-selection of report formulas, additional formulas can be created. Click +New to open a new report formula map. The procedure for creating report formulas is described in the following chapters.

1.1.1 Default Tables

Before a new report formula can be created, default tables must be defined. Default tables are those tables that contain the desired values for report formulas.
Several tables can be stored per formula. When entering the tables, please note that they must be entered in quotation marks. If there are several tables per formula, they are listed using commas (without spaces).
Aproda Document Automation provides a selection of standard tables:

← DEFAULT TABLES | WORK DATE: 31.01.2022

🔍 Search   + New   📝 Edit List   🗑 Delete   Show Attached   📊 Open in Excel

NO. ↑	DEFAULT TABLES	DESCRIPTION
1	"36","6660","5107","110","112","114"	Verkaufskopf
2	"37","6661","5108","111","113","115"	Verkaufszeile
3	"38","6650","5109","120","122","124"	Einkaufskopf
4	"39","6651","5110","121","123","125"	Einkaufszeile
5	"38","6650","5109","120","122","124","39","6651","5110","121","123","...	Einkauf
6	"36","6660","5107","110","112","114","37","6661","5108","111","113","...	Verkauf
7	"36","6660","5107","110","112","114","38","6650","5109","120","122","...	Einkauf und Verkauf
8	"37","6661","5108","111","113","115","39","6651","5110","121","123","...	Einkauf und Verkauf Zeilen
9	"5900","5990","5992","5994","5965","5970"	Servicekopf
10	"5901","5902","5989","5993","5995","5964","5902","5971"	Servicezeilen
11	INDEPENDEND	Tabellen unabhängig
12	"5740","5744","5746"	Lager Kopf
13	"5741","5745","5747"	Lager Zeilen
50000	"112"	Verkafusrechnungskopf

1.1.2 Creation of report formulas

Under *Report Formulas*, there are different ways to determine values.

1. Table Field
2. Function
3. Text module

Table Field

The formula can be used to determine which value should be calculated. The three dots in the *Formula* field open the editing window for creating customer-specific formulas:

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Manage   Test Table Field   Udate Table Field

TABLE FIELD DIALOG

Table Field Infos

ID	TABLE FIELD	SOURCE TABLES	TABLE NO. ①	RETURN VALUE ②
0		"36","6660","5107","110","112","114"	0 ∨	0 ⋯
Test Formula				
		"Sales Header","Sales Shipment Header","Sales Invoice Header","Sales Cr.Memo Header","Sales Header Archive","Return Receipt Header"		

Table Field Filter List | Manage

TARGET TABLE NO. ③	TARGET TABLE NAME ④	KIND ⑤	SOURCE NO. ⑥	SOURCE NAME ⑦	CONDITION ⑧

The following information is displayed at header level:

1. In the *Target table no.* field, define which table the formula accesses.
2. In the *Return Value* field, select which value is to be determined from the target table.

At line level, filters can be defined to determine the correct formula.

3. *Target table no.:* The field of the target table to which the table filter is to be set is defined here.
4. *Target table name:* Is automatically dragged according to the selection in the column target table.
5. *Kind*: There is a choice of
   a. *Field*: Corresponds to a BC field.
   b. *Condition:* Determines under which condition the value should be printed.
   c. *Formula:* Here you can store or create a formula that returns a value for filtering.
   d. *Filter:* Here you can define a hard coded filter on the desired field.

Functions

Not all values on the reports can be mapped using tables Fields. For these cases the app provides a selection of pre-programmed functions.
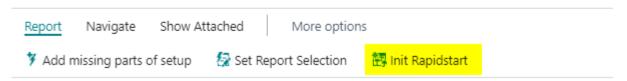
Text modules

Text modules represent values that are composed of several modules. You can only select text modules if they have been created beforehand. The procedure for creating text modules is described later in chapter.

1.7 RapidStart Configuration

The report setup allows you to create a RapidStart package that includes report configurations across all documents. This allows you to save report configurations as a backup and import them into other databases. This can be useful for test and development environments.