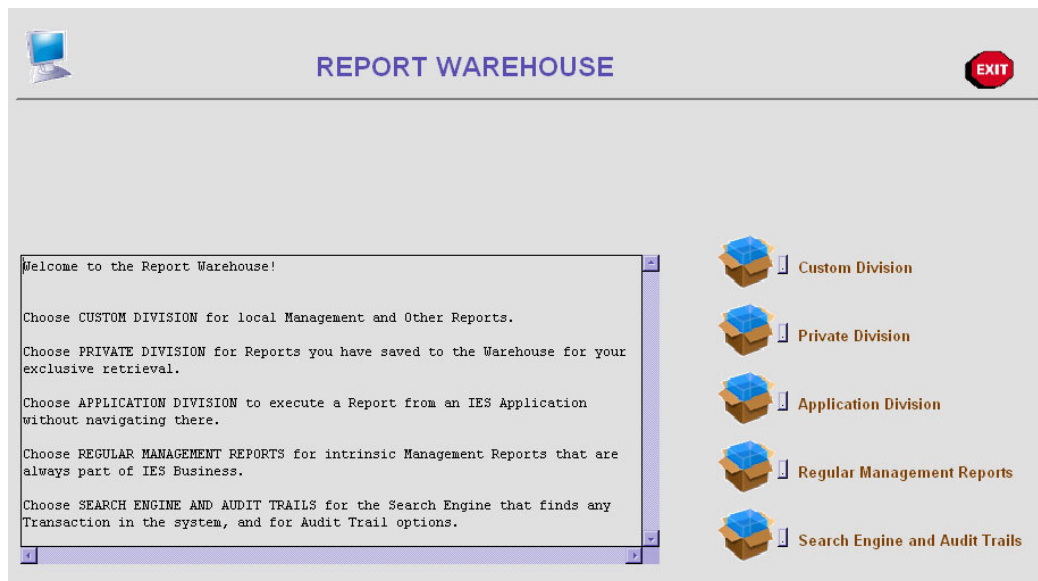


## REPORT WAREHOUSE: Overview

### Introduction

What is a Report Warehouse? The term 'Report Warehouse' describes the functionality to post Reports in a Catalogue, for retrieval, perusal and printing by Users with defined access to the Catalogue. This goes beyond the standard and generally available function in most information systems, of providing Report Options on Menus, which may then be selected by Users in order to produce Reports on Demand. In this case, the Reports in the Catalogue do not have to be produced, they are simply retrieved or accessed, having been produced and posted before. Indeed such a Catalogue may include historical Reports from prior years.

### The IES Report Warehouse




A typical Report Warehouse may include a Catalogue of historical and current Reports, which may consist of either standard Management Reports provided by the system, or custom developed Reports that are placed in the Report Warehouse.

In the IES Report Warehouse, the comparative function would be constituted by either the Management Report Division or the Custom Division, but the IES Report Warehouse actually includes 5 divisions.

### CUSTOM DIVISION

This section of the Warehouse offers the Catalogue of Reports, both current and historical, that is custom tailored for the Enterprise. Managers and Users may freely peruse and compare Reports from prior Years and Financial Periods with current ones.

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REPORT WAREHOUSE: Overview

These Reports are posted by an Administrator, and though accessible by the many, they cannot be posted, amended or removed by just any User, only by the Administrator.

PRIVATE DIVISION

The private section includes Reports, by User, that you decide to post to your private area in the Warehouse, for later recall. These Reports may be freely posted and removed by yourself, as your needs may determine, and are not accessible by any other User.

APPLICATION DIVISION

The application section of the Warehouse is an on demand Report Execution Service. No reports are stored here on a permanent basis. Instead, the Warehouse provides you with easy access to your Report options that are also available to you in various IES Business Modules, but here you can execute them conveniently in 1 place, without having to navigate different Business Modules.

MANAGEMENT REPORT DIVISION

The Management report section in the Warehouse is distinguished from the Custom Division (which may and in all likelihood does, also include Management Reports), in the sense that we find the intrinsic IES Business Management Reports here. Although operating on the data of the Enterprise and producing results accordingly, they are the more standard Report Formats available wherever IES Business is setup and used. In other words, these Reports are automatically available and do not have to be 'written' or specially developed for the Enterprise.

SEARCH ENGINE AND AUDIT TRAILS


The Search Engine found in this section has the capability to search through the IES Transaction database, to find or locate for you any Transactions that you are trying to identify, and based on a minimum of information that you may have about such Transactions. For example, you can search for Document Numbers, Amounts, Account Numbers, etc.

The Audit Trail options include Audit Trails on the various Account Types found in IES, e.g. Ledger, AR, AP, Job Costing, etc., plus a generic Audit Trail Report extracted from the central Transaction database, and which is based on Date or User (posted by), rather than by Account.

**Documents on the IES Report Warehouse**

The User Documentation for the Report Warehouse includes the following: -

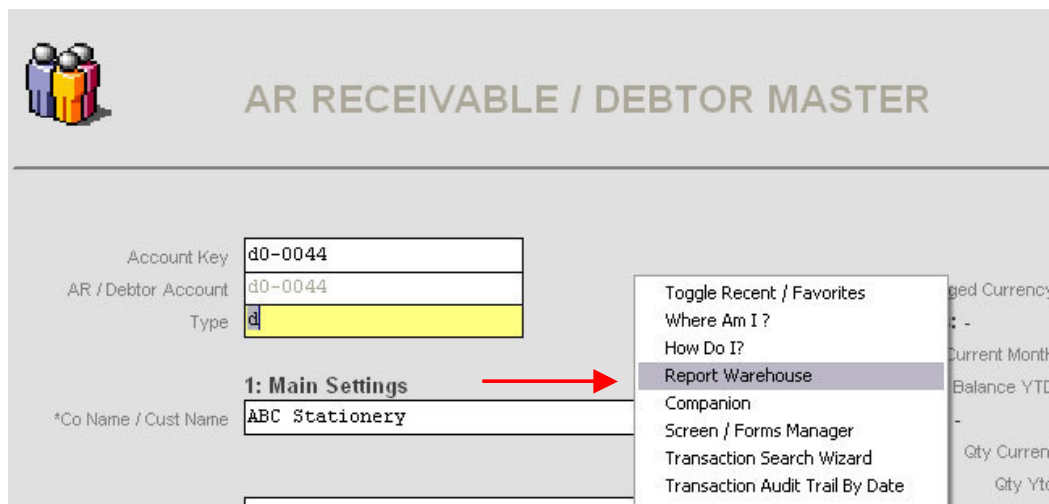
- Overview (this Document)
- Custom Division
- Private Division
- Application Division
- Regular Management Reports
- Search Engine and Audit Trails

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## How to find the Report Warehouse

The Report Warehouse is a Business Module in itself, so it can be selected straight off the Application Menu.

However, since the Report Warehouse is so useful for viewing and finding information, it is offered as an intrinsic link throughout the system. In other words, wherever you are busy on any Screen in the system, the Report Warehouse is directly contactable. All you need to do is right-click in blank space on any screen for your Recent and / or Favorite options, and if you are in an IES Business Datamart, the Report Warehouse will be offered. So you can enter the Report Warehouse from anywhere in the system, even without leaving what you are currently doing.




In this example, we are busy on a Customer Account, but a simple right-click of the mouse brings up a list of options, including the Report Warehouse.

This function is available on ALL the thousands of screens in IES Business.

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Have you used your IES  today?