

Report Runner

For Sage 300 ERP (Accpac)



Updated for v2014



You can **run** and distribute recurring reports **automatically**
Facilitates an **end** to the **manual** generation of reports
Helps you to work **smarter** and not longer

What is Report Runner?

Report Runner, from Orchid Systems, forms the heart of your reporting and decision making. It places all your reports, from various Sage 300 ERP (Accpac) modules, into central repositories for Crystal Reports and Financial Reports.

This allows quick and easy access to vital reports, and to launch them too. Running recurring reports uses the familiar Sage 300 ERP selections: dates, periods, finders and checkboxes. You can run multiple reports, save parameters for running them again and create specific report menus for different roles. Report Runner operates with Sage 300 ERP's GL Financial Reporter and Crystal Reports®.

Report Runner controls report launching; using Process Scheduler you can also automate when reports are run. Report Runner and Process Scheduler are part of the Information Manager suite of productivity tools from Orchid.

The Benefits

- Time saving: no need to hunt for recurring reports or set them up.
- Time saving: automate routine, repeated processes.
- Streamlines reporting: accuracy, reduced errors.
- Security: users see the reports applicable to them.
- Simple, easy access to the right reports: role specific menus.
- Reduces complexity, training: just the reports users need.
- Automated scheduling too: with Process Scheduler.
- Focus on what is important, freed from routine activities.
- Increased efficiency and productivity.
- Better decision making with the right information at the right time.

The screenshot displays the 'SAMLTD - I/M Financial Report Runner' application window. On the left, a tree view shows a hierarchy of reports under 'Balance Sheets', including 'Balance Sheet', 'Balance Sheet - Division 200', 'Balance Sheet KPIs', 'Balance Sheet - Division 100', and 'Financial Ratios'. Two 'Print Options' dialog boxes are overlaid on the right. The top dialog shows a list of reports with 'Balance Sheet - Division 200' selected. The bottom dialog shows configuration options for printing, including 'Fiscal Year/Period' (2012-07), 'Print Destination' (To Folder: c:\temp), 'File Name' (Use Report File Name), and 'Send Emails' (To Users: arnet@orchidsystems.biz; howardc@orchidsystems.biz).

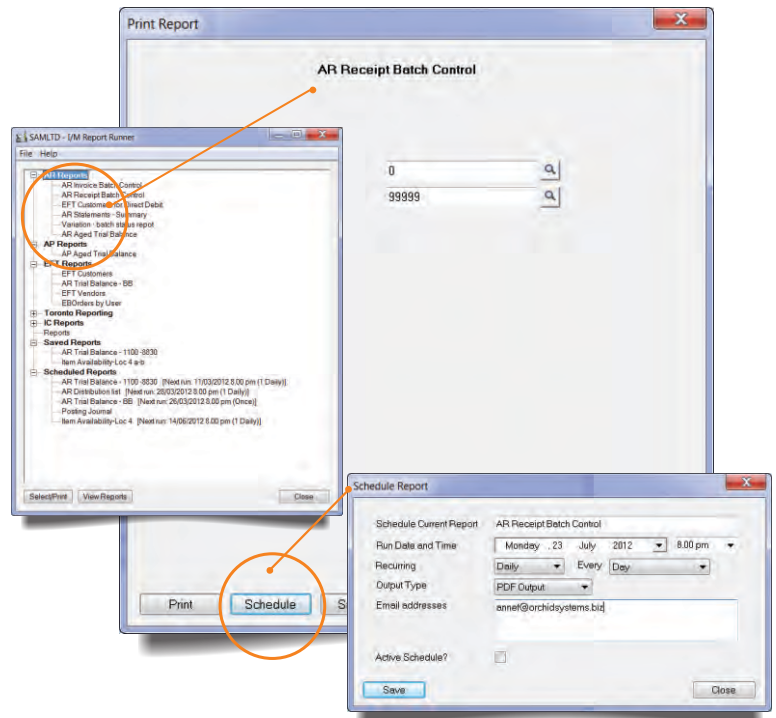
(Report Runner set up Financial Report)



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Key Features

- Launch Crystal Reports and Sage 300 ERP (Accpac) GL Financial Reporter reports.
- You can include custom Crystal Reports and Financial Reports.
- Easy access to multiple Crystal and GL Financial reports.
- Produce and distribute reports for automated schedules using Orchid Process Scheduler with Report Runner.
- Keep reports together - group logically by function or process.
- Create role specific report menus with pre-defined and tailored report parameters for more efficient reporting.
- Assign users role based access to reports.
- Security on individual Crystal reports (26 groups available).
- Easy to configure and deploy.
- Uses flexible parameters – finders, date and period pickers, check boxes, on your Crystal Reports or customized Sage 300 ERP reports.
- Save report parameters to allow quick re-running of reports.
- Print, email and save reports, email via SSL.
- Export/import Crystal and Financial report setups from company to company, site to site.
- Create e-mail templates to be used when scheduling Crystal and Financial Reports.
- Crystal Report Runner reports can be exported to additional Output types: Excel, Word, XML, CSV, RTF, TXT, TTX.
- Crystal Report Runner can be scheduled to print, store the required printer on the schedule record and have a specific path and file name.
- Allow for storing of default printer in Options.
- Developed in the Sage 300 ERP SDK with consistent Sage 300 ERP look and feel.



(Report Runner set up Crystal Report)

The Suite. Information Manager

Orchid Supplementary Data is part of the Information Manager suite of productivity tools. Other tools are:

- Info Explorer** A Business Intelligence tool: cube viewer to report with "slicing & dicing" and with write-back for budgeting.
- Data Views** Turn Sage 300 ERP (Accpac) Optional Fields into columns to simplify and accelerate reporting.
- Notes** Context sensitive pop-up notes from any Sage 300 ERP screen.
- Optional Tables with Spreadsheet Add-in** Create your own data structures to store information which is normally held outside of Sage 300 ERP. Dynamically link Spreadsheets to your Supplementary Data in Sage 300 ERP, with Read and Write Back capabilities. Great for budgeting and forecasting!
- Process Scheduler** Schedule Cube extracts, Reports and to optimize system usage.
- Document Management Link** Attach documents to any Sage 300 ERP transaction or master file record from Microsoft SharePoint and allow triggering of SharePoint workflows to drive key processes. If SharePoint is not required, the Link works with a shared directory.

Minimum Requirements

Report Runner 2014 requires Sage 300 ERP (Accpac) 2014 and any other Sage 300 ERP module. For scheduling, Orchid Process Scheduler is required.

Further details from your Sage Software Solution Provider.

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