Orchid
Training Guide:

Work Smarter with Orchid

Report Runner

Table of Contents

Information Manager - Overview

Information Manager provides relevant information from Sage 300 when you need it, how you need it and where you need it through a comprehensive suite of modules.

- Document Management Link: allows you to attach multiple files and documents to Sage 300 fields by drag and drop from within Sage 300, saved to either Microsoft SharePoint or an accessible file server. Users can also use Email SmartLink features.
- Notes: Context sensitive pop-up notes from any Sage 300 screen.
- Optional Tables (Previously Supplementary Data): Create your own data structures to store information which is normally held outside of Sage 300. Use the Spreadsheet Add-in to dynamically link spreadsheets to Optional Table - with Read and Write Back capabilities.
- Data Views: Turn Sage 300 's Optional Fields into columns to simplify and accelerate reporting.
- Report Runner: Easy to use, security driven Crystal and General Ledger Financial Report Launcher.

In addition, Information Manager can be used with other Orchid modules to enhance further the business information used in Sage 300.

- Orchid Info-Explorer: Analyze and "slice and dice" your Sage 300 data, identifying trends and drill down into the detail where you need to.
- Process Scheduler: Schedule Cube and Report extracts to optimize system usage.
- Orchid Extender module to generate content to display in Information Manager Notes. (for example Conditional Notes and dynamically retrieve data to display as Notes).

INSTALLING INFORMATION MANAGER

This topic applies to all Orchid modules that are part of the Information Manager Suite: Notes, Document Management Link, Report Runner, Optional Tables and Data Views.

The activation code determines what features are available.

Installation Steps

Information Manager is installed by executing the EXE program downloaded for installation. InstallShield will execute and guide you through the installation steps, including whether to install documentation.

Before you Start

- Download the program installer for the version of Sage 300 you are running (only available in the Partner area of the Orchid website).
- Before installing Information Manager, ensure that all users have logged out of Sage 300.

Installing the files

- Log on to the server where Sage 300 is installed as a user with full administrator rights.
- Run the previously downloaded InstallShield for the module.
- If prompted to re-boot, then do so.

> **Tip:**
>
> Programs are installed in the Sage 300 program folder, in the EBXXA subfolder, where EB is the 2-letter code for the Orchid module and XX depends on the Sage 300 version you are running:
>
> Example: EB68A for Information Manager version 2021, EB69A for Version 2022, EB72A for Version 2025.

> **Note:** REGACC is run automatically as part of the installation process. If some files are locked during the installation, the re-boot is required to unlock all files and complete the installation.

> **Important!** If you install Sage 300 on each workstation, as well as the server, then you must do the same with Information Manager. In this case, repeat the above steps for each workstation.

Activate Information Manager

Activate Information Manager in Sage 300 Administrative Services > Data Activation.

For details on activating modules, refer to the Sage 300 System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

License Details

To start using Information Manager, you need a valid serial number and license file.

If you don't have a valid license for Information Manager, you only see the License screen.

Enter License Details

The installation doesn't require a serial number anymore. You enter the serial number and activation code in the License screen.

> **Note:** This applies to Sage 300 versions 2019 and above. You need a serial number to install an older version.

After you install the software, you need to activate Information Manager in one company using Sage 300 Administrative Services > Data Activation.

There are two options to enter the license details:

USE A 30 DAY TRIAL LICENSE FILE

To generate a 30-day trial license file, enter the serial number provided for your module and Save the details.

AFTER PURCHASING A SUBSCRIPTION OR A PERPETUAL LICENSE

If you have purchased the module, enter the serial number and activation code provided by your Sage 300 business partner.

> **Note:** The license applies to all the Sage 300 databases for the same installation. You only need to enter the license details in one company.

Refer to Information Manager License Screen on the facing page for details on entering Activation Code.

> **Tip:** If installing with a 30 day grace period, additional re-installations will not extend the grace period.

Upgrading from a prior version.

1. Download the new version install program from the Orchid website (Business Partner access only)
2. Obtain the serial number and activation code for the new version
3. Backup your existing database and programs as per Sage Upgrade guidelines
4. Execute the EXE program downloaded (as above for a new install).
5. In Sage 300 / Administrative Services / Data Activation, Activate Information Manager
6. Enter serial number and activation code in the Information Manager License screen. (as above)

Minimum Requirements

You need to use the same version for the core Sage 300 modules and Information Manager. For example, Information Manager version 2025 requires Sage 300 System Manager version 2025.

Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (https://www.orchid.systems).

INFORMATION MANAGER LICENSE SCREEN

To start using Information Manager, you need a valid serial number and license file.

If you don't have a valid license for Information Manager, you only see the License screen.

> **Note:**
>
> If you have activated Information Manager without a serial number and activation code in a database where Extender is activated with a valid license code, you also have access to I/M Options, where you can configure the tray to display Extender Log and Workflow icons.
>
> For details, refer to Extender Workflow- Notes/DML/Extender Tray

License screen

You use the Information Manager license screen to enter serial number and activation code.

When to use:

- After a new installation or an upgrade to a newer version of Sage 300.
- After a subscription renewal, enter the activation code with the new expiry date.
- View the components of the Orchid module you are licensed for.

How to use:

- Enter the license details, click the **Add** button to create the license file.
- Restart the Sage desktop to enable the new license.

> **Note:** If you have multiple Sage 300 databases, you only need to enter the activation code details in one company. When the licence details are entered on the first company, Information Manager creates the EB65A.lic file, which can then be read by all other companies configured on the same server.

DML Users

If you are using Document Management Link, you can view the Sage 300 users logged on and configured as a "DML User". You cannot setup users from this screen.

To setup a DML User, refer to Configure Tray for DML User

30-day Trial Licence

If you don't have an activation code for Information Manager, you can create a 30-day trial license.

In the License screen, enter a serial number for the module, Sage 300 version and edition you are running.

Click the Add button. This create a 30-day trial license.

> **Tip:** If you install a 30-day trial, enter a valid activation code before the trial expiry date to continue using the application.

CLICK AND EXPAND FOR AN EXAMPLE SCREENSHOT
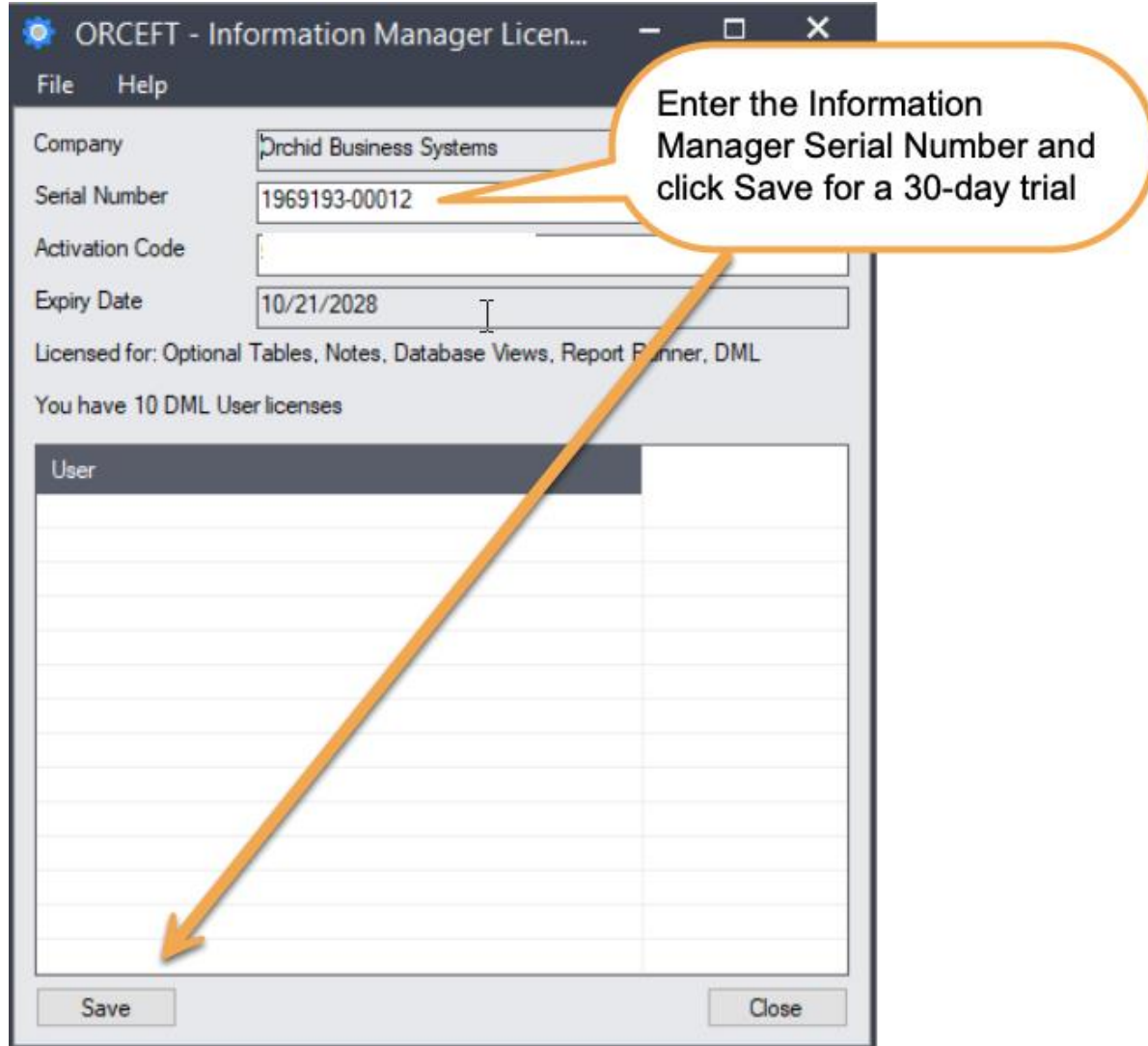
Subscription Licenses Expiry Date

You can check the subscription expiry date and enter a new activation code after a subscription renewal is processed.

Subscription licenses have an expiry date. To continue using Information Manager, you will need to renew the subscription and enter a new Activation code in the module License screen before the expiry date.

Contact your Sage 300 Business Partner for details.

> **Note:** In the four weeks before the expiry date, users receive a warning message when logging into Sage 300 (weekly for the first three weeks and daily in the last week). If you don't renew before the expiry date, the software will become read-only.

Troubleshooting Activation Code

When saving the license information, the following problems may be encountered:

Activation code Invalid – verify the registered company name (displayed during installation) and serial number entered match the details supplied to Orchid Systems when an activation code was requested.

Invalid serial number – the entered serial number is not valid for this product, Sage 300 version and edition.

> **Important!** If the Sage 300 Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems.
>
> If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

Refer to detailed troubleshooting tips in Troubleshooting Activation Code,

Activation code and available functionality

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of Information Manager is only active if you have purchased the required module component.

The license screen displays what components of the Information Manager module are included in the activation code.

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Report Runner Overview

Report Runner places all your reports, from various Sage 300 (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 selections: finders, dates, periods and check-boxes. 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's GL Financial Reporter and Crystal Reports©.

Using Schedule I/M Report Runner , you can also automate when reports are run and setup email delivery schedules.

SETUP INFORMATION MANAGER - REPORT RUNNER: KEY STEPS

The setup steps are described in the Visual Process Flow (VPF) below followed by detailed steps. To assign VPF, see Assigning Visual Process Flows
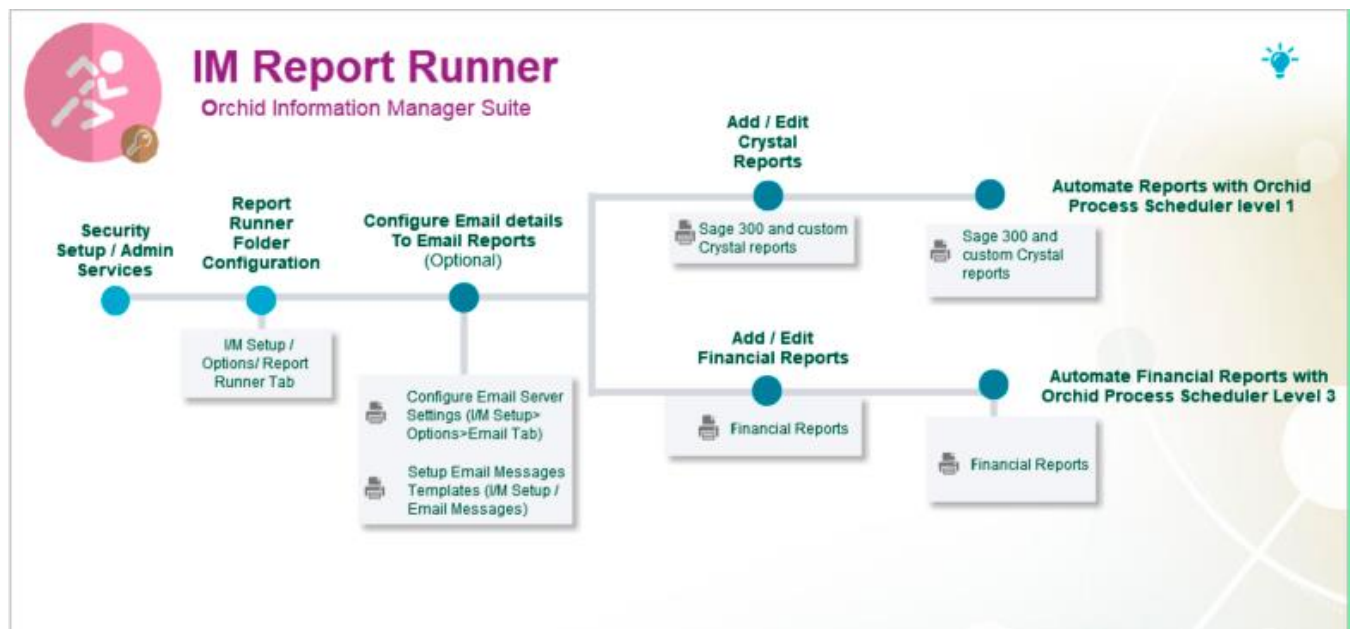
Step 1: Setup Security in Sage 300 Administrative Services / Information Manager. Adding Information Manager Security on the next page

Step 2: Setup a destination to store report: For details, Configure Report Runner Tab in I/M Setup / Options on page 15

Step 3: Fill in your E-mail server details if you are going to be sending reports via E-mail from Report Runner. To configure email, see Email Tab (I/M Setup / Options) on page 16

Step 4: If Emailing reports, setup I/M Setup / Email Messages on page 24. Message templates can be attached when scheduling Reports.

Step 5: Add/Edit Crystal reports in Report Runner in (IM Analytical Reports / Report Runner) - Configure a Crystal Report in I/M Analytical Reports on page 26

Step 6: Setup Financial Report Runner, see steps in Financial Report Runner Report on page 30

TO RUN REPORTS SETUP IN REPORT RUNNER

- For Crystal reports: See Print or Schedule a Report Runner Report (I/M Analytical Reports / Report Runner) on page 33
- For Financial Reports: Analytical Reports / Financial Report Runner See Print Financial Report in Report Runner on page 37

RUN REPORTS AUTOMATICALLY WITH ORCHID PROCESS SCHEDULER

You can use **Orchid Process Scheduler** to automate when reports are run and setup email schedules. Process Scheduler Level 1 is required to schedule Crystal Reports and Level 3 to schedule Financial Reports.

Refer to Orchid Process Scheduler module documentation for details.

ADDING INFORMATION MANAGER SECURITY

If your Sage 300 system requires user passwords and security profiles, you need to assign user security to Information Manager forms.

For information on activating security and setting up security groups, refer to the System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide* (or the *System Manager Setup Guide* if you are using Sage 300 Standard edition)."''

Assigning Information Manager security

IM Module	Security Setup

	Sage300 Administrative services / Security for Information Manager
Optional Tables and Report Runner	You can specify security groups for Crystal Report Runner – 26 different security groups (A to Z). When a Crystal Report is added to the Report Runner menu, you can assign a Report Runner security group to the report. When a user opens the Report Runner menu, they will only see Crystal Reports which have been associated with the same security groups as the Report Runner security groups assigned to the user's security profile.
Notes	**IM setup** / Roles and User Roles (whether manually entered or coming from Infosets).
	A user is either a DML user or not depending on the Tick in the **Tray**. There are no specific security options in Sage 300 relating to DML.
Document Management Link	Security is controlled by users' windows security rights to the folders where the documents are stored. Users need Read rights to view documents, and Read / Modify to add documents.
	Network security can be applied to restrict which users can view / add / modify / delete documents.
	If using SharePoint, security is controlled in SharePoint.
Information Manager	**Sage300 Administrative services / Security for Information Manager**

INFORMATION MANAGER SECURITY GROUPS

  EBVTYPE - Infoset View Type Maintenance

  EBENTRY - Infoset Transaction Entry

  EBLOCK - Lock Infoset Codes

  EBUNLOCK - Unlock Infoset Codes

  EBSETUP - Maintain I/M Options (including Notes and DML Options) and Infoset Codes

  EBSETUPR - Print Setup Reports

  EBANALR - Print Analytical Reports

  EBCOPY - Copy Infosets

  EBCLEAR - Delete Infosets

  EBUPDATE - Update Infosets

  EBIMPORT - Import Infosets

 EBMSG - E-mail Message Setup

  EBRPTRUN - Report Runner

EBDESIGN – Report Runner Designer

EBFRPTRN – Financial Report Runner

EBRPTRA – Report Runner Security A

EBRPTRB – Report Runner Security B

EBRPTRC – Report Runner Security C

EBRPTRD – Report Runner Security D

EBRPTRE – Report Runner Security E

EBRPTRF – Report Runner Security F

EBRPTRG – Report Runner Security G

EBRPTRH – Report Runner Security H

EBRPTRI – Report Runner Security I

EBRPTRJ – Report Runner Security J

EBRPTRK – Report Runner Security K

EBRPTRL – Report Runner Security L

EBRPTRM – Report Runner Security M

EBRPTRN – Report Runner Security N

EBRPTRO – Report Runner Security O

EBRPTRP – Report Runner Security P

EBRPTRQ – Report Runner Security Q

EBRPTRR – Report Runner Security R

EBRPTRS – Report Runner Security S

EBRPTRT – Report Runner Security T

EBRPTRU – Report Runner Security U

EBRPTRV – Report Runner Security V

EBRPTRW – Report Runner Security W

EBRPTRX – Report Runner Security X

EBRPTRY – Report Runner Security Y

EBRPTRZ – Report Runner Security Z

CONFIGURE REPORT RUNNER TAB IN I/M SETUP / OPTIONS

Select a destination to store the reports. It needs to be the same as the Sage 300 Customization Directory
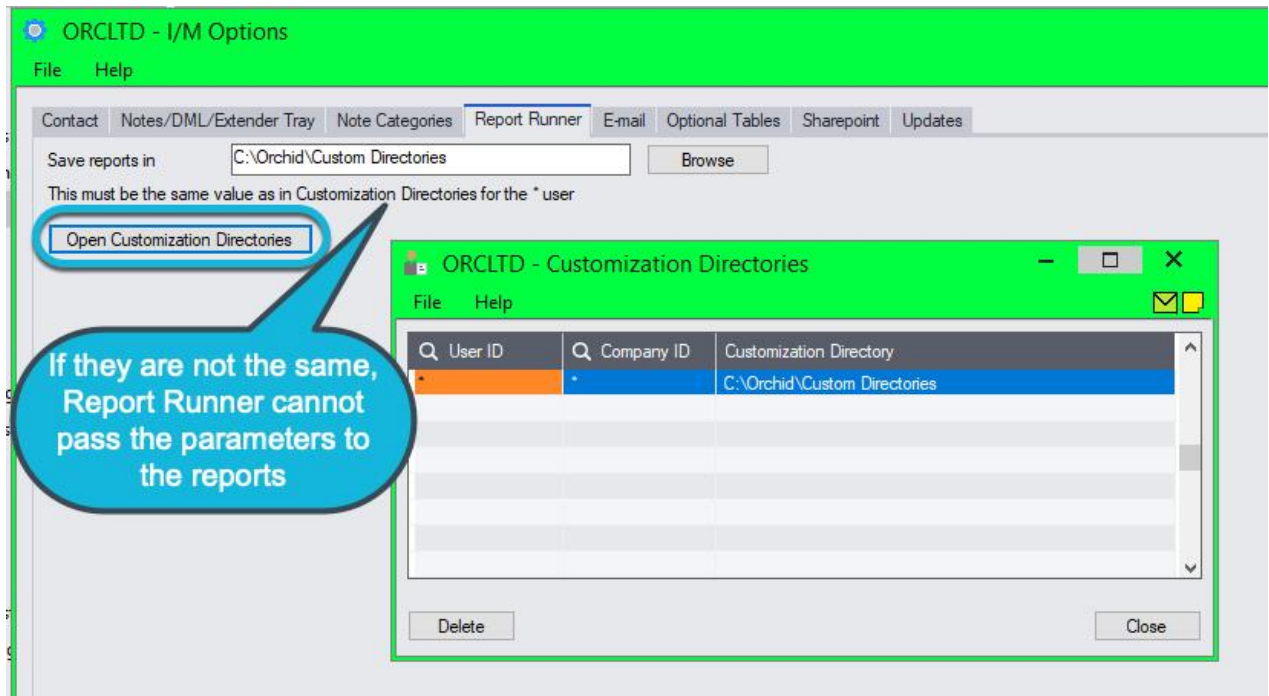
Initial Setup

Create a "CUSTOM" Directory for Report Runner to locate customized reports, e.g "C:\Program Files\Sage\CUSTOM"

> **Note:** When you add Crystal Reports or Financial Reports to Report Runner, the reports will be copied automatically to a folder named "EBxxA\ENG" (e.g. EB72A for version 2025)

> **Tip:** If you need to amend the reports, you need to update the report in the Customization Directory. Refresh the report to ensure all the parameters are updated in Report Runner.

> **Important!** This also needs to be setup in Administrative Services in Customization Directories - if this is not setup, or are not the same, Report Runner will not work.

Create Customization Directory in Sage 300

Go To: Administrative Services > Customization Directories

Add User: use * for ALL Users

Company ID: The Company Code from the list provided

Customization Directory: e.g "C:\Program Files\Sage\CUSTOM"

Note: You must re-start Sage 300 for Customization Directory changes to take effect

EMAIL TAB (I/M SETUP / OPTIONS)

Fill in your E-mail server details if you are going to be sending reports via E-mail from Report Runner.

The Email tab lets you define your email server. When you fill in the email option on the Report Runner /Information Manager Options, it will email directly to your email server using the selected service. You can email documents using 2 methods, SMTP with basic authentication or App password or Microsoft Graph (when using Microsoft Office 365 and SMTP basic authentication is not enabled).

Email Service

`SMTP (Simple Mail Transfer Protocol).` You can use your own SMTP server, or an SMTP service.

Example: SMTP Email Examples on page 20

`Microsoft Graph`. This service sends email via Microsoft Office 365. It is generally used when SMTP Basic authentication is not enabled in Office 365.

Refer to Office 365 and Microsoft Graph

Note: Microsoft Graph is available in the latest product updates for Sage 300 versions 2020 and above, since October 2022.

If you don't fill in the SMTP Details, Report Runner /Information Manager cannot send emails.

Email Field details

Select the Service you want to use to email:

Basic Authentication SMTP:

Email Server : `smtp.domain.com:587` Enter the details of the SMTP Server you want to email from.

Port: There is no specific field for the Port in Orchid modules. You can specify a port number after filling in the email server details. After the email server name, enter "`:xx`" i.e. colon xx where `xx` is the port number required.

> **Tip:** The default port is generally port 587 with TLS.

> **Example:** `smtp.office365.com:587`

Email User and **Email Password**: Enter a correct combination of `Email user and pass-word`

> **Note:** If using multi-factor authentication and App password, enter the App password you create in he Email Password field. Refer to Using Orchid Modules with Office365 and Multi-Factor Authentication

Email Comes From: Enter the email address to be used when sending email.

> **Example:** Orchid.Systems.Modules@gmail.com . You can also enter it in the format {name} <{address}> e.g. Orchid Systems <Orchid.Systems.Modules@gmail.com>

> **Note:** Depending on the SMTP server you use, this address may need to match the one you enter in the Username field, or may not work unless you set up an email alias. Consult your SMTP server documentation for details about sending email.

`Microsoft Graph:`

This service sends email via Microsoft Office 365 where basic authentication is not enabled to use SMTP.

Refer to Office 365 and Microsoft Graph

Tenant ID. Enter the tenant ID (alternatively called the directory ID) from your Microsoft 365 account.

Client ID. Enter the client ID (alternatively called the application ID) from your Microsoft 365 account.

Client Secret. Enter the client secret from your Microsoft 365 account.

> **Tip:** This is actually the secret **value**, not the one called Secret ID. It is the one that you only see once when you first create the client secret.

> **Tip:** The client secret is valid for 2 years maximum. You may need to create a new client secret if emailing with MS Graph suddenly stops working.

From Email Address. Enter the email address to be used when sending email.

Examples

Refer to the examples below for detailed settings with commonly used mail providers, such as Office 365 and Gmail.
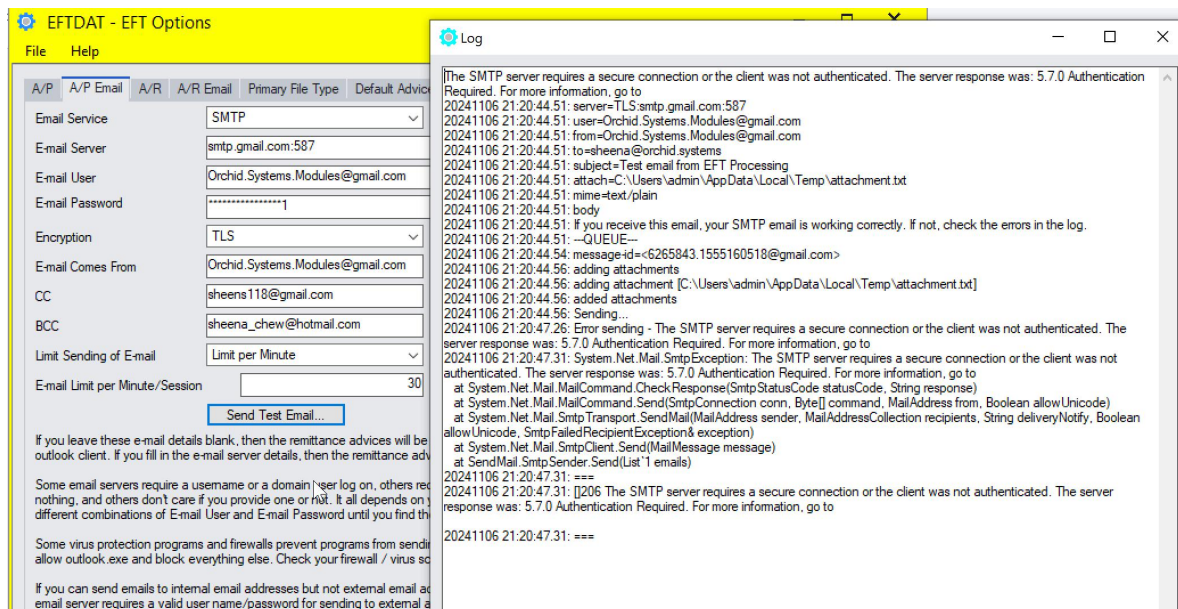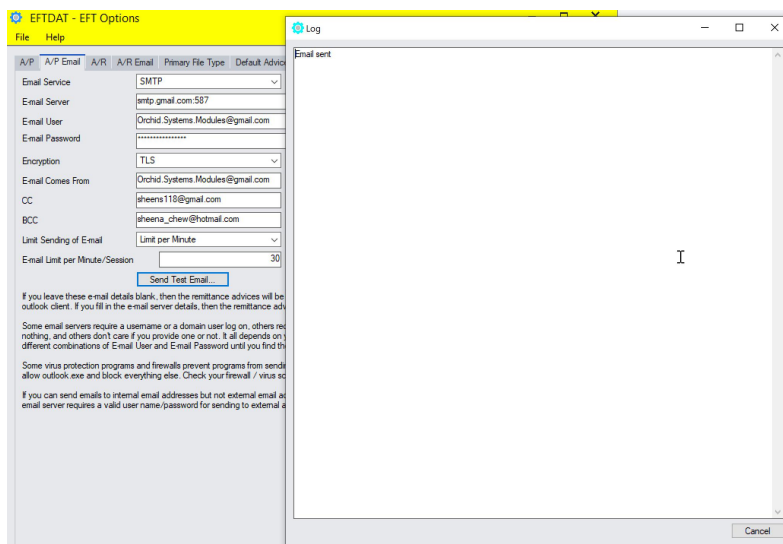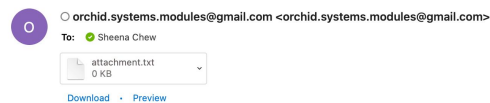
Example: SMTP Email Examples on page 20

Test Email Configuration

You can use the "Send Test Email..." to check your email settings. You will be prompted to enter an email address to send the test email to.

Example:

When the email is sent successfully, you will receive a test email.

If not a log file is displayed with the error encountered.

Email sent successfully example

> **Example:** If you receive this email, your SMTP email is working correctly. If not, check the errors in the log.

> **Tip:** Test sending to an email address in the same domain as your SMTP Server and one outside of your domain.

> **Tip:** CC doesn't work when testing. Even if you configure a CC address in the
>
> Email Tab, the test email is only sent to the email address you enter when testing.

Troubleshooting Sending emails

Email Troubleshooting on page 23

SMTP EMAIL EXAMPLES

Email with Office 365

You can email from Orchid modules using Office 365. The exact steps depend on your Office 365 configuration. You can choose SMTP with basic authentication, use MFA and App Password, or use Microsoft Graph.

Using Office 365 and MFA

Although Orchid modules don't support 2-step authentication directly, you don't need to turn off MFA to use email using SMTP or DML with SharePoint integration. If you enable MFA, you can use it for all applications that support it.

To use Office 365 to email from Orchid modules and to use Document Management Link and SharePoint integration, users need to create an APP password for use in the Orchid module, as supported by Microsoft.

For details, refer to Using Orchid Modules with Office365 and Multi-Factor Authentication

Configure Email when using Office 365

When using Office 365 to email, basic SMTP authentication is disabled by default and you need to use Microsoft Graph as the email service.

Refer to Office 365 and Microsoft Graph

> **Note:**
>
> The details below are left in the documentation if your Office 365 setup supports basic SMTP Authentication and App Passwords.
>
> **Email Server** -> `smtp.office365.com:587`
>
> **Email User** -> `username@samplecompany.com`
>
> **Email Password** -> `Enter Password`
>
>> If using Multi-factor Authentication and App Password, enter the App passwordl.
>>
>> For details, see Using Orchid Modules with Office365 and Multi-Factor Authentication
>
> **Encryption**: TLS
>
> ### TLS Version
>
> You don't select a specific TLS version. Orchid uses the .Net SmtpClient class to send emails. The SMTP Client uses the protocol configured on the operating system, based on the .NET version installed.
>
> The email function supports Ssl3, Tls1.0, Tls1.1, Tls1.2 and Tls1.3.
>
> Microsoft has recently stopped support for TLS1.0 and TLS1.1. Support for TLS 1.2 was added to Orchid modules in April 2020 and applies to Sage 300 versions 2018 and above.
>
> > **Important!** If you have any issues emailing, please ensure you download and install the latest product update for your Sage 300 version.

Useful Links

Here is a link to Microsoft documentation on how to allow applications to send email via Office365.
http://technet.microsoft.com/en-us/library/dn554323.aspx

Using Gmail

You can configure Orchid modules to email using Gmail.

Since May 2022, you cannot disable 2-step authentication in the Gmail settings and you need to use App Password.

Email Server: `smtp.gmail.com:587`

Email User: `username@gmail.com`

Email Password: `App password` you create for the user emailing.

Encryption: TLS

> **Note:** In some older versions of Orchid modules, for Google mail to be setup in
>
> Outlook/other email application/device (as recipient in CC/BCC), the Google email setting
>
> has to have the option of enable POP/IMAP ticked.
>
> When using any other email that has Transport Layer Security (TLS) encryption along with SMTP, you
> can prefix the email server field with "TLS:".
>
> For e.g.. TLS:securemail.server.net

Using SendGrid

IF USING SENDGRID

Orchid module Email configuration using SendGrid:

Email Server -> smtp:sendgrid.net:587

Email User -> apikey

Email Password -> Enter Password

Encryption: TLS

E-Email Comes From -> the email address associated with the Sendgrid account

Here is a link to SendGrid documentation on integrating with the SMTP API

Sendgrid: integrating-with-the-smtp-api

Here is a link on How to send email using the SMTP Relay

SendGrid smtp guide

Using Hotmail

CONFIGURE EMAIL WHEN USING HOTMAIL OR MICROSOFT OUTLOOK.COM

Email Server -> smtp.live.com:587

Email User -> username@hotmail.com

Email Password -> Enter Password

Encryption: TLS

EMAIL TROUBLESHOOTING

Failure sending mail

If you get the error message "Failure sending mail" – check that you have entered the correct details in

- The E-mail server field
- The correct combination of email user/password/comes from fields. The combination and number of these fields that are required depends on the configuration of the email server
- The correct encryption method is selected

Port

- If the default port for email (25) is not in use, ensure the port is included in the Email server field separated by a semi-colon (:). For example smtp.office365.com:587 if port "587" is being used for e-mail.

Legacy Authentication

If you are using MFA and App password in Office 365, but are still receiving errors when testing the SMTP email, ensure that Legacy Authentication is not blocked. Refer to **Office365 and Legacy Authentic-ation**.

TLS Version

You don't select a specific TLS version. Orchid uses the .Net SmtpClient class to send emails. The SMTP Client uses the protocol configured on the operating system, based on the .NET version installed.

The email function supports Ssl3, Tls1.0, Tls1.1, Tls1.2 and Tls1.3.

Microsoft has recently stopped support for TLS1.0 and TLS1.1. Support for TLS 1.2 was added to Orchid modules in April 2020 and applies to Sage 300 versions 2018 and above.

> **Important!** If you have any issues emailing, please ensure you download and install the latest product update for your Sage 300 version.

You get the message "E-mail sent", but no email is received,

In many cases, there is almost no delay the "E-mail sent" message being displayed on the screen after clicking "Send Test E-mail"

- Ensure the virus checker and firewall on all machines where e-mails are to be sent from. They must be set to exclude "..\EL6xA\sendmail.exe"
- If you get a File missing error, check that the anti-virus is not deeming the sendmail.exe a virus threat.
- SMTP Server may include configuration to expect a valid client certificate from the server-/workstations where Sage is installed. Once the certificate is installed on the client, emails can be sent.

You are able to send emails to internal email accounts, but not to external email accounts, the most likely cause is that your email server requires a valid username /password for sending to external addresses and the details entered are not correct.

> **Note:** Check your email server to see if it requires a username/password. Some require it to be blank, for some it does not matter.

> **Note:** Some email servers will allow you to log on as a certain user and send email as anyone, others will only allow you to send email as the logged on user. So if you log on as "Joe", but try to send as admin@testdomain, some email servers won't allow it.

Process Scheduler emailing tips

When using Process Scheduler with Extender or Report Runner, the Process Scheduler email settings are only used if the Schedule is configured to send emails on success or failure.

The Run Information Manager Step uses the SMTP Email configured in Information Manager a> Report Runner and the Run Extender Script action uses the SMTP email configured in Extender.

When using Process Scheduler to email Reports configured in Report Runner, check the email configuration in Information Manager, not just Process Scheduler.

When using Process Scheduler to run Extender scripts that send emails, check the email configuration in Extender Options, not just Process Scheduler.

I/M SETUP / EMAIL MESSAGES

The E-mail Messages form lets you create a message to send with emailed Report Runner reports

Information Manager (E-mail Messages)

Licensed to: , Orchid Business Systems
Dealer:
CC:

Variables for messages that you send with Report Runner reports

Company Variables

$COMPANY_ORGID

$COMPANY_CONAME

$COMPANY_ADDR01

$COMPANY_ADDR02

$COMPANY_ADDR03

$COMPANY_ADDR04

$COMPANY_CITY

$COMPANY_STATE

$COMPANY_POSTAL

$COMPANY_COUNTRY

$COMPANY_LOCTYPE

$COMPANY_LOCCODE

$COMPANY_PHONE

$COMPANY_FAX

$COMPANY_CONTACT

$COMPANY_CNTRYCODE

$COMPANY_BRANCH

$COMPANY_HOMECUR

$COMPANY_RATETYPE

$COMPANY_REPORTCUR

$COMPANY_TAXNBR

$COMPANY_LEGALNAME

CONFIGURE A CRYSTAL REPORT IN I/M ANALYTICAL REPORTS

Use I/M Analytical Reports > Report Runner

> **Tip:** You need to ensure that in I/M Options and Customization Directories in Admin-
>
> istrative Services have a location to save reports, and they must be the same location.

Report Runner allows you to run custom reports with Parameters from within Sage 300. Report Runner presents users with a standardized selection screen. It then uses Sage 300 to run the reports.

Reports can be standard Sage 300 provided reports or your own custom Crystal reports.

> **Important!**
>
> Report Runner does not trigger processes which populate temporary data structures required by certain reports (such as AR Statements). Running reports of this nature requires Orchid's Extender module and one or more suitable custom scripts to trigger the processes.

Report Runner also provides the ability to save common selections for regularly run reports.

Using Report Runner to add a new Crystal Report

Go to I/M Analytical Reports > Report Runner

To add a new section Right mouse click "Reports" and Add a Section then enter a Section name

To add additional reports Right mouse click the Section Name and Add a Report
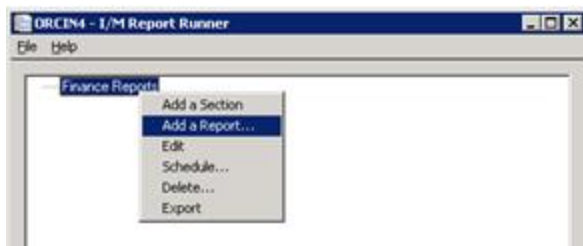
Browse to Select a File then Add (this may take a few moments)
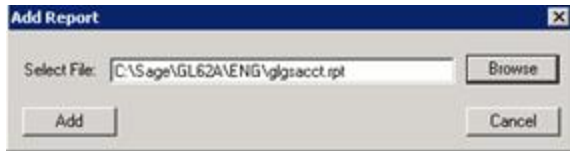
Editing Report Detail

Once you've added the report a separate dialog box will appear. From this screen you can edit the report

Note: The report can be edited at any time. Highlight the report name and double click or right mouse click and select Edit
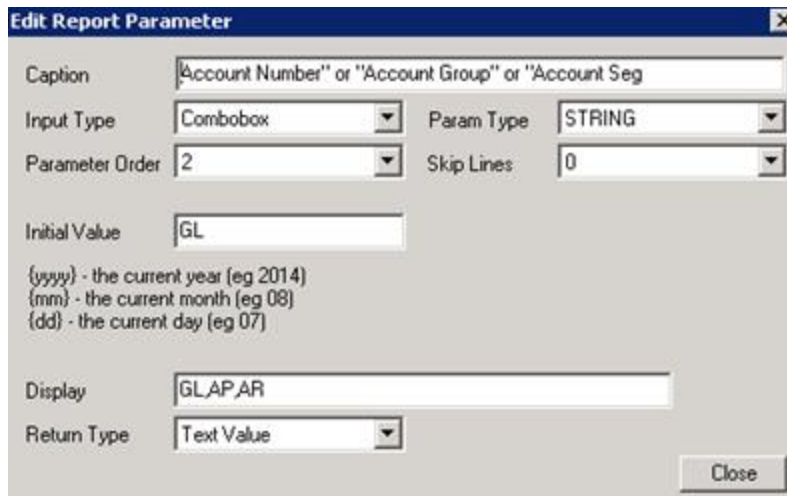
To Edit the report highlight the report name and double click or right mouse click and select Edit

A separate dialog box will appear. From this you can edit the report

SECURITY

You can specify security groups for Crystal Report Runner – 26 different security groups (A to Z). When a Crystal Report is added to the Report Runner menu, you can assign a Report Runner security group to the report. When a user opens the Report Runner menu, they will only see Crystal Reports which have been associated with the same security groups as the Report Runner security groups assigned to the user's security profile.

The Edit screen allows you to change how the report's parameters will be presented in Report Runner. This information is also used by Sage 300 to run the report.

The list displays all the report parameters that are in the Crystal report. You can change the presentation information by editing each parameter at a time.

Options available:

- Edit a Parameter

- Add a new Parameter

Tip: you can set a parameter as Fiscal Year, and choose {yyyy} as the initial value. This will use the calendar date.

- Delete a Parameter

- Refresh Parameter with the Crystal Report

Note: To set a multiple value in the parameter, it has to be separated by comma not semi-colon

Useful Tips

Tips to run Crystal Reports in Report Runner

FINANCIAL REPORT RUNNER REPORT

The Financial Report Runner allows you to setup all your Sage 300 financial reports and to print them in one go. Printing can be done to a printer or folder and can be emailed to interested parties.

Financial Report Runner presents a menu with Customised reports.

> **Note:** If a FR report includes multiple sheets with FR specs, Report Runner will refresh all the sheets.

Add a Group and Reports

To create a menu of financial reports, go to I/M Analytical Reports > Financial Report Runner Right Click your mouse > and add a Group

Once the Groups have been added > Under each group, right click your mouse to add the reports. You can add reports directly from the GLxxA>ENG folder. However, this path needs to be updated when upgrading to another version of Sage 300.

> **Tip:** Save the GL Financial Reports in a customization directory folder that is not version specific. This will make upgrades easier.
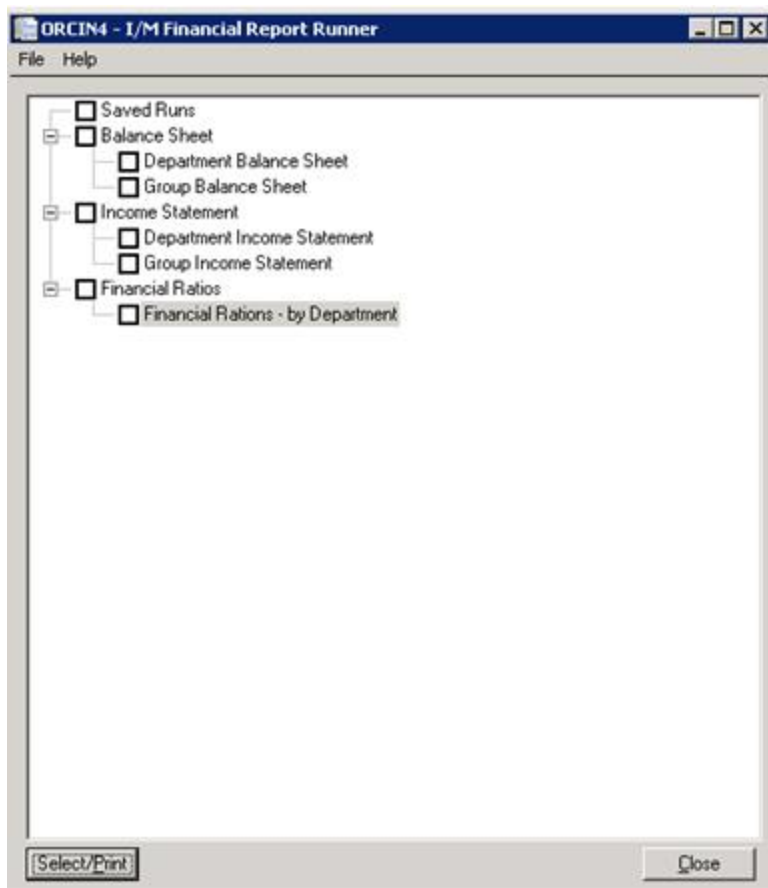
To ADD, CHANGE, DELETE or RENAME a report, highlight a report or section heading and press the right mouse button. You can then select an operation from the popup menu that is presented.

Adding or Editing a Report

When adding or editing a report, the screen presented is very similar to the current Sage 300 G/L Financial Reporter "Print Financial Statements" screen. All the selections and options are the same. Specify a report and all its selections and press the SAVE button.

Financial Statement with multiple sheets

Financial Report Runner can print a financial statement that has multiple sheets.

You can create 1 workbook with 10 worksheets, each with a separate FR statement spec. At runtime, Financial Report Runner will open the workbook and run the FR spec on each tab and save it as one workbook, with all sheets in the file.

Print or Schedule a Report Runner Report (I/M Analytical Reports / Report Runner)

TO PRINT A REPORT

- Add the report to I/M Analytical Reports > Report Runner
- Select the report
  Click Select/Print

Another dialogue box will open with the options to

- Print (this will print to the Print Destination)
- Schedule

- Save the report - The complete run with selected reports and printing options will be saved and displayed on the Reports Listing under the "Saved Reports" section heading.
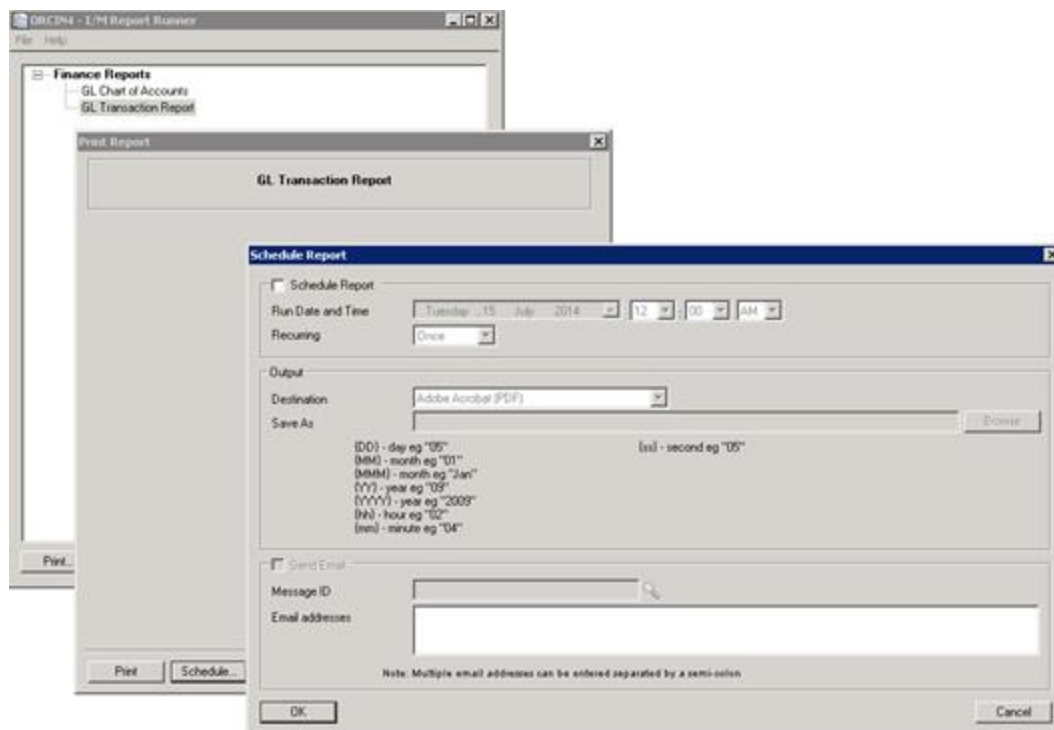
SCHEDULE A REPORT

If you select a report from Report Runner and then Right click your mouse, you have the options to:

- Edit the name of the report displayed

- Schedule

- Delete the report

- Export the report

> **Note:** You can use the Run button on the Schedule screen to email a report, but you need Orchid's Process Scheduler Level 1 to schedule a report to run automatically.

RUN MULTIPLE REPORTS

If you have Report Runner and Process Scheduler (Level 1 and above), you can refresh multiple reports 3 different ways:

1. In Report Runner > Analytical Reports, if you want to manually run a number of reports that have been set up (i.e. a schedule has been configured in Report Runner), you can go to the File menu and choose Run Scheduled Reports.
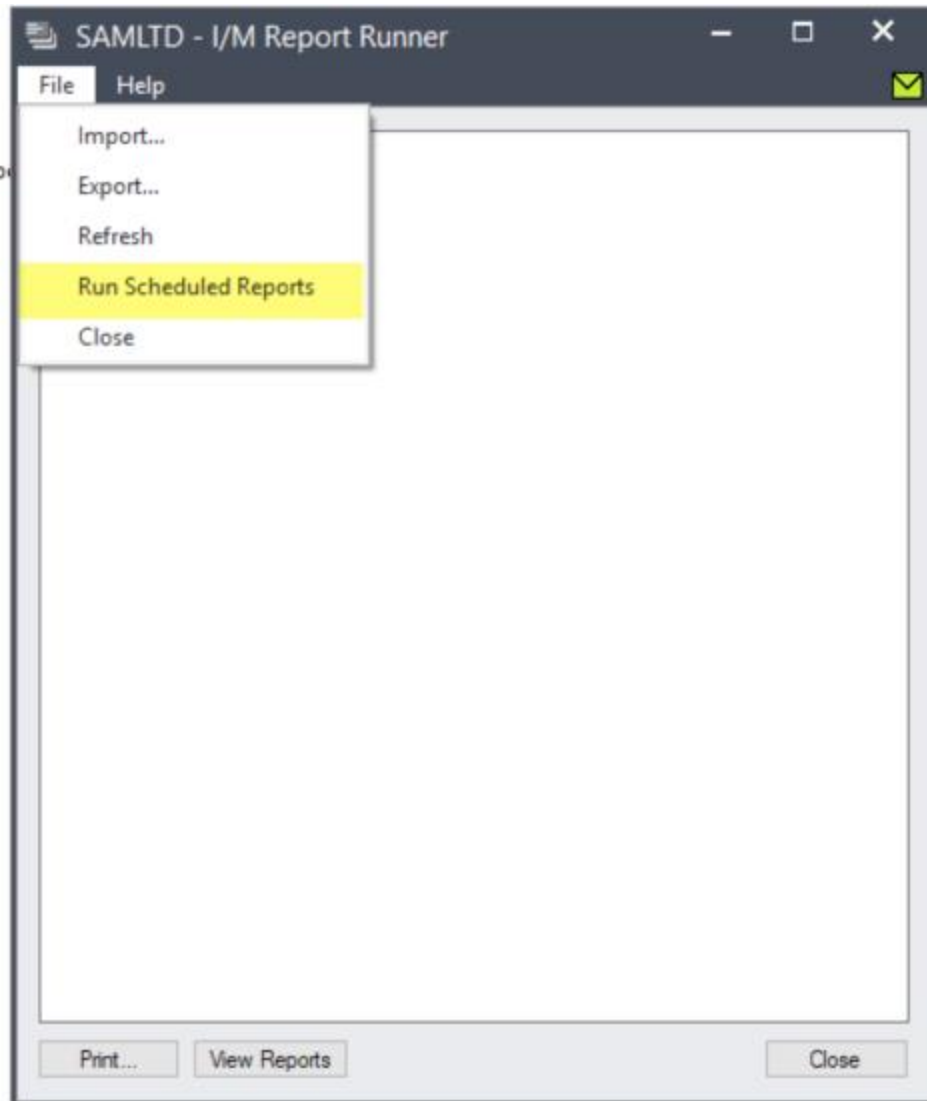
> **Requirement!** This menu item is only available if you have Process Scheduler Level 1 (or above). This will refresh and email all the reports based on their schedule.

2. You can also log on to Process Scheduler, find the schedule to refresh Information Manager Report Runner reports, and click Run.

See detailed steps in the Process Scheduler tutorial: Schedule I/M Report Runner

3. If you need to schedule the reports to run automatically at a specific time, you need to configure Windows Task Scheduler to run Process Scheduler Schedule.

Refer to the Process Scheduler help Scheduling the Process Scheduler in Windows Scheduler

> **Note:** Reports are run in the order they are added to the tree.

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Print Financial Report in Report Runner

The Financial Report Runner allows you to print in one go reports configured in Report Runner.

Use I/M Analytical Reports > Financial Report Runner

Select the Reports / Report Groups you want to run and choose Print.

You can print to a printer, save a PDF File in a configured folder or email the reports.

> **Tip:** You can use Process Scheduler Level 3 to automate the delivery of the Financial Reports. Refer to Run Financial Report

PRINTING REPORTS

Select the reports that you want printed from the list of saved reports.
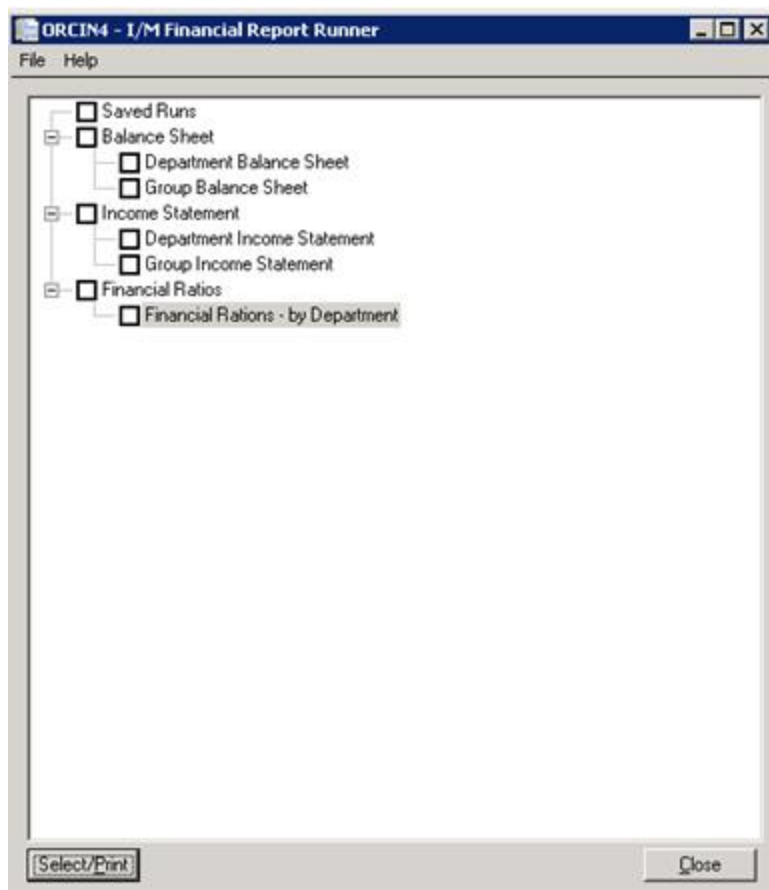
Press **SELECT/PRINT** and the Printing Options screen will be presented.

Select the Print Destination options.

Under **Save As**, browse to the path where you want to save the Refreshed reports. You can include variables in the file name.

You can include the following fields in the filename:

{NAME} - Report description configured in Financial Report Runner e.g. "Dept 100 forecast"

{FILENAME} - Source file name (without the path and the xls extension)

{DD} - day e.g. "05"

{D} - day e.g. "5"

{MM} - month e.g. "01"

{M} - month e.g. "1"

{MMM} - month e.g. "Jan"

{YY} - year e.g. "09"

{YYYY} - year e.g. "2009"

{hh} - hour e.g. "02"

{h} - hour e.g. "2"

{mm} - minute e.g. "04"

{m} - minute e.g. "4"

> **Tip:** Consider if you want the file overwritten in each run or you need a unique file name everytime the Financial Report is refreshed in selecting the variable names.

Send Email: Select if you want to send an email.

You can then select a Message ID (refer to I/M Setup / Email Messages on page 24 for details).

Enter the Email addresses to send the email -

> **Tip:** You can enter multiple email addresses separated by a semi-colon (;)

SAVING PRINT RUNS

Use the `Save` or `Save As` button to save the complete run with selected reports and printing options.

The configured Print run will be saved and displayed on the Reports Listing under the **"My Saved Runs"** section heading.

To run again, select the Report group, select the Fiscal Year and Period, check the Report Order on the Report Order Tab and choose `Select/Print`.

All reports included are refreshed, saved in the configured folder and emailed if the **Send Email** option is selected.

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Setup Report Runner and Process Scheduler to run a Sage 300 standard report - Tutorial

> **Setup Report Runner to run a Sage 300 I/C valuation report daily, export to Excel and Save to a network folder.**
>
> This tutorial highlights the key steps and things to consider when setting up Report Runner to run Sage 300 reports.
>
> More detailed descriptions of the Information Manager screens and fields is included as an Appendix.

The setup steps are described in the Visual Process Flow (VPF) below followed by detailed steps. To assign VPF, see Assigning Visual Process Flows
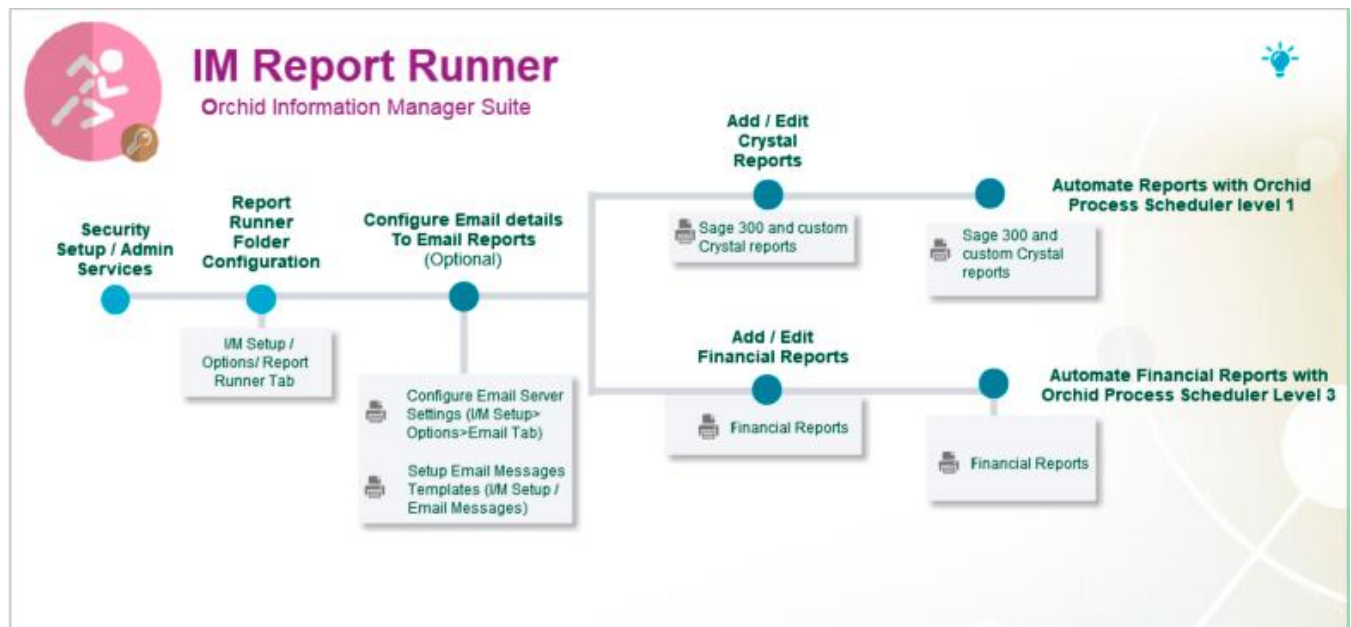
Requirement! This requires Information Manager Report Runner and Process Scheduler Level 1.

Security Setup

In Administrative Services /Security Groups, setup Information Manager / Report Runner groups.
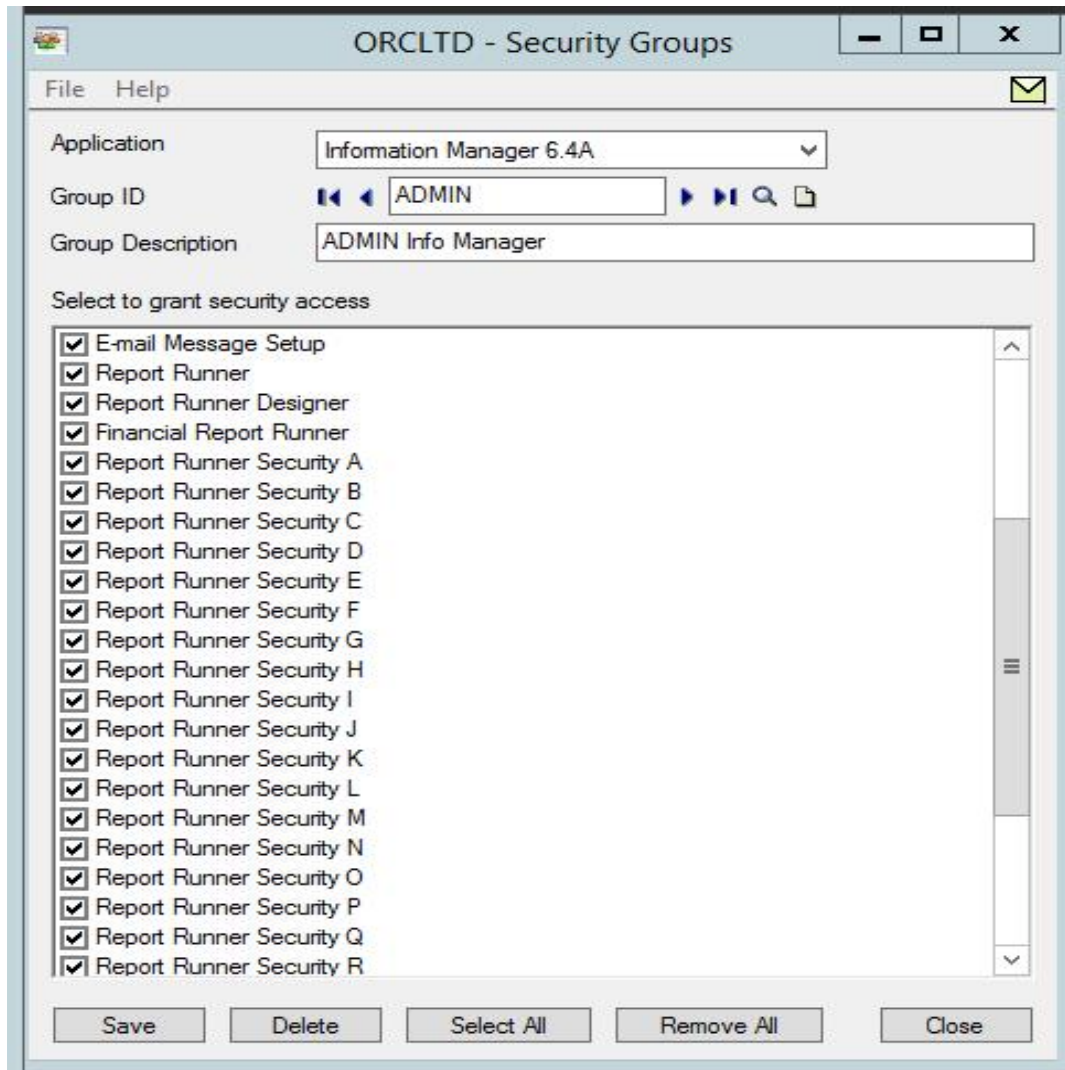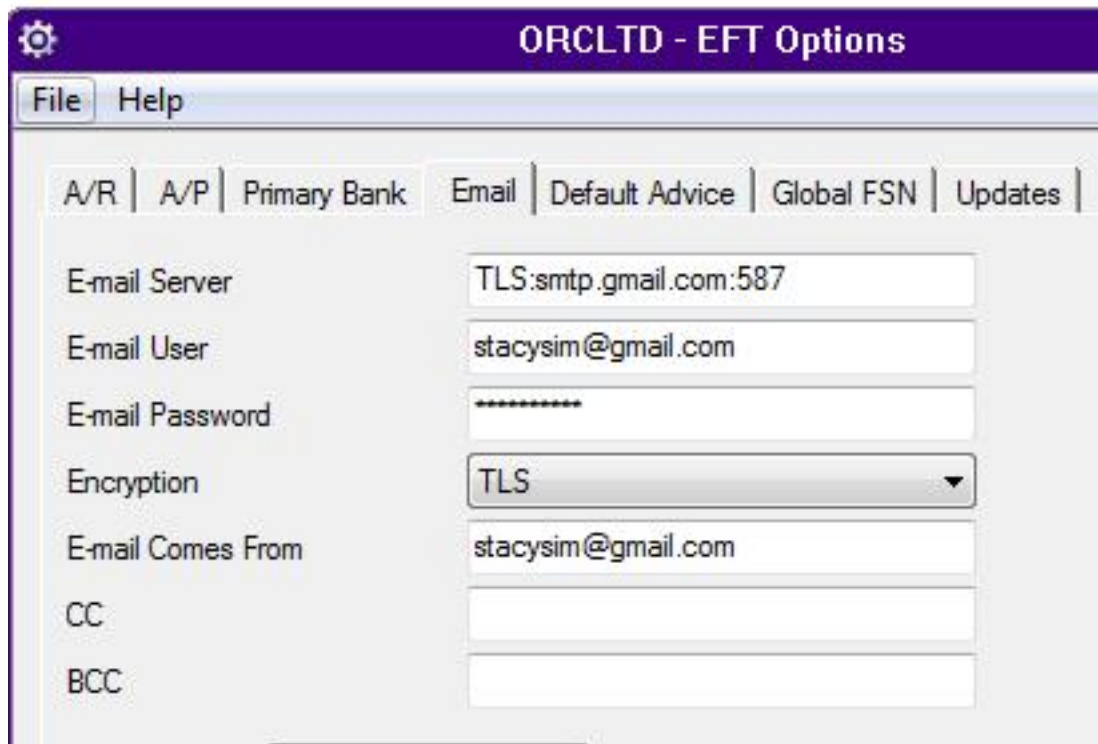
Setup Information Manager - Report Runner Options

Important! This needs to be the same as the Sage 300 Customization Directories in Administrative Services

Customization Directory
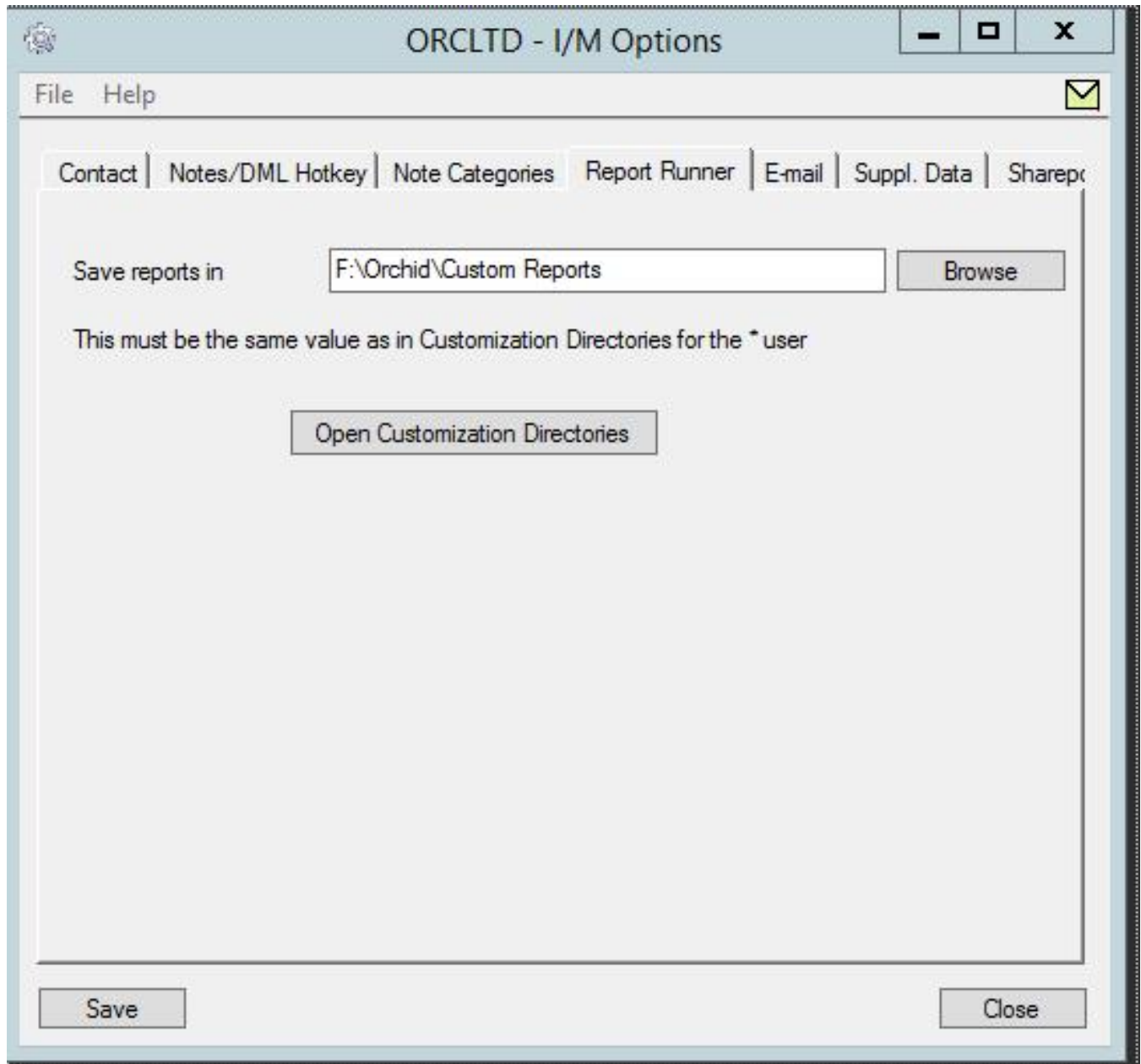
If Emailing is required, Update email details in I/M Setup/ Options/Email tab and Setup Email Messages in I/M Setup.

Add report to be scheduled

In I/M Analytical Reports / Report Runner, you can create New Sections and add Crystal reports (stand-ard Sage 300 or custom reports)

Add I/C Valuation Report in Report Runner (I/M Analytical Reports / Report Runner).

> **Important!** This will copy the report to the Customization Directory.

> **Note:** if using Report Runner Security, Select the reporting group for this report.

If you want the users to be able to select parameters at Runtime (or pass the parameters when scheduling the report), Change the control type from HIDDEN to TEXT or TEXTINPUT

In this example, we have configured Report Runner to prompt the user to select the From and To item number. The FROMFMT and TOFMT will let you select I/C Items in the Item Valuation report.

Save the report.

Setup the Schedule

Click Print to print the report manually

Select Schedule to link this report to an output / frequency combination.

Select the path to store the daily output. You can use the run date to build the filename dynamically, depending on whether you want to keep the history or overwrite the report everytime it is run.

Example:

In this example, select Daily as the Frequency and Microsoft Excel as the Output Destination

The exported file will be named ICValuation{YYYY}{MM}{DD}.xls - This will create a new file per day. If the schedule is run multiple times in a day, the output will be overwritten with the latest information.
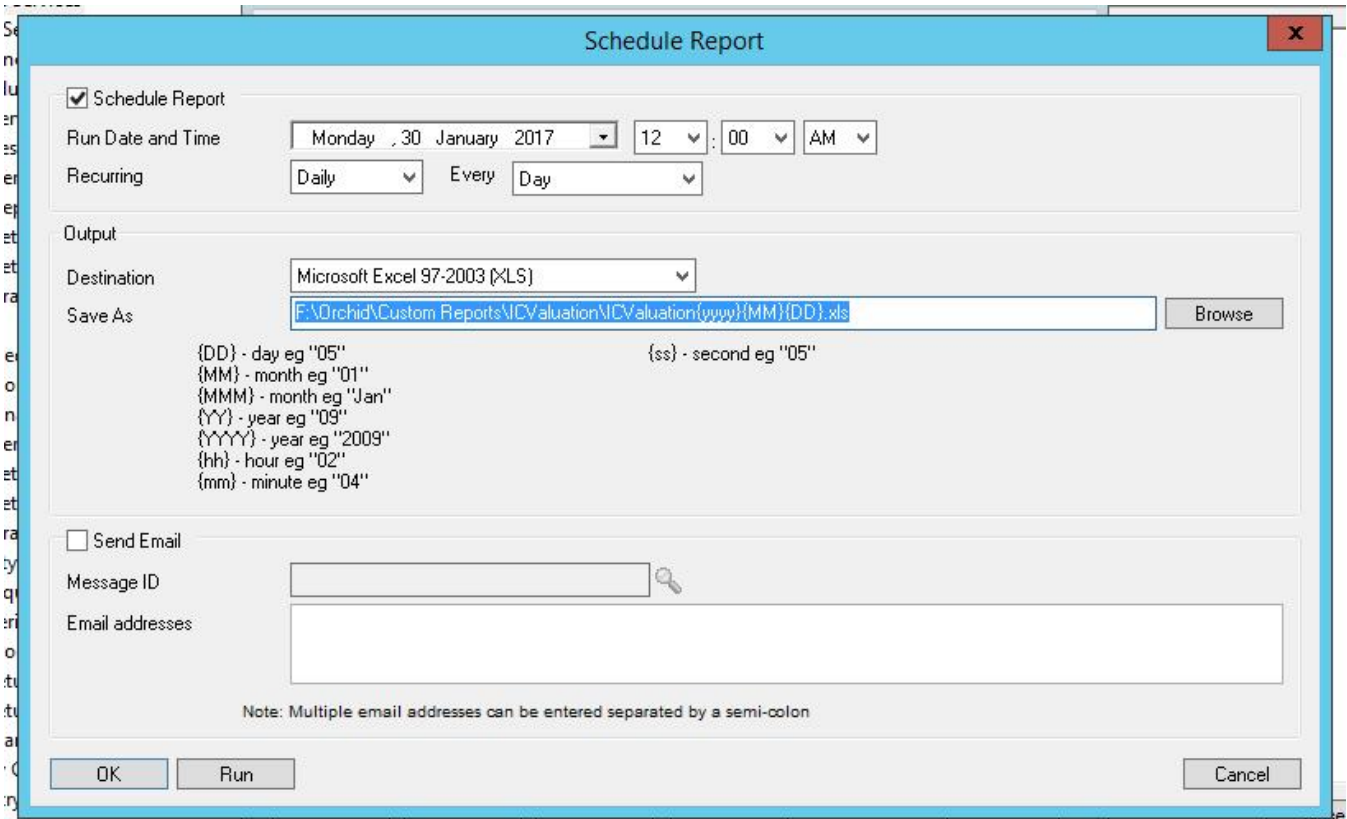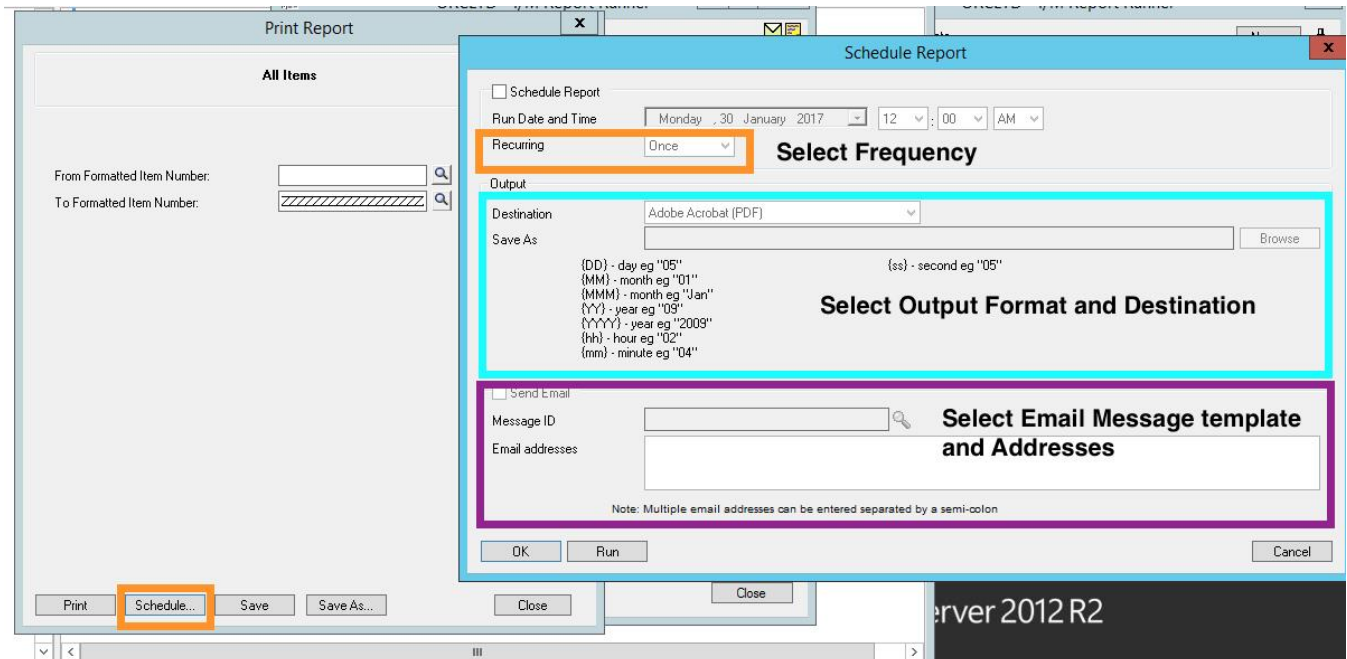
Run the Report in Report Runner and confirm all is working fine. Check that the file is saved with the expected file name in the expected directory.

Setup Process Scheduler

Tip: Refer to Process Schedule documentation for detailed Setup.

Setup Process Scheduler Options -

The minimum requirement is to enter details on the Processing Tab for the scheduler to be able to logon to Sage 300.

Create a Schedule - Choose the Action "Run Information Manager Report".

When started, this action will check if any user has scheduled a Crystal Report set up in Information Manager - Report Runner to run on or before the current date/time - and if so, will run the report.

This example has been configured to email a user when the Schedule has an error, but doesn't send any emails with the Report output.

Save the Schedule and choose Run (in Process Scheduler). Confirm all is working fine.

If there are any configuration errors, they will be displayed on the screen.

Setup Windows task Scheduler

Schedule can be scheduled through the Windows Scheduler.

Refer to the Process Scheduler help **Scheduling the Process Scheduler in Windows Scheduler**

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