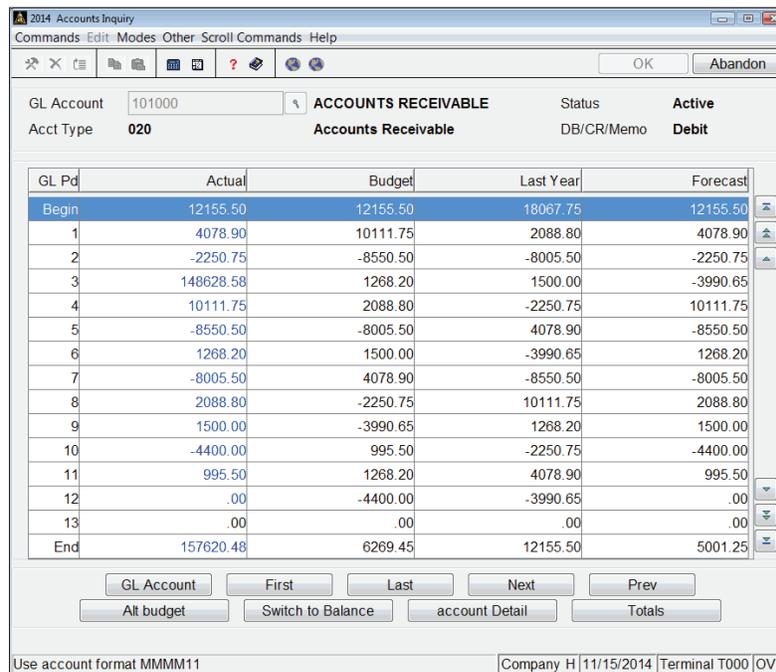


# General Report Writer

Generate timely, meaningful reports quickly and easily with this powerful report-writing system. You can perform sort, select, format, subtotal, and process control functions by using keywords, the building blocks that enable GENERAL Report Writer to create sophisticated reports. GENERAL Report Writer can help you sort and analyze your information in almost unlimited ways. You'll be able to gain control of your data to assess and analyze all aspects of your business. Combine and sort information from any of your applications into unique reports and compare the information.

Create reports quickly using the graphical drag-and-drop report designer on Windows workstations, or use the LIST and PROMPT modes on non-Windows workstations. You can create an instant report with LIST and highlight any file names, field names, or keywords using full-screen pick and point; your report is printed or displayed immediately. Use the PROMPT mode to recall, modify, or copy reports easily.

Built-in flexibility allows you to create custom reports easily; define your own formats using custom headers and footers. Add any number of data fields in any order and sort on any field or combination of fields. You can also adjust field spacing, stack multiple lines of output, or adjust page dimensions.



The screenshot shows a software window titled "2014 Accounts Inquiry" with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Help) and a toolbar with icons for search, print, and help. The main area displays a report for "ACCOUNTS RECEIVABLE" with the following details:

- GL Account: 101000
- Acct Type: 020
- Status: Active
- DB/CR/Memo: Debit

GL Pd	Actual	Budget	Last Year	Forecast
Begin	12155.50	12155.50	18067.75	12155.50
1	4078.90	10111.75	2088.80	4078.90
2	-2250.75	-8550.50	-8005.50	-2250.75
3	148628.58	1268.20	1500.00	-3990.65
4	10111.75	2088.80	-2250.75	10111.75
5	-8550.50	-8005.50	4078.90	-8550.50
6	1268.20	1500.00	-3990.65	1268.20
7	-8005.50	4078.90	-8550.50	-8005.50
8	2088.80	-2250.75	10111.75	2088.80
9	1500.00	-3990.65	1268.20	1500.00
10	-4400.00	995.50	-2250.75	-4400.00
11	995.50	1268.20	4078.90	995.50
12	.00	-4400.00	-3990.65	.00
13	.00	.00	.00	.00
End	157620.48	6269.45	12155.50	5001.25

Below the table are several control buttons: "GL Account", "First", "Last", "Next", "Prev", "Alt budget", "Switch to Balance", "account Detail", and "Totals". At the bottom of the window, it shows "Use account format MMMM11" and "Company H | 11/15/2014 | Terminal T000 | OVR".

Generate timely, meaningful reports quickly

# General Report Writer

## GENERAL Report Writer Offers Choices and Flexibility With These Key Features:

- Select information from any combination of files. You'll have easy access to multiple files with a LINK feature. Link from order files to customer files to a salesperson's file, all within one report! Specify logical selection criteria along the way.
- Easily create reports with the PROMPT mode or with the new graphical drag-and-drop designer. Even if you're a new user, you can quickly build your command with a simple, menu-driven session. Organize data files into specific groups to further simplify selections. Reports you define can be recalled, modified, or copied at anytime.
- Power users can create reports quickly using the LIST mode. Others can use the assist function to pick and point for easy selection, and you'll have improved readability due to embedded white space and comments.
- Get instant, online help any time with a function key.
- Creating custom reports has never been easier. Design custom headers and footers to include data fields, break values, text, and calculations. Then paint them on the screen using the PROMPT mode, easily describe them in the LIST mode, or use the new graphical report designer on Windows workstations.
- Select from the PROMPT, MENU, or COMMAND modes to create reports. The MENU mode runs interactively to prompt each of the basic commands; the COMMAND mode allows you to get the maximum amount of power from a minimum of keystrokes.
- Customize your menus and give all users access to general reports. Simply save commands to any menu, and for more flexibility you can define run time prompts for data selection criteria.
- Print or view predefined data definitions in the data dictionaries by using the File, Field, and Dump commands. Add new definitions as you become more familiar with GENERAL Report Writer.
- You'll appreciate the flexibility in system administration. Configuration maintenance lets you define users, devices, parameters, systems, terminals, and printer configurations.
- You'll be assured of confidentiality; security levels are assigned to each user. Only users with appropriate clearance have access to information in each file, so you can be sure information won't fall into the wrong hands.
- Accomplish "what if" analyses by using your actual data and your estimate of changes. Define complex expressions to derive data such as if ... then ... else logic, calls to external programs, and compound expressions.
- Use the pre-defined reports (more than 100!) as is or as a model to build your own custom definitions.

### GENERAL Report Writer Reports

[File Definitions Listing](#)

[Field Definitions Listing](#)

[User Definition Listing](#)

[Report Definitions Listing](#)