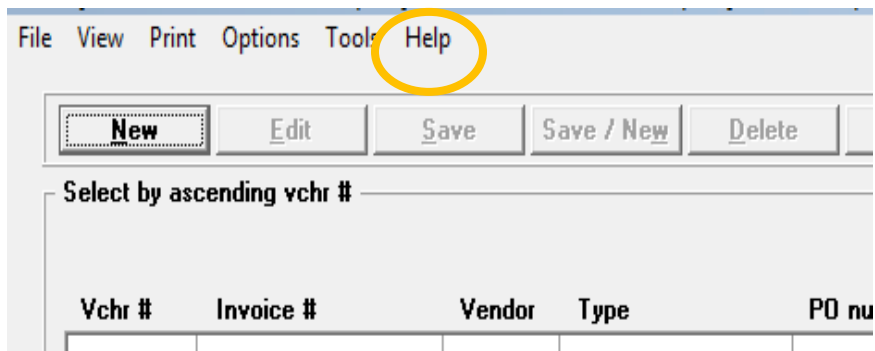


PBS Tips and Tricks #20 – PDF's, Reports & Forms

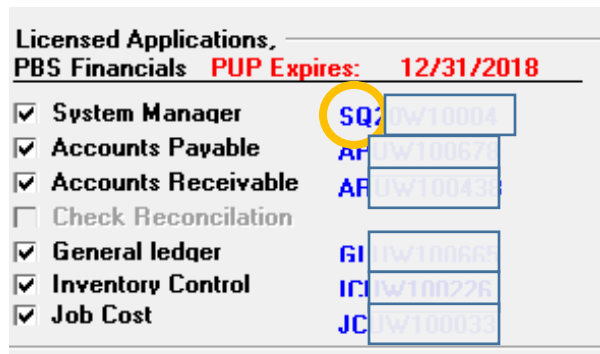
Our previous two Installments shared a number of practical tips when using PDF functionality in your PBS™ accounting system. This installment covers three additional parts of the PBS system that are tied to the production and use of PDF's.

SQL Printing

When running PBS on a SQL database, there is a separate sub-system using SQL tools, SSRS (SQL Server Reporting System) to print reports in a different, more graphically appealing manner. A quick way to determine if you have the SQL version of PBS is to click on "Help":



Selecting PBS License from the drop-down Help menu item and displaying a System Manager entry beginning with "SQ", you have a SQL system manger (a PBS SQL system). If yours begins with "SM" you have a PBS standard system manager:



With a PBS SQL system, the SSRS printing must be activated and set up. Please contact your Partner or Passport Software for help with this aspect. Once that is done, a button at the bottom of many reports will become "live" i.e. black instead of grayed out.

SQL/SSRS:

versus Vision:

Clicking on the Print SQL/SSRS report box will create the report to be printed using this sub-system. The next two panels show a sample output:

Accounts Payable Aged Open Items Detail

Company: Walco, Inc. SSRS Generated Report Date/Time: 11/30/2020 12:46 PM

Report Selections & Features		Report Legend																	
<p>Aging Invoice Date 11/30/2020</p> <p>Vendor NUMBERS (Start/End) *FIRST thru *LAST</p> <p>Do Not Group by an A/P Acct</p> <p>Show Zero Balance Vendors Do Not Show</p> <p>Vendors on Same/Separate Pages Same Page</p> <p>Report Format (Detail/Summary) Detail</p> <p>Vendor Payment Group Null(Blank)</p> <p>Show Invoice # or P.O. # Invoice #</p> <p>Show Fully Paid Vouchers Do Not Show</p> <p>Miscellaneous Notes</p> <p>Vendors are listed in Number order</p> <p>Total discounts cover paid, open vouchers</p> <p>When selected dates are used, if Unlimited is selected, the fourth date range includes all older than cut-off date for period 3</p> <p>Permanently deferred items are in <i>red italics</i> and tagged "Dfr"</p>	<p>Aging Periods by Days</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Number of Days</th> <th>Specific dates</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>Period 1 30</td> <td>Current</td> <td></td> </tr> <tr> <td>Period 2 60</td> <td>Over 30 Days</td> <td></td> </tr> <tr> <td>Period 3 90</td> <td>Over 60 Days</td> <td></td> </tr> <tr> <td>Period 4 999</td> <td>Over 90 Days</td> <td></td> </tr> <tr> <td></td> <td>Unlimited</td> <td>No</td> </tr> </tbody> </table> <p>Vendor balance = Sum (original invoice amt - amount paid) of open vouchers</p> <p>Vendor net = Vendor balance - Total discounts</p>	Number of Days	Specific dates	From	Period 1 30	Current		Period 2 60	Over 30 Days		Period 3 90	Over 60 Days		Period 4 999	Over 90 Days			Unlimited	No
Number of Days	Specific dates	From																	
Period 1 30	Current																		
Period 2 60	Over 30 Days																		
Period 3 90	Over 60 Days																		
Period 4 999	Over 90 Days																		
	Unlimited	No																	

1 / 16 136.40%

Accounts Payable Aged Open Items Detail

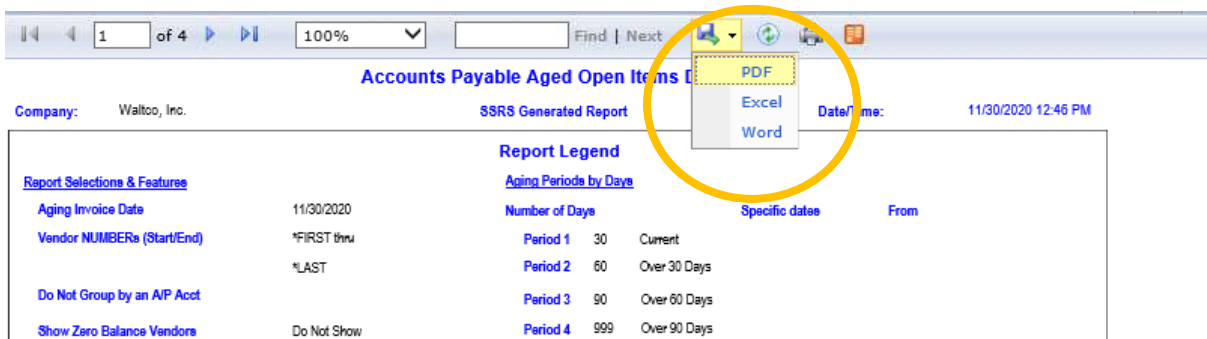
Company: Walco, Inc. SSRS Generated Report Date/Time: 11/30/2020 12:46 PM

Vendor #	Vendor Name	Account #	Pmt Grp
1026	PHASE III	0314-000	(None)
Invoice Date	Aging Date	11/30/2020	
Payment Group		(None)	
Terms		(None)	
Vendor Balance		722.89	
Total Discounts		0.00	
Vendor Net		722.89	
Last Purchase Date		11/20/2020	

		AGED VENDOR NET			
		Current	Over 30 days	Over 60 days	Over 90 days
Amount		722.89	0.00	0.00	0.00
Percent		100.0%	0.0%	0.0%	0.0%

Open Vchr #	Dist Date	Invoice #	Inv Date	Due Date	Discont Date	Orig Invoice Amt	Amount Paid	Discount Remain	Invoice Net	Age
207435	11/24/2020	9828	11/20/2020	12/20/2020	(None)	65.00	0.00	0.00	65.00	10
207436	11/24/2020	9699	11/12/2020	12/12/2020	(None)	20.00	0.00	0.00	20.00	18
207437	11/24/2020	9773	11/04/2020	12/04/2020	(None)	62.95	0.00	0.00	62.95	26
207438	11/24/2020	30921	11/13/2020	12/13/2020	(None)	354.94	0.00	0.00	354.94	17
207439	11/24/2020	30943	11/17/2020	12/17/2020	(None)	50.00	0.00	0.00	50.00	13
207440	11/24/2020	30930	11/16/2020	12/16/2020	(None)	125.00	0.00	0.00	125.00	14
207511	11/01/2020	30798	11/01/2020	12/01/2020	(None)	45.00	0.00	0.00	45.00	29
0.00									722.89	

The output from this report can be printed, sent to PDF or exported to Excel or Word from a menu on the top of the results screen:



There are several dozen reports provided this way to augment the standard PBS reporting, with many more reports in development. Please contact your PSI Partner or Passport Support for a list of reports that may be generated this way and instructions on how to get started.

Passport Query Builder

The Query Builder (QB) package is an available add-on allowing customers to build queries into the PBS database which are user-defined. A customer may choose the fields, the sort sequences and the filters (e.g. from-to dates, etc.) that make up the final report. The fields can come from different files in the system by linking the files together. For example, it is possible to design a daily orders report and build in customized rules relating to priority and expected shipment date.

Both Passport's QB system and the SQL.SSRs reports make use of SSRs functionality in SQL. Unlike the SQL/SSRS reporting, which is built into the PBS system, the QB functionality is separately licensed. QB allows the building of queries and creation of a library of queries which may be used repeatedly. Documentation, pricing and help with setting up this package is available.

Passport Forms Designer (.frw)

PBS V12.07 extends the functionality provided by the template design system. It is used extensively by the system for printing forms such as invoices, statements, purchase orders and check remittance advice. These template-based forms have been in place for many releases and allow a customer to determine which fields are to be used and where they are to appear on the final form. In addition, options allow customizations of a form or document by adding a logo or other graphics specific to the business.

This new printing feature addresses two distinct areas: 1) it gives the customer more options for producing attractive, multi-color, multi-font documents using PDF printing technology, and 2) it eliminates the issue of printed text aligning to “fit in the boxes”. Since the forms document is created within the system as a PDF to begin with, and since graphical elements such as boxes, separator lines, logos etc. are created at the same time as the print data is added to the form, there is no line-up to contend with. In fact, since all the data and graphics are in one PDF file, the form is printed on plain paper, also eliminating customer costs for pre-printed forms.

This works simply by changing the data field in the template that used to point to the JPG for the logo to a new file called an “.frw” file. This file provides the controls that add color, fonts, logo and links to the details of the template. Passport currently provides .frw files in several different formats and options for AR Invoices and Statements, Order Entry, Point of Sale and Customer Order (Mfg.) invoices, customer confirmations, credit memos and RMAs.

These are fully formed functional document templates that are ready for use. The .frw file is editable so fields may be added and deleted, font size and colors changed etc. to customize the finished PBS documents.

Therefore, changing the following field from ".jpeg" to what you see below:

Exit [Navigation icons]

Invoice formats (General appearance) Test system

Format number: 31 Invoice PDF Float Totals

- # of rows on the form (top to bottom) 63
- # of print columns (left to right) 80
- Print header data on first page only ? Y
- First row # for line item printing 23
- Last row # for line item printing 50
- Maximum # of rows per line item 12
- Skip a row between line items ? Y
- Split line items between pages ? N
- First row # for totals section 55
- Order of printing of line items Sequence number
- Use pre-printed forms ? Y
- Print using graphic image? Y File name: **AR31IN-L.frw**

Field number to change ?

will result in an invoice like this:

Passport Software, Inc.

Customer:
Passport Software, Inc.
N Waukegan Road
Northfield, IL 60073

STATEMENT

Statement date: 6/26/20

Account Number: PASSPORT

AMOUNT ENCLOSED

Date	Code	Reference no.	Charges and credits	Balance	Reference no.	Code	Amount due	Chk.
1/01/01	B	Bal Fwd	.00	.00		B	.00	
7/06/09	P	500	25.23c	25.23c	* Open *	P	25.23c	
8/06/09	R	500	25.23	.00	* Open *	R	25.23	
9/11/09	P	425	624.85c	624.85c	* Open *	P	624.85c	
5/18/10	I	121	12.53	612.32c	121	I	12.53	
1/12/11	I	568	32.00	580.32c	568	I	32.00	
1/12/11	I	571	32.00	548.32c	571	I	32.00	
9/17/12	I	466	5.00	543.32c	466	I	5.00	
11/01/12	I	485	5.00	538.32c	485	I	5.00	
12/31/17	I	406	297.42	240.90c	406	I	297.42	

Please pay **240.90CR**

Please pay **240.90CR**

Dunning Message:

Accounting Period 1	Accounting Period 2	Accounting Period 3	Accounting Period 4	Statement message
Current	Over 30 days	Over 60 days	Over 90 days	This is a statement comment 1 This is a statement comment 2
240.90-	0.00	0.00	0.00	

Or, depending on the customization in the .frw file, it could look like this:

XYZ Company
 1235 Main
 Suite 500
 Lake city, Florida 33526
 123-569-8971



INVOICE: 1228

Page 1 of 1
 Date: 10/01/20
 Due date: 10/31/20
 Terms: 2/10 net 30

Sold to:
 Elliott Enterprises
 123 Broadway
 Suite 500
 Glendale, CA 94994

Ship to:
 Elliott Enterprises
 123 Broadway
 Suite 500
 Glendale, CA 94994

Order Number	Order Date	Customer Number	Sales Rep	Purchase Order Number	Ship Date	Ship Via
1095	08/24/20	1	20		08/24/20	Truck
Quantity Ordered Quantity Shipped	Unit	Item Number Quantity Back Ordered	Item Description	Price Unit Item Discount	Unit Price Extended Price	
10 10	EACH	15 0	Leaf blower	EACH 0.00	100.00 1000.00	

If you need them, bar codes are even possible:

PACKING LIST

Page 1 of 2
 Order #



Order Date: 09/18/20
 Scheduled Date: 09/18/20

Jones & Sons Engineering
 134 West St. Charles Rd
 Geneva, IL 60209

Ship to:
 Jones & Sons Engineering
 134 West St. Charles Rd
 Geneva, IL 60209

Purchase Order		FOB	Ship Via		
<p>*32DSD2*</p>		SHIPPING POINT	UPS		
Whse. Location	Schedule Date	Item Number Description	Quantity	Unit	Shipped Back Ordered
Main	09/18/20	<p>MLRW-2 WAGONS this is fep test Cust item not found</p>	<p>10</p>	EACH	
Main B1S4	09/18/20	<p>1000 WAGON BODY RED Cust item not found</p>	<p>5</p>	EACH	

It is entirely possible that one of the standard distributed Passport designed documents “look” is satisfactory for you and you can start using it immediately or you may want to tweak it. A manual for creating/editing forms in the Forms Designer system is available from Passport or your Partner.