

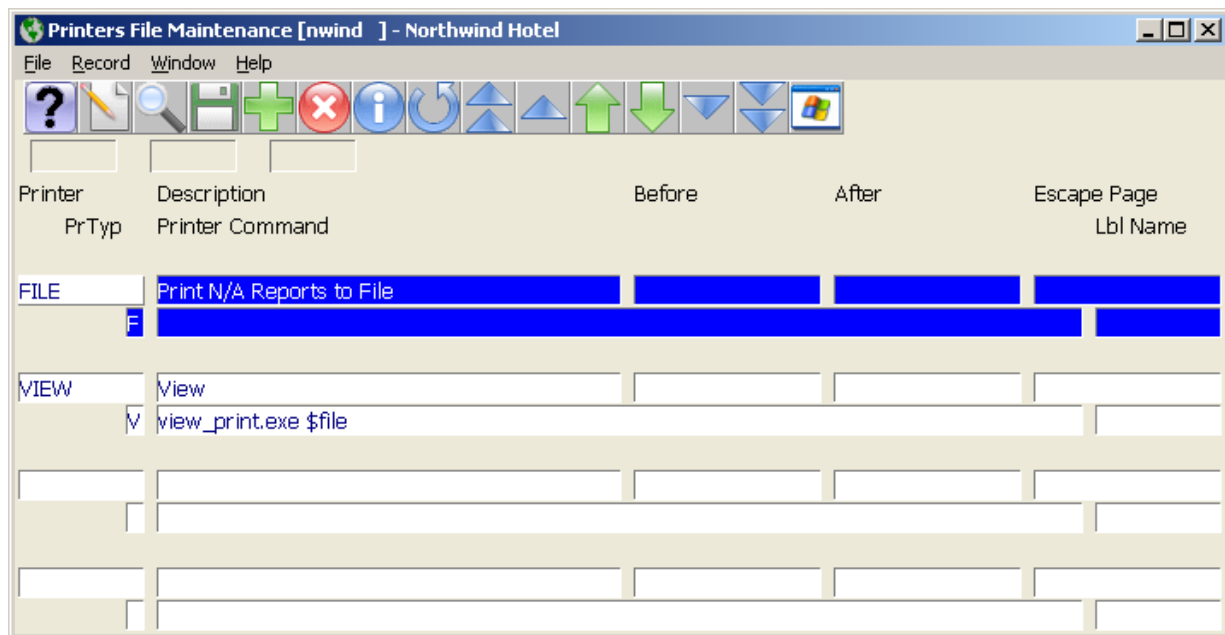
# Night Audit Reports – Print To File Option

## Quick Reference Guide

### Configuring the Print to File Option

There is now a Print To FILE option within the Night Audit for both UNIX and Windows systems. This function allows the night audit to print reports to different spool files, one for each report. In this new mode the Night Audit will not stop to ask the user any questions, new files are simply deposited to a new directory every day. These reports can then be viewed and/or printed at a later time.

A new printer called 'FILE' needs to be set-up in Printers File Maintenance. For both Windows and UNIX the printer type should be 'F'. The Printer Command is optional for both systems as well.



**NOTE:** It is important on UNIX to leave the Printer Command field blank for the 'FILE' entry.

In the Report Print Schedule program set the desired Night Audit Report(s) to print to the printer named FILE.



Report Print Schedule [test1] - Northwind 4.7 Test Databa

File Record Window Help

Report Id: 2

Current Project: FD

Module: FD

Current Program: FD1200 Charge Posting Report

Prt Frequency: DA

Frequency Value:

Print Date:

Print Flag: Y

Clerk Code:

Printer Name: FILE

Report Copies: 1

Times Printed: 12

Last Print Date: 05/07/2003 03:49pm

Once these have been set-up, when the Night Audit runs it will create a directory in the Reports directory. On UNIX, the 'Report Name' field in the Global Setup screen determines the reports directory.

172.20.1.226

File Global Setup [matt] - msr Mail

Company Name: msr

Report Name: /u/edsba/reports/print.\$tty

Shift Keyed:

Shift Effective:

Next Folio Num: 47391

Clerk Prompt: N

Hours Between Audits:

Keep Errors: 14 (Days)

Keep Housekeeping: 14 (Days)

Global Building: ZZZ

Global Room Type: ZZZZZZ

Bk Rm W/out Bldg: Y

Bk Rm W/out Type: Y

Check Post/Zip?: R

Post Multiple Curr?: N

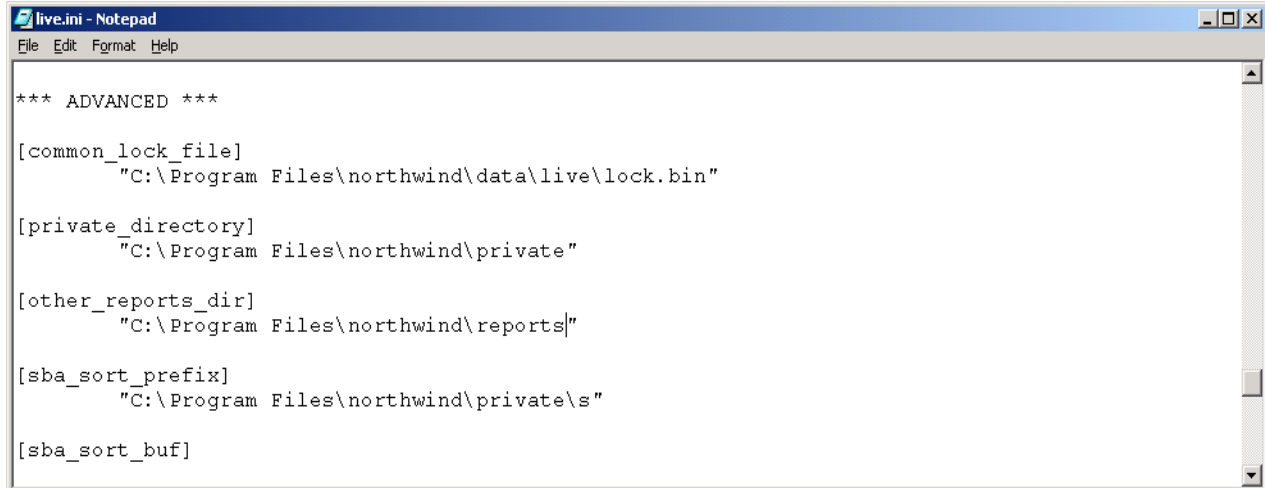
Currency Code: CASH

Alternate Curr Code: CASH

Central A/R Active?: Y

Sync Time w/Server?: N

On Windows, the Reports directory is determined by the [private\_directory] entry in the .ini file.



```

*** ADVANCED ***

[common_lock_file]
    "C:\Program Files\northwind\data\live\lock.bin"

[private_directory]
    "C:\Program Files\northwind\private"

[other_reports_dir]
    "C:\Program Files\northwind\reports"

[sba_sort_prefix]
    "C:\Program Files\northwind\private\s"

[sba_sort_buf]

```

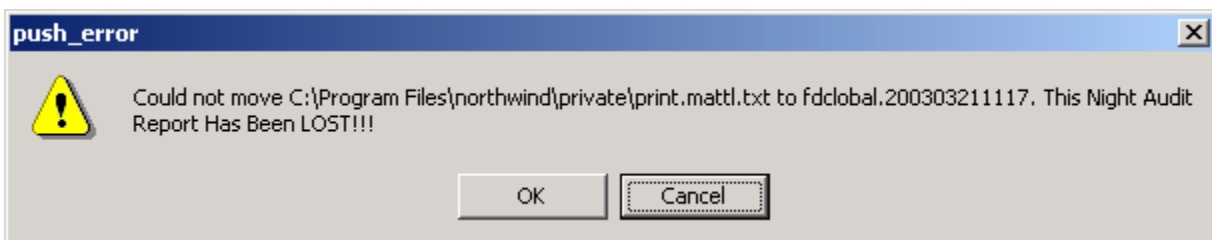
Using the example Report Name from UNIX above, if the night audit is run on April 28, 2003, there will be a new directory created called /u/edsba/reports/20030428.

Using the example Private Directory from Windows above, if the night audit is run on April 28, 2003, there will be a new directory created called C:\Program Files\northwind\private\20030428.

The Night Audit report(s) will be copied to this directory as they are completed. The file names will have the format program\_name.yyyymmddhmi. An example of this might be fd1200.200304281522, where fd1200 is the name of the Front Desk Charge Posting Report and it was run on April 28 at 3:22 in the afternoon.

If the new directory cannot be created for whatever reason, the flat files will be left in the 'Report Name' for UNIX, or Private directory for Windows. If the files cannot be created in this directory they will be moved to, for Windows, the EXE directory where the fdfe.exe executable resides and for UNIX, from where the executable is running from.

In Windows, if unable to move the file a warning message will appear letting the user know. The message will look something like this:



If this happens, the problem will need to be corrected and the night audit run again so the files can be saved. Alternatively, all Night Audit Reports can be run manually.

**Please Note:** If the 'Private' directory is one that is local on the client system then these reports will not be available to other client systems. That is, if the Night Audit is run on one terminal and the reports need to be viewed and/or printed on another terminal, they may not be available. If this is a concern, then simply change the appropriate .ini file and use a network drive for the 'Private' directory. This will allow the reports to be available from any terminal.

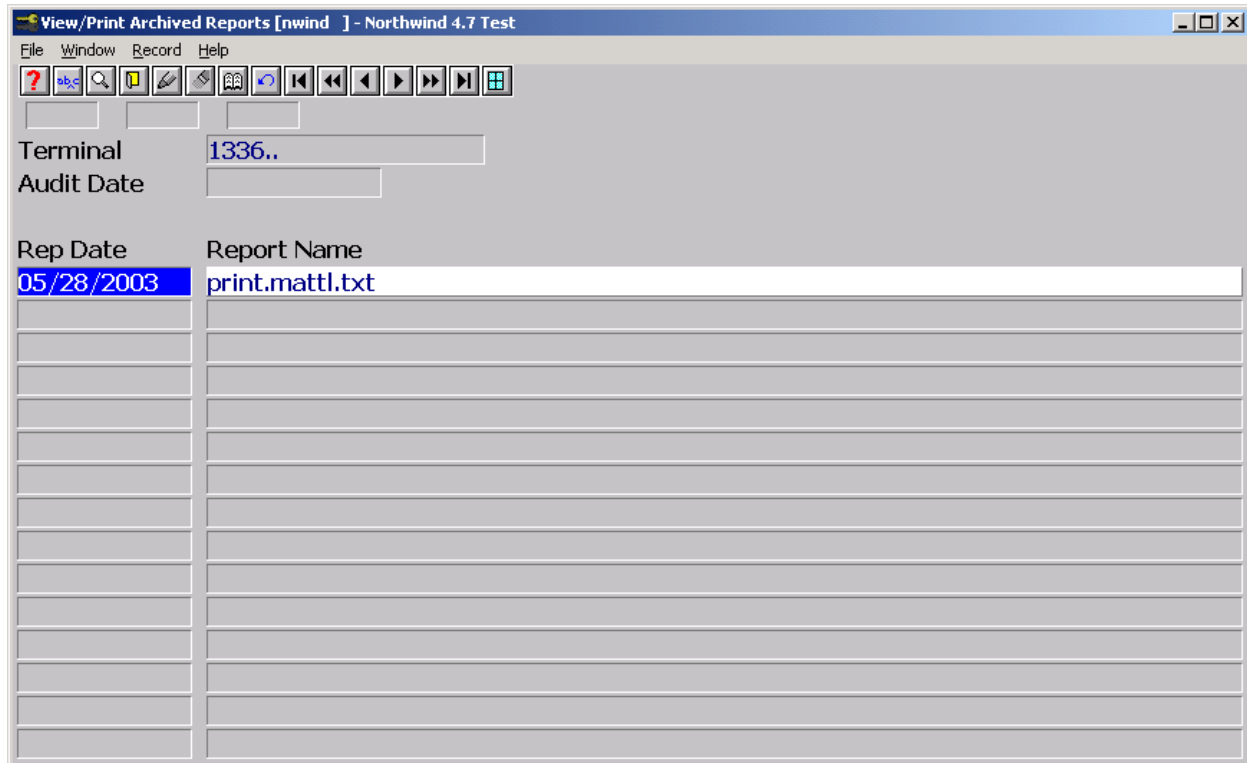
## Viewing/Printing the Archived Reports

After running the night audit and the reports are saved in the 'Private' Directory, they can be viewed and/or printed by using the 'View/Print Archived Reports' program.

This option is available in 2 places.

1. Within Global, Printers, View/Print Archived Reports and
2. Within Front Desk, Audit, Audit Reports, View/Print Archived Reports

When this program runs, it will ask the user to enter an Audit Date. The reports displayed before the audit date is entered are the reports that reside in the 'Private' directory.

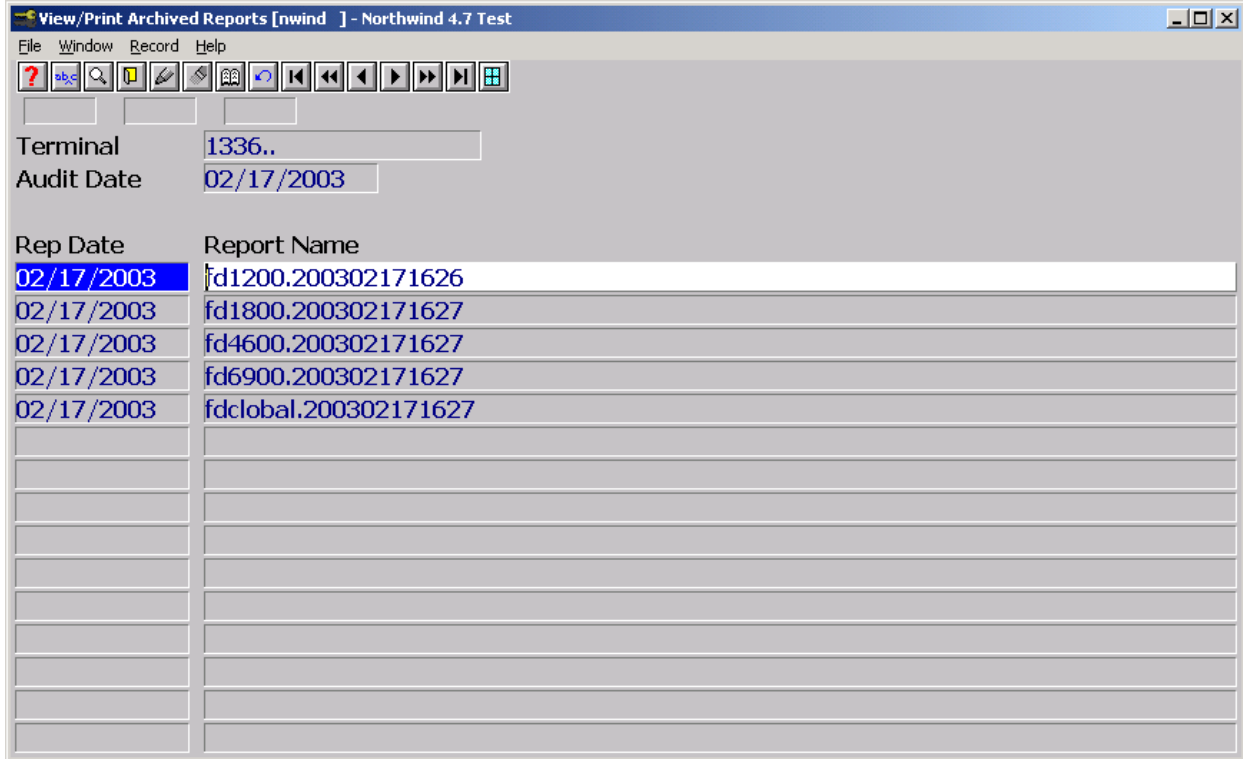


These report(s) can be viewed and/or printed by simply Drilling Down on the desired report.

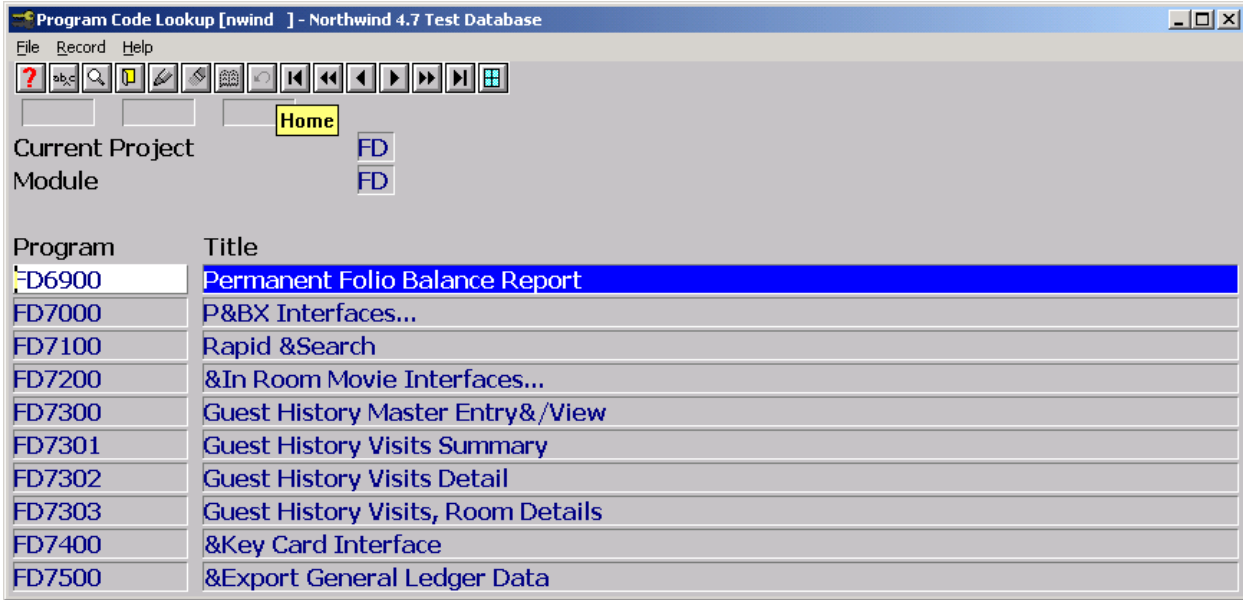
Once an Audit Date is entered, validation is performed on it. The Audit Date must pass the following criteria:

1. The Audit Date entered must be a valid date.
2. The Audit Date entered must be one where the Night Audit when run on that particular date had the Print To FILE option turned on for some reports and therefore has reports in that folder.

Here is what the screen could look like once a valid Audit Date has been entered.



The user will be able to 'Lookup' on the Report Name and a window will display helping the user identify which particular report it is. In the example above, if the user selects 'Lookup' on 'fd6900.200302171627' the screen will look like this:



This tells the user that the fd6900 report is the 'Permanent Folio Balance Report'. Once the user is within a specific Night Audit Folder, if they need to get back to the original report listing, they can use the Window, Refresh option. When selected this option will put the user back to the listing of the original files that reside in the 'Private' directory. This way they can choose a different Night Audit Date to view and/or print another days reports.



## Print and Archive Night Audit Reports

A new printer called 'PTRFILE' needs to be set-up in Printers File Maintenance. For both Windows and UNIX the printer type should be 'F'. The Printer Command is optional for both systems as well. This special printer name will allow reports to be either printed, archived or both printed and archived. The archiving occurs in exactly the same manner as above. The report will be printed to the default printer on all Windows systems. For Unix the report will be printed to the printer listed in the printer command.