

# Night Audit Printing

## Quick Reference Guide

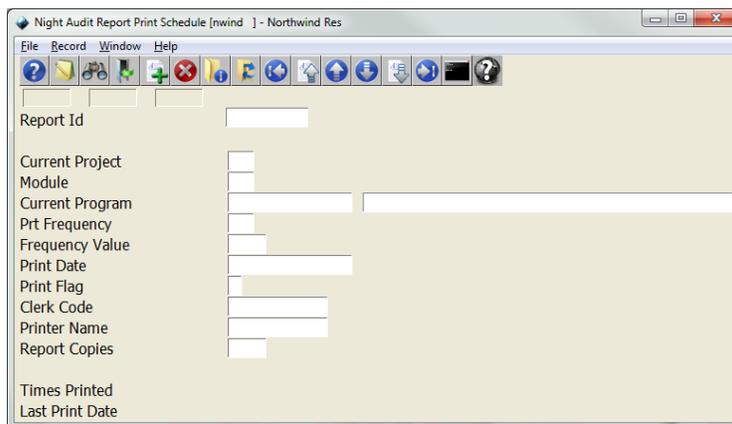
Date: November 15

### Introduction

In Maestro, certain reports can be printed during the night audit process. The reports can be setup to print daily or on a specified schedule. Reports can be printed in a hard copy form and/or saved to a file location on a server.

### Procedure

To set up the Night Audit Printing Schedule, begin in **Global Maintenance | Report | Night Audit Report Print Schedule**.



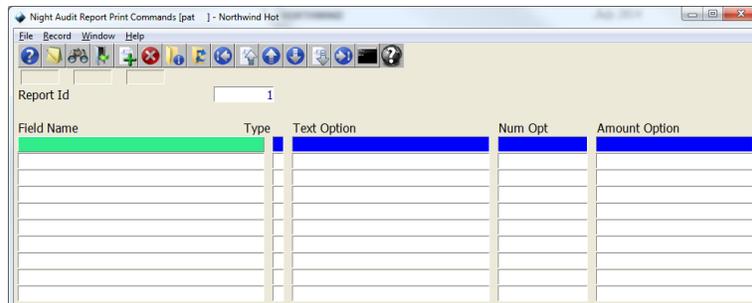
<b>Report ID</b>	Maestro will automatically assign a <i>Report ID</i> for this report. Press F6 to create a new Report ID. Users can use the Page Up and Page Down keys to scroll through the existing report IDs. Users can also key in a report ID number. If the report ID does not exist, users can use the ID number to create a new record.
<b>Current Project/ Module / Current Program</b>	Select <i>F8/Lookup</i> to display the list of available reports. Choose a selection from the list.
<b>Prt Frequency</b>	This is the print frequency for this particular report. Select <i>F8/Lookup</i> and choose one of the following options. <ul style="list-style-type: none"> <li>▪ <i>DA Daily Print</i></li> <li>▪ <i>DM By Day of Month</i></li> <li>▪ <i>DW By Day of Week</i></li> <li>▪ <i>ME Month End</i></li> <li>▪ <i>ND Every # (specified) Days</i></li> <li>▪ <i>SN Single Print</i></li> </ul>
<b>Frequency Value Print Date</b>	These values must correspond to the <i>Print Frequency</i> . For example a <i>Print Date</i> may be keyed if the <i>Print Frequency</i> is "SN" or "14" days may be keyed if the <i>Print Frequency</i> is "ND".

	<b>Note:</b> The field will be locked if no logical entry is possible.
<b>Print Flag</b>	Select either “Y” to include this report in the next print job or “N” to exclude it.  To permanently remove a report from the print job, delete the set up entirely. To do this, move the cursor to the <i>Report ID</i> and select <i>F7/Delete</i> .
<b>Clerk Code</b>	This feature is not in use at this time. Leave this field blank.
<b>Printer Name</b>	Windows will automatically send all reports to the default printer that has been defined for the workstation from which the <i>Night Audit</i> is started from.  If this field is left blank – the user must respond “OK” to the dialogue box that will be displayed before <u>each</u> report. The user may manually select an alternate printer at this time.  If this field is keyed with any printer name – all reports will automatically print to the Windows default printer. No dialogue box will appear. The entire print job will complete without any intervention from the user.  If FILE is chosen, the Notepad versions of the reports will be saved. If PDF is chosen, a PDF version of the report will be saved. If VIEW is chosen, Maestro will print a hard copy automatically upon the completion of the Night Audit process to the default printer.
<b>Report Copies</b>	Key the number copies to be printed with each print job.
<b>Times Printed</b> <b>Last Print Date</b>	The user cannot key data into these fields. Maestro will automatically update these fields after each print job.

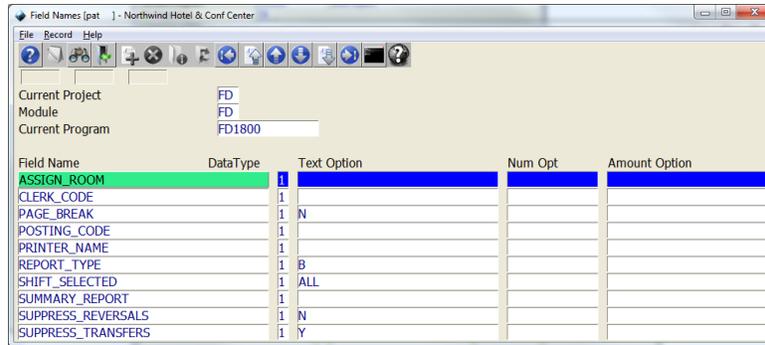
### Report Commands

Each report offers a unique set of selection criteria that significantly effects the manner in which the information in the report is tabulated. Unless otherwise configured, Maestro will maintain the defaults when printing the report during the Night Audit.

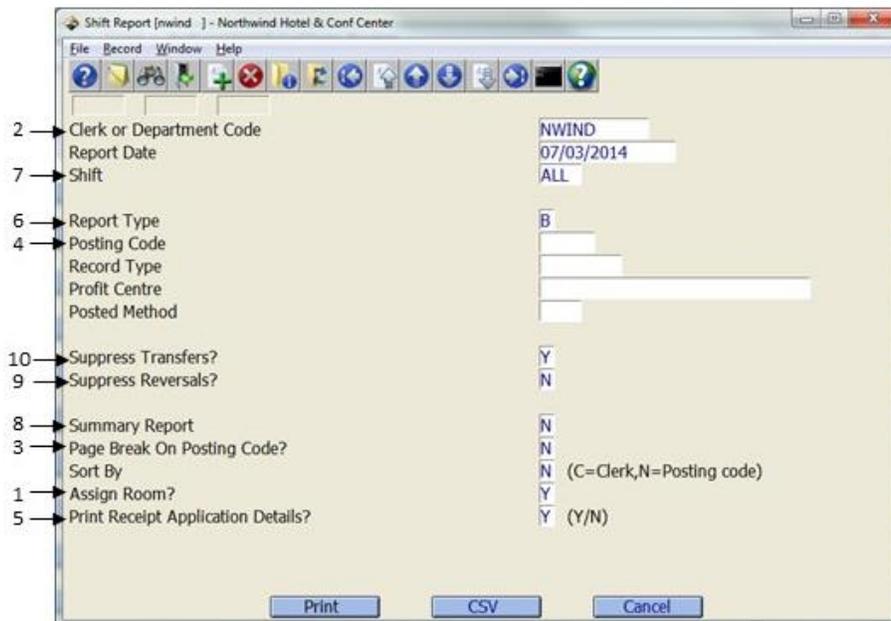
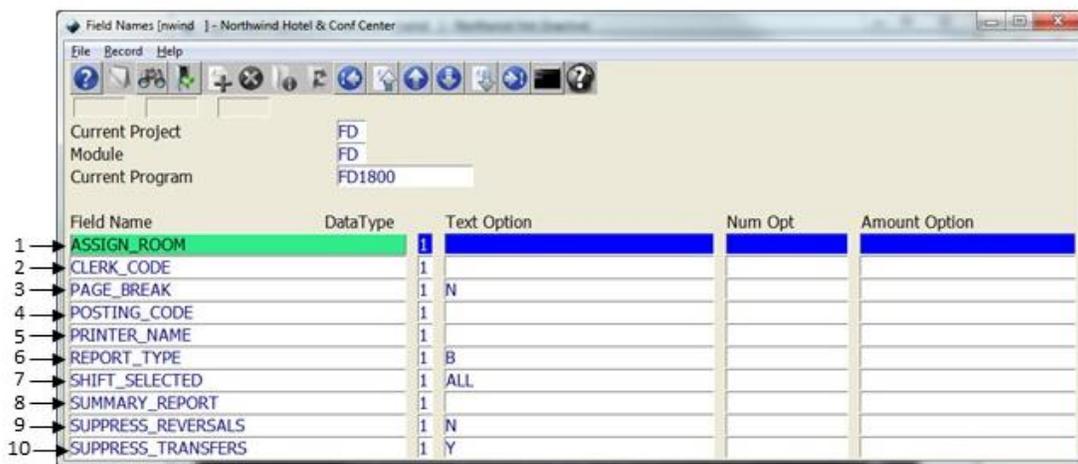
To change the defaults for the selected report, go to **Window | Report Print Commands**. Unless this has already been configured this screen will be blank.



On the Field name, users can perform an F8 Look Up to view the list of field names available to configure. The field names listed are the only fields that can be modified.



The example on the next page shows the field name on the Report Command screen and the corresponding options on the Shift Report screen.



Once a field name is selected, it will be placed on the list as seen below. The field name of Report Type (6) has been selected in the example below.

Field Name	Type	Text Option	Num Opt	Amount Option
REPORT_TYPE	1			

The Text Option, Num Opt, and Amount Option fields will only be accessible if the field name requires it. These fields do not have an F8 Look Up screen, the values would have to be manually entered. When entering the values, ensure the CODE is entered, not the description. In all F8 Look Up screens, the code is the first field on the left side. For example, the F8 Look Up on the Report Type field is shown below.

B	BOTH
C	CHARGES ONLY
P	PAYMENTS ONLY

If the user wished to have the report type be for Charges only, the code of “C” must be entered in the Text Option field.

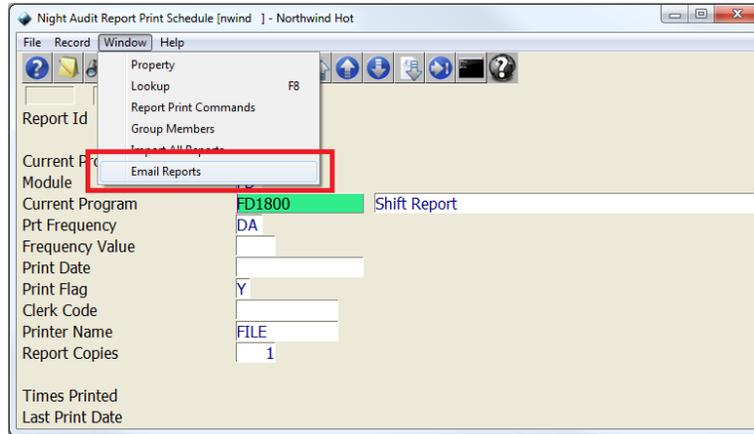
If users would like to modify all fields, the import option can be used. Go to **Window | Import Field Names**.

In the example below, the shift report that is printed during night audit will print will now print only for charges only and the report will be a summary report.

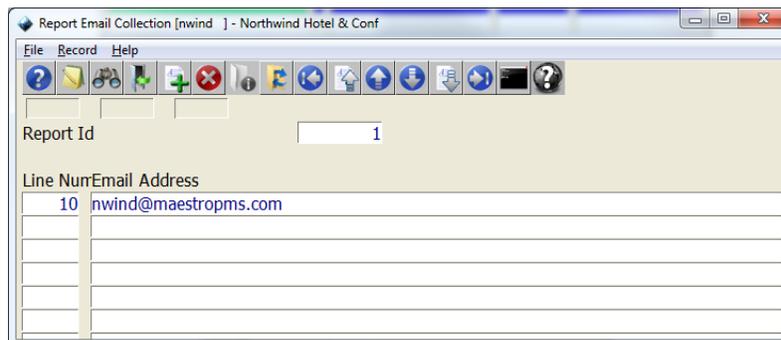
Field Name	Type	Text Option	Num Opt	Amount Option
REPORT_TYPE	1	C		
SUMMARY_REPORT	1	Y		

## Emailing Reports

The reports can be emailed as part of the night audit process. Individual reports can be emailed and each report can have different email addresses. To configure a report to email during the night audit process, in the selected report, go to **Window | Email Reports**



Once the Report Email Collection screen displays, press F6 Create to create a new record. In the Email Address field, type in the email address the report is to email a copy to. Users can add multiple email addresses by pushing the enter button after each entered email address. Exit the screen when done.



## Accessing Reports

To view here the night audit reports are saving to, if configured, access the INI file. Locate the [private\_directory] header. The file path specified is the location where the reports are saved. This path should not be changed without speaking to Management/IT or Maestro Support

```

live - Notepad
File Edit Format View Help
no
[rem_cipher_key]
00000000
*** ADVANCED ***
[common_lock_file]
"T:\data\live\lock.bin"
[private_directory],
"T:\private"
[other_reports_dir]
"T:\reports"
[sba_sort_prefix]
"T:\private\s"
[sba_sort_buf]
  
```

Within the folder, each time the night audit starts, a folder is created in the directory. The name of the folder will be the date of the audit date (YYYYMMDD)

20130624	24/06/2013 11:18 ...	File folder
20130625	25/06/2013 7:26 PM	File folder
20130626	26/06/2013 11:45 ...	File folder
20130627	27/06/2013 4:05 PM	File folder
20130628	04/07/2014 11:43 ...	File folder
20130703	03/07/2013 2:47 PM	File folder
20130704	04/07/2013 9:41 AM	File folder
20130705	05/07/2013 8:07 AM	File folder

Within the folder, the night audit reports that are configured to be saved to file are stored.

nwh_fd1400.201306281001	201306281001	File	66 KB
nwh_fd1800.201306281000	201306281000	File	9 KB
nwh_fmngdashrp.201306281000	201306281000	File	10 KB
nwh_fdcllobal.201306281000	201306281000	File	9 KB
nwh_fd1200.201306281000	201306281000	File	9 KB

The name format for the report is: (property)\_(report name).(YYYYMMDDHHMM). The H is hour and the M is minutes. Maestro will add the time the report was printed to end of the file name.