
GLW100 Work with Report Groups

Overview This panel allows you to create and maintain General Ledger report groups and to run the report.

Purpose This panel allows you to:
Create and Maintain report groups.

Examples

This section illustrates examples concerning:

[Example 1: Add Report Group](#)

[Example 2: To Change Description of Report Group](#)

[Example 3: To Display Report Group](#)

[Example 4: To Delete Report Group](#)

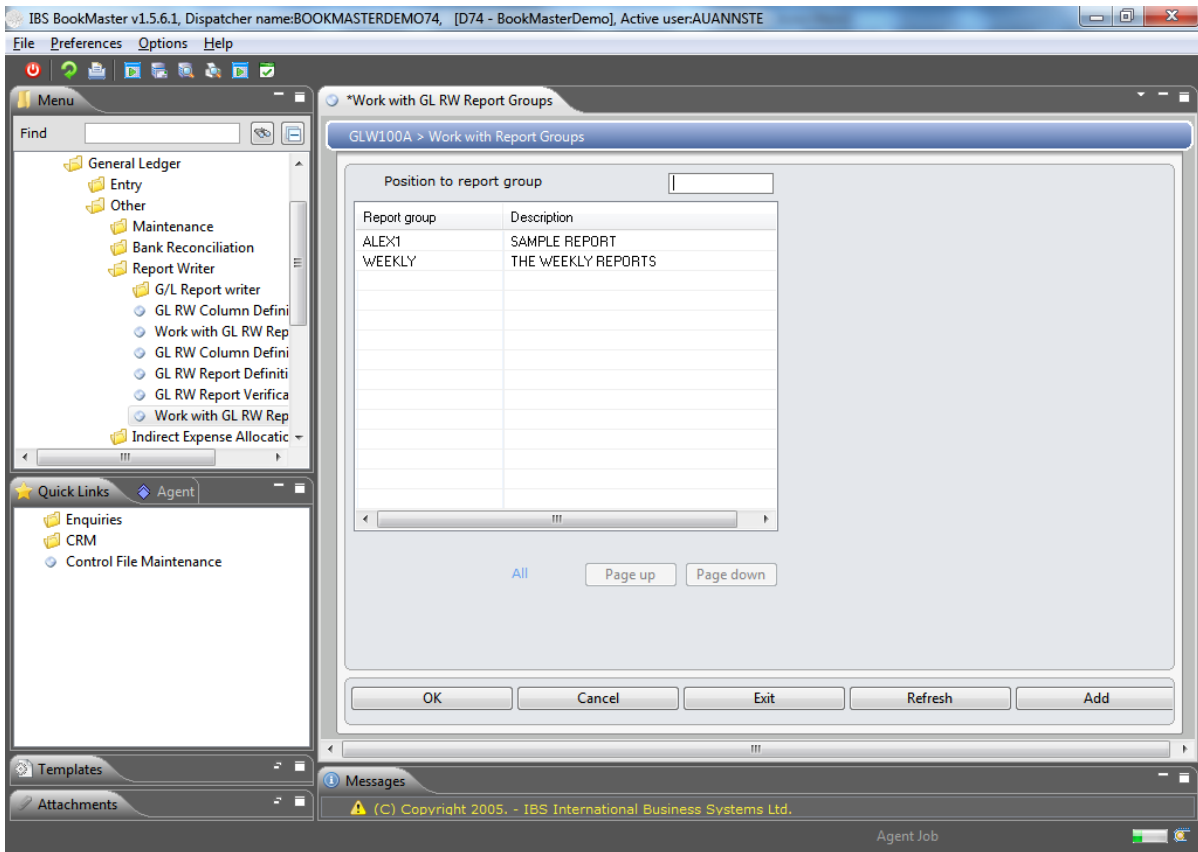
[Example 5: To Maintain Details of Report Group](#)

[Example 6: To Submit Report Group](#)

Example 1: Add Report Group

This example describes how to add new report group.

1. Select menu Report Writer from menu General Ledger>Other>Report Writer. Select menu option Work with GL RW Report Groups. Following panel is displayed.



Functions

Add

This function is to create new report group.

Options

Select

This option is used to add report writer parameter file details.

Change

This option is used to change description for the selected report group.

Delete

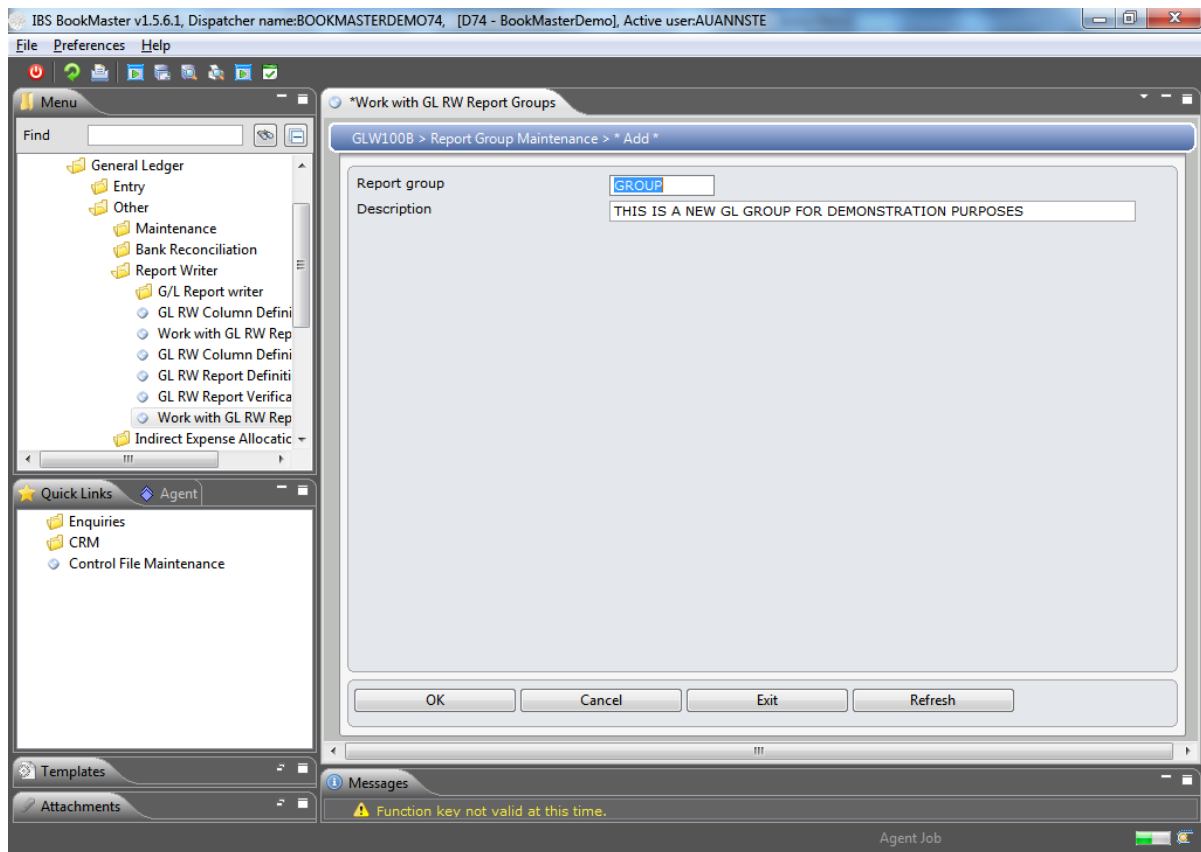
This option is used to remove selected report group from the system.

Display

This option is used to view particular report group creation and modification details.

Submit group

- Click function **Add** to add new report group. Following panel is displayed. This process is subject to user access/restrictions.



Relevant Fields

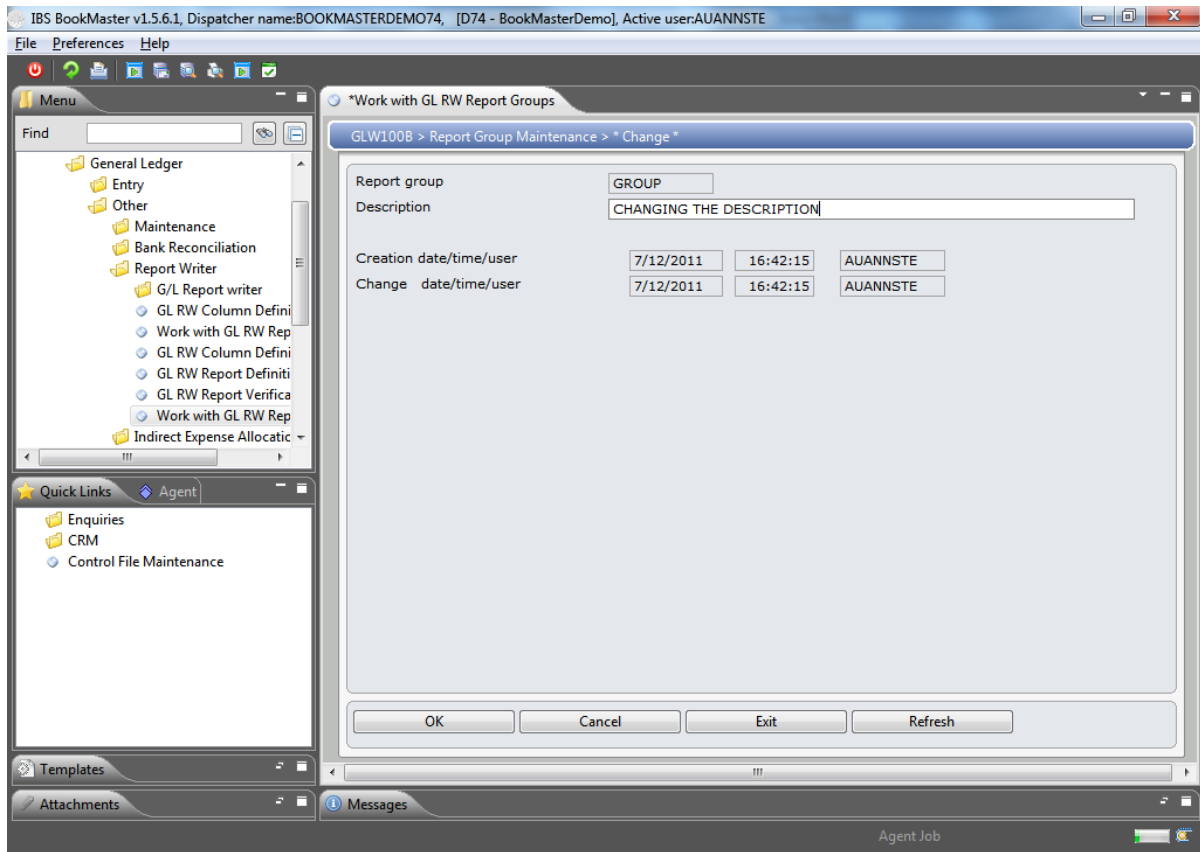
- Report group** This is name of the report group. It must be unique in the system.
- Description** This is meaningful description of the report group.

- Key in both the required fields and click **OK** to confirm the selection. New report group is created and added to the system.

Example 2: To Change Description of Report Group

This example describes how to change description of the particular report group.

- Repeat step 1 from [Example 1: Add Report Group](#). Select report group for which description is to be changed. Click option **Change**. Following panel is displayed.

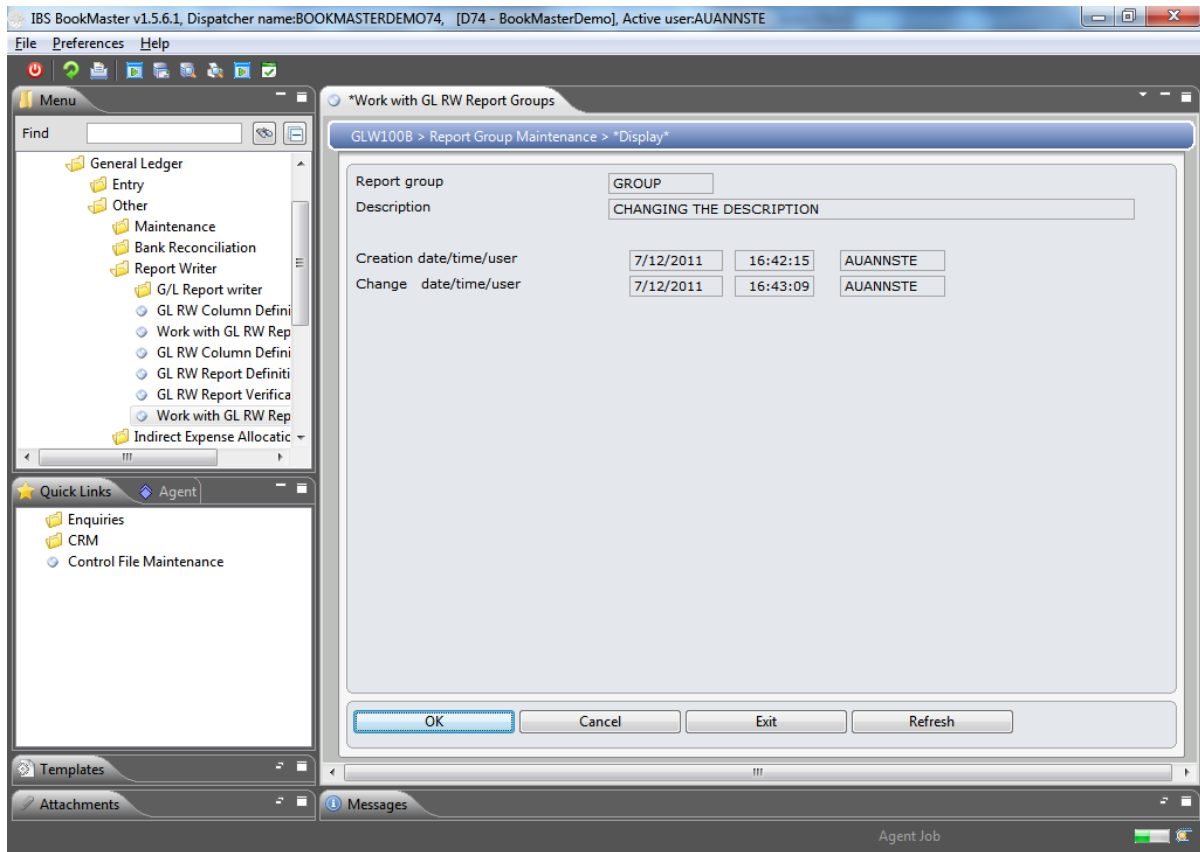


2. Make the necessary changes to the description and click **OK** to confirm the changes. Description for the report group is changed.

Example 3: To Display Report Group

This example describes how to display report group.

1. Repeat step 1 from [Example 1: Add Report Group](#). Select report group for which description is to be changed. Click option **Display**. Following panel is displayed.

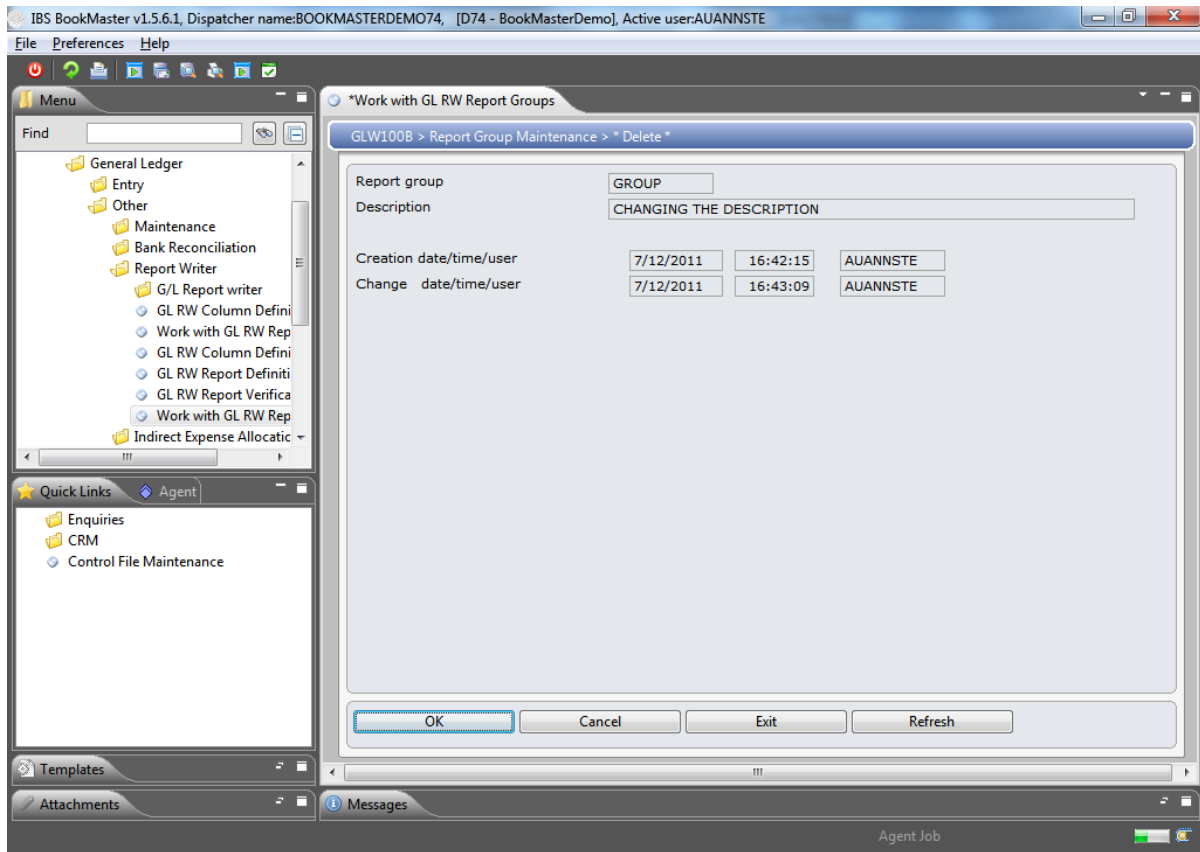


2. Creation and modification date/time and user are displayed along with group name and description.

Example 4: To Delete Report Group

This example describes how to delete particular report group.

1. Repeat step 1 from [Example 1: Add Report Group](#). Select report group for which description is to be changed. Click option **Delete**. Following panel is displayed.

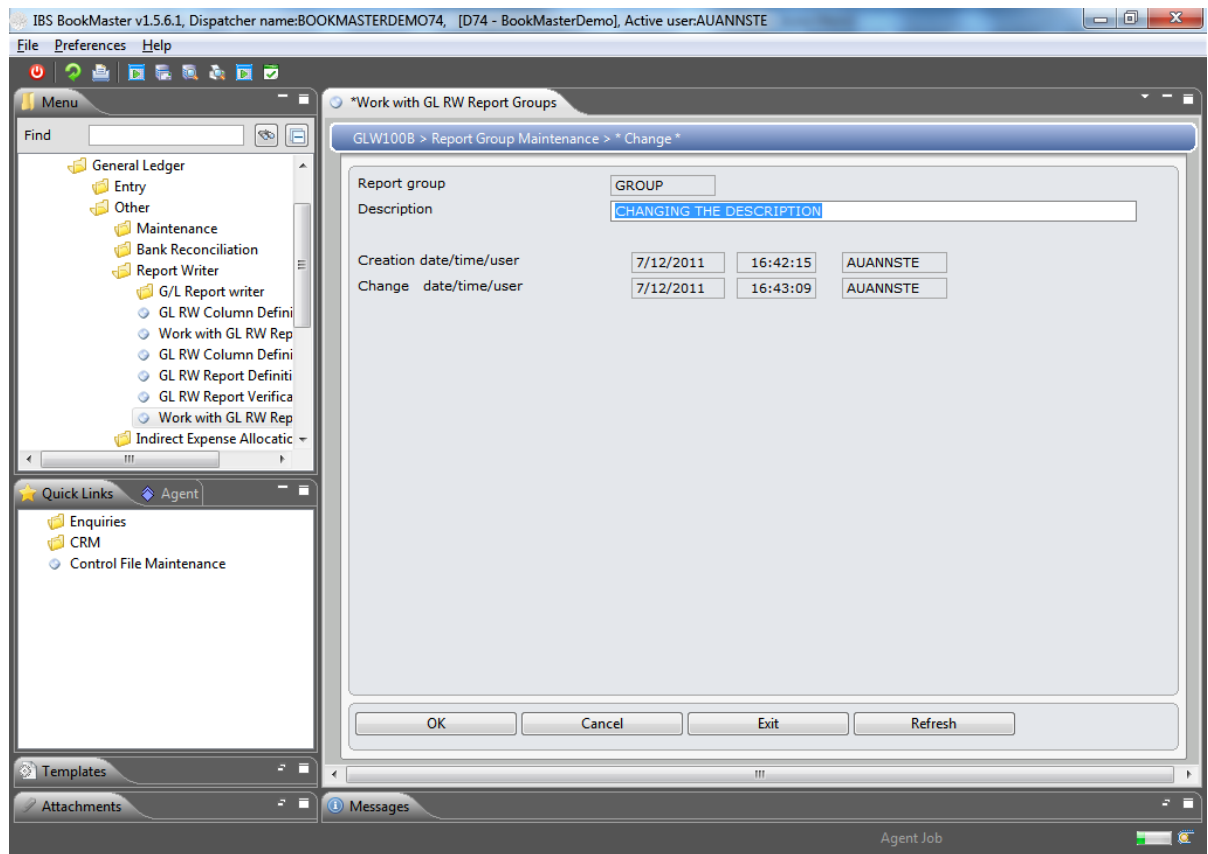


2. Click **OK** to confirm the selection. Selected report group is deleted.

Example 5: To Maintain Details of Report Group

This example describes how to change description of the particular report group.

1. Repeat step 1 from [Example 1: Add Report Group](#). Select report group for which description is to be changed. Click option **Change**. Following panel is displayed.



Related Tasks

Control Files Required

Following control files are applicable to GLW100 Work with Report Groups. Please refer to menu Control File Maintenance in Cross Applications module for more details.

Application	Key	Description
*****	PAGE	Page scrolling keywords
TMSG	PERIOD	Current processing period
TMSG	RW- USRAC	User Access to Report Writer Groups
TMSG	SOY	Start of Financial Year