

# Export Schedule

Export schedule

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# Exports schedule setup

Set up schedules to export data to csv file to be used in external data analytics programmes like Power BI.

One can also set up batch reporting on a monthly basis, for example. financial position, financial performance and trial balance.

System Configurati...



Administration

Company Profiles

Defaults

Financial Periods Setup

Backups

Multicurrency

Multilingual

Custom Fields

Reference Values

Custom Period Setup

Imports

Emailing Schedule Setup

Export Schedule

Export Schedule Search

Search

Add

Edit

Delete

Print Grid

Download File

Delete File

Manage Modules

Schedule

Down Load List

Modules:

Functions:

Schedule Frequency: All

Active: ☒

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| #  | Active | Type   | Module           | Function                    | Report                     |
|----|--------|--------|------------------|-----------------------------|----------------------------|
| 1  | Yes    | Export | Debtors          | Debtors Age Analysis        | -                          |
| 2  | Yes    | Export | Debtors          | Debtors Age Analysis Weekly | -                          |
| 3  | Yes    | Export | GL Ledger        | GL Transactions             | -                          |
| 4  | Yes    |        | GL Ledger        | GL Transaction 6            | -                          |
| 5  | Yes    | Report | GL Ledger        | GL Transactions             | Financial Position (BS)    |
| 6  | Yes    | Report | Income Statem... | Income Statement 2 Months   | Financial Performance (IS) |
| 7  | Yes    | Report | Income Statem... | Income Statement 6 Months   | Financial Performance (IS) |
| 8  | Yes    | Report | Month End Rep... | Month end reports           | Financial Position (BS)    |
| 9  | Yes    | Report | Month End Rep... | Month end reports           | Trial Balance (TB)         |
| 10 | Yes    | Report | Month End Rep... | Month end reports           | Financial Performance (IS) |

Export multiple files

Select multiple files for download (Use the Download selected highlighted in blue)

Select single files for download (Use the Download File highlighted in red)

## Export Schedule Search

 Search |  Add |  Edit |  Delete |  Print Grid

 Download File |  Delete File

**Schedule**

**Down Load List**

File Name:

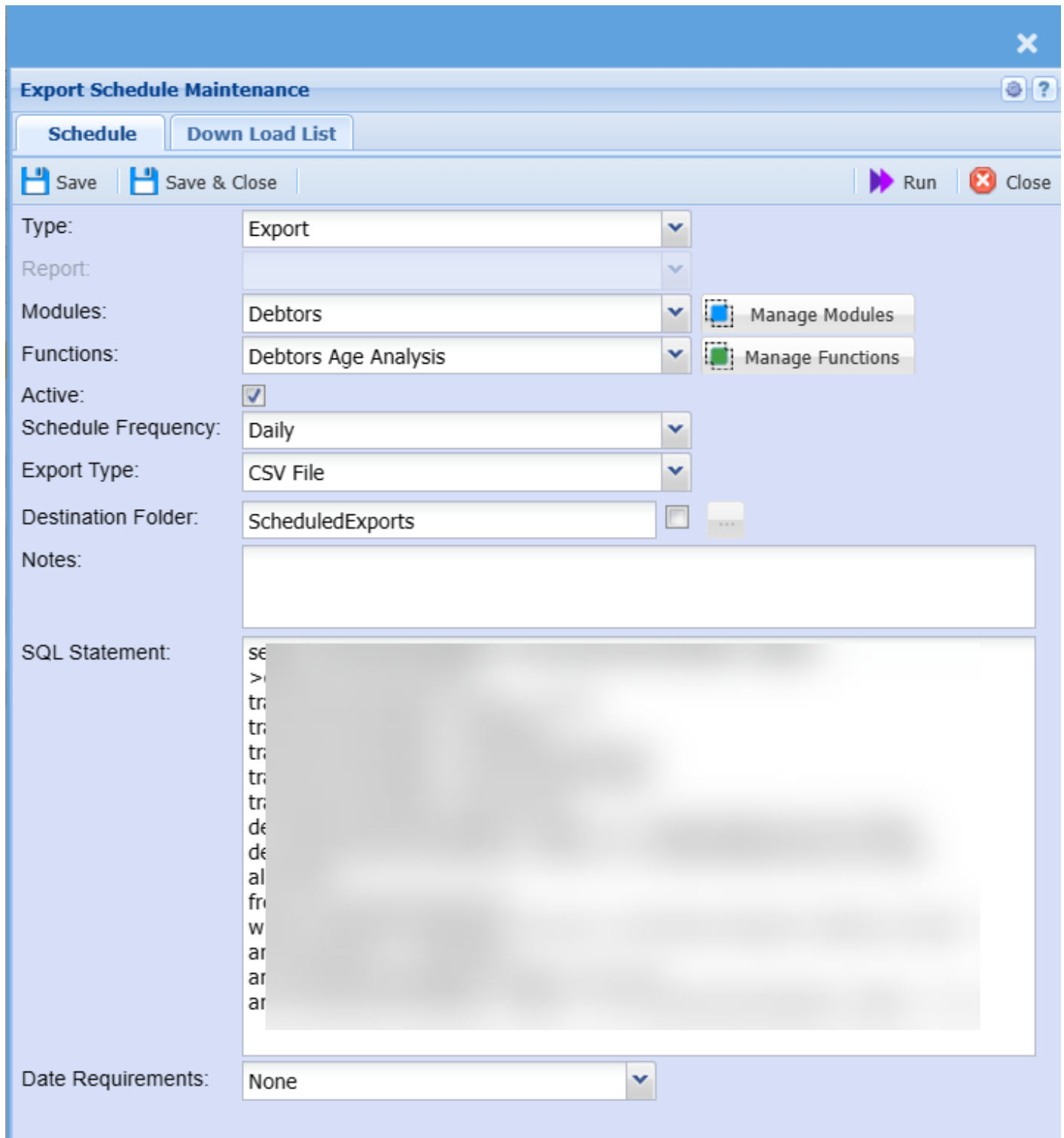
Page 0 of 0  Download Selected

| <input type="checkbox"/> | # | Item Name              | Name                                                               |
|--------------------------|---|------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> | 1 | GLTransactions.csv     | /csp/HUGEERP/Exports/ScheduledExports/GLTransactions.csv           |
| <input type="checkbox"/> | 2 | DebtorsAgeAnalysis.csv | /csp/HUGEERP/Exports/ScheduledExports/DebtorsAgeAnalysis.csv       |
| <input type="checkbox"/> | 3 | DebtorsAgeAnalysisW... | /csp/HUGEERP/Exports/ScheduledExports/DebtorsAgeAnalysisWeekly.csv |

# Export Schedule Maintenance

The export schedule allows you to setup multiple ways of exporting source data for review.

SQL queries can be gotten from your ERP consultant



The screenshot shows a software window titled "Export Schedule Maintenance" with a blue header bar containing a close button (X) and help icons. Below the header are two tabs: "Schedule" (selected) and "Down Load List". A toolbar at the top includes "Save", "Save & Close", "Run" (with a play icon), and "Close" (with a red X icon). The main form area contains the following fields and controls:

- Type:** A dropdown menu set to "Export".
- Report:** An empty dropdown menu.
- Modules:** A dropdown menu set to "Debtors". To its right is a button labeled "Manage Modules" with a blue square icon.
- Functions:** A dropdown menu set to "Debtors Age Analysis". To its right is a button labeled "Manage Functions" with a green square icon.
- Active:** A checkbox that is checked.
- Schedule Frequency:** A dropdown menu set to "Daily".
- Export Type:** A dropdown menu set to "CSV File".
- Destination Folder:** A text field containing "ScheduledExports" and a folder selection icon.
- Notes:** A large, empty text area.
- SQL Statement:** A large text area containing a partially visible SQL query: 

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```
- Date Requirements:** A dropdown menu set to "None".

# Schedule Tab

Fields defined

|                             |                                                                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                 | Export - Exporting data type<br>Report - Creating a report to export                                                                                                                            |
| <b>Report</b>               | Reports predefined when Report type is selected                                                                                                                                                 |
| <b>Modules</b>              | Select from a drop down menu where one has defined the module                                                                                                                                   |
| <b>Functions</b>            | Select from a drop down menu where one has been defined under the module                                                                                                                        |
| <b>Active</b>               | Make the export or report active or inactive                                                                                                                                                    |
| <b>Schedule Frequency</b>   | Select from a drop down menu for daily, weekly or monthly                                                                                                                                       |
| <b>Export Type</b>          | Specify CSV or XML                                                                                                                                                                              |
| <b>Destination Folder</b>   | Specify the default folder                                                                                                                                                                      |
| <b>Specific destination</b> | Click on the button to set the path for files to be exported to. This is used for one drive for share point. When using this, the file will be inserted into this folder and the default folder |
| <b>Notes</b>                | Enter the notes of what the export is about<br>Short description of export                                                                                                                      |
| <b>SQL Statement</b>        | Paste the SQL query                                                                                                                                                                             |
| <b>Date Requirements</b>    | Only required when reports are run.<br>SQL query works with a date                                                                                                                              |

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## Download List

Download the CSV or delete the file

Files are overridden each time the schedule runs

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Export Schedule Maintenance

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Schedule

Down Load List

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Search

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Download

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Delete File

✖

Close

File Name:

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Page 0 of 0

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No data to display

| # | Item Name              | Name                                | Date Modified ▾          | Type | Size  |
|---|------------------------|-------------------------------------|--------------------------|------|-------|
| 1 | GLTransactions.csv     | /csp/HUGEERP/Exports/ScheduledEx... | 2023-08-20 03:00:00.5... | csv  | 19499 |
| 2 | DebtorsAgeAnalysis.csv | /csp/HUGEERP/Exports/ScheduledEx... | 2023-08-20 03:00:00.56   | csv  | 74622 |
| 3 | DebtorsAgeAnalysisW... | /csp/HUGEERP/Exports/ScheduledEx... | 2023-08-17 03:00:00.9... | csv  | 73803 |

# Manage Modules

Add Modules (Grouping of exports)

Using groups helps define the exports, works well to define monthly reports for certain users to receive

Manage Modules

Search

Add

Edit

Delete

Close

Module Code:

Module Name:

| # | Module Co...  | Module Name                  | Email Users |
|---|---------------|------------------------------|-------------|
| 1 | Creditors     | Creditors                    |             |
| 2 | Debtors       | Debtors                      |             |
| 3 | GL Ledger     | GL Ledger                    | Yes         |
| 4 | Income Sta... | Income Statement 2 Months    | Yes         |
| 5 | Income Sta... | Income Statement 6 Months xx | Yes         |
| 6 | MID-Month...  | MID-Month-Report             |             |
| 7 | MON-END...    | Month End Reports            | Yes         |

Module Add / Edit

Edit Module

Modules Maintenance

Module Code:

Debtors

Module Name:

Debtors

Activate User - Report Email:

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Available

Selected

<<
<
Page
0
of 0

#
User Name

<<
<
Page
0
of 0

#
User Name

→

→

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Save

Close

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>Module Code</b>                  | Create a unique code                |
| <b>Module Name</b>                  | Enter a name                        |
| <b>Activate User - Report Email</b> | Activate to send a report           |
| <b>Available and Selected</b>       | Select emails to be sent the report |

# Manage Functions

Add and Maintain Functions which are linked to the modules.

This defines what is been exported.

Manage Functions

Search

Add

Edit

Delete

Close

Module Name:

Function Code:

Function Name:

| # | Module Na...  | Function C...  | Function Name                    |
|---|---------------|----------------|----------------------------------|
| 1 | Creditors     | Creditors A... | Creditors Age Analysis           |
| 2 | Debtors       | Debtors Ag...  | Debtors Age Analysis             |
| 3 | Debtors       | Debtors Ag...  | Debtors Age Analysis Fortnightly |
| 4 | Debtors       | Debtors Ag...  | Debtors Age Analysis Weekly      |
| 5 | GL Ledger     | GL Transa...   | GL Transaction 6                 |
| 6 | GL Ledger     | GL Transa...   | GL Transactions                  |
| 7 | Income Sta... | Income Sta...  | Income Statement 2 Months        |
| 8 | Income Sta... | Income Sta...  | Income Statement 6 Months        |
| 9 | Month End...  | Month end ...  | Month end reports                |

Add / Edit Function

Edit Function

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Module Name:

Creditors

Function Code:

Creditors Age Analysis

Function Name:

Creditors Age Analysis

Save

Close

|               |                                                  |
|---------------|--------------------------------------------------|
| Module Name   | Select the module the function will be linked to |
| Function Code | Add in a unique function code                    |
| Function Name | Enter a name to define the function              |