

# Report Printing & Exporting



The Integra Report Printing and Export features provide robust capabilities for local and networked printer support, graphical report printing & previewing.

Integra also provides report saving, sharing & re-direction via email and exporting report data to spreadsheets and other file formats.

## Overview

The Integra virtual print engine technology provides a printer setup dialog that lets you easily control a reports output destination. Default setting for print vs. preview mode can be set per user session but temporarily overridden on an individual report. Integra's "Smart Print" technology automatically makes printer dialog selections for you based on each reports style, orientation and report content thus eliminating common Windows printing problems and saving you considerable time on a daily basis.

Integra incorporates an export to alternate file capability for most reports. You may specify at report selection time the output file or export format you desire from these options: Adobe PDF, Excel Spreadsheet, Saved Report File, Database File, Comma Separated Value (CSV) or System Data Format (SDF/ASCII Text). You are prompted for a filename for the exported data for each report and exported report data is useable immediately. With the Export to Excel option for example, each column of report data is parsed into spreadsheet columns with appropriate column headers for use in sorting, totaling, formulas, etc.

The integrated report previewer allows you to zoom to a report section and scroll thru report pages. Integra's single click Email feature allows you to send the report to any email destination either local or across the country. This allows report sharing and electronic distribution as well as Vendor, Owner or Partner distributions of information with the click of a button. Also with one click, previously saved reports can be opened in the print previewer.

## Features & Benefits

Simplifies Print Management

Integrated Print Previewer

Report data Export Feature

Save and Reload Reports

Share reports via Email

Point & Click Interface

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### SUMMARY GENERAL LEDGER

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As Of April 2002

ACCOUNT	CST CTR	ACCT TITLE/DESC	FISCAL YEAR		CURRENT MONTH		ENDING BALANCE
			BEGINNING BAL	YEAR-TO-DATE ACTIVITY	BEGINNING BAL	ACTIVITY	
100-01	0	CASH-OPERATING	88,540.52	210,342.88	243,335.55	55,547.85	298,883.40
100-02	0	CASH-PAYROLL	87,044.79	0.00	87,044.79	0.00	87,044.79
100-05	0	CASH-REVENUE DI	116,223.08	-1,805.82	114,417.26	0.00	114,417.26
MAJOR ACCOUNT ( 100) TOTAL			291,808.39	208,537.06	444,797.60	55,547.85	500,345.45
110-00	0	A/R JIB	2,352.89	-2,352.89	0.00	0.00	0.00
MAJOR ACCOUNT ( 110) TOTAL			2,352.89	-2,352.89	0.00	0.00	0.00

Microsoft Excel - OGIntegraSummaryGIRReport

	A	B	C	D	E	F	G	H	I	J	K	L
	ACCTNO	COSTONTR	ACCTNAME	BALFWD	YTDACT	MOBEGBAL	CURMOACT	MOENDBAL				
2	100-01	0	CASH-OPERATING	88540.52	210342.88	243335.55	55547.85	298883.4				
3	100-02	0	CASH-PAYROLL	87044.79	0	87044.79	0	87044.79				
4	100-05	0	CASH-REVENUE DI	116223.08	-1805.82	114417.26	0	114417.26				
5	110-00	0	A/R JIB	2352.89	-2352.89	0	0	0				
6	155-30	0	L&W EQUIP	3.85	0	3.85	0	3.85				
7	210-00	0	A/P	0	0	0	0	0				
8	210-01	0	FICA PAYABLE	-1792.78	-1679.24	0	-3472.02	-3472.02				
9	210-02	0	MEDICARE PAYABL	-419.3	-392.74	0	-812.04	-812.04				
10	210-03	0	FEDERAL W/H	-1656.69	-1405.59	0	-3062.28	-3062.28				
11	210-05	0	STATE W/H TAX	0	-279.02	0	-279.02	-279.02				