

Printing Reports and Forms to Computer Files

When printing reports VisionX prompts you for the destination. Besides the usual Printer and Screen options you have the choice to save the report as a computer file.

Two formats are available:

- TEXT File (Tab Delimited) that can be opened from a software such as Microsoft Excel or be imported into another database. TEXT files do not contain any formatting characteristics, they are plain export files made of one row per record with as many columns as the number of data fields contained in each record. When opened from within a spreadsheet program TEXT files are presented in rows and columns, each data field and record separated from the others. TEXT files are great choices if you intend to manipulate the data further into a different application in order to produce different reports or graphs.
- PDF File that look exactly like the printed report including overall formatting, fonts, and graphics. Portable Document Format (pdf) is a file format created by Adobe Systems, the maker of the fame PhotoShop application and other outstanding products. Adobe intend was to create a file format that could be independent from applications and operating systems. The result is a file that can be opened on any computer regardless of what operating system the computer is running on, and regardless of the applications owned by the computer owner. PDF files may be created from the Adobe Acrobat application or from any other application, usually via the Print function. They can however only be edited from Adobe Acrobat.

In order to read the files you only need the free downloadable application Adobe Acrobat Reader, readily available on the web.

PDF files offer many advantages:

- Save paper
- Save storage space
- Archive reports at various dates
- Easy duplication for security purpose
- Faster access to old reports
- Share documents and reports via local network, web, or e-mail

Paperless Operations

1) Setup

When directing a report to a file VisionX automatically assigns a name and a pre-defined location for the pdf or text files. It is thus first necessary to tell the program where you want these files to be saved on your own hard disk or on a server.

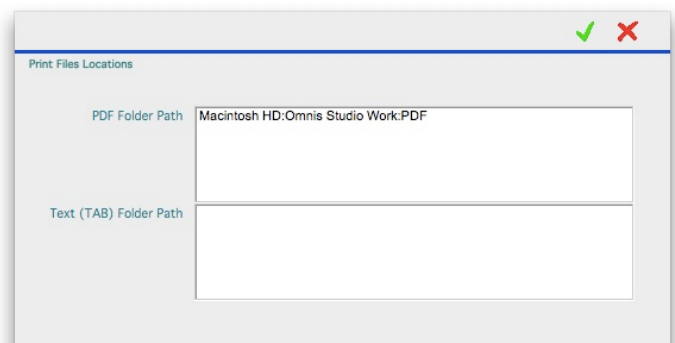
VisionX allows you to define two locations for each type of file, a public folder and your own private one. The private folder is actually only a separate location you may specify that could be made available to others if placed in a public server.

Public Folders:

From the File menu, select Setup/Print File Location.

Fill in the Folder Path for each of the export formats.

A folder path is the location and name of the folder where the files are to be saved. The path name starts with the name of your main hard disk followed by a list of folders and sub-folders and ending with the name of the final receiving folder. Each drive, folder, and sub-folder name is separated by your computer operating system official 'separator', a ':' for Macintosh OSX, or a '/' for Windows.

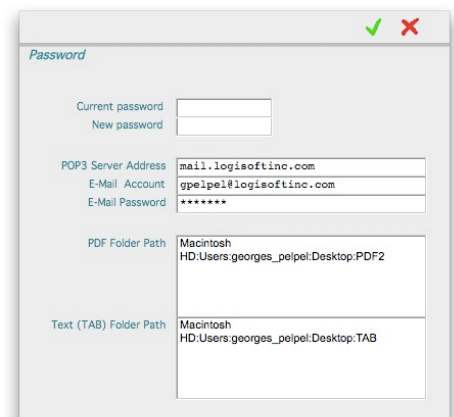


In the example above the computer main hard disk is named 'Macintosh HD'. It contains a folder called 'Omnis Studio' in which we have a sub-folder named 'PDF'. It is in this last folder that all pdf files will be saved.

Private Folders:

The private folders may be defined by the Administrator (File/Setup/Users) or by the user himself by selecting 'Change Password' from the File menu.

If PDF and Text Folder Path fields are empty, placing the cursor in them triggers VisionX to populate the field with the same location as previously specified for the Public Folder. This is done as a convenience to prevent the user from having to retype a long path if both public and private folders share the same drive. The auto-filled location path may be changed according to preferences.

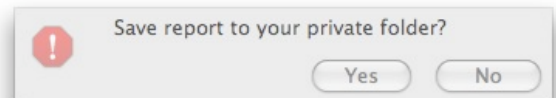


Paperless Operations

2) Printing to a File

When one of the export file options has been selected VisionX first ask you if you wish to save the file to your private folder.

Click 'Yes' if you desire so or 'No' if the file has to be saved to the public folder.



VisionX creates the folders and sub-folders specified in the path fields if then do not exist yet. In addition to these folders the program creates one folder for each module; GL (General Ledger), AR (Accounts Receivable)... Within these folders it adds a sub-folder for each report type: CHART (Chart of Accounts), AGING (Aging Report)...

The program then prompts you with the 'Save PDF/TAB file' window with a preset name. The name includes the report type followed by the date it is generated. The program directs the report to its proper folder thus each report folder will be populated by all the report instances you have generated during the fiscal year.

You may elect to change name and saving location at any time if necessary. Click Save to continue the process.

All pdf type files carry the .pdf extension, Text file the .txt extension. These extension are standard across different computer platforms. As a results you may exchange them with other individuals regardless of the type of computer or software they use.

