Miscellaneous Billing Invoice Report

Overview

Follow the procedures in this section in order to print the Miscellaneous Billing Invoice report directly from the Miscellaneous Billing Invoice entity in Govern. Any network printer can be used.

Prerequisites

SAP Crystal Reports 1.3.0.12 or higher is required.

General Settings Parameters for Reports

The Miscellaneous Billing Invoice report is available in Crystal Reports. For information on customizing this report, see *Customizing a Report on page 4*. Otherwise, the following setup is required.

To define the General Settings:

1. Launch GNA.

2. Select **Parameters** > **General Settings Editor**.

3. Select **Report** from the **Registry Filter**.
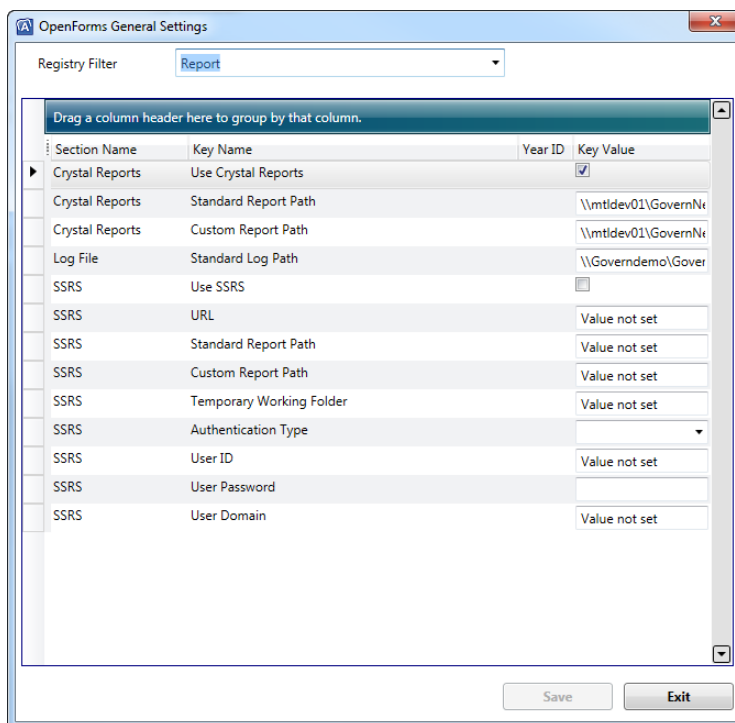
4. Select the **Use Crystal Report** option.

5. Enter the path to the **Reports** folder for your deployment in the Standard Reports Path parameter.

6. Enter the path to the **Custom Reports** folder if you have created one. *For details, see Customizing a Report on page 4.*

7. Enter the path to the log file in the **Standard Log Path** folder.

8. Click **Save**.

For further details, refer to the GNA documentation.

Configuring the Report

The following report must be available in your deployment, before you can print invoices from the Miscellaneous Billing form:

101-rpt-003.rpt Miscellaneous Billing Invoice

This report is included with the `FormReference.xml` file and imported by the GNA > Import/Export Tool. The changes that you apply to the report in

GNA, such as adding an alternative connection key and adding prompts, are not overwritten during the import process. If you want to create a new custom report in Crystal Report or SSRS, follow the procedure under *Customizing a Report on page 4*.

You can perform the following configuration to add a second datasoure connection key, prompts and criteria to the report. However, this is not a required step.

To configure the report:

1. Launch GNA.

2. Select **Parameters** > **Report Parameters Editor.**
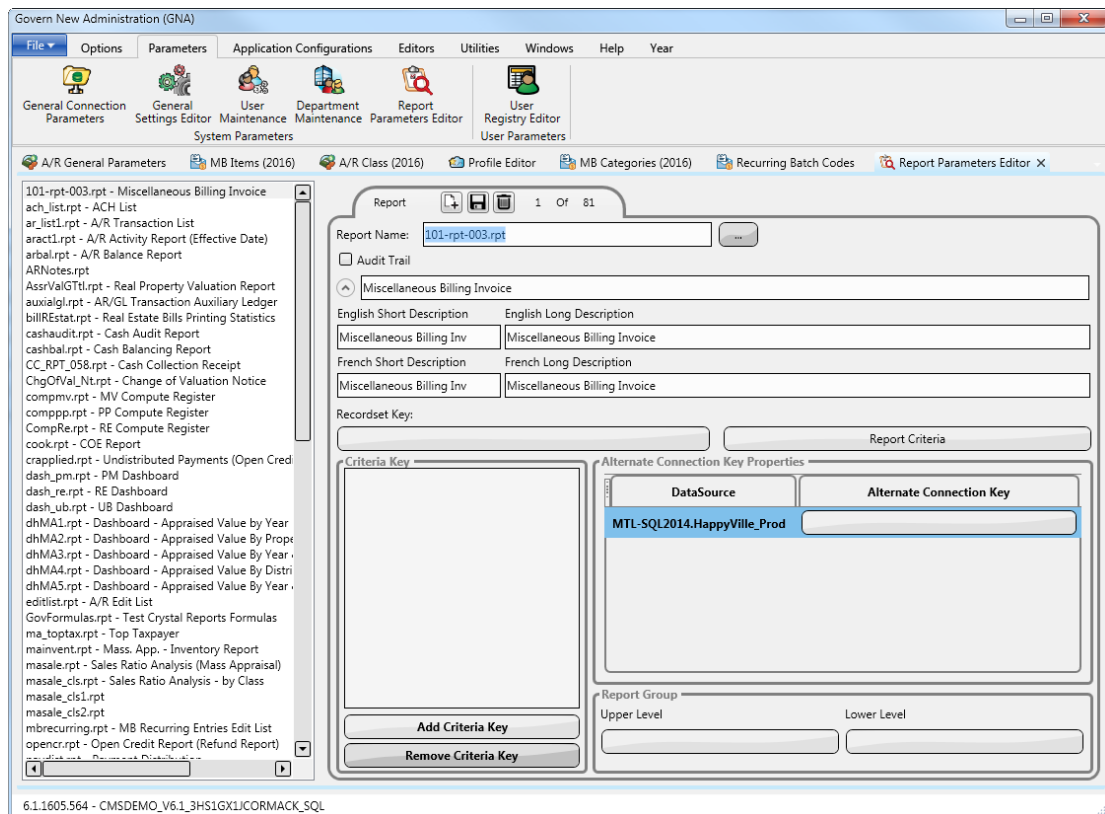
3. Select **101_rpt_003.rpt - Miscellaneous Billing Invoice** in the tree view.

   This Report Editor reads the report and lists all the datasources referenced.

4. Click **Report Criteria** to add a prompt or other criteria to the report. This is an optional step.
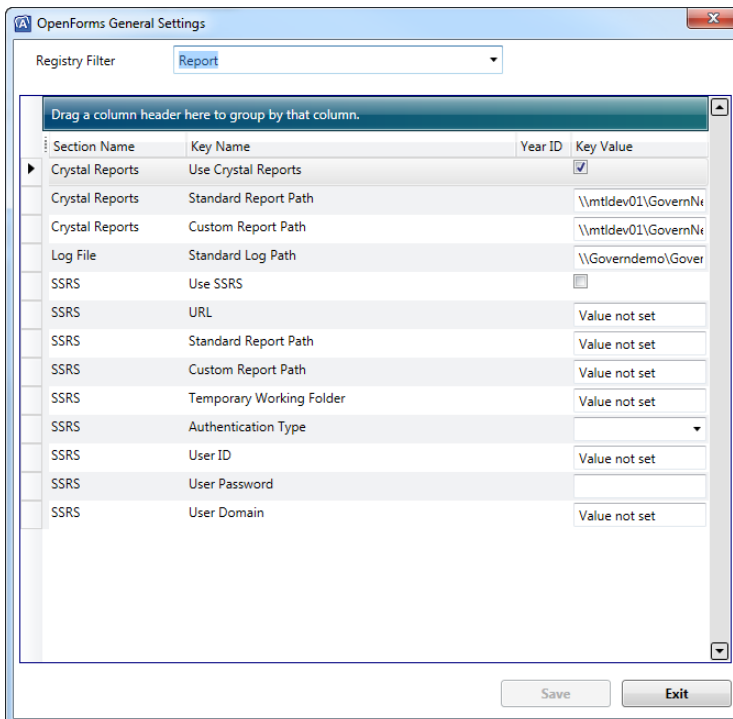
5. Click **Save**.

Refer to the documentation on the Report Parameters Editor for further details.

Customizing a Report

You can create a custom report to use in place of the standard Miscellaneous Billing Invoice report. The custom report can be created in either Crystal Reports or SSRS. You can save this report to any network directory. You need to enter the path on the OpenForms **General Settings** > **Report** form Whenever you launch the report, it is executed from the Custom folder.

Use the following procedure:

1. Create a new network directory for all your custom reports.

2. Create the custom report in Crystal Reports or SSRS.

3. Save your custom cash collection receipt report to this folder.

4. Ensure that the custom report has the same name as the standard report:

   101-rpt-003.rpt Miscellaneous Billing Invoice.

5. Launch GNA.

6. Select **Parameters** > **General Settings Editor**.

7. Select **Report** from the **Registry Filter**.

8. Select one of the following:
    - **Use Crystal Report**
    - **Use SSRS**

9. Enter the path to the custom reports folder that you created in the **Custom Report Path** parameter.

10. Enter the path to the **Reports** folder for the standard reports.

11. Enter the path to the log file in the **Standard Log Path** folder.

12. Click **Save**.

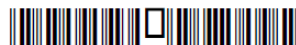*Refer to the documentation on the Report Parameters Editor for further details.*

Printing the Receipt

The receipt can be printed on any printer, either automatically or manually.

The information added to the receipt includes the following:

Account Details
- Invoice Date
- Due Date
- Invoice No.
- Account No.
- Reference

Invoice Details
- Description
- Quantity
- Amount / Qty
- Sales Tax
- Total per itm
- Invoice Total

Happy Ville City
Ala Wai Canal
Waikiki Beach
Honolulu, HI 96815
(866) 999-9934

INVOICE

Invoice Date :	June 13, 2016
Due Date :	
Invoice No.:	00221073
Account No.:	0005
Reference:	

Invoice To :   Ronald Rosenzweig
P.O. Box 506
Short Hills, NJ 07078-0506

Description	Quantity	Amount/Qty	Sales Tax	Total
Police Detail	1.0	$400.00	$112.00	$631.80
Fire Detail	1.0	$650.00	$182.00	$1,026.68
			Total	**$1,952.48**

Please return bottom portion of invoice with your payment

Make check payable to Happy Ville City

Invoice Date :	June 13, 2016
Invoice No.:	00221073

Please Pay on or before	$1,952.48
Amount Enclosed	$_____

Account No.:   0005
Ronald Rosenzweig
P.O. Box 506
Short Hills, NJ 07078-0506

Configuring the Miscellaneous Billing Action Button

The following procedure describes how to add the Report Printing action button to the Miscellaneous Billing form. However, by default, this button is included on the form.
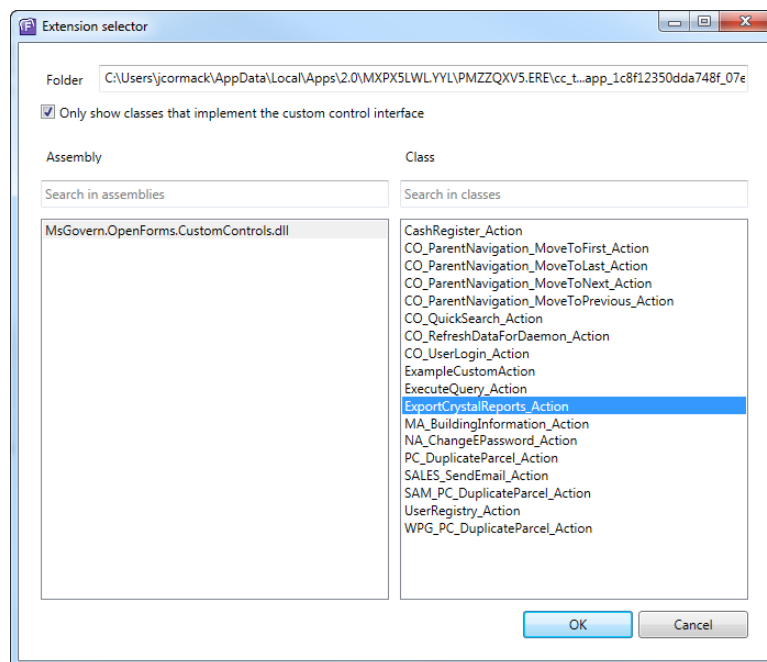
To add this action button:

1. Launch the Govern OpenForms Designer (OFD).

2. Open the Miscellaneous Billing form.

3. Select the **Invoice Posted** entity.
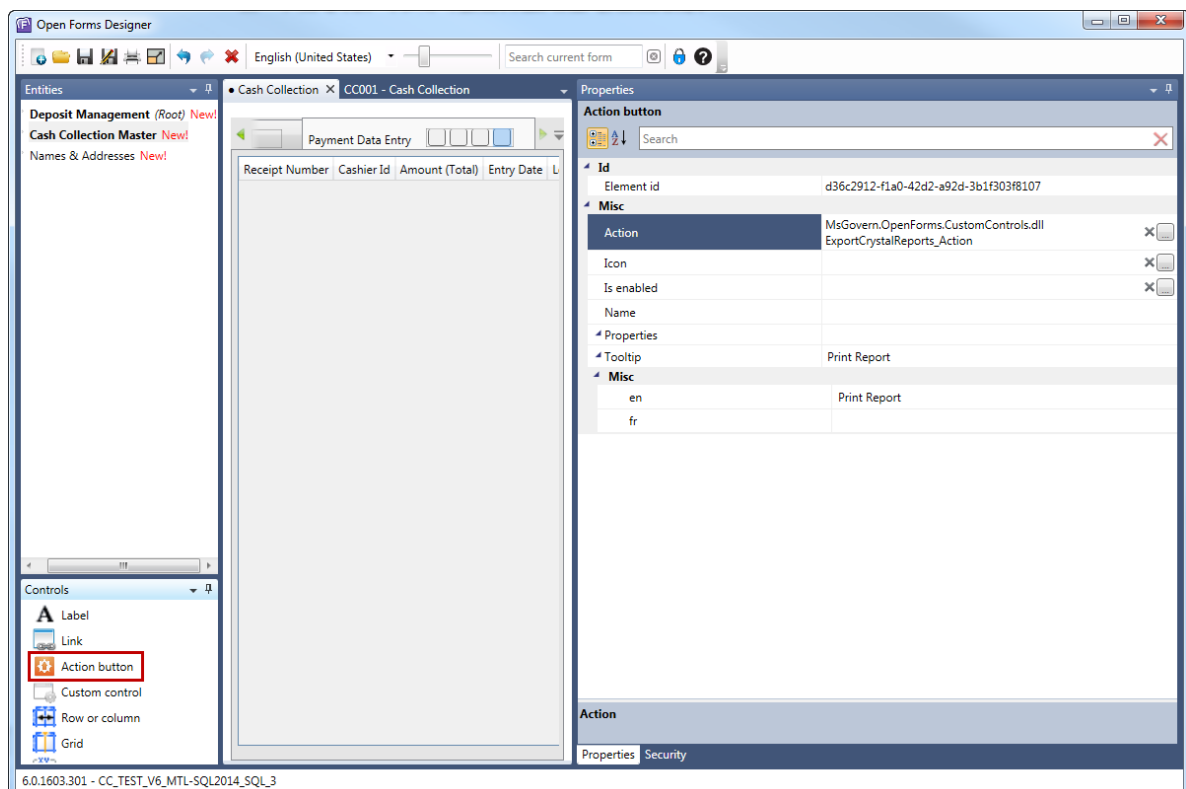
4. Select the Action Button in the **Controls** explorer.

5. Drag it to the top of the form.

6. Click the ellipsis button beside **Action** text box.

This opens the Extension Selector.

- Select **Only show classes that implement the custom control interface**.
- **MsGovernOpenForms.CustomControls.dll** is displayed under **Assembly**.
- Select **ExportCrystalReports_Action** on the right.
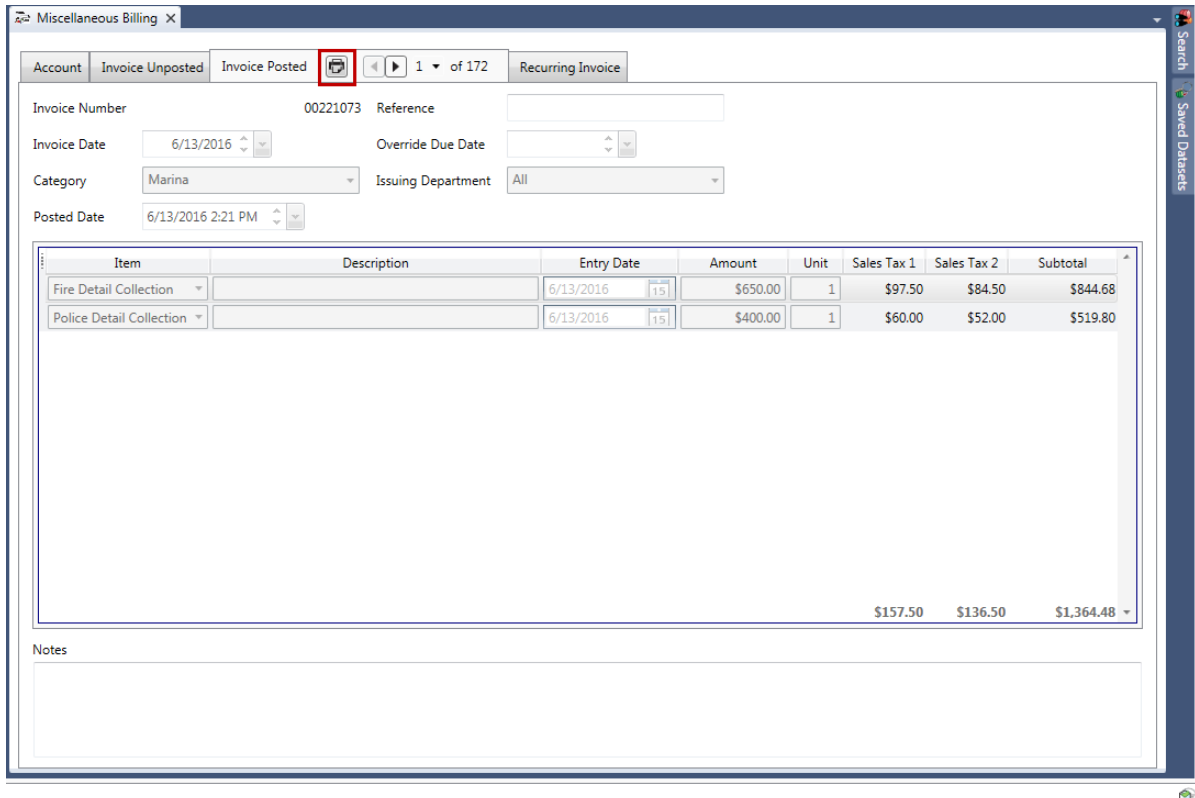- Click **OK**.

This information `MSGovernOpenForms.CustomControl.dllExportCrystalReports_Action` is displayed in the **Properties** tab for the Action button on the Miscellaneous Billing form.

7. Expand the **Misc**. property and configure the following:
   - Enter the printer name in the **PrinterName** property.
   - Select **101-rpt-003.rpt – Miscellaneous Billing Invoice** from the **ReportCode** property.
   - Select the export type that you want to generate, such as **PDF** or **Crystal Reports**.

8. Expand the **Tooltip** property.
   - Enter a tooltip to appear when the user hovers the mouse over the **Miscellaneous Billing Invoice Print** action button on the Cash Collection form.

9. Click **Save**.

10. Launch Govern and open the **Miscellaneous Billing > Invoice Posted** form to view the button.

The Miscellaneous Billing Invoice Print button is located on the tab at the top of the form.

Launching the Report from Govern

You can print the report directly from the Miscellaneous Billing form in Govern.

To print the report:

1. Launch Govern.

2. Open a Profile that includes the *Miscellaneous Billing* form.

3. Open the Miscellaneous Billing form.

4. Perform a search and load the required Miscellaneous Billing record.

5. Open the Invoice Posted entity.

6. Click the Miscellaneous Billing Invoice Print action button.

    The report is printed on the printer configured in the *Cash Collection Parameters* form.