

MANAGEMENT CONTROLS

VIEWING / REPRINTING INDIVIDUAL DOCUMENTS

BPO REPORTS

Document Search (Standard View Reports(System Reports)

BPO2

CONTRACT INVOICE
PRINTING / RE-PRINTING

Reports)

All Reports

BPO EXPLORER (this has been replaced by All Reports)

- Print Queue
- Print Queue Reprint
- Print QueueViewer
- Logging On
- Run a Report
- Selecting Columns

REPORT DESIGNER

- <u>Introduction to</u> <u>Report Designer</u>
- Customising Reports - Formatting
- Client SpecificCustomised Sales
- Customising Reports - Main Features

Documents

Customising

- Grouping & Filtering Data
- Export Report / Select & Copy
 Data
- Pivot Charts

RSI INSIGHT

- Introduction
- Configure Exception Reports
- Configure Exception Target



BPO2 Management Controls Index

Reports - Labels

Customising

Reports - Check-

<u>box</u>

Customising

Reports - Rich

Text

Customising

Reports - Picture

<u>Box</u>

Customising

Reports - Panel

Customising

Reports - Lines

Customising

Reports - Shapes

Customising

Reports - Char-

acter Comb

Customising

Reports - Tables

Customising

Reports - Cal-

culated Fields and

Summaries

Customising

Reports - Sub-

Reports

BPO.RSI.022

• Exception Report

Dashboard

View Exception
 Report Detail

CEO Dashboard

RSI RECONCILER

- Logging On
- Run a Report
- Filtering
- Recon Breaks

BPO RECONCILIATIONS

• Checks & Recon