Technical Document for Huber Shipment Reports

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Purpose

The purpose of the **<u>Huber Database</u>** is to track Sodium Sulfate Na_2SO_4 that is produced by JM Huber Corporation (Huber) out of their Etowah or Havre de Grace locations, which is then sold through Giles Chemical Industries (GCI) to Saltex customers or shipped to baggers/transloaders. The bagger entities include: ICP (Baltimore, MD), Bulkmatic (Chicago Heights, IL) and/or Transwood (Memphis, TN). In essence, GCI is the outsourced sales dept. for Na_2SO_4 which is produced as a by-product by Huber.

The production of (physical) Na_2SO_4 and its freight is handled by Huber. The financial and billing (paperwork) is handled by GCI. The Huber Database captures Supplier, Customer, Ship to Address, City and State, Product ID, Invoice Info., Carrier, Giles PO, Freight, Description, and Other Charge Amount.

The **<u>Huber Reports</u>** query the Huber Database and request a Date Range. Huber Reports – Generate reports from the database pulling data in the requested date range from the fields of Ship to City and State, Invoice info., Freight Amt., Other Charge Amt. and Description. The reports group by Supplier and Customer and then calculate both Production Cost and Gross for each. The Subtotal and Grand Total are then calculated and grouped for each customer and supplier. The Detailed Huber Report includes every Invoice# and its details in the requested date range. The Summarized Huber Report additionally groups and subtotals by Ship to City and does not print each Invoice# and its details.

Specs

Location of Huber Reports is on Shared Giles-app-srv\
S:\Administrative\RPTS\Dist_Crystal_reports\HuberRPTS\DetailedShipmentReport.rpt and SummaryShipmentReport.rpt (rpt – Crystal Report)
Location of Huber Database is on Shared Giles-app-srv\
S:\Databases\Huber Shipments\HuberShipment.mdb (mdb – Microsoft Access Database)
Application to run/view report in is **Jeff-Net Report Runner Viewer 11**. This application runs off the server.
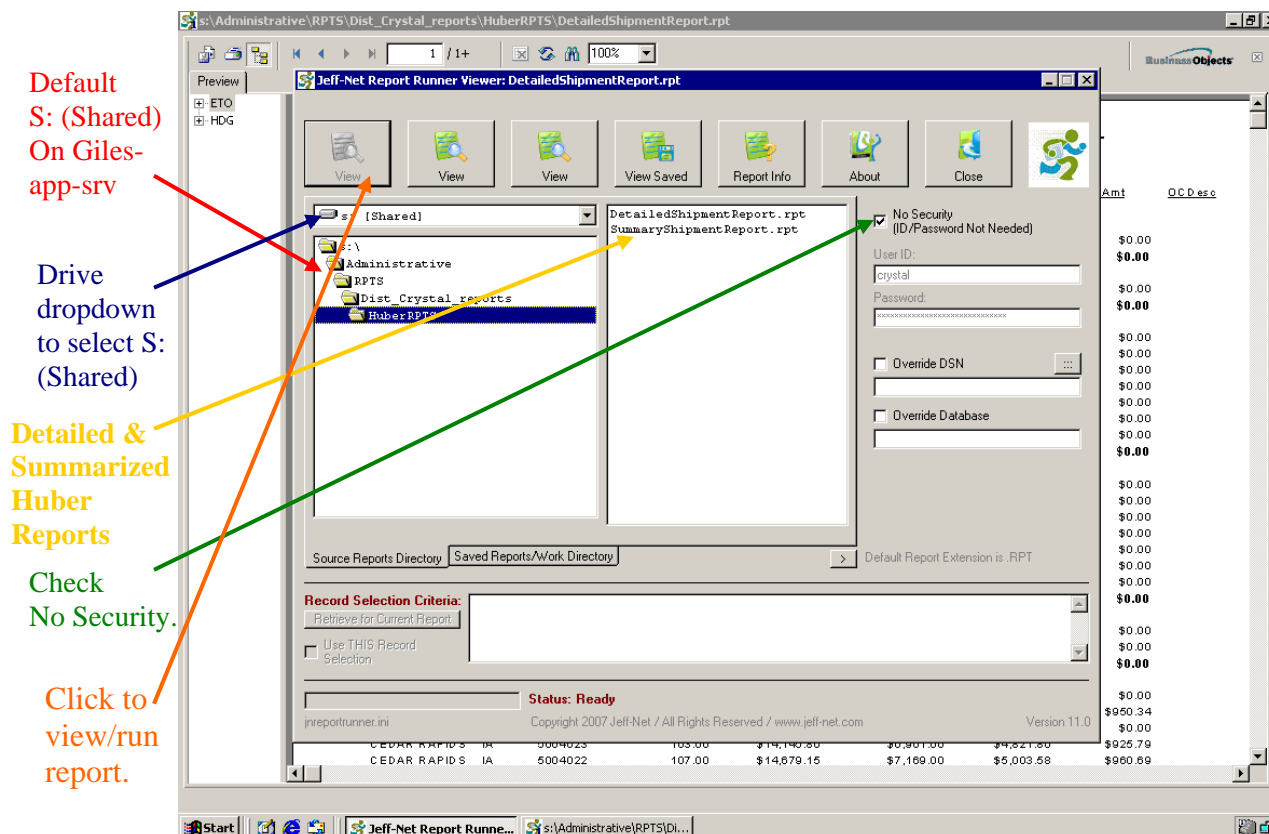The Huber Database was designed in Microsoft ® Office Professional Access 2003.
The Huber Reports were created in Crystal Reports ® Professional 11.
All software and product licensing is registered to Giles Chemical/Premier in association with Giles Chemical Industries as of 2007.

Instructions/Use (How to run/view reports)

Log in to thin client or PC. Double click desktop shortcut Report Runner Viewer 11, if present. If not, click on Windows Start Menu button. Go to Programs and select Jeff-Net Report Runner Viewer Engineer, select Report Runner Viewer 11. Jeff-Net Report Runner Viewer application will open up (see screen print below).

Default S: (Shared) On Giles-app-srv (red arrow)

Drive dropdown to select S: (Shared) (navy arrow)

Detailed & Summarized Huber Reports (yellow arrow)

Check No Security. (green arrow)

Click to view/run report. (orange arrow)

Left side of Window may or may not default to S:\Administrative\RPTS\Dist_Crystal_reports\ HuberRPTS (see red arrow). If it does not, select drive dropdown s: (Shared) (see navy arrow). Then back in window below (red arrow), double click each folder in the following order S:\Administrative\RPTS\Dist_Crystal_reports\HuberRPTS until HuberRPTS is reached. WARNING-If error message "You are not authorized to view that directory!" is displayed, click OK. Error message may be displayed a few more times, OK to each. This is Giles Security and we have restricted some directories. Right side of Window should now display both Huber Reports (see yellow arrow). Select Report to run/view. Check No Security, if unchecked (see green arrow). Click on View button in upper left corner (see orange arrow).

Report **Enter Values** Window will open up and prompt for Date Range. Follow instructions for entering date range in YYYY-MM-DD format, for example 2007-08-01 and 2007-08-31. Place mouse/cursor in first - Start of Range: Enter a Value: field and type in beginning of requested date range. Then ENTER, which will move cursor to second - End of Range: Enter a Value: field and type in end of range then click OK. Additionally, dates maybe selected by clicking on calendar icon to right of each Enter a Value: field. Report will now be generated based on the date range that was entered and a new window will open.

Report may be printed, exported, or drilled down into (if available). On left side of report under Preview, groupings may be expanded. Additional tabs next to Preview may be available, if drilldown is possible.