23.0

Get My Report

Reference Manual

Contents

1 Introduction

Get My Report is an online solution to execute simple apps on cloud-applications such as:

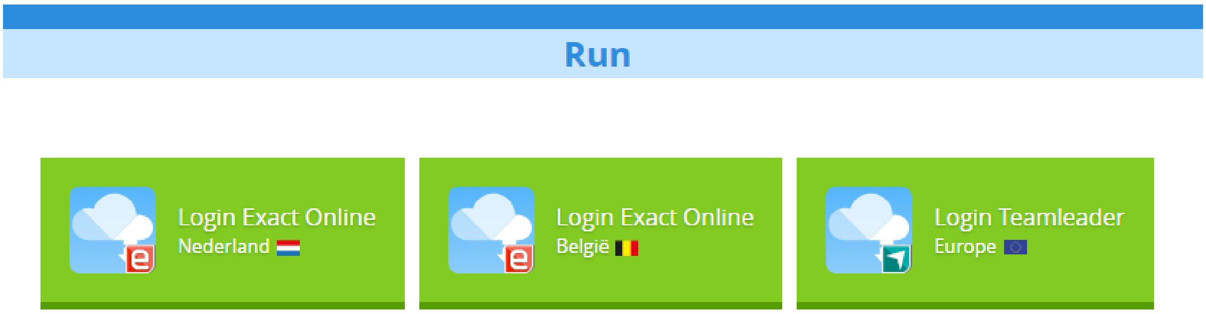
- Exact Online
- Teamleader

Get My Report runs on most current web browsers and mobile devices such as tablets and iPhone.

Output typically consists of workbooks for use with Microsoft Excel.

2 Log on

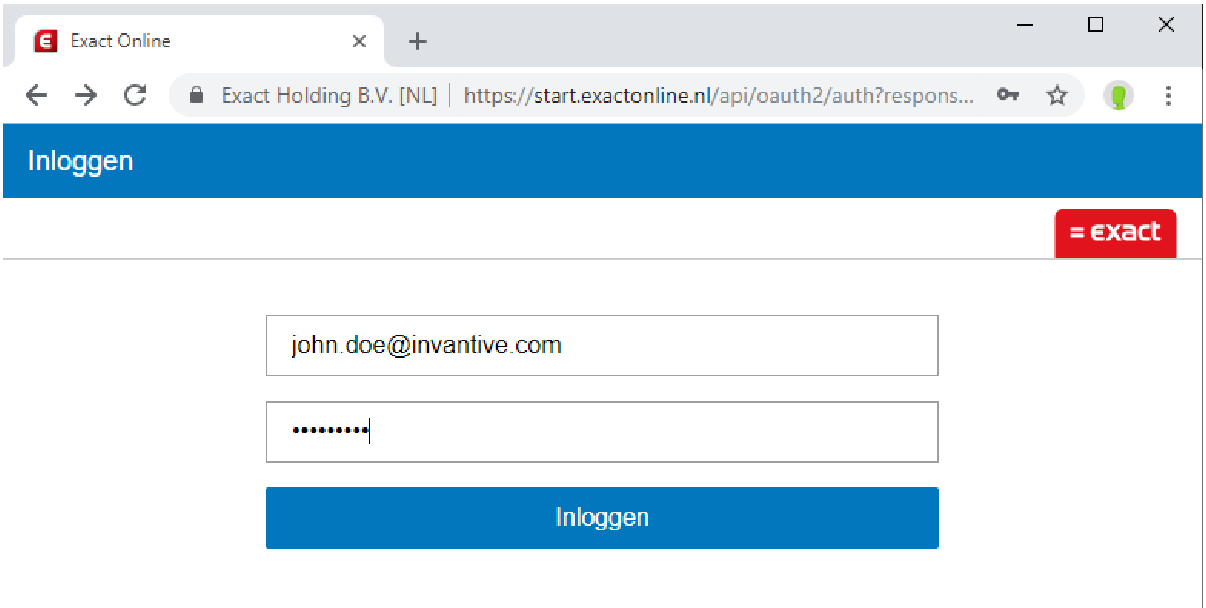
The first step is to choose the relevant cloud application from the menu on https://get-my-report.com:



In addition to the standard environment, there are also customer-specific sites with a different URL. Such a customer-specific site can connect to one or multiple cloud and/or on-premise applications and databases. Please consult your local application administrator when in doubt.

2.1 Exact Online

Exact Online requires the use of your default credentials:

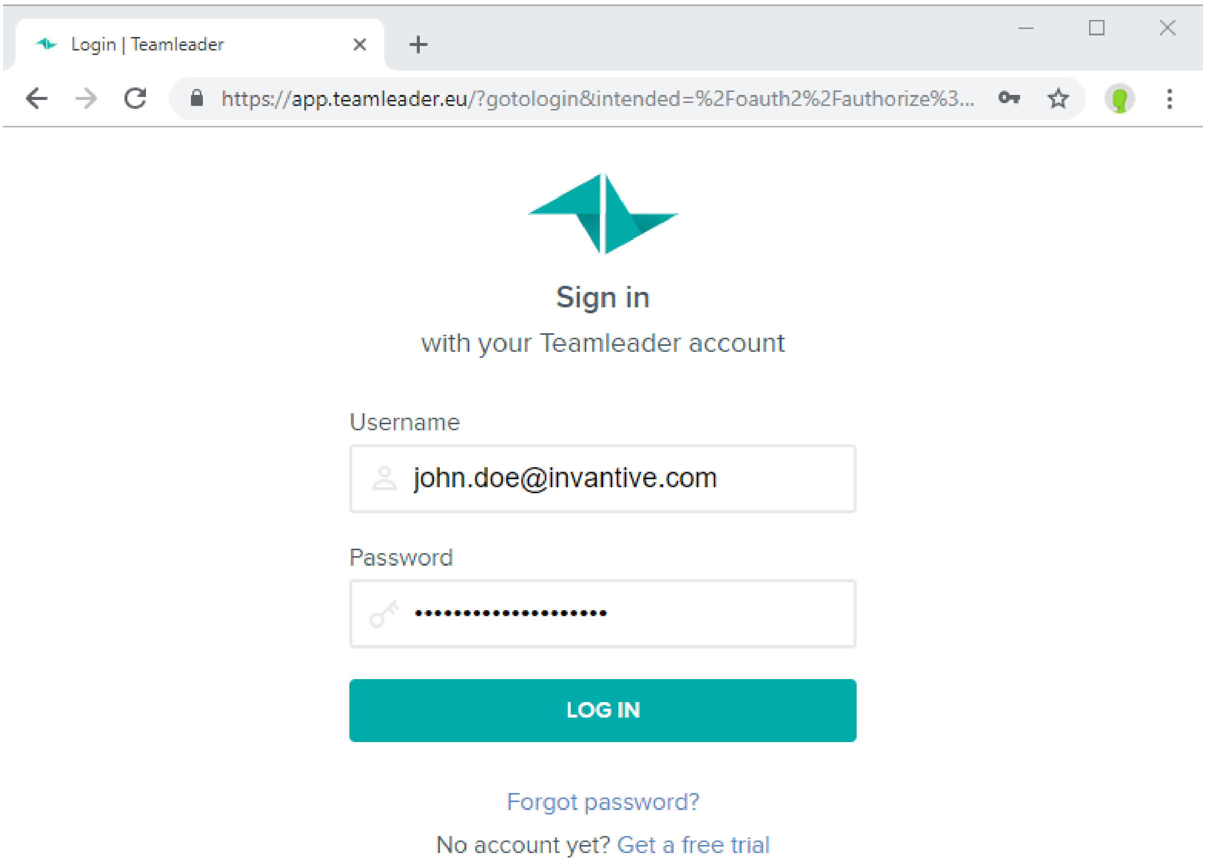


In the next step, you will be asked to provide your verification code:

Upon first use, you may also need to approve the use of the application with your Exact Online subscription.

2.2 Teamleader

Teamleader requires the use of your default credentials:

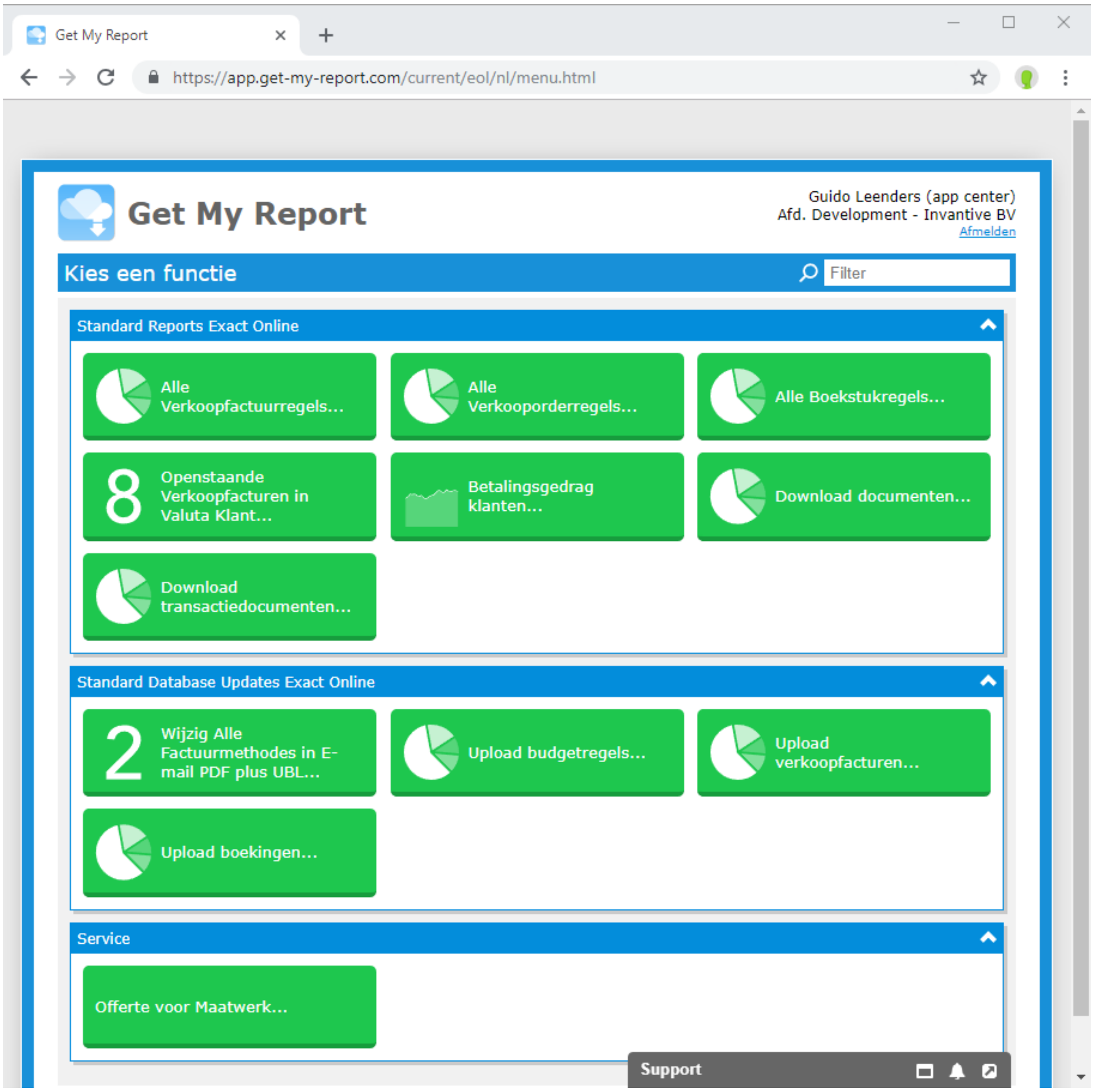


3 Menu

The menu with available apps varies depending on:

- the platform chosen;
- number of custom apps made available.

A sample for Exact Online is shown below:



3.1 Run an App

To run an app, just select it in the menu.

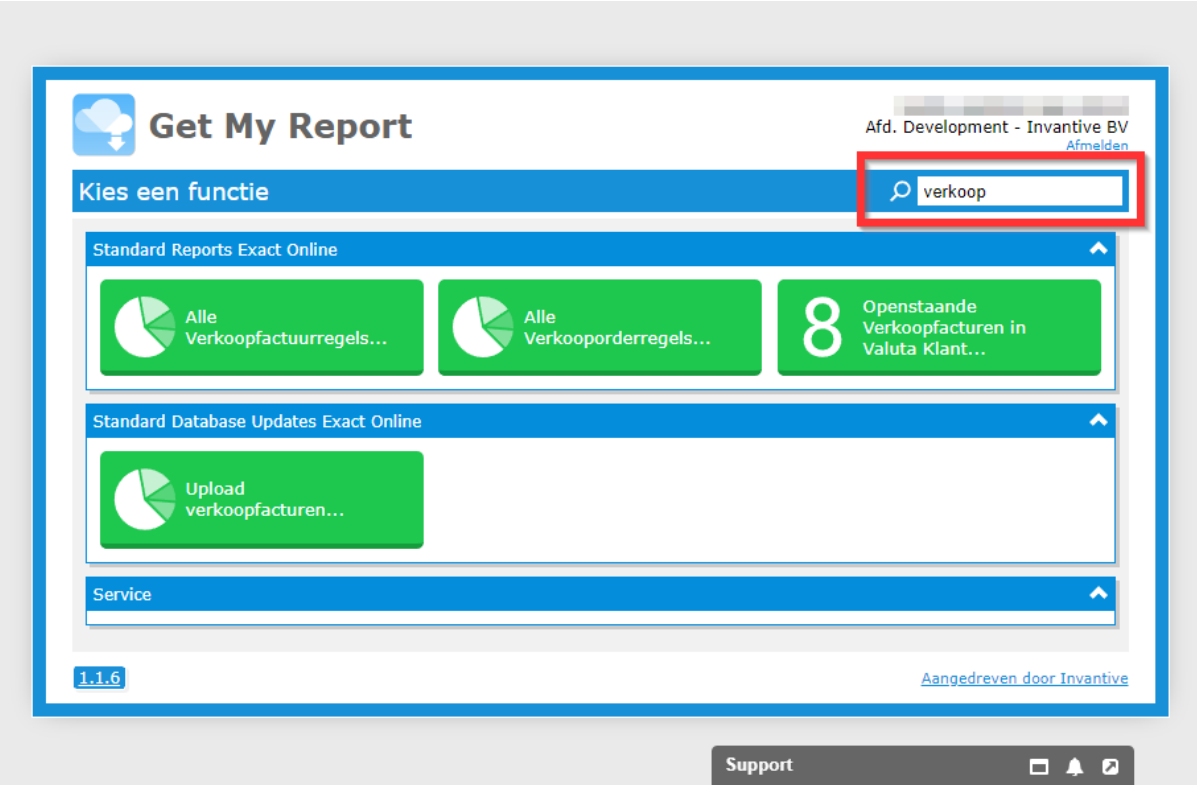
When an app has no parameters, it will start straight away. Otherwise, the parameter values will be requested in a separate step 5.

Typically an Excel workbook with results of execution are downloaded once the app has finished executing.

3.2 Find an App

A search function is available to ease locating an app. Just enter part of the title of an app to reduce the apps displayed to those containing the text in their title.

For instance, entering "verkoop" will show only sales related apps:

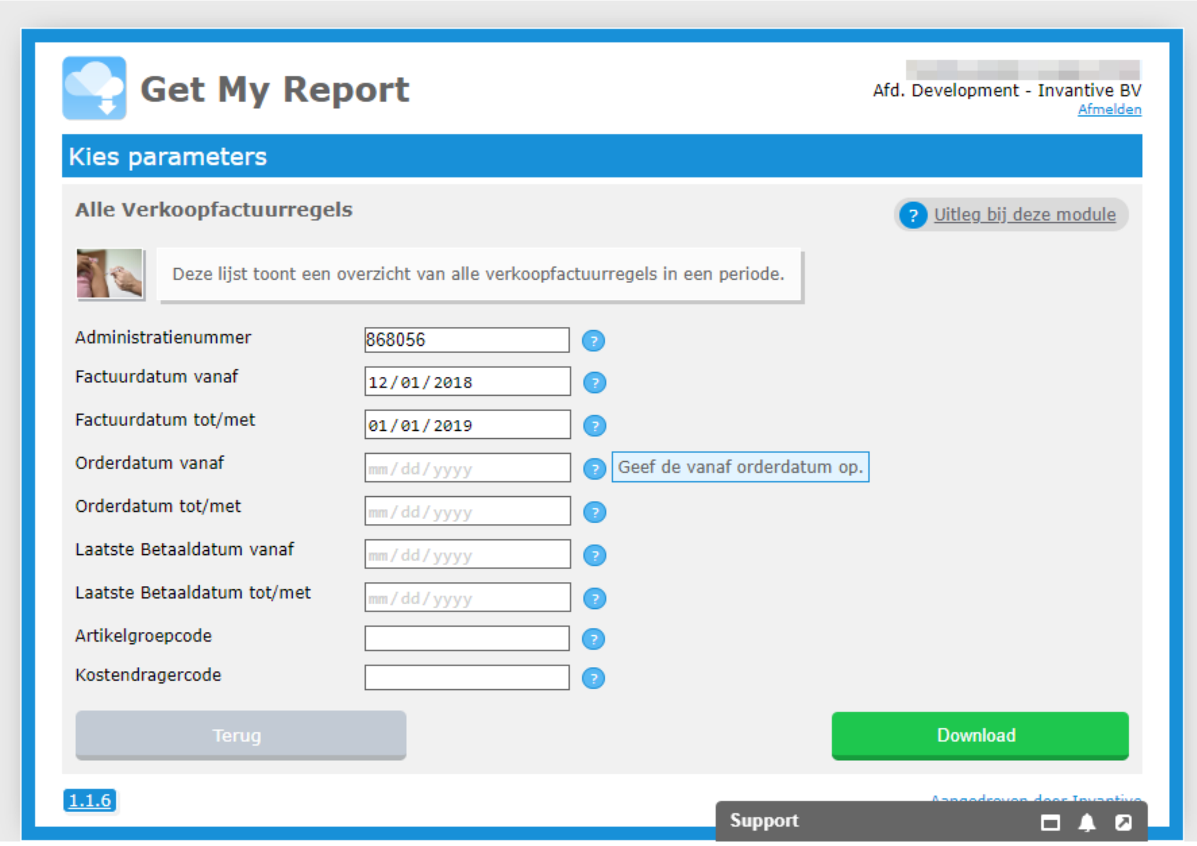


3.3 Parameters

A parameter screen will be shown for apps that have one or more parameters. Parameter values can be defaulted or empty.

To run an app after providing values, use the green button at the bottom right. It is typically named "Download" for reports and "Upload" for loading data.

Parameters can have help associated, which can be shown by clicking on or hovering over the blue balloon to the right of the parameter.



3.4 Patterns

Parameters can be based be a "pattern". A pattern defines a condition that must apply for data to be included in your output.

The following conditions must apply:

- The pattern must match the value being checked to match for all non-special characters. For instance, the pattern 'John' matches solely the value 'John'.
- The special underscore character ('_') matches any characters. For instance, the pattern 'J_hn D__' matches 'John Doe' and 'Jahn Dim'.
- The special percentage character ('%') matches any sequence of characters, including the empty sequence. For instance, the pattern '%John%' matches 'John Doe', 'Carol and John Doe' and 'Me, Myself and John'.

3.5 Bookmark

The URL shown by the browser can be bookmarked. When navigated to, it automatically selects the module as well as parameter values.

4 Modules

4.1 Exact Online

This chapter describes the available standard apps on Exact Online within Get My Report.

4.1.1 Upload Transactions

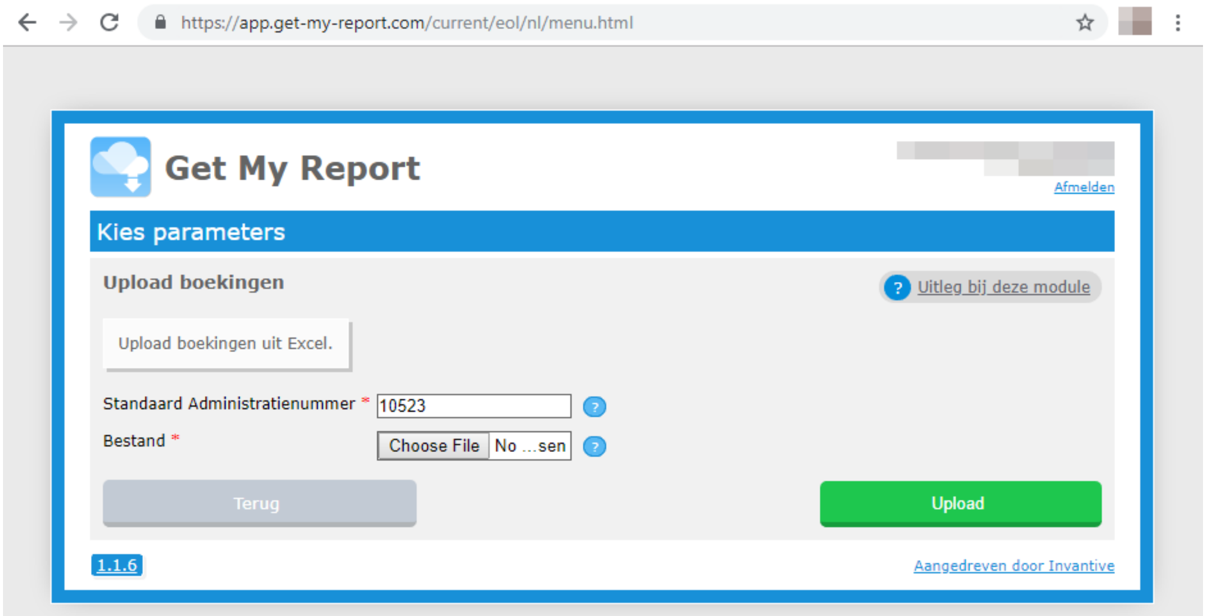
Uploads financial transactions into the general ledger of one or more Exact Online companies. An Excel sheet with a pre-defined format is used as the source of the transactions.

The limit of approximately 1 million rows is considerably larger than the Exact Online default. This app will help you import large volumes of transactions into the general ledger across multiple companies in one go.

However, take note that each individual upload must be completed within 3 minutes.

Transactions are grouped from individual transaction lines by the journal code and entry number.

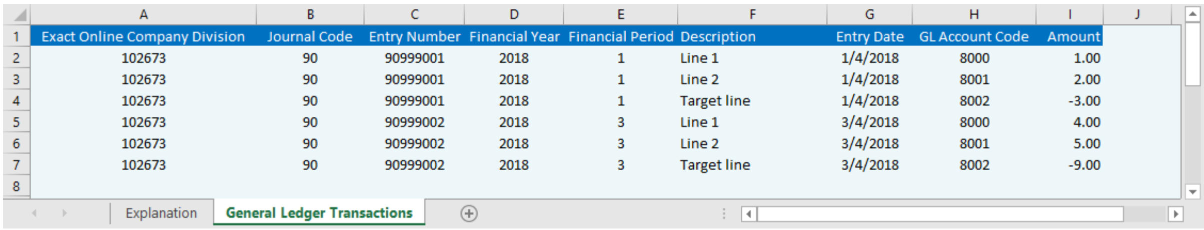
The actual internal uploads take place in many small parts to circumvent limits in the Exact Online APIs.



Upload Excel with financial transactions into Exact Online

Setup Sample

A [sample Excel import file] is available with the following contents:

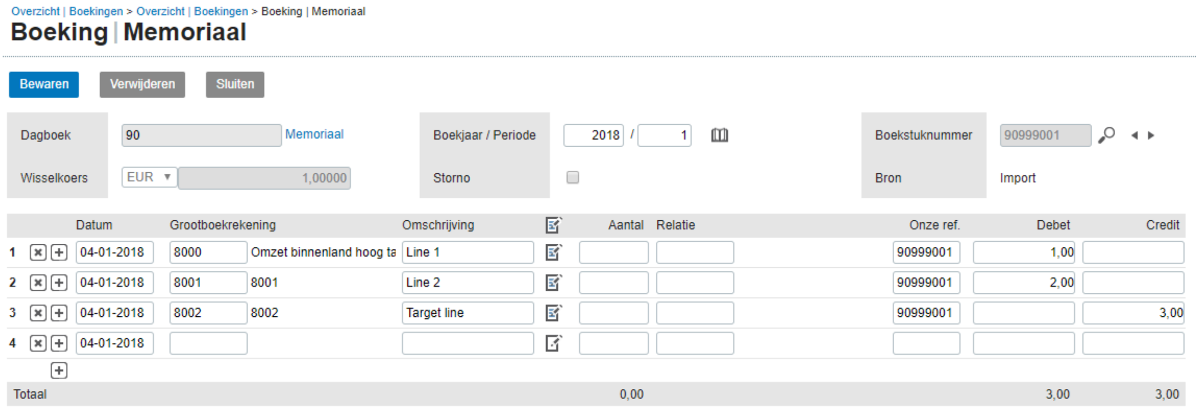


Exact Online Company Division	Journal Code	Entry Number	Financial Year	Financial Period	Description	Entry Date	GL Account Code	Amount
102673	90	90999001	2018	1	Line 1	1/4/2018	8000	1.00
102673	90	90999001	2018	1	Line 2	1/4/2018	8001	2.00
102673	90	90999001	2018	1	Target line	1/4/2018	8002	-3.00
102673	90	90999002	2018	3	Line 1	3/4/2018	8000	4.00
102673	90	90999002	2018	3	Line 2	3/4/2018	8001	5.00
102673	90	90999002	2018	3	Target line	3/4/2018	8002	-9.00

Explanation | General Ledger Transactions

Excel sample file with transaction line entries to upload into Exact Online

The result in Exact Online will look similar to:



Transaction line entries created in Exact Online

Parameters

The following parameters can be specified:

- Exact Online company division code to be used when the Excel sheet contains no explicit value for division code.
- Original system group to relate the import file with the import result.
- Excel workbook to upload with extension 'xlsx'.

Excel Format

The Excel workbook must contain a worksheet with the name 'General Ledger Transactions'. The contents of the first row are ignored to leave space for column headings.

The columns from left to right are:

- Exact Online company's division code (optional).
- Journal code.
- Entry number.
- Financial year.
- Financial period.
- Description.
- Entry date.
- General ledger account code.
- Amount.
- Cost center code.
- Cost unit code.
- Currency code.
- VAT code.
- Account code.

- Project code.
- Start date (deferred accounting).
- End date (deferred accounting).

Checks

The following checks are performed before loading the data into the Exact Online companies:

- The Exact Online company's division codes must all refer to an active company the user has access to (gmr001).
- The journal codes must refer to existing journals in the companies (gmr002).
- The cost center codes must refer to existing cost centers in the companies (gmr017).
- The cost unit codes must refer to existing cost units in the companies (gmr018).
- The project codes must refer to existing projects in the companies (gmr019).
- The account codes must refer to existing accounts in the companies (gmr020).
- The VAT codes must refer to existing VAT codes in the companies (gmr021).
- The currency codes must refer to existing currency codes in the companies (gmr022).
- The general ledger account codes must refer to existing general ledger accounts in the companies (gmr003).
- The financial years and periods must refer to existing financial years and periods in the companies (gmr004).
- The summed amount across each company, journal code and entry number must be 0 (gmr005).

Output

The output is an Excel workbook with the following worksheets:

- Overview of the data imported.
- Results, with one row per fragment uploaded to Exact Online.

The results include a column with XML to manually correct and re-load individual failed transactions.

Limits

There are no limits on the number of records that can be uploaded in one upload. However, Excel poses a limit of 1 million rows per worksheet.

4.1.2 Upload Sales Orders

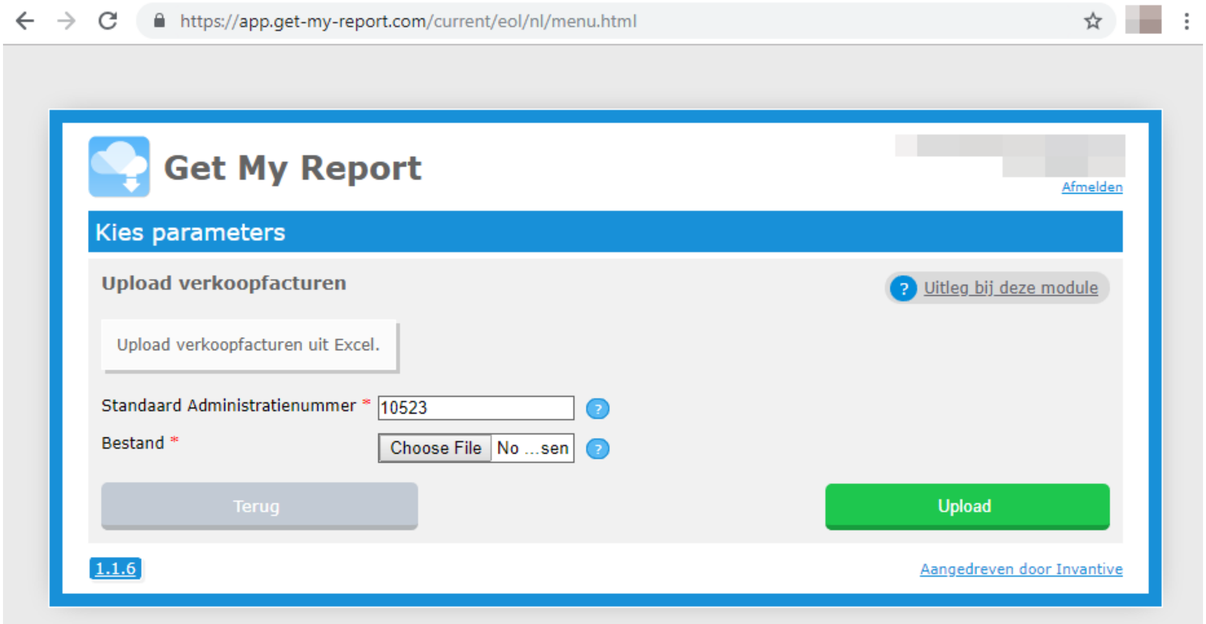
Uploads sales orders into one or more Exact Online companies. An Excel sheet with a predefined format is used as the source of the sales orders.

The limit of approximately 1 million rows is considerably larger than the Exact Online default. This app will help you import large volumes of sales orders across multiple companies in one go.

However, take note that each individual upload must be completed within 3 minutes.

Each line in Excel represents a sales order lines, which is grouped into sales orders by the journal code and account code.

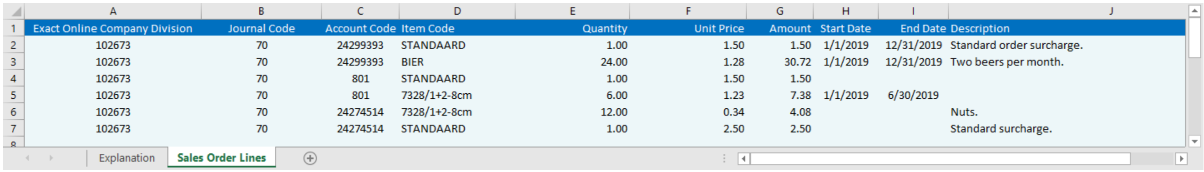
The actual internal uploads take place in many small parts to circumvent limits in the Exact Online APIs.



Upload Excel with sales orders into Exact Online

Setup Sample

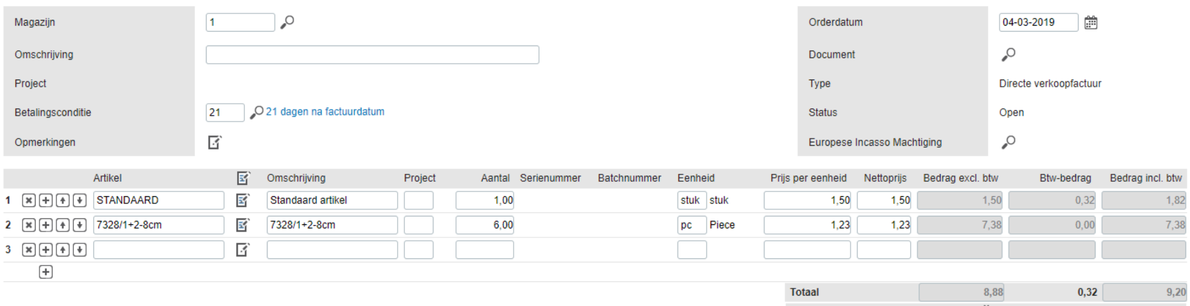
A [sample Excel import file]() is available with the following contents:



	A	B	C	D	E	F	G	H	I	J
1	Exact Online Company Division	Journal Code	Account Code	Item Code	Quantity	Unit Price	Amount	Start Date	End Date	Description
2	102673	70	24299393	STANDAARD	1.00	1.50	1.50	1/1/2019	12/31/2019	Standard order surcharge.
3	102673	70	24299393	BIER	24.00	1.28	30.72	1/1/2019	12/31/2019	Two beers per month.
4	102673	70	801	STANDAARD	1.00	1.50	1.50			
5	102673	70	801	7328/1+2-8cm	6.00	1.23	7.38	1/1/2019	6/30/2019	
6	102673	70	24274514	7328/1+2-8cm	12.00	0.34	4.08			Nuts.
7	102673	70	24274514	STANDAARD	1.00	2.50	2.50			Standard surcharge.

Excel sample file with sales order lines to upload into Exact Online

The result in Exact Online will look similar to:



	Artikel	Omschrijving	Project	Aantal	Serienummer	Batchnummer	Eenheid		Prijs per eenheid	Nettoprijs	Bedrag excl. btw	Btw-bedrag	Bedrag incl. btw
1	STANDAARD	Standaard artikel		1,00			stuk	stuk	1,50	1,50	1,50	0,32	1,82
2	7328/1+2-8cm	7328/1+2-8cm		6,00			pc	Piece	1,23	1,23	7,38	0,00	7,38
3													
									Totaal		8,88	0,32	9,20

Sales order lines created in Exact Online

Parameters

The following parameters can be specified:

- Exact Online company division code to be used when the Excel sheet contains no explicit value for division code.
- Original system reference to relate the import file with the import result.
- Excel workbook to upload with extension 'xlsx'.

Excel Format

The Excel workbook must contain a worksheet with the name 'Sales Order Lines'. The contents of the first row are ignored to leave space for column headings.

The columns from left to right are:

- Exact Online company's division code (optional).
- Journal code.
- Account code.
- Item code.
- Quantity.
- Unit price.
- Amount.
- Start date.
- End date.
- Description.

Checks

The following checks are performed before loading the data into the Exact Online companies:

- The Exact Online company's division codes must all refer to an active company the user has access to (gmr006).
- The journal codes must refer to existing journals in the companies (gmr007).
- The account codes must refer to existing accounts in the companies (gmr008).
- The item codes must refer to existing items in the companies (gmr010).

Output

The output is an Excel workbook with the following worksheets:

- Overview of the data imported.
- Results, with one row per fragment uploaded to Exact Online.

The results include a column with XML to manually correct and re-load individual failed sales orders.

Limits

There are no limits on the number of records that can be uploaded in one upload. However, Excel poses a limit of 1 million rows per worksheet.

4.1.3 Upload Budget Lines

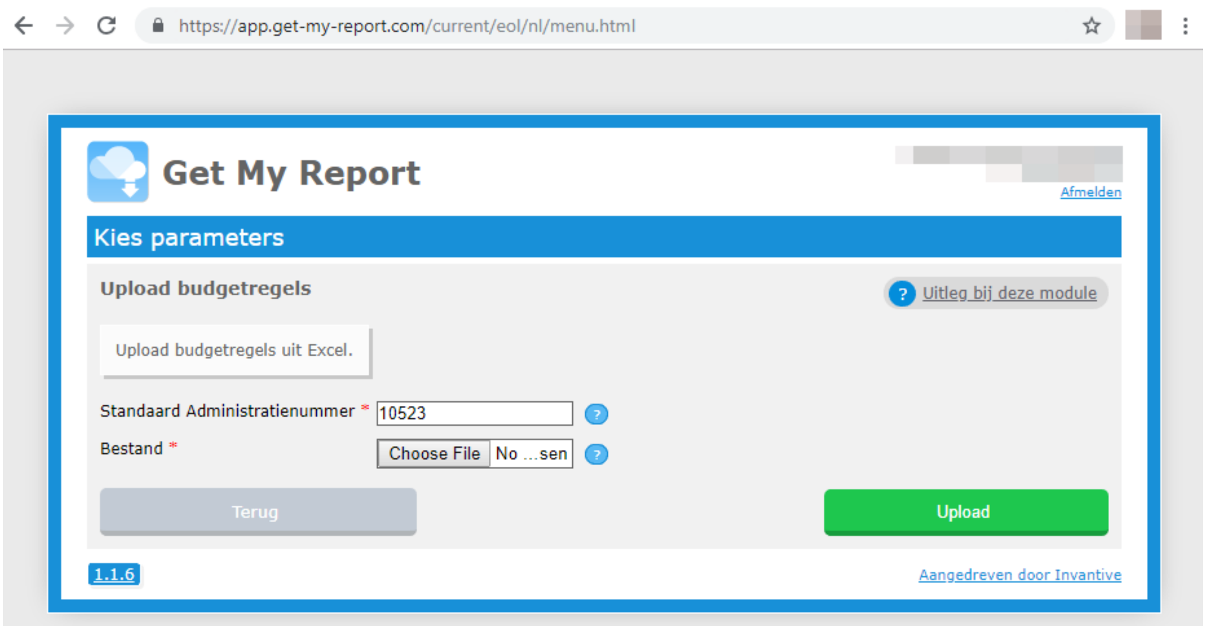
Uploads budget lines into one or more Exact Online companies. An Excel sheet with a pre-defined format is used as the source of the budget lines.

The limit of approximately 1 million rows is considerably larger than the Exact Online default. This app will help you import large volumes of budget lines across multiple companies in one go.

However, take note that each individual upload must be completed within 3 minutes.

Each line in Excel represents a budget period line, which is grouped into budget lines by the general ledger account, item, cost center and cost unit. These are grouped in financial years and budget scenarios.

The actual internal uploads take place in many small parts to circumvent limits in the Exact Online APIs.



Upload Excel with budget into Exact Online

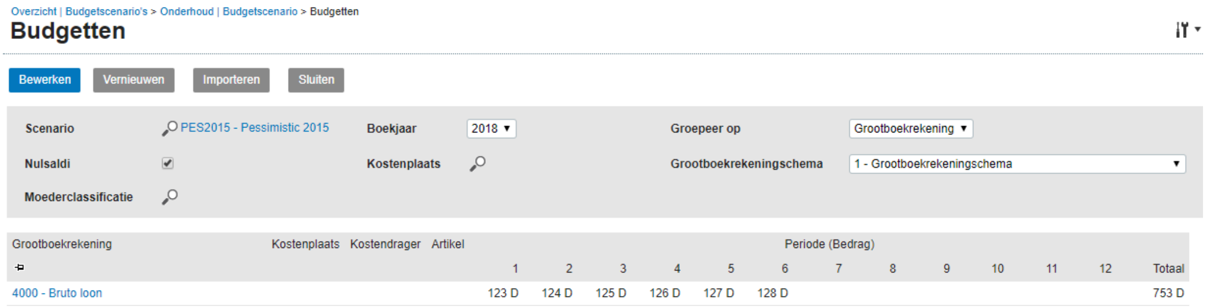
Setup Sample

A [sample Excel import file](#) is available with the following contents:

Exact Online Company Division	Budget Scenario Code	Financial Year	GL Account Code	Cost Center Code	Cost Unit Code	Item Code	Financial Period	Amount
102673	PES2015	2018	4000				1	123.45
102673	PES2015	2018	4000				2	124.00
102673	PES2015	2018	4000				3	125.00
102673	PES2015	2018	4000				4	126.00
102673	PES2015	2018	4000				5	127.00
102673	PES2015	2018	4000				6	128.00

Excel sample file with budget lines to upload into Exact Online

The result in Exact Online will look similar to:



Budget lines created in Exact Online

Parameters

The following parameters can be specified:

- Exact Online company division code to be used when the Excel sheet contains no explicit value for division code.
- Original system reference to relate the import file with the import result.
- Excel workbook to upload with extension 'xlsx'.

Excel Format

The Excel workbook must contain a worksheet with the name 'Budget Lines'. The contents of the first row are ignored to leave space for column headings.

The columns from left to right are:

- Exact Online company's division code (optional).
- Scenario code.
- Financial year.
- General ledger account code.
- Cost center code.
- Cost unit code.
- Item code.
- Financial period.
- Amount.

Checks

The following checks are performed before loading the data into the Exact Online companies:

- The Exact Online company's division codes must all refer to an active company the user has access to (gmr011).
- The scenario codes must refer to existing budget scenarios in the companies (gmr012).
- The financial year and period must refer to existing financial years and periods in the companies (gmr013).

- The item codes, when present, must refer to existing items in the companies (gmr014).
- The cost center codes, when present, must refer to existing cost centers in the companies (gmr015).
- The cost units codes, when present, must refer to existing cost units in the companies (gmr016).

Output

The output is an Excel workbook with the following worksheets:

- Overview of the data imported.
- Results, with one row per fragment uploaded to Exact Online.

The results include a column with XML to manually correct and re-load individual failed budget lines.

Limits

There are no limits on the number of records that can be uploaded in one upload. However, Excel poses a limit of 1 million rows per worksheet.

4.1.4 Update Sales Price of Order to Cost Price plus Percentage

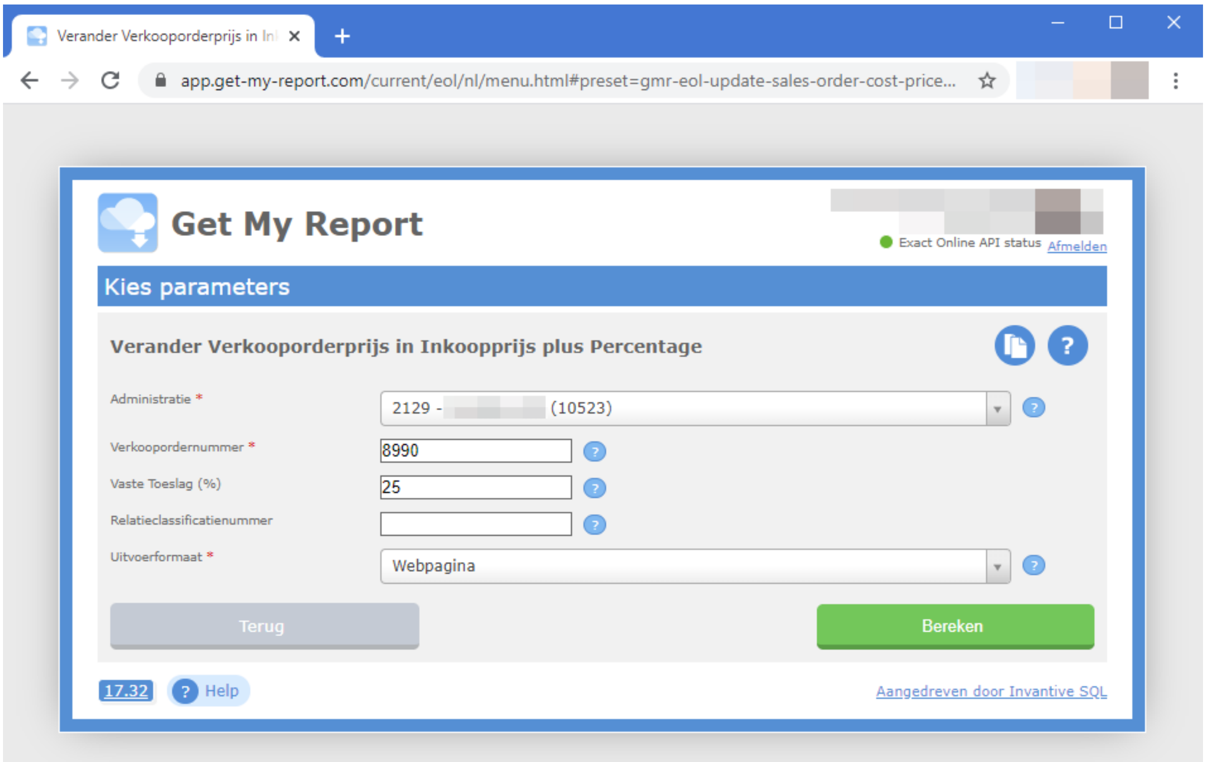
Updates prices of one specific sales order of a specific Exact Online company. For each line, the sales net price is changed to equal the item's standard cost price plus a surcharge defined as a percentage.

For Exact Online subscriptions without sales orders module, the unprinted sales invoice with the provided order number is changed instead.

This functionality is typically used when companies have a large item portfolio and low volume of monthly sales orders which require the sales price to be based upon the standard cost price, such as when competitors have an agreement to provide each other with services or employee pricing.

The surcharge percentage can be entered in two ways:

- a surcharge percentage for the specific sales order is entered by the user. This allows for negotiations with the customer on the phone
- a fixed surcharge percentage is taken from the invoice account of the sales order (or sales invoice). For this customer, the account classification with the indicated number is retrieved. The code of the classification is assumed to be a number such as '5' and used as the surcharge percentage. This enables a sales representative to complete his task without looking up the applicable surcharge percentage.



Setup

The following setup steps must be executed before using the module when only order-specific fixed surcharge percentages are used:

- No steps.

The following setup steps must be executed before using the module when customer account specific surcharge percentages are used:

- Allocate an account classification for the surcharge percentage from Account Classifications in the Master Data form of Exact Online.
- Create a range of values for the account classification which all have a numeric value as code.
- Assign your accounts where applicable a code from the chosen account classification.

Checks

The following checks are performed before updating the data into the Exact Online companies:

- The Exact Online company's division code must refer to an active company the user has access to.
- The sales order number must refer to an existing sales order in the company (or unprinted sales invoice with that order number).

Output

The output is an Excel workbook with the following worksheets:

- Overview of the data before and after update sales net prices.

Limits

There are no documented limits.

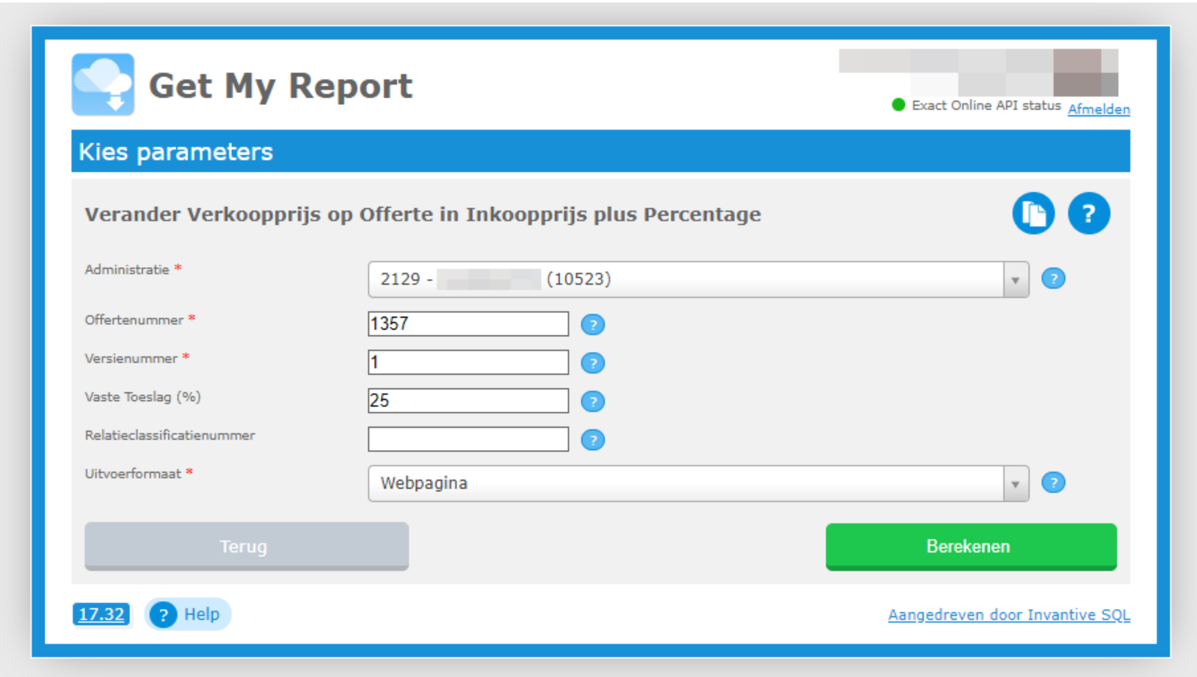
4.1.5 Update Sales Price of Quotation to Cost Price plus Percentage

Updates prices of one specific quotation of a specific Exact Online company. For each line, the sales net price is changed to equal the item's standard cost price plus a surcharge defined as a percentage.

This functionality is typically used when companies have a large item portfolio and low volume of monthly sales orders which require the sales price to be based upon the standard cost price, such as when competitors have an agreement to provide each other with services or employee pricing.

The surcharge percentage can be entered in two ways:

- a surcharge percentage for the specific quotation is entered by the user. This allows for negotiations with the customer on the phone
- a fixed surcharge percentage is taken from the invoice account of the quotation. For this customer, the account classification with the indicated number is retrieved. The code of the classification is assumed to be a number such as '5' and used as the surcharge percentage. This enables a sales representative to complete his task without looking up the applicable surcharge percentage.



Setup

The following setup steps must be executed before using the module when only order-specific fixed surcharge percentages are used:

- No steps.

The following setup steps must be executed before using the module when customer account specific surcharge percentages are used:

- Allocate an account classification for the surcharge percentage from Account Classifications in the Master Data form of Exact Online.
- Create a range of values for the account classification which all have a numeric value as code.
- Assign your accounts where applicable a code from the chosen account classification.

Checks

The following checks are performed before updating the data into the Exact Online companies:

- The Exact Online company's division code must refer to an active company the user has access to.
- The quotation number and version number must refer to an existing quotation in the company.

Output

The output is an Excel workbook with the following worksheets:

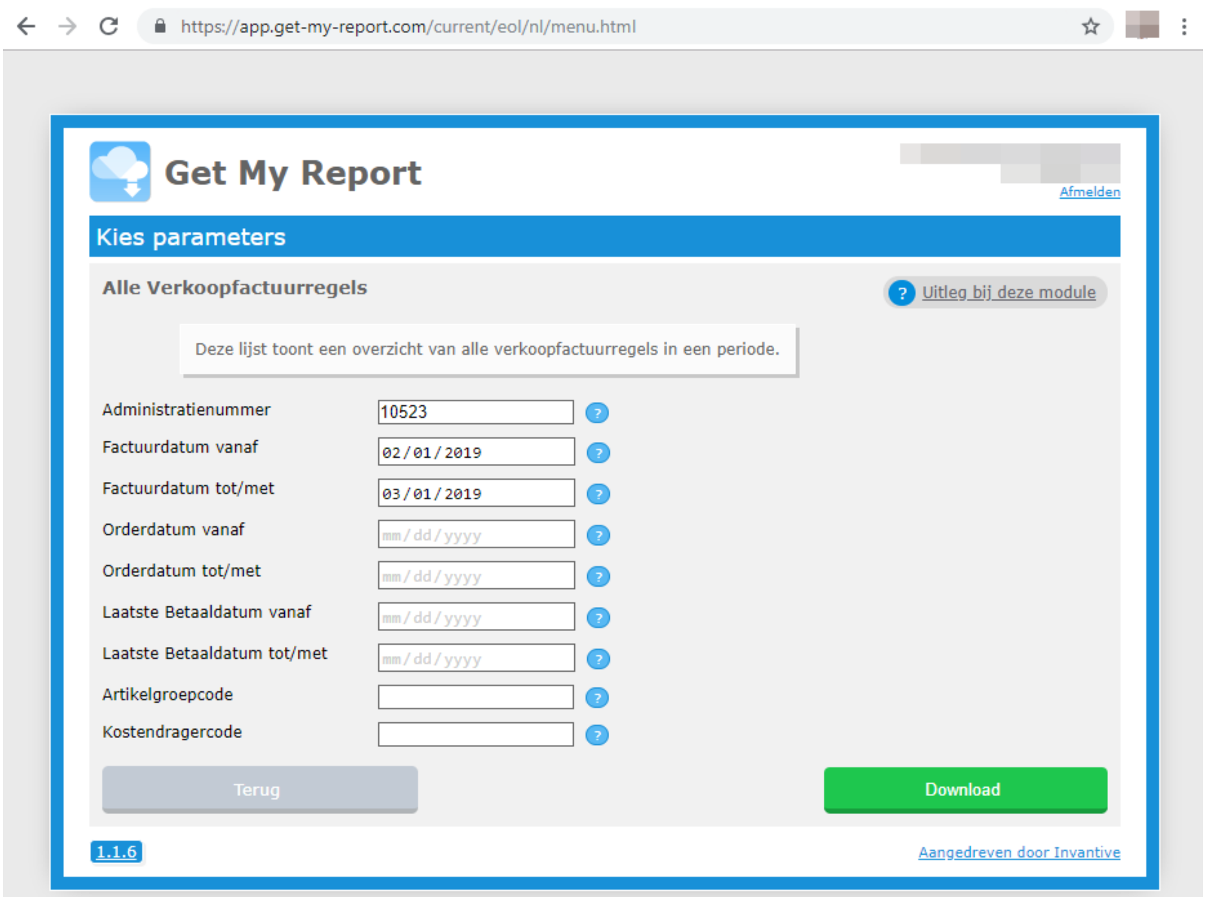
- Overview of the data before and after update sales net prices.

Limits

There are no documented limits.

4.1.6 Sales Invoice Lines

Downloads a selection or all of your printed Exact Online sales invoice lines as an Excel workbook from one or more Exact Online companies.



Download Excel with sales invoice lines from Exact Online

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- Earliest invoice date; when specified only include sales invoice lines with an invoice date on or after the earliest invoice date.
- Latest invoice date; when specified only include sales invoice lines with an invoice date before or on the latest invoice date.
- Earliest order date; when specified only include sales invoice lines with an order date on or after the earliest order date.
- Latest order date; when specified only include sales invoice lines with an order date before or on the latest order date.
- Earliest payment date; when specified only include sales invoice lines with a payment date on or after the earliest payment date.
- Latest payment date; when specified only include sales invoice lines with a payment date before or on the latest payment date.

- Article group code; when specified only include lines for articles within the specified article group.
- Cost unit code; when specified only include lines for the specified cost unit.

Excel Output Format

The Excel workbook has three worksheets:

- Number of companies selected.
- Parameters and their values.
- Printed sales invoice lines, including account manager, article and payment information.

4.1.7 Sales Order Lines

Downloads a selection or all of your Exact Online sales order lines as an Excel workbook from one or more Exact Online companies.

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- Earliest order date; when specified only include sales invoice lines with an order date on or after the earliest order date.
- Latest order date; when specified only include sales invoice lines with an order date before or on the latest order date.
- Article group code; when specified only include lines for articles within the specified article group.
- Cost unit code; when specified only include lines for the specified cost unit.

Excel Output Format

The Excel workbook has three worksheets:

- Number of companies selected.
- Parameters and their values.
- Sales order lines, including account manager, article and payment information.

4.1.8 Open Sales Invoices in Currency of Customer

Downloads a selection or all of your Exact Online unpaid sales invoices from one or more Exact Online companies. The amounts are included in customer currency.

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- Due before; when specified only include sales invoices with a due date on or after the provided date.

Excel Output Format

The Excel workbook has three worksheets:

- Number of companies selected.
- Sales invoices, including due information, amounts and description.

4.1.9 Betalingsgedrag klanten

Enter topic text here.

4.1.10 Transaction Lines

Downloads a selection or all of your Exact Online general ledger transaction lines as an Excel workbook from one or more Exact Online companies.

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- Financial year from; when specified only include transaction lines with a financial year equal to or later than the specified value.
- Financial year through; when specified only include transaction lines with a financial year smaller than the specified value.
- General Ledger account code pattern; only include transaction lines whose General Ledger account code matches the specified pattern 6.
- Project code pattern; only include transaction lines whose project code matches the specified pattern 6.
- Item code pattern; only include transaction lines whose item code matches the specified pattern 6.
- Account name pattern; only include transaction lines whose account name matches the specified pattern 6.

Excel Output Format

The Excel workbook has three worksheets:

- Number of companies selected.

- Parameters and their values.
- Transaction lines.

4.1.11 Projects

Downloads a selection or all of your Exact Online projects as an Excel workbook from one or more Exact Online companies.

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- Project code; when specified only include the project with this code.
- Classification; when specified only include projects with this classification.
- Campaigns; only when checked projects of type 'Campaign' will be included.
- Fixed price; only when checked projects of type 'Fixed price' will be included.
- Time & Material; only when checked projects of type 'Time & Material' will be included.
- Non-billable; only when checked projects of type 'Non-billable' will be included.
- Prepaid; only when checked projects of type 'Prepaid' will be included.
- Historic; only when checked projects which ended in the past will be included.
- Active; only when checked projects will be included with a start date before now and an end date in the future.
- Future; only when checked projects will be included with a start date in the future.

Excel Output Format

The Excel workbook has three worksheets:

- Number of companies selected.
- Parameters and their values.
- Project, including financial information.

4.1.12 Bank Subscriptions

Downloads a selection or all of your bank journals and whether they have been associated with a bank to digitally exchange information.

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- IBAN pattern; when specified only include journals and bank subscriptions that have an IBAN number matching the pattern. For example, use '%KNAB%' to get all KNAB bank accounts.

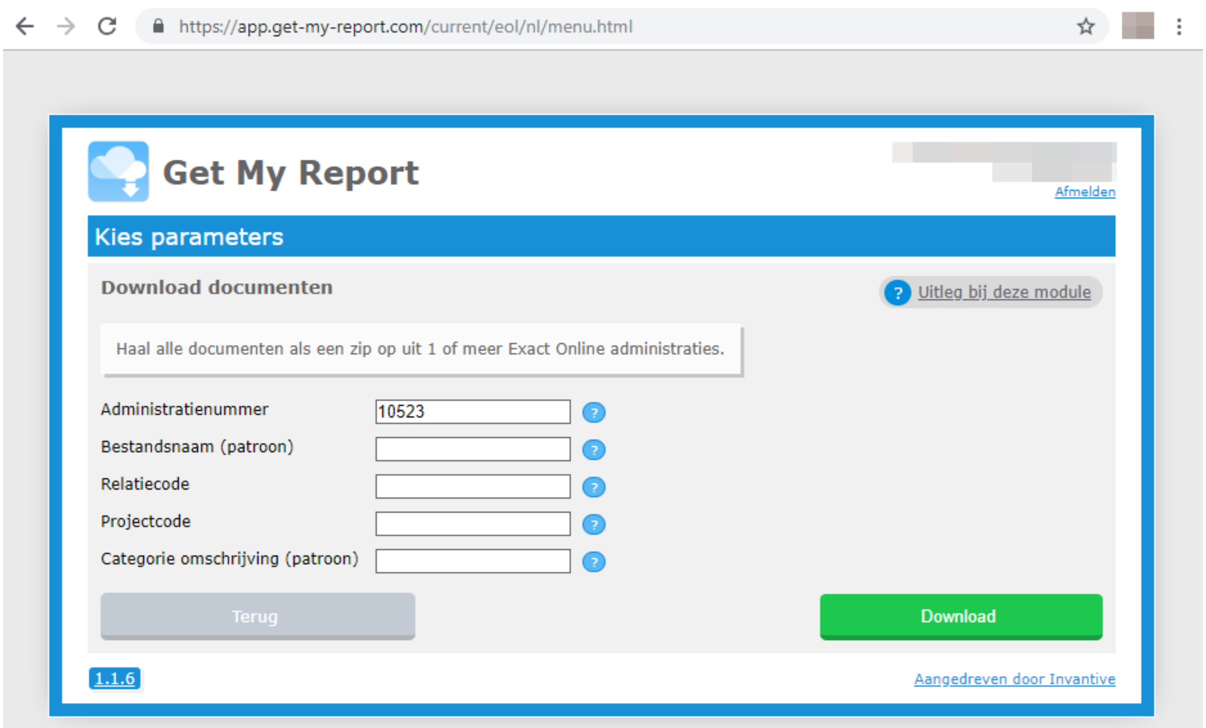
Excel Output Format

The Excel workbook has four worksheets:

- Number of companies selected.
- Parameters and their values.
- Execution of statement.
- Journals, indicator whether associated with a bank and associated bank subscription.

4.1.13 Download Documents

Downloads a selection or all of your Exact Online documents as a ZIP file from one or more Exact Online companies.



Download documents from Exact Online as a ZIP archive

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.

- File name pattern; only include documents whose file name matches the specified pattern 6.
- Account code; when specified only include documents for the specified account.
- Project code; when specified only include documents for the specified project.
- Category description pattern; only include documents whose category description matches the specified pattern 6.

ZIP Output Format

The ZIP file contains all documents attached to financial transactions and documents of sales invoices leading to a financial transaction. The ZIP file has a name such as "Exact Online documents-ACME Corp.-https_start.exactonline.nl_123123-<PARAMETERVALUES>-20190213134212.zip" consisting of:

- "Exact Online documents"
- Name of the owning company.
- Data container ID.
- Concatenated parameter values (if any).
- Generation timestamp.

The ZIP file has a folder structure consisting of three levels:

- Label of the Exact Online company, such as "1 - My Company (123456)".
- Category description, such as "Customers".
- File name, such as "invoice.xml".

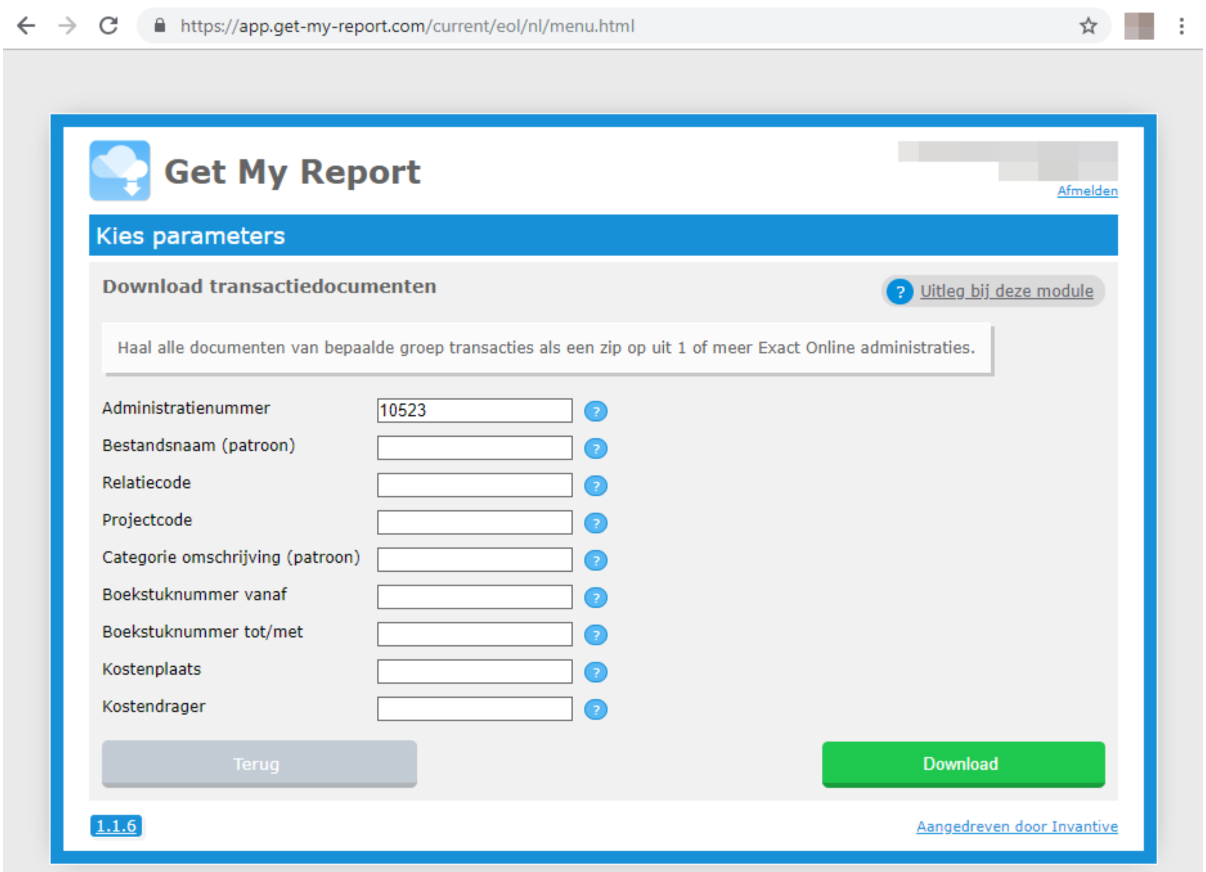
Restrictions

The following restrictions apply:

- ZIP files can not be larger than 2 GB.

4.1.14 Download Transaction Documents

Downloads a selection of your Exact Online documents related to financial transactions as a ZIP file from one or more Exact Online companies.



Download transaction documents from Exact Online as a ZIP archive

Parameters

The following parameters can be specified:

- Exact Online company division code to be downloaded. When empty, all accessible Exact Online companies will be downloaded.
- File name pattern; only include documents whose file name matches the specified pattern 6.
- Account code; when specified only include documents for the specified account.
- Project code; when specified only include documents for the specified project.
- Category description pattern; only include documents whose category description matches the specified pattern 6.
- Financial entry number from; when specified only include documents with a financial entry number equal to or later than the specified value.
- Financial entry number through; when specified only include documents with a financial entry number smaller than the specified value.
- Cost unit code; when specified only include documents for the specified cost unit.
- Cost center code; when specified only include documents for the specified cost center.

- Journal code; when specified only include documents for the specified journal.
- Financial year from; when specified only include documents with a financial year equal to or later than the specified value.
- Financial year through; when specified only include documents with a financial year smaller than the specified value.
- Financial period from; when specified only include documents with a financial period equal to or later than the specified value.
- Financial period through; when specified only include documents with a financial period smaller than the specified value.
- Financial date from; when specified only include documents with a financial date equal to or later than the specified value.
- Financial date through; when specified only include documents with a financial date smaller than the specified value.
- Sales order number from; when specified only include documents with a sales order number equal to or later than the specified value.
- Sales order number through; when specified only include documents with a sales order number smaller than the specified value.
- Sales invoice number from; when specified only include documents with a sales invoice number equal to or later than the specified value.
- Sales invoice number through; when specified only include documents with a sales invoice number smaller than the specified value.

ZIP Output Format

The ZIP file contains all documents attached to financial transactions and documents of sales invoices leading to a financial transaction. The ZIP file has a name such as "Exact Online documents-ACME Corp.-https_start.exactonline.nl_123123-20190213134212.zip" consisting of:

- "Exact Online documents"
- Name of the owning company.
- Data container ID.
- Generation timestamp.

The ZIP file has a folder structure consisting of three levels:

- Label of the Exact Online company, such as "1 - My Company (123456)".
- Category description, such as "Customers".
- File name, such as "invoice.xml".

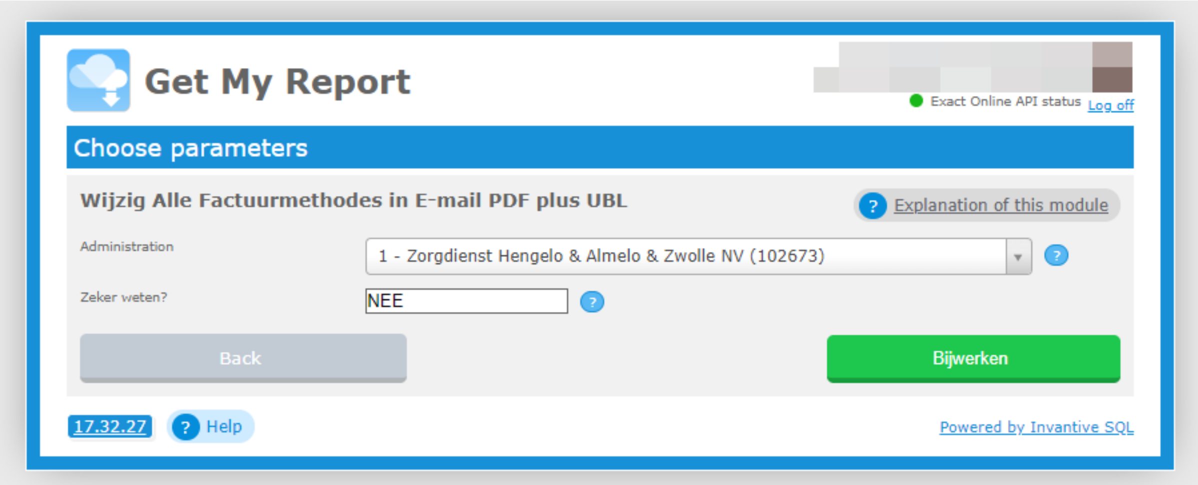
Restrictions

The following restrictions apply:

- ZIP files can not be larger than 2 GB.

4.1.15 Change all Invoice Methods to Email PDF plus UBL

Updates accounts to always use the invoice method sending a PDF plus UBL file by mail.



Setup

There are no setup steps.

Checks

The following checks are performed before updating the data into the Exact Online companies:

- The Exact Online company's division code must refer to an active company the user has access to.
- The "Are you sure" question must have been answered with "JA".

Output

The output is an Excel workbook with the following worksheets:

- Number of accounts whose invoice method has been changed.

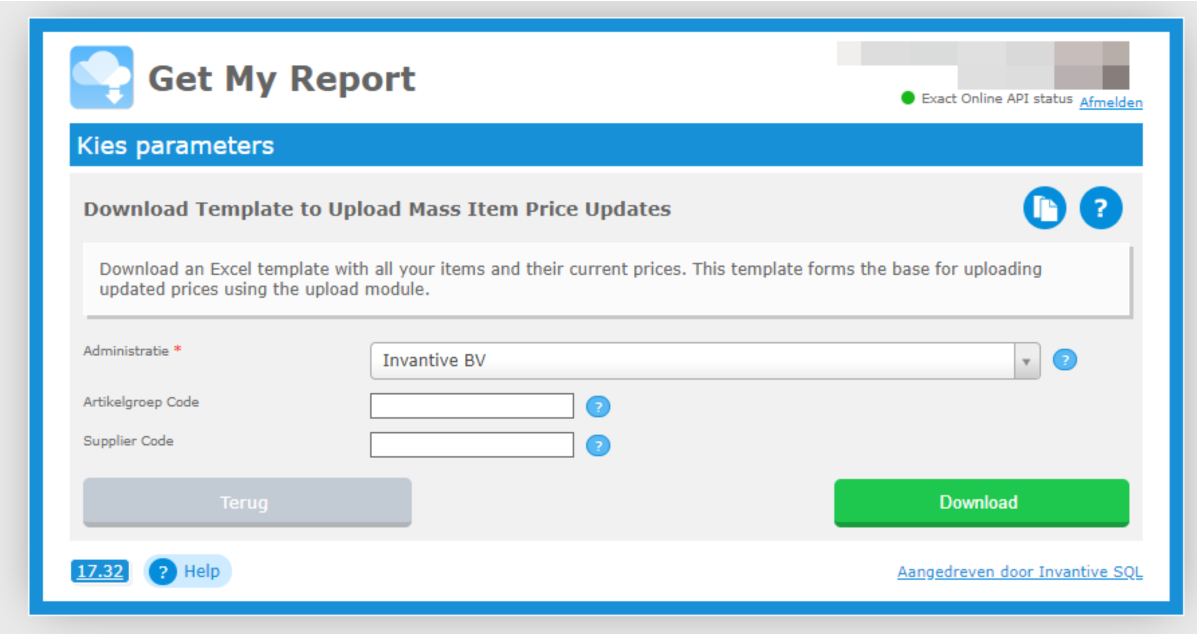
Limits

There are no documented limits.

4.1.16 Download Template Upload Item Price Updates

Download selected item information in an Excel template format suitable for mass uploading. The limit of approximately 1 million rows is considerably larger than the Exact Online default. This app will help you import large volumes of item pricing across multiple companies in one go using the upload module 27.

Each line in Excel represents a combination of item and supplier.



Download Excel template to upload mass item price updates.

Parameters

The following parameters can be specified:

- Exact Online company to retrieve current item information from.
- Item Group to filter item information on.
- Supplier Code to filter item information on.

Output

The output is an Excel workbook with the following worksheets:

- A dummy worksheet.
- Results, with one row per combination of item and supplier.

4.1.17 Upload Item Price Updates

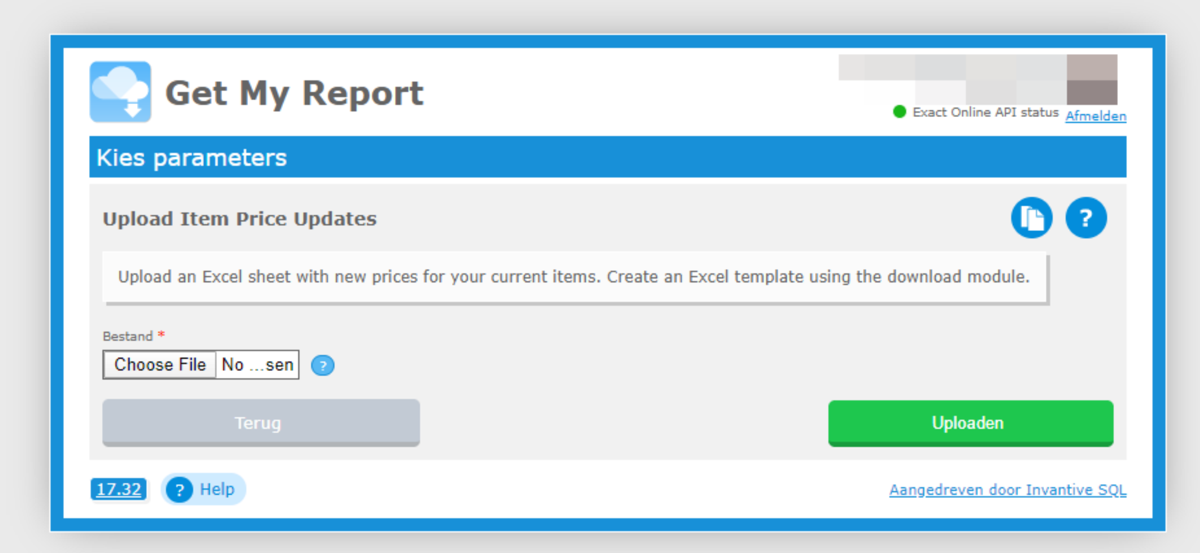
Uploads item pricing into one or more Exact Online companies. An Excel sheet with a pre-defined format is accessible through a download module 26.

The limit of approximately 1 million rows is considerably larger than the Exact Online default. This app will help you import large volumes of prices across multiple companies in one go in the following categories:

- Item cost price;
- Item purchase price for one or more suppliers;
- Item sales price for a period range.

However, take note that each individual upload must be completed within 3 minutes.

Each line in Excel represents a combination of item and supplier.



Upload spreadsheet with item price updates.

Parameters

The following parameters can be specified:

- Excel workbook to upload with extension 'xlsx'.

Excel Format

The Excel workbook must contain a second worksheet with the name 'Results 2'. The contents of the first row are ignored to leave space for column headings. A template can be downloaded using the download module 26.

- A non-empty value for the fifth column is uploaded as new purchase price for the supplier listed.
- A non-empty value for the seventh column is uploaded as new cost price.
- A non-empty value for the ninth column is uploaded as new sales price, where the start and end date are taken from the column at position 10 and 11. When no dates are provided, the start date is set to today and the end date is left empty.

Checks

The following checks are performed before loading the data into the Exact Online companies:

- The Exact Online company's division codes must all refer to an active company the user has access to.

Output

The output is an Excel workbook with the following worksheets:

- Audit log of the loading process with one line per type of price and item and (optionally) supplier.

You can combine the audit log with your original upload workbook to empty cells for all item prices that have successfully been uploaded. This reduces the amount of data to process and allows incremental loading.

Limits

There are no limits on the number of records that can be uploaded in one upload. However, Excel poses a limit of 1 million rows per worksheet.

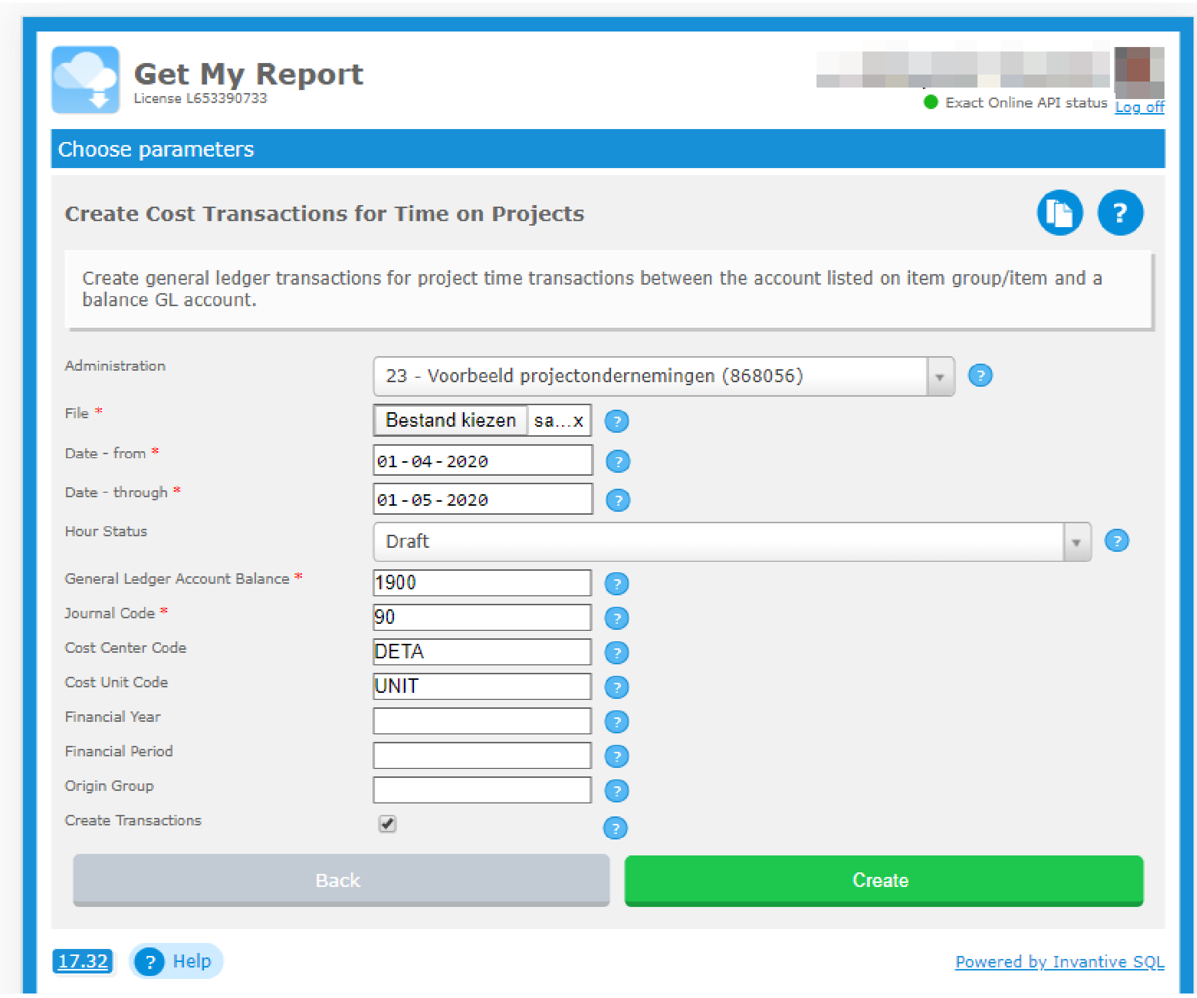
4.1.18 Create Cost Transactions for Time on Projects

Create transactions in the general ledger for the costs of labour spent on project for one or more Exact Online companies.

An Excel sheet is uploaded in addition to the parameters containing the list of purchase contracts for labour.

The general ledger account for the costs is derived from the item when specified on the item and from the item group otherwise.

The transaction lines include the originating project and customer, plus a description of the employee, rate and period. Lines are costed on the date of the time transaction.



Create cost transactions in Exact Online for time on project

Parameters

The following parameters can be specified:

- Exact Online company division code(s) to be used.
- Excel workbook with purchase contracts to upload with extension 'xlsx'.
- The start and end date of the time transactions on projects to include.
- An optional filter on a specific hour status.
- The general ledger accountant on the balance to put the costs on.
- The journal on which to create the transactions.
- The cost center to use.
- The cost unit to use.
- A fixed financial year and period to use.
- The original system reference to include.
- A check box to enforce creating the actual transactions. When unchecked, only a report with the cost transactions that the module would generate will be downloaded.

Excel Format

The Excel workbook must contain a second worksheet with the name 'Contracts'. A sample Excel import file is available with the following contents:

- Exact Online company specified as division code.
- The customer of the project for which the purchase contract was closed.
- The project for which the purchase contract was closed.
- The article code of the labour type.
- The number of the employee.
- The start date of the contract.
- The end date of the contract, which includes the date specified.
- The supplier to which the costs are attributed.
- The hourly rate to use.
- An optional description.

Checks

The following checks are performed before loading the data into the Exact Online companies:

- The Exact Online company's division codes must all refer to an active company the user has access to.

- The balance general ledger account specified must exist.
- The cost center and cost unit must exist.
- The journal must exist.

Output

The output is an Excel workbook with the following worksheets:

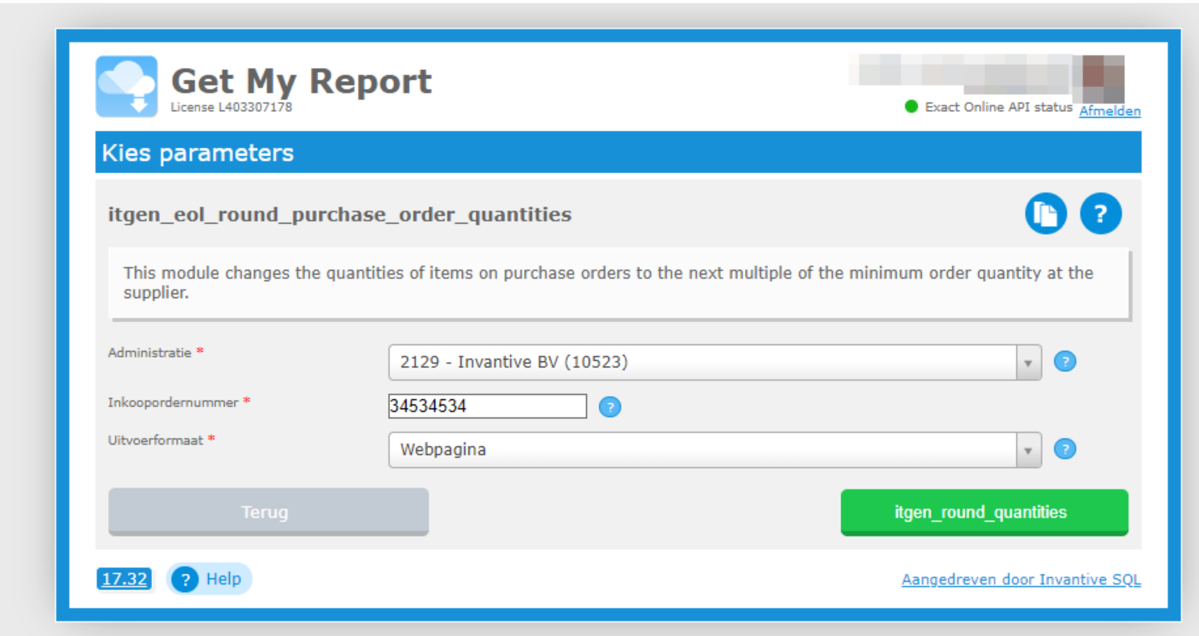
- The parameters and their values.
- A list of the project time transactions included and whether they could be allocated to a purchase contract.
- The purchase contracts used.
- Audit log of the loading process, including whether the cost transactions have been created successfully.

Limits

There are no limits on the number of time transactions that can be processed in one upload. However, Excel poses a limit of 1 million rows per worksheet.

4.1.19 Round Purchase Order Quantities

Changes the quantities of items on an Exact Online purchase order to the next multiple of the minimum order quantity at the supplier. For instance, when the supplier has a minimum quantity of 200 for an item, a quantity of 2.355 will be changed to 2.400.



Parameters

The following parameters can be specified:

- Exact Online company division code to be used.

- Purchase order number.
- Output format.

Output

The output is a web page or an Excel workbook with a list of the purchase order lines changed.

Due to limitations on Exact Online, the original purchase order lines are removed and new ones are inserted. Only lines for which the quantity needed to be changed will be handled.

To refresh the purchase in Exact Online, do **not** use the save button after running the round process. Due to a bug in Exact Online, this will create the original lines again. Instead use the search bar to open the updated purchase order.

Limits

There are no defined limits.

4.2 Teamleader

This chapter describes the available standard apps on Teamleader within Get My Report.

4.2.1 Contacts

Downloads a selection or all of your contacts as an Excel workbook.

Parameters

The following parameters can be specified:

- Postal code; when specified only include the contacts with this postal code.
- Country code; when specified only include contacts with this country code.
- Earliest date added; when specified only include contacts created on or after the specified date.
- Latest date added; when specified only include contacts created before the specified date.

Excel Output Format

The Excel workbook has two worksheets:

- Parameters and their values.
- Contacts.

4.2.2 Companies

4.2.3 Projects

4.2.4 Tickets

4.2.5 Ticket and Messages

4.2.6 Letter to Company

4.2.7 Letter to Contact

4.3 General

This chapter describes the available standard general apps within Get My Report.

4.3.1 Quote for Custom Report

Requests a quotation for a custom report or upload function in Get My Report.

Parameters

The following parameters can be specified:

- Cloud platform for a custom report or upload is needed.
- Your name.
- Name of your organization.
- Your phone number.
- Your email address.
- Title of the screen within the cloud platform that contains the data to be downloaded or uploaded.
- Whether to include upload functionality.

5 Contact Information

Invantive® BV is distributor of software solutions owned by Invantive® Software BV.

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Privacy Policy

Security incidents

Security incidents: +31 88 00 26 598
Email: security@invantive.com
Opening hours: 9:00 - 17:00 CET Monday to Friday

Always include your telephone number, your e-mail address and a short description. Please do not give sensitive details until a secure communication channel has been established.

For urgent security incidents please send both an email outside of opening hours and call with number display on. You will be called back as soon as possible.

We use the threat matrix of NCSC to classify a reported incident. We use the Responsible Disclosure Guideline of NCSC as basis for our policy.

You will always receive a confirmation of receipt within 1 working day.

We ask you not to share information about the security incident with others until Invantive has had sufficient opportunity to resolve the problem and users have had sufficient opportunity to use a possibly updated version of the software. We ask you to not further use any knowledge of the security incident and to omit any actions made possible after the existence of the security problem.

If you are not satisfied with the handling, we would like to ask you to contact the NCSC.

Published: 06 November 2023

Index

- O -

- P -

- Q -

- R -

- S -

- T -

- U -

- V -

- Z -

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