

SQL Reports and Passport Query Builder

Configuration Guide

Passport Business Solutions™

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Passport Business Solutions
SQL Reports and Passport Query Builder Configuration Guide
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If you have any comments or suggestions about this guide, please send your feedback to:

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SQL Reports and Passport Query Builder Overview

This document provides the configuration for SQL Reports and Passport Query Builder.

Where Passport Query Builder is already configured, see the [Query Builder User documentation](#).

Passport SQL Reports

SQL Reports will only functions with PBS SQL.

SQL Reports allows you to view the report data in a more graphical flexible SQL report format. When selected, the program launches Internet Explorer and the data is displayed there.

Once the report data displays in Internet Explorer, additional options become available. These include:

- Switching to other pages of the report
- Change the viewing size
- Find text in the report
- Move the report data and format to PDF, Excel or Word, which can be saved in those formats
- Re-enter any report criteria and refresh the report data
- Print the report
- Here is a sample page from the vendor history report:

Accounts Payable Vendor History

Company: Company 00 SQL 12.05SSRS Generated ReportDate/Time: 6/30/2017 4:43 PM

Jones Property Management			400	2000-000	Pay Grp:	ACH					
			Vendor Totals		Inv Amt	Discnts	Memo	Net Purch	Retnage		
A/P Account			2000-000	Original	100.00	1.00	0.00	99.00			
Pay Grp			ACH	Open	0.00	0.00	(N/A)	0.00			

Invoice	Voucher	Doc #	Doc Type	Doc Date	Amount	Disc Amt	Dist Date	Journal	Cash Acct	Retnage	Reference
		P.O. #			Orig Amt	Opn Amt	Opn Disc				
	1254	1124	1254 Invoice	09/22/2015	100.00	1.00	09/22/2015	AP0101331	(N/A)		
			1151 Non-A/P check	09/22/2015	-100.00	-1.00	09/22/2015	AP0101331	1000-000		
			Invoice		100.00	0.00	0.00				*** INVOICE PAID ***
Totals for			Jones Property Management:		100.00	0.00	0.00				

Page 7

SQL reports .rdl files are stored in a folder called RDL. You may copy, modify and publish any standard SQL report using Report Builder. Many reports will have the SQL Report option added. See examples of SQL reports:

CTL > Reports > Valid G/L accounts

A/P > Reports, Vendor > Vendor history

A/P > Reports, Aged open items

Passport SQL Reports Requirements

SQL Reports are provided with your standard PBS SQL license and are installed with the PBS installation. More reports will become available in future updates.

With PBS SQL, Microsoft SQL Server 2008, 2012 or 2014 **with Advanced Tools** must be installed on the Server where PBS SQL is installed. The Express versions of SQL are acceptable. Advanced tools include SSRS, which is SQL Server Reporting Services. When installing SQL Server with Advanced tools, SSRS is configured automatically.

Make sure the port is open for accessing SQL Server Reporting Services for your network workstations.

SQL Reports Major Configuration Steps

This document covers the setup of SQL Reports. The sections for setting up SQL Reports include:

1. [Configure SSRS](#)
2. [Starting the SQL Reports Configuration](#)
3. [Entering the Configuration](#)

Passport Query Builder

Passport Query Builder is an application designed to create reports, using Passport Business Solutions data, based on any ODBC or AcuXDBC™ source. It will access PBS Vision and PBS SQL system data. This document provides the instructions for configuring Passport Query Builder.

Configuring Passport Query Builder with an AcuXDBC source is limited to a one user license. If you need more than one user for Passport Query Builder you should switch to PBS SQL.

If you are licensed properly, Passport Query Builder is included with a PBS installation. See your Passport provider to get Passport Query Builder added to your license. You may also add Passport Query Builder to an existing v12.05 system.

Passport Query Builder Requirements

- You may use Passport Query Builder with PBS SQL or PBS Vision:
 - If you have PBS SQL, Microsoft SQL Server 2008, 2012 or 2014 **with Advanced Tools** must be installed on the Server where PBS SQL is installed. The Express versions of SQL are acceptable. Advanced tools include SSRS, which is SQL Server Reporting Services. When installing SQL Server with Advanced tools, SSRS is configured automatically.
Before installing PBS, we recommend that you install a new instance with SSRS included. If SSRS is not installed, you must download and install it on your SQL server. Following that, you must configure the Reporting Services Configuration Manager. For the steps on configuring SSRS, see [Adding Advanced Tools to SQL](#).
 - If you have PBS Vision, you must have AcuXDBC installed, configured and running on the workstation before you may use Passport Query Builder.
You must have PBS SQL, Microsoft SQL Server 2008, 2012 or 2014 **with Advanced Tools** installed on your workstation or server. The advanced tools will provide SSRS which is used for reporting. The vision data is copied periodically and becomes tables in SQL Server Management Studio. From that data you can create your reports.
Passport Query Builder with PBS Vision can only be configured with one DSN on one workstation. When there is more than one workstation with the same DSN the program creates multiple sets of SQL Tables. If you require multiple DSN's it is recommended that you go with PBS SQL.

If you are running a 32-bit version of XDBC you must also run an update to the registry where XDBC is installed. Take the *AcuXDBC driver restore.zip* file from the top-level PBS and copy it to the workstation. Extract the file *AcuXDBC driver restore.zip* file. Click on it to run it.

- .Net Framework 4.0 must be installed on the server where you install PBS with Passport Query Builder.
- Internet Explorer must be your default browser on each workstation using Query Builder. With the installation of Windows 10, Edge normally becomes the default browser. Verify that Internet Explorer is available and make it the default. Chrome cannot be used with Query Builder.
- Passport Query Builder will create queries and reports. For those that want to modify a query, Microsoft SQL Server Report Builder must be installed on those workstations. Microsoft SQL Server 2014 Reports Builder is available here: <https://www.microsoft.com/en-us/download/details.aspx?id=42301>

Passport Query Builder Installation and License

Passport Query Builder is installed on the server when PBS is installed. In order to use Passport Query Builder you must have an RW.LIC license that allows it to be installed. If you are not licensed for Passport Query Builder, see your Passport provider for a license upgrade.

The license program actually controls the number of MAC addresses accessed, not the number of users. For example, when the license count is for 5, the program will only allow 5 MAC addresses to access Passport Query Builder. There is a file in the QB folder called QBL.QBL. This file stores the MAC Address of each system where Passport Query Builder is accessed. As each MAC address accesses Passport Query Builder, another record, including a MAC address count, is added to the file.

The next day, this file is automatically removed and recreated the first time a user accesses Passport Query Builder from their workstation. You may want others to access Passport Query Builder after the maximum user count is reached. To reset the number of MAC addresses accessed, you may remove the QBL.QBL file at any time. Just make sure no one is using Passport Query Builder when you remove the file.

Configure SSRS Security

It is assumed that you already installed a new instance of SQL Server with Reporting Services. The initial configuration of SQL Server Reporting Services is done with this step. If not done, do this first.

It is also assumed that you have PBS installed. It is highly recommended that EZ Convert has been run to move PBS data into the new instance so that there is data to test the reporting.

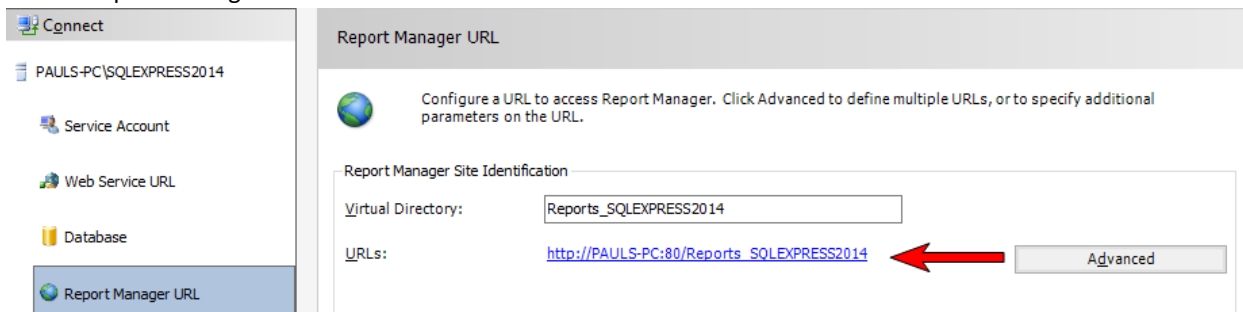
Configuring SSRS security is required for both SQL Reports and Passport Query Builder.

SQL Reports only runs on PBS SQL. SQL Reports are standard with any SQL system.

Passport Query Builder will run on both PBS SQL and PBS vision. Passport Query Builder is licensed separately. The SSRS configuration for Passport Query Builder and SQL Reports are similar. Both are documented in this section.

Open SQL Server Reporting Services. This is on the server where the PBS SQL data is located. Login as an server administrator selecting the correct server and instance.

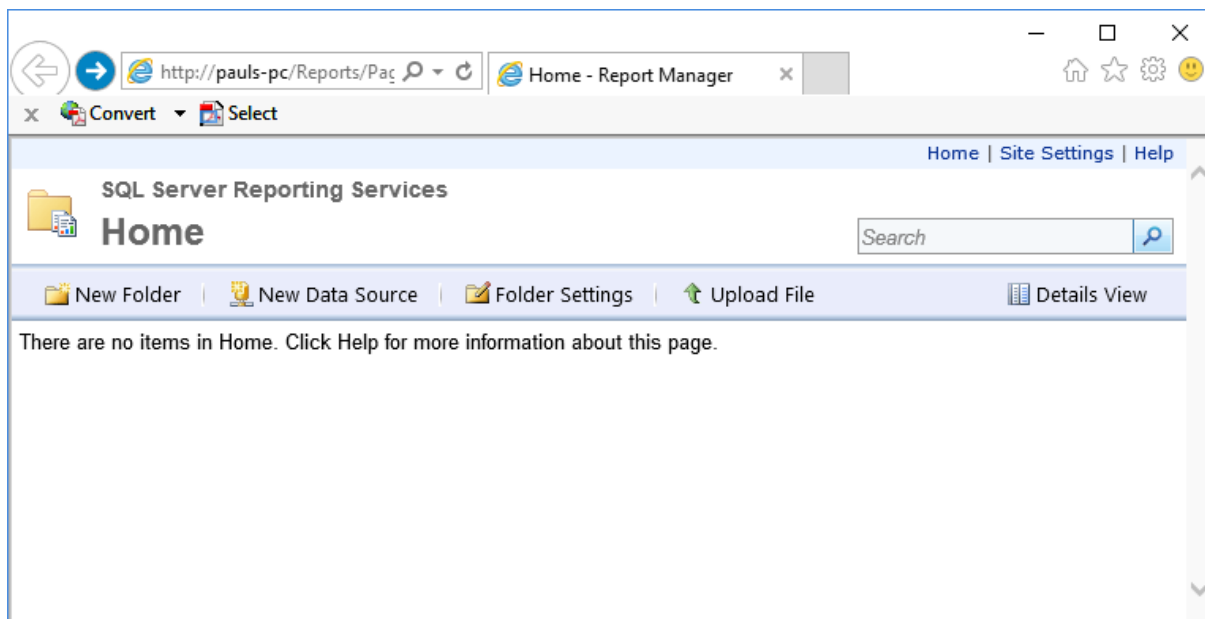
On the Report Manager see the URLs: link below.



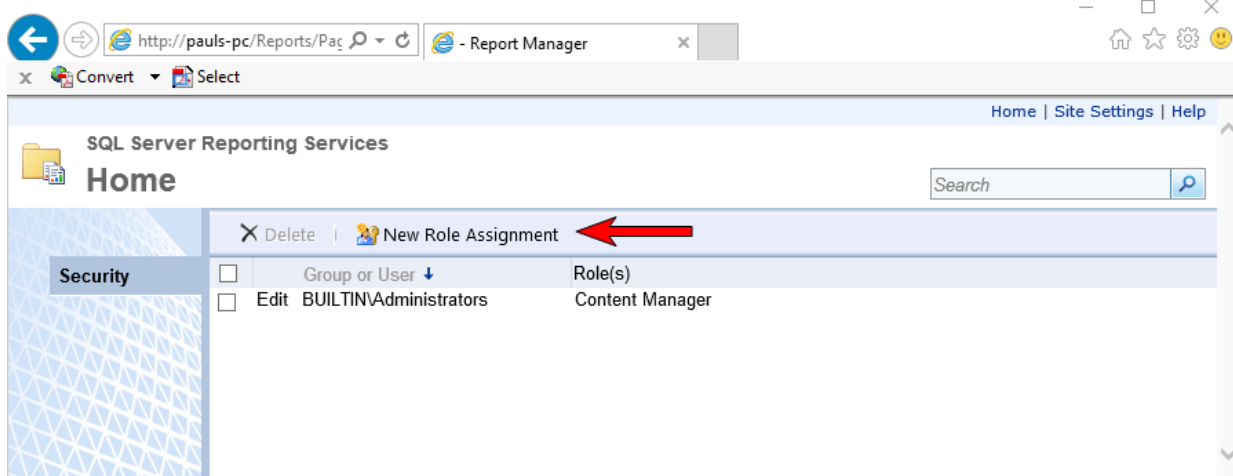
Click on the URL link above to open the link in Internet Explorer.

Set up the security for the *New Role Assignment* and *Site Settings*.

Go back to the *Report Manager URL* tab and click on the URL link. A screen like the following displays:



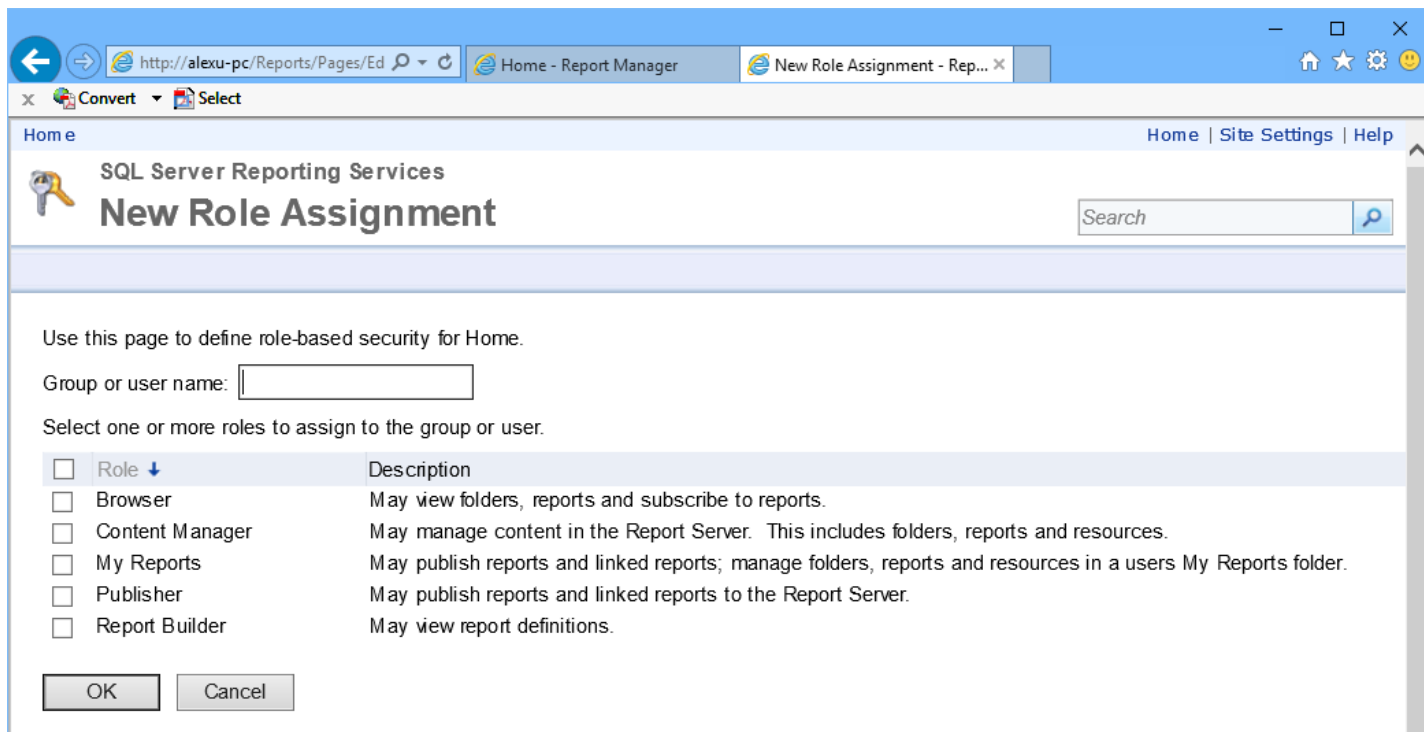
Select *Folder Settings*. A screen like the following displays in Internet Explorer. Click on *New Role assignment*:



New Role Assignment screen

Select *New Role Assignment* as the arrow indicates above.

On the *New Role Assignment* screen, as seen below, enter the user name with domain, if domain is used. Select all check boxes and click OK.



In the top right hand corner click on *Site Settings*.

Site Settings screen

Select the *Security* tab and click on *New Role Assignment*. Note that this *New Role Assignment* from the *Site Settings* screen is a different setting than the previous *New Role Assignment* from the *Home* screen.

Group or User ↓	Role(s)
<input type="checkbox"/> Edit BUILTIN\Administrators	System Administrator

Enter your User ID (enter it with the domain if used).

You are now ready to configure SQL Reports and if licensed, Passport Query Builder.

SQL Reports and Passport Query Builder Configuration

SSRS must be set up before you can enter this configuration. See [Configure SSRS](#).

The SQL Reports and Passport Query Builder Configurations are similar. The configuration only needs to be done once. After you configure SQL Reports, Passport Query Builder will use the same configuration and vice versa. Launching the entry screen is different for both:

Starting the SQL Reports Configuration

In the top-level PBS, find the RPTXP.exe program. Launching this program the first time brings up the SQL Reports configuration screen. Note that, this program also publishes the SQL reports to SSRS.

Right click on RPTXP.exe as run it as an administrator. Skip to [Entering the Configuration](#).

Following the configuration this program will also publish the files in the RDL folder to SSRS. **Please be patient with this step.** If you have many companies this can take several minutes.

Note: If you need to *reconfigure* SQL Reports, you must remove the QBSSRS.QBV configuration file located in the QB folder under the top-level PBS. Run RPTEXP.exe and the program will prompt you to enter the settings. The program will create a new QBSSRS.QBV configuration file.

Starting the PBS Query Builder Configuration

To configure Query Builder, select this icon on the PBS menu.

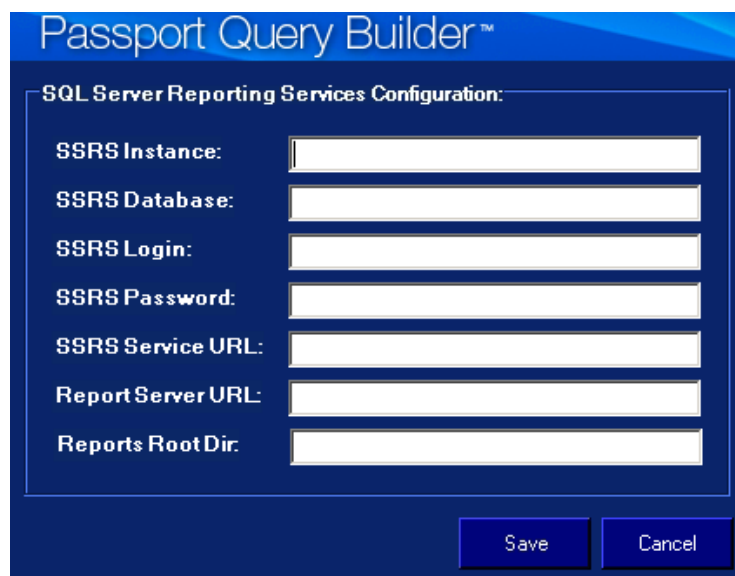


Then click on the button below.



Entering the Configuration

The SQL Reports and PBS Query Builder Configuration screen appears like this:



Refer to the *Reporting Services Configuration Manager* tabs for entering the following fields.

Tip: From the information on *Reporting Services Configuration Manager*, as you review each field below, copy and enter the configuration data to a text program like notepad. When you are sure you have everything it becomes simpler to copy and paste to the above screen. You may also save that text file to a secure location and if you find it necessary to enter the configuration again, you will be ready.

SSRS Instance:

This is the SQL server plus SSRS instance. If there is no instance, enter the server name only. For example, this field could be entered as *SQLServer\PBSREPORTS*

SSRS Database:

Enter the name. You will find this in *Reporting Services Configuration Manager* on the Database tab. Look for *Database Name*: It could be *ReportServer\$Instance*. The *Instance* part of the name is variable based on what you named it. If you installed SQL without an instance name, the database name would be *ReportServer*.

SSRS Login:

This can be any SQL account that has access to the SSRS database. System administrator (sa) is recommended.

SSRS Password:

Enter the password that matches the above *SSRS Login*: credentials.

SSRS Service URL:

Part of this field is taken from the Web Service URL tab of the *Reporting Services Configuration Manager*. URL examples are *http://SQLServer/ReportServer_Instance* or *http://SQLServer/ReportServer* if there is no instance.

Append to this URL the standard Report Server Web Service Endpoint. The Endpoint is always *ReportService2010.asmx?wsdl*

Here is an example of the Report Manager URL combined with the SQL Server default:

http://SQLServer/ReportServer/ReportService2010.asmx?wsdl

Report Service URL:

Enter the Report Manager URL from the *Reporting Services Configuration Manager*. This could be *http://SQLServer/Reports_Instance* or *http://SQLServer/Reports* if there is no instance.

Reports Root Dir:

Enter *PBS Reports* as the directory. It will be automatically created. Note: under the Reports Root Directory, a folder will be automatically created for each company you are accessing in Query Builder.

- The following screen is an example of a completed SQL Server Reporting Services Configuration:

Passport Query Builder™

SQL Server Reporting Services Configuration:

SSRS Instance: SQLSever\PBSQB

SSRS Database: SSRSReportServer

SSRS Login: sa

SSRS Password: *****

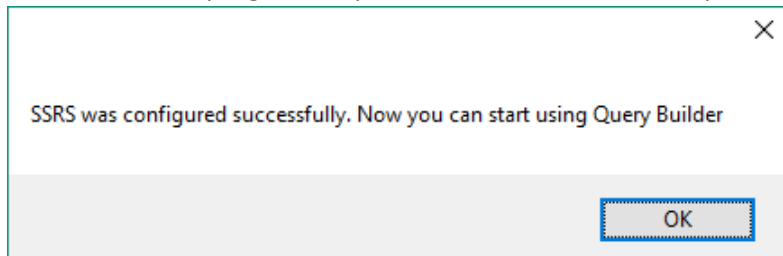
SSRS Service URL: http://PBSSQLServer/ReportServer/

Report Server URL: http://PBSSQLServer/Reports

Reports Root Dir: Pbs Reports

Save Cancel

- Select *Save*. The program may take a minute. When it completes you should get this message:



If not, the configuration must be changed.

Publish SQL Reports

After you have successfully entered the configuration for SQL reports, the RPTEXP.EXE program also publishes the reports to SSRS. You do not need to run the RPTEXP.EXE a second time to publish the reports. However, you may need to run it again later if you:

- You have changed the report server. You will need to remove the QBSSRS.QBV configuration file, run the RPTEXP.EXE, re-configure and re-publish.
- Add a company to PBS which requires you to re-publish.

To test the configuration, in PBS run the A/P Vendor history report. Be sure to select a range that includes data. Also, select the *Print SQL report* field. If SQL Reports are configured properly the report will open in the default browser. To learn about the options read the help for the *Print SQL report* field.

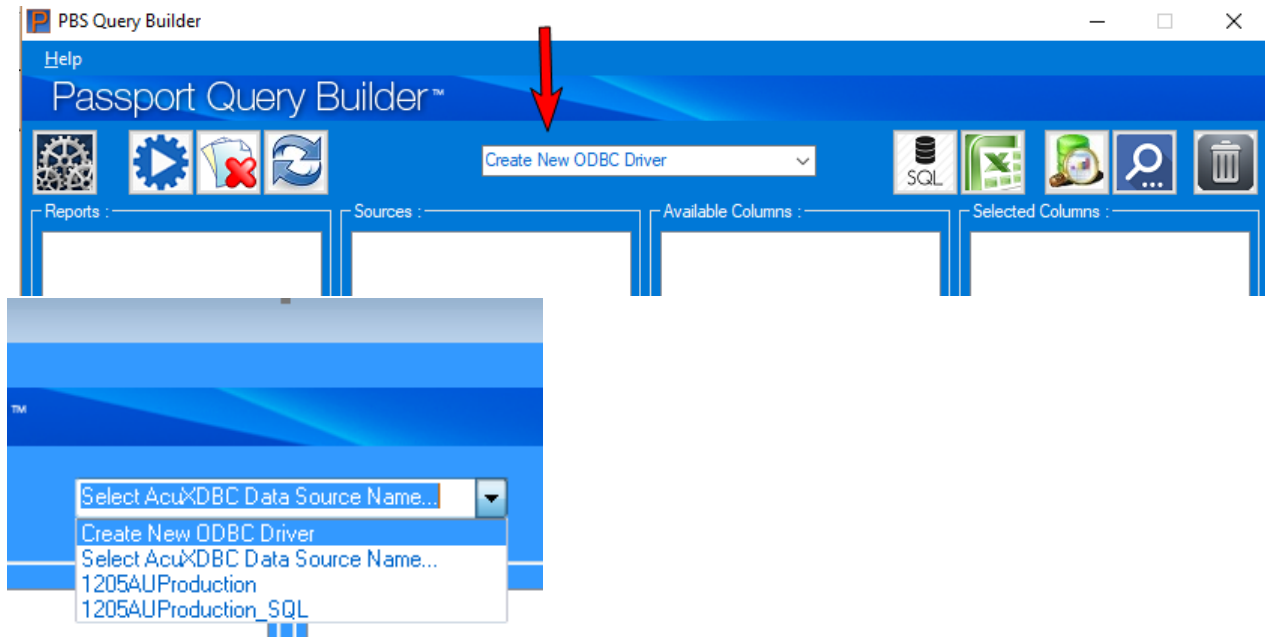
Selecting a DSN for Passport Query Builder

If you have PBS SQL, you will create a new System DSN. If you have PBS Vision you must have AcuXDBC installed and configured with a System DSN.

Assigning an XDBC DSN in Passport Query Builder

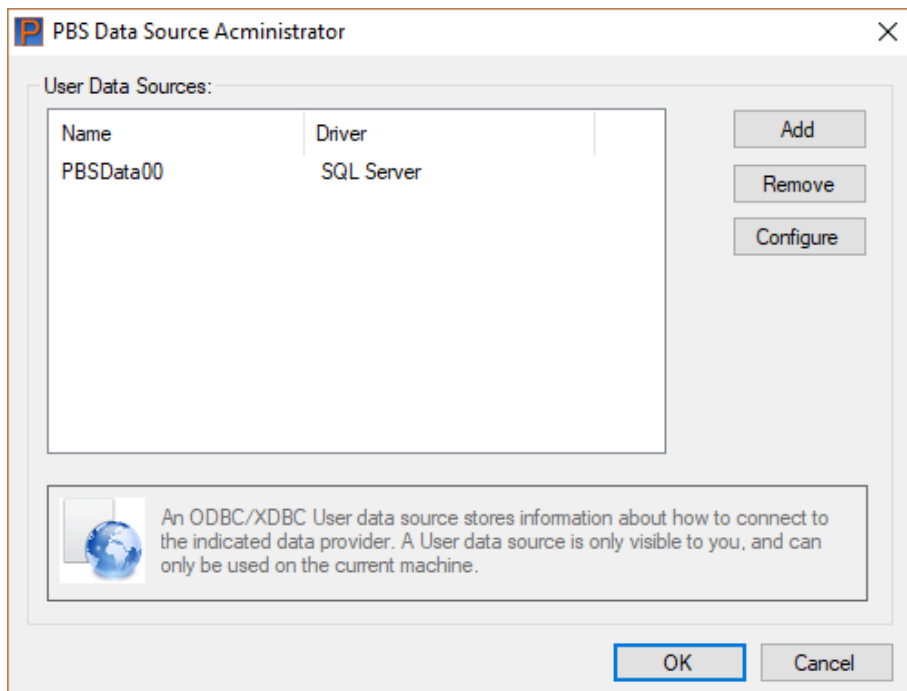
When linking to PBS vision via ODBC, XDBC must be installed on your workstation and configured before you start this process. You will need a product code and key for AcuXDBC. Contact your Passport Partner to purchase an XDBC license. See the [ODBC Catalog Installation for XDBC](#).

Once XDBC is installed and configured, you select the drop down field in the middle of the screen and select Create New ODBC Driver:

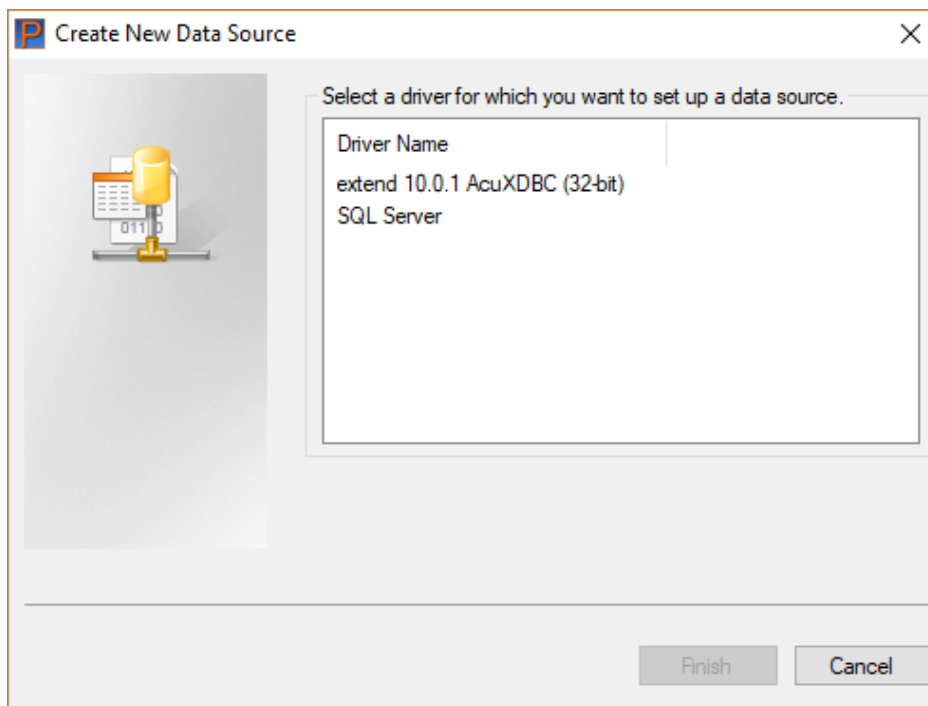


Note: Select XDBC drivers only. Make sure your Acu XDBC components are installed on your PC prior to this step.

Passport's Data Source Administrator screen displays.



Add a new System DSN. **You must create your DSN through Passport Query Builder.** Do not create it by using the ODBC Data Source Administrator. You will see a window like this:



Select your driver.

There are several screens. Name the DSN **QBPBSDATA00** if company ID 00. A brief description is provided. You may change the description if you like. Browse to your configuration file.

Enter a User ID as *system* and a password as *manager*.

You are returned back to Passport Query Builder.

Next, you must click on the *Export Data* button, as shown below, to create the SQL databases. This exports data to the SQL Server Management Studio database. You should run this function when everyone is out of PBS. Depending on the amount of data you have and your system resources, the export can take a while.



As the *Export Data* button refreshes the PBS data in the SQL database, it **needs to be run periodically** in order to have up-to-date information when running Passport Query Builder.

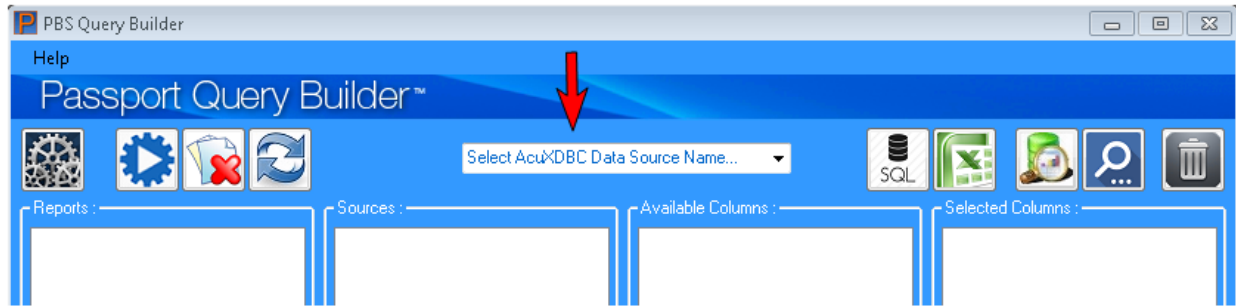
You can start developing new queries.

Creating a SQL DSN

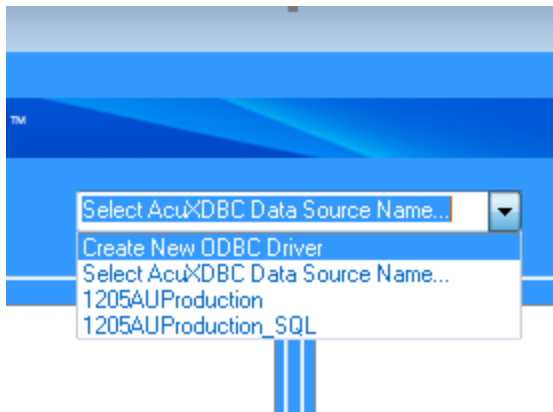
A SQL DSN must be created on each workstation that accesses Passport Query Builder.

You must create your DSN through Passport Query Builder. Do not create it by using the *ODBC Data Source Administrator*.

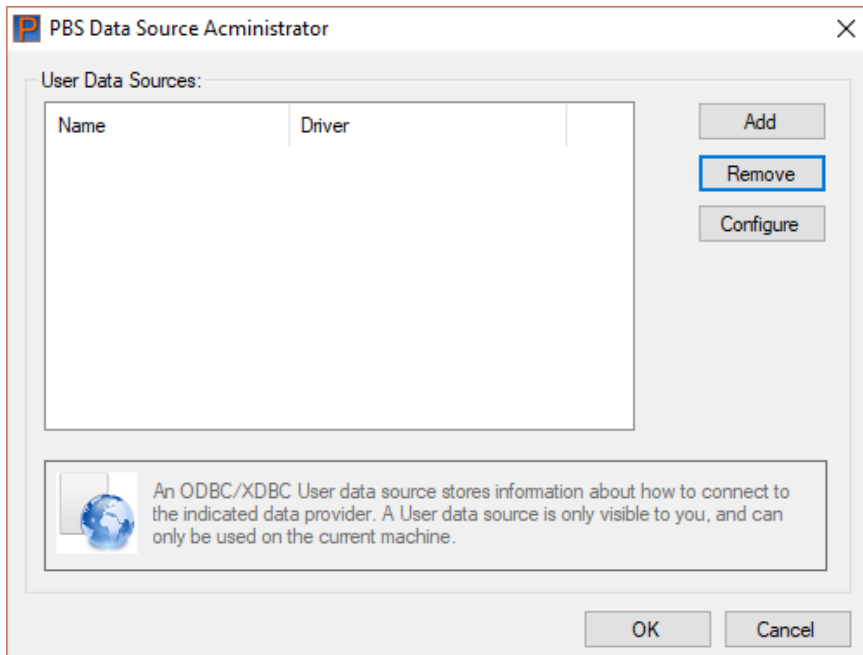
This is how you create a new ODBC driver for SQL.



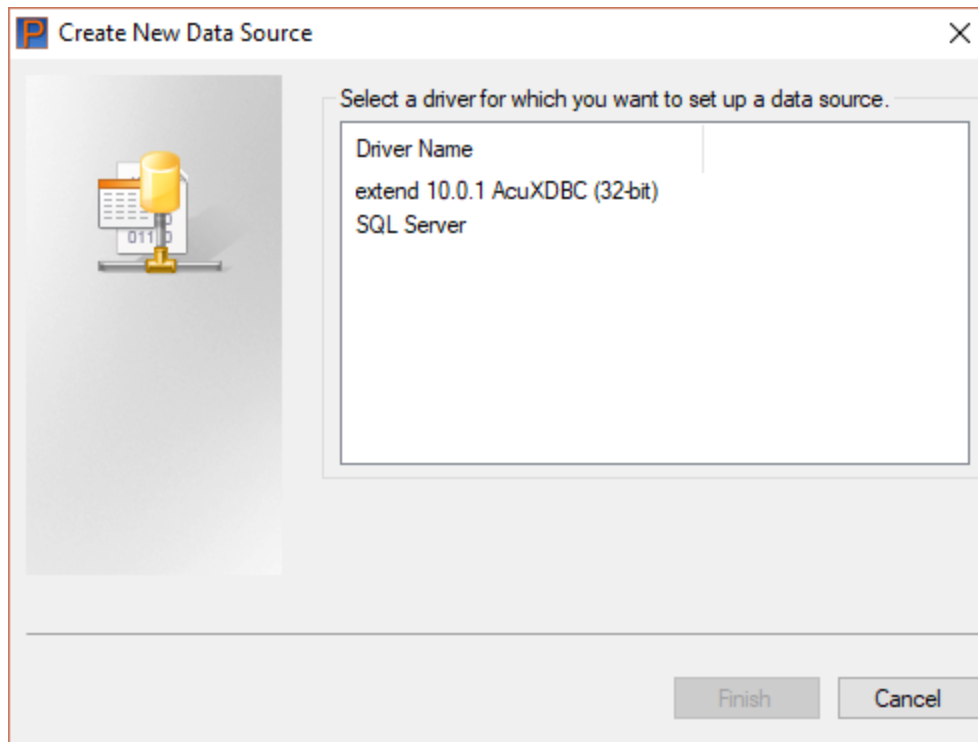
From the Source drop box, as seen below, select your SQL data source.



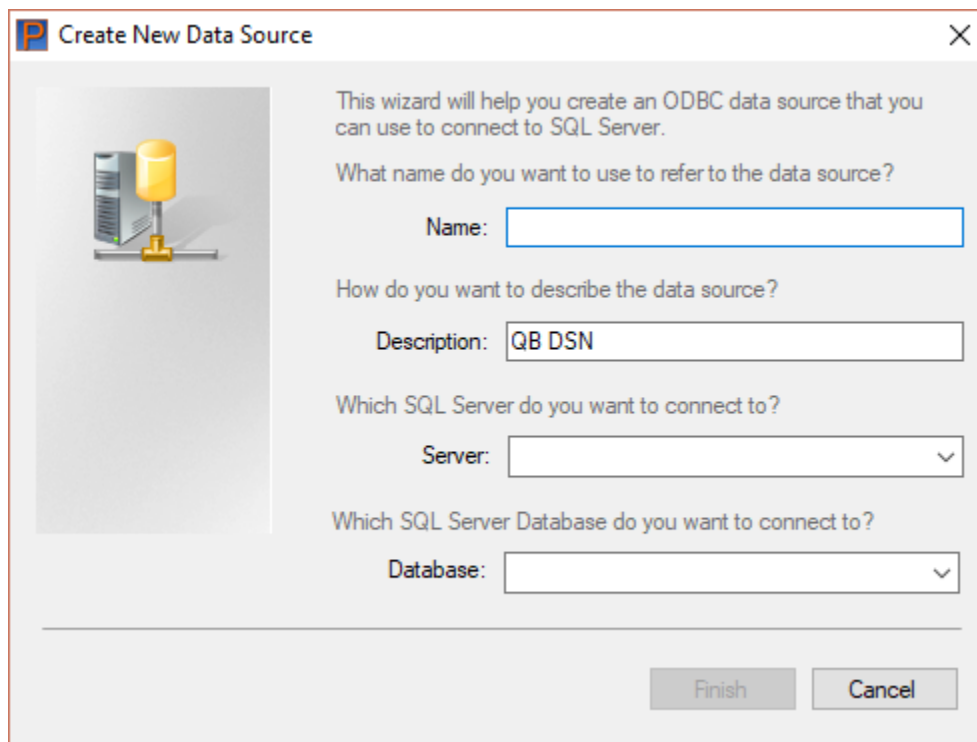
The *PBS Data Source Administrator* displays.



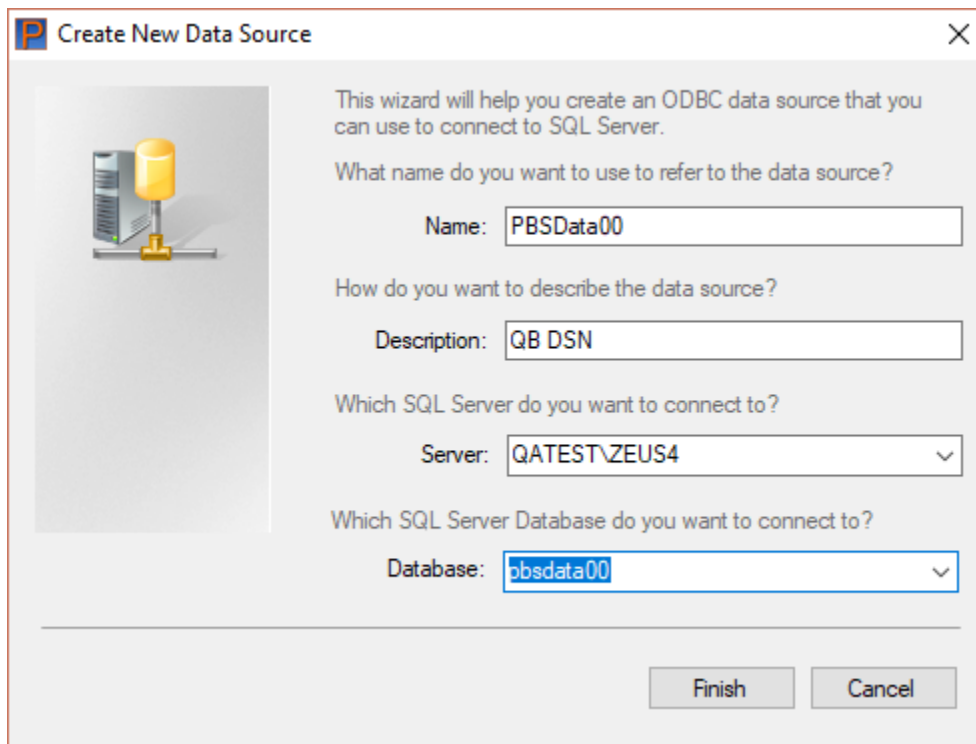
- Select the *Add* button. This screen displays:



- Select the driver name. In this case select *SQL Server*. This screen displays.



- Fill out required information for your new SQL Server Data Source. Enter the name as PBSDATAxX with xx being the company ID for the name. You may use the default description or change it. On the Server line enter your server and Instance. On the Database field select your database. It will look something like this:



Create New Data Source

This wizard will help you create an ODBC data source that you can use to connect to SQL Server.

What name do you want to use to refer to the data source?

Name:

How do you want to describe the data source?

Description:

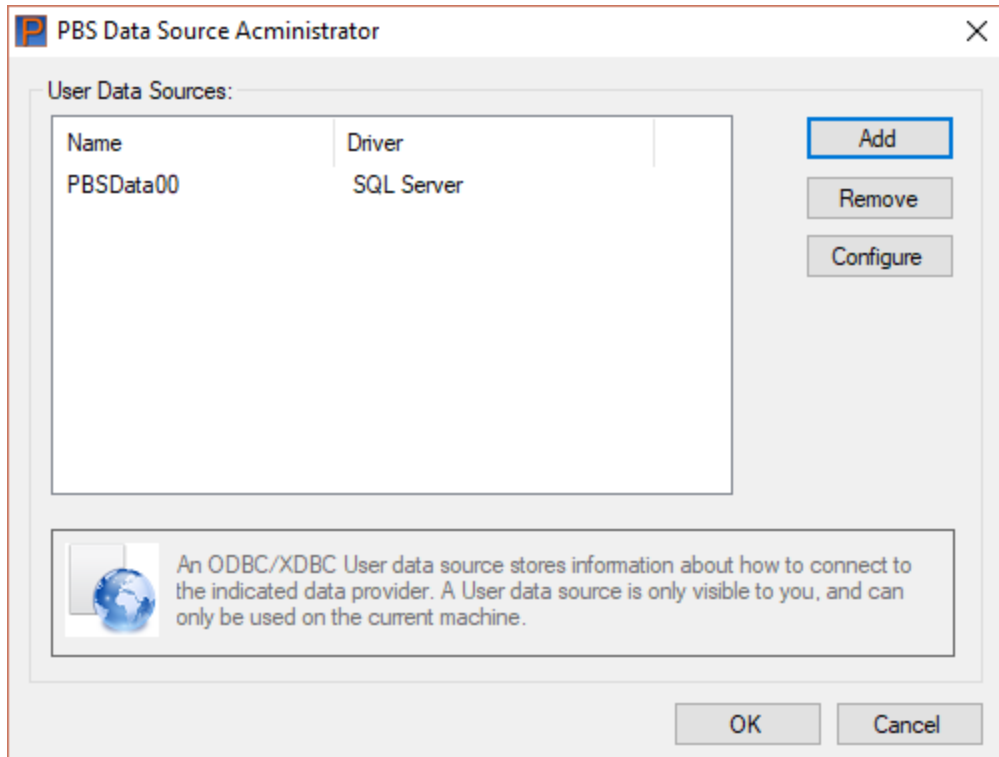
Which SQL Server do you want to connect to?

Server:

Which SQL Server Database do you want to connect to?

Database:

- Click *Finish*. The PBS Data Source Administrator will have a new source like this:

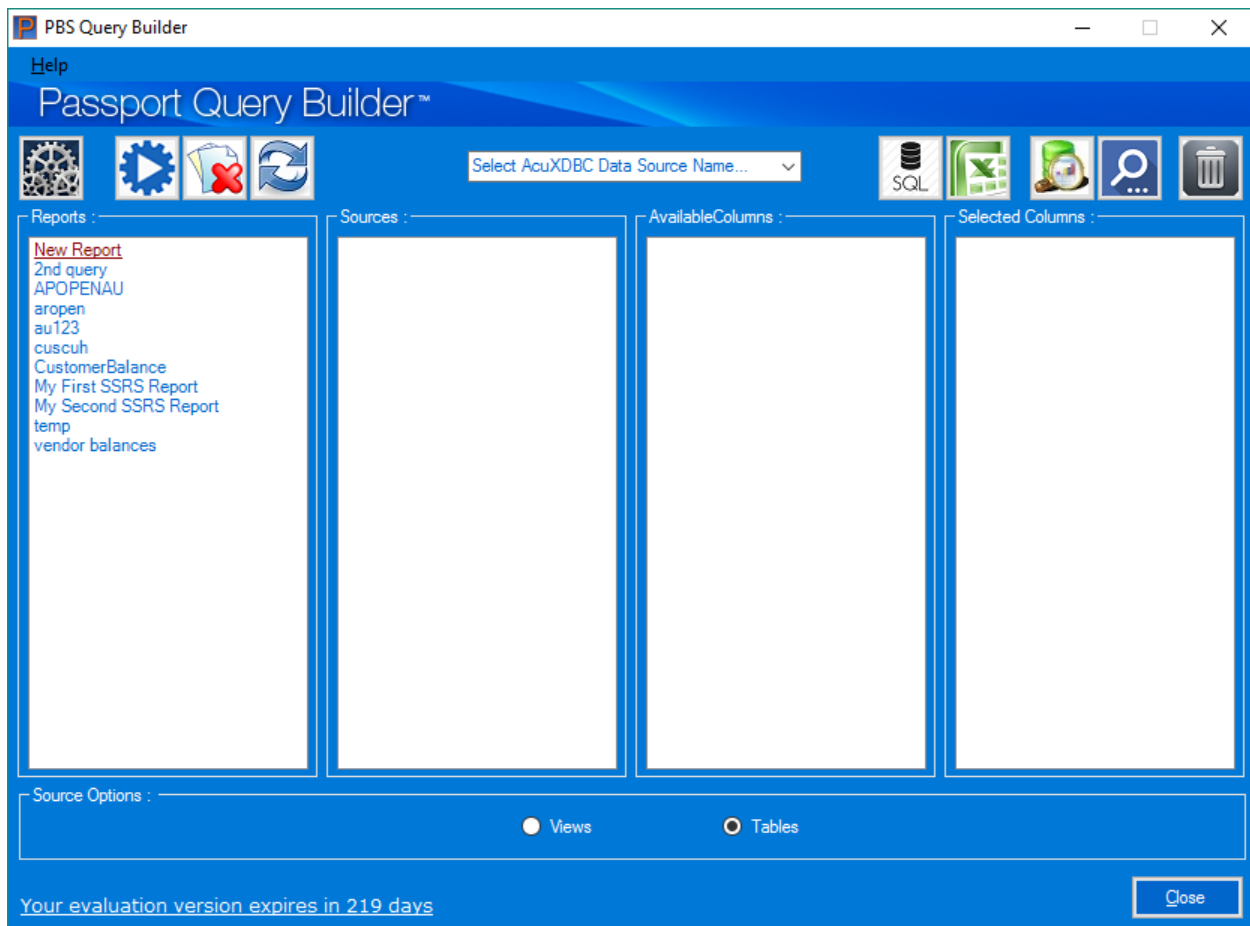


- This is your new DSN to be used in Passport Query Builder.
- Click OK to finish the setup.

Click OK and the Passport Query Builder window will display. Select the AcuXDBC Data Source Name:



After that, the Passport Query Builder Window displays that you may select [New Report](#):

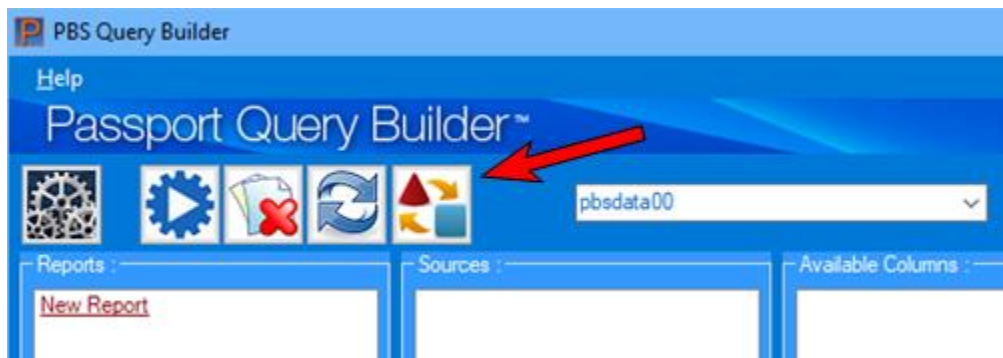


- Now your Passport Query Builder is ready to create custom reports. To understand the buttons and functions of Passport Query Builder, see the [Query Builder User documentation](#).

Refreshing SQL data using AcuXDBC

You will have to create the data for reporting using AcuXDBC. The first time the SQL Server Reporting databases are created. Each time after that they are updated. Updating is necessary because the data is no real-time when using AcuXDBC Passport Query Builder. As creating and refreshing the database can take a long time it is recommended that you do this function during off hours.

To update selection this button:

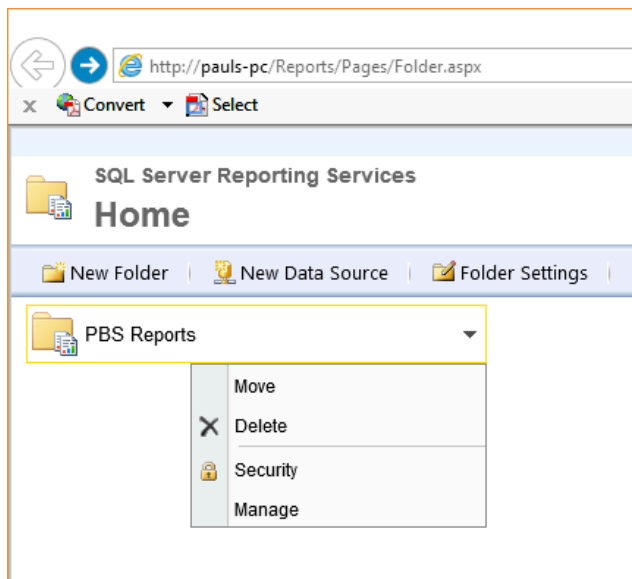


Permissions

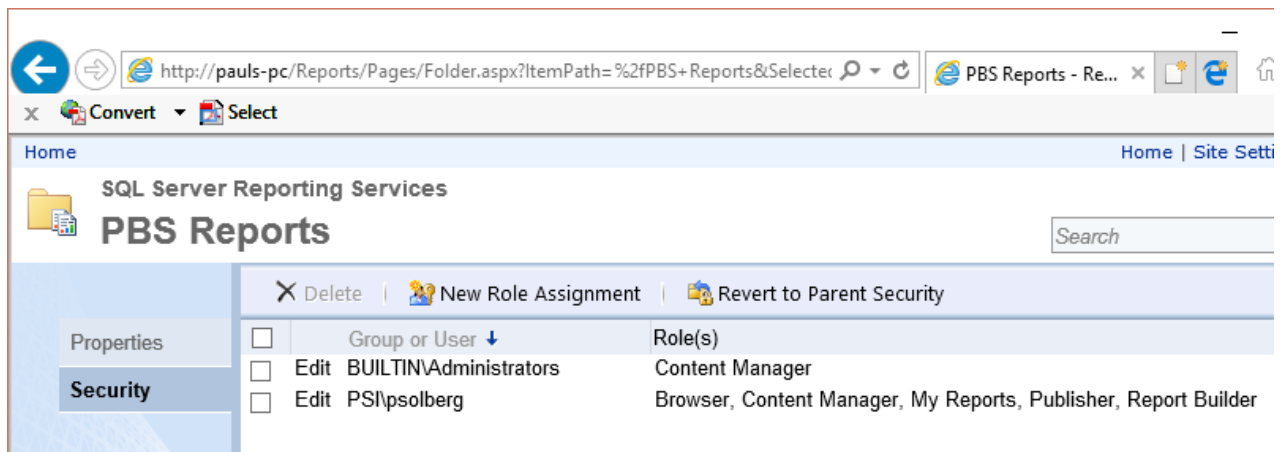
You may provide permission for any SQL Report or Passport Query Builder report using *Reporting Services Configuration Manager*.

Launch *Reporting Services Configuration Manager* and go to the *Report Manager URL* tab. Click on the URL and it will launch Internet Explorer. You will be on the Home screen. You should see PBS Reports as the only folder. If not, you must finish configuring SSRS.

You may assign permissions to the main *PBS Reports* folder or any sub folder or file. As you see below, clicking on the down arrow to the right of PBS reports shows a menu:



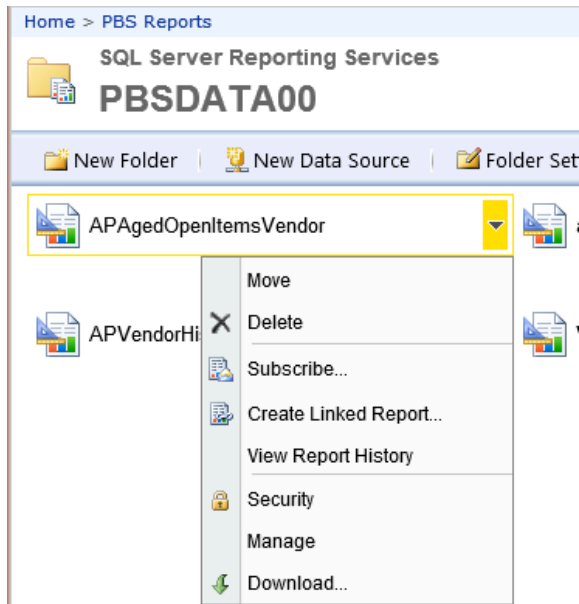
From the menu above select *Security*. Select to *Edit Item Security*. You will see a window similar to this:



Add, edit or remove security for the group or user.

Alternatively, under the PBS Reports folder, you may also configure security for PBSDATA00. Again you may add, edit or remove security for the group or user.

Under PBSDATA00 you may decide to configure security for EACH report individually. For example you may select *Security* for the APagedOpenItemsVendor report:



Then select *Edit Item Security* and assign permission to a user or group.

A user or group cannot run a report if that user or group does not have the permission.

Modifying SQL Reports and Passport Query Builder Reports

Training

Passport will publish a general tutorial on how the PBS SQL reports are constructed. See that tutorial when it becomes available.

You should understand the workings of a SQL stored procedure. Search for online training.

You must understand the functions of Report Builder. Training for SSRS (Report Builder) is available online. Search for *wise owl tutorials ssrs* and links to YouTube videos will be available. Here is a recommended order or study:

- (SSRS) Part 1 - Getting Started with a New Project
- (SSRS) Part 2 - Data Sources and Datasets
- (SSRS) Part 3 - Working with Tables
- (SSRS) Part 6 - Grouping in Tables
- (SSRS) Part 7 - Calculated Fields
- (SSRS) Part 11 - Basic Parameters
- (SSRS) Part 12 - Drop Down List Parameters
- (SSRS) Part 13 - Null Values in Parameters
- (SSRS) Part 14 - Cascading Parameters
- (SSRS) Part 8 - Conditional Formatting in Tables
- (SSRS) Part 17 - Linked Reports
- (SSRS) Part 18 – Charts
- (SSRS) Part 19 – Subreports

- (SSRS) Part 23 - Report Variables and Group Variables
- (SSRS) Part 25 - Adding Code to Reports
- (SSRS) Part 4 - Keeping Header Rows Visible

Not all of the videos are included in the above list. You may also find some of the other videos useful.

Modification

You may open a SQL .RDL file report or a saved Passport Query Builder report in Report Builder and modify it.

Passport Query Builder reports are located wherever you stored them on your system.

The SQL reports are located in the RDL folder under the top-level PBS. There are some important things to consider when modifying a SQL report:

- If you change the name of the RDL file it will no longer be accessible from the PBS report on the menu.
- The PBS report passes the report criteria to the SQL report. If you modify the report to not use any of those values, the SQL report may not run properly.
- All SQL reports utilize views and custom stored procedures. A stored procedure for an SQL report has a name that starts with `dbo.sp.VS_`.
- To make a modified report accessible for all PBS users you must publish it

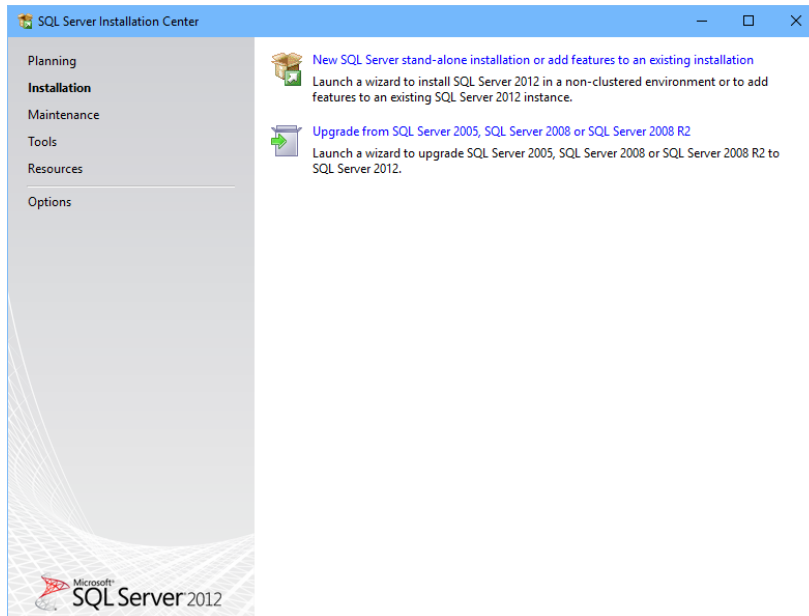
Before you modify a SQL report, make a backup of the original RDL file and save the stored procedure associated with the report. That way you can go back to the original if needed.

Adding Advanced Tools to SQL

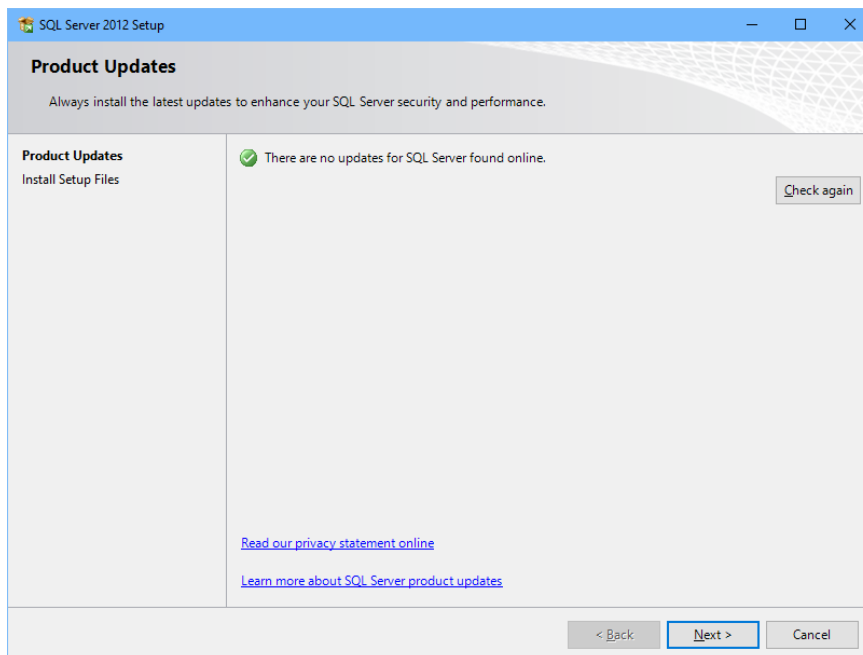
If SSRS was installed at the time SQL Server was installed, there are no additional configuration steps. However, if SSRS was added to an existing SQL Server installation where PBS data exists, it will have to be installed and configured manually.

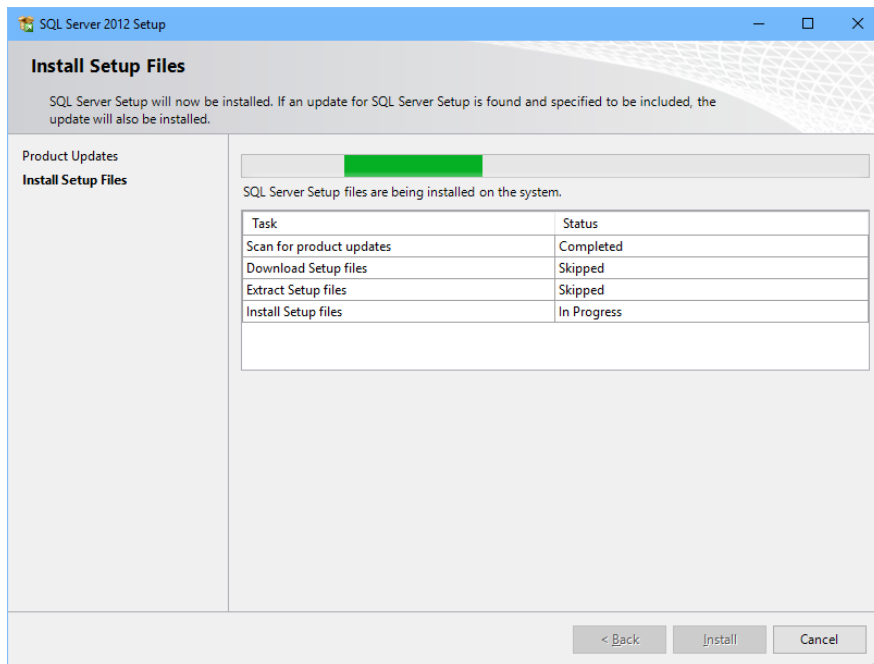
Download the SQL Express with Advanced Tools (SQLEXPADV_x64_ENU.exe).

Start the install and select *New SQL server stand-alone installation or add features to an existing installation*.



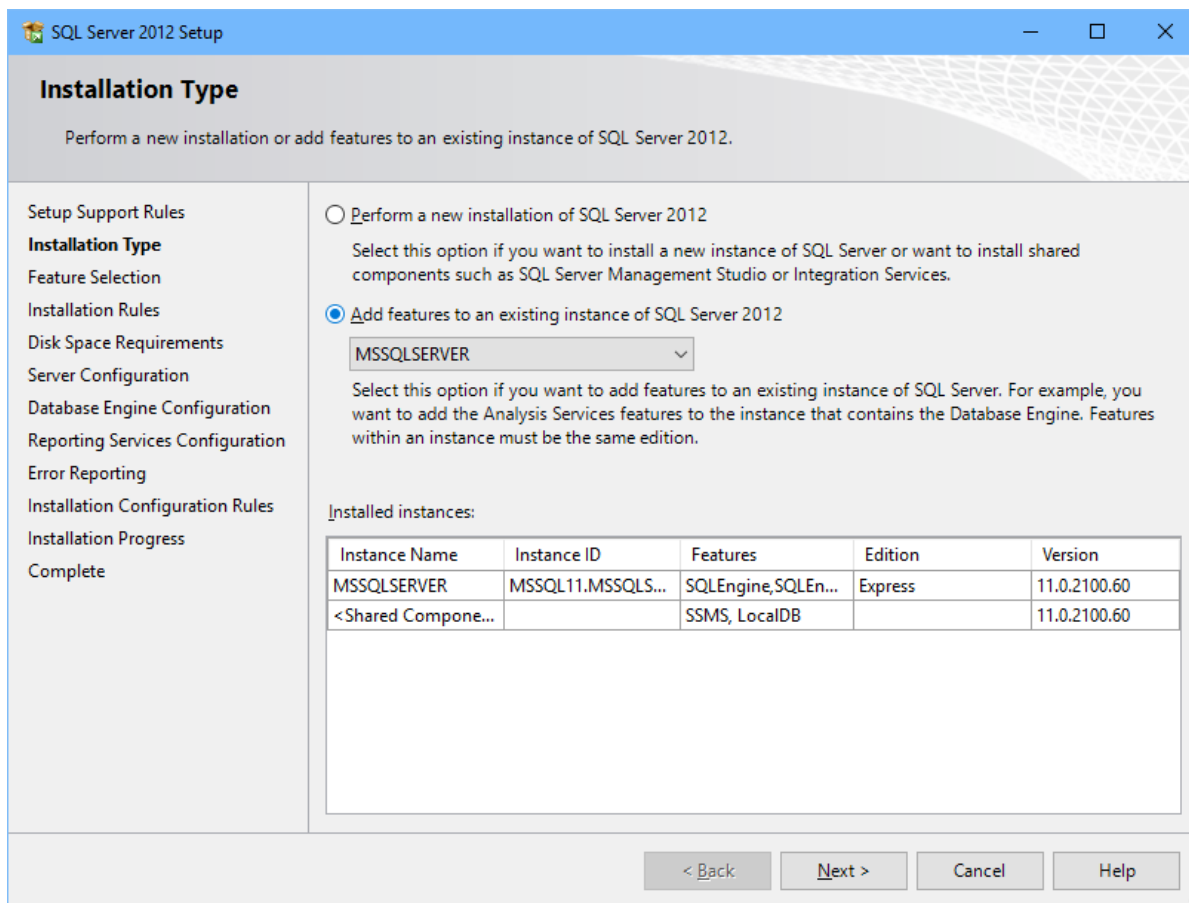
Select Next.



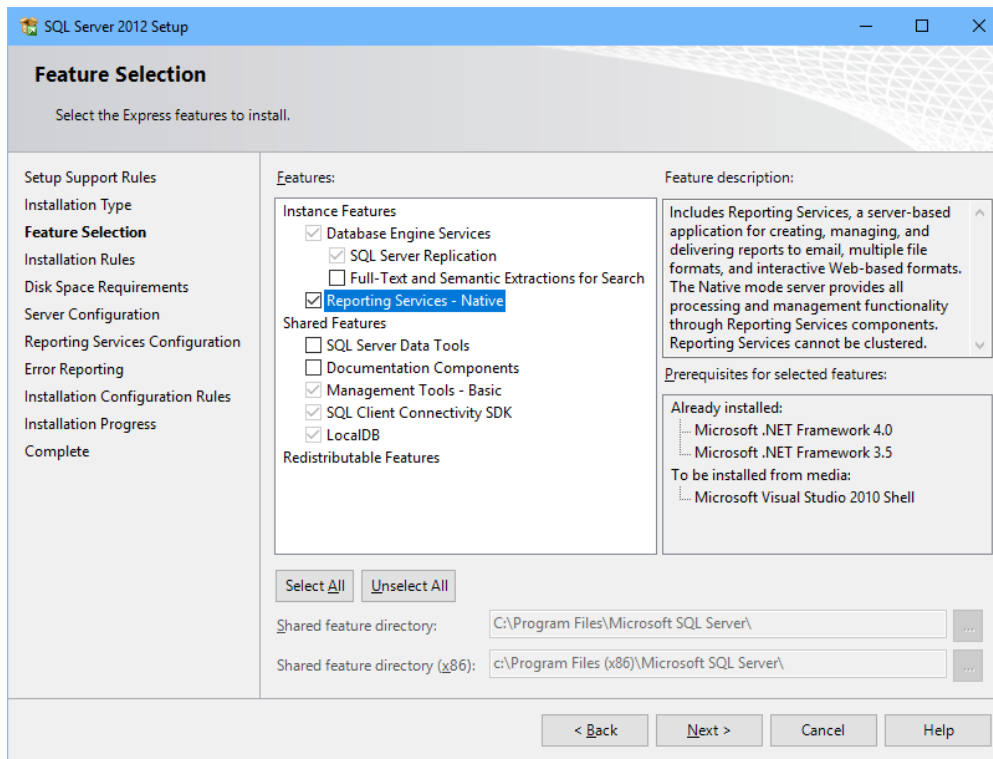


On the screen above the program is installing updates. There is no user action required.

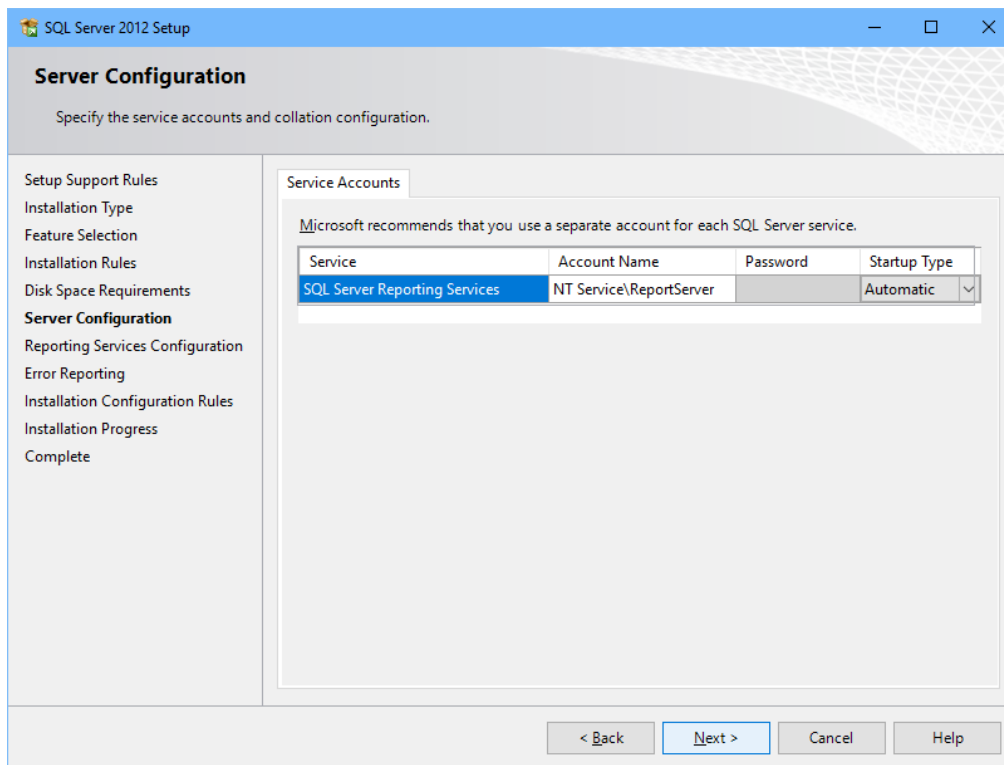
On the screen below, add features to an existing install of SQL Server.



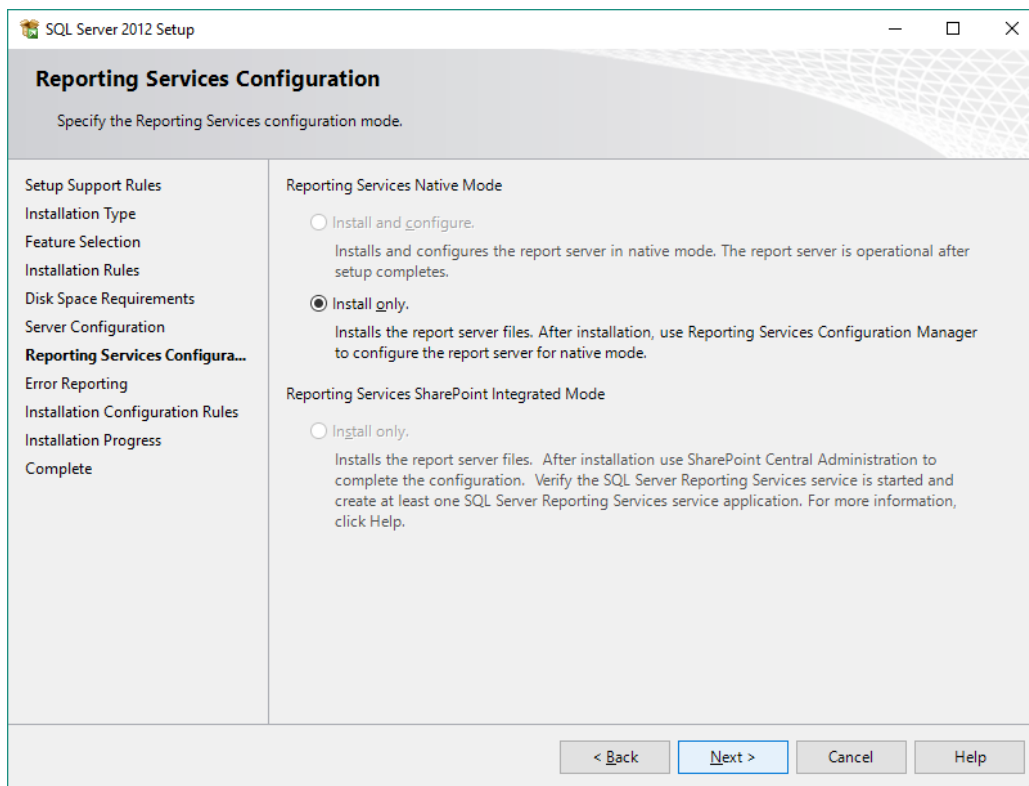
Select “Reporting Services – Native” and click *Next*.



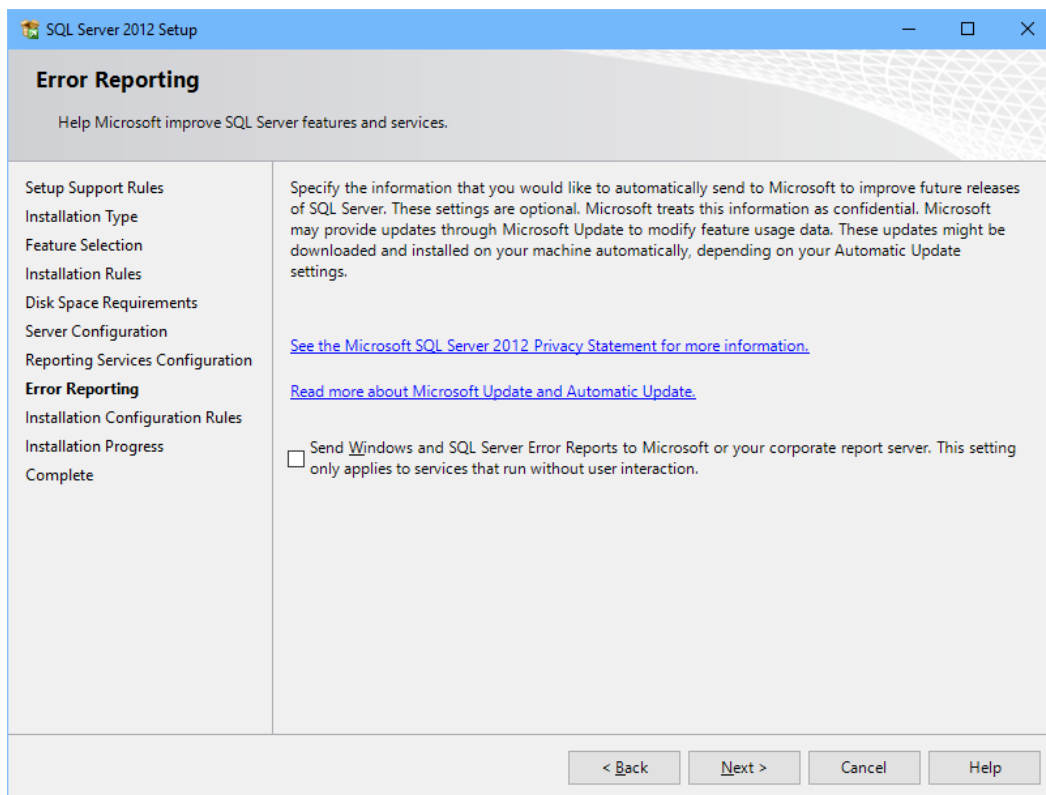
Click *Next* on *Server Configuration* below.



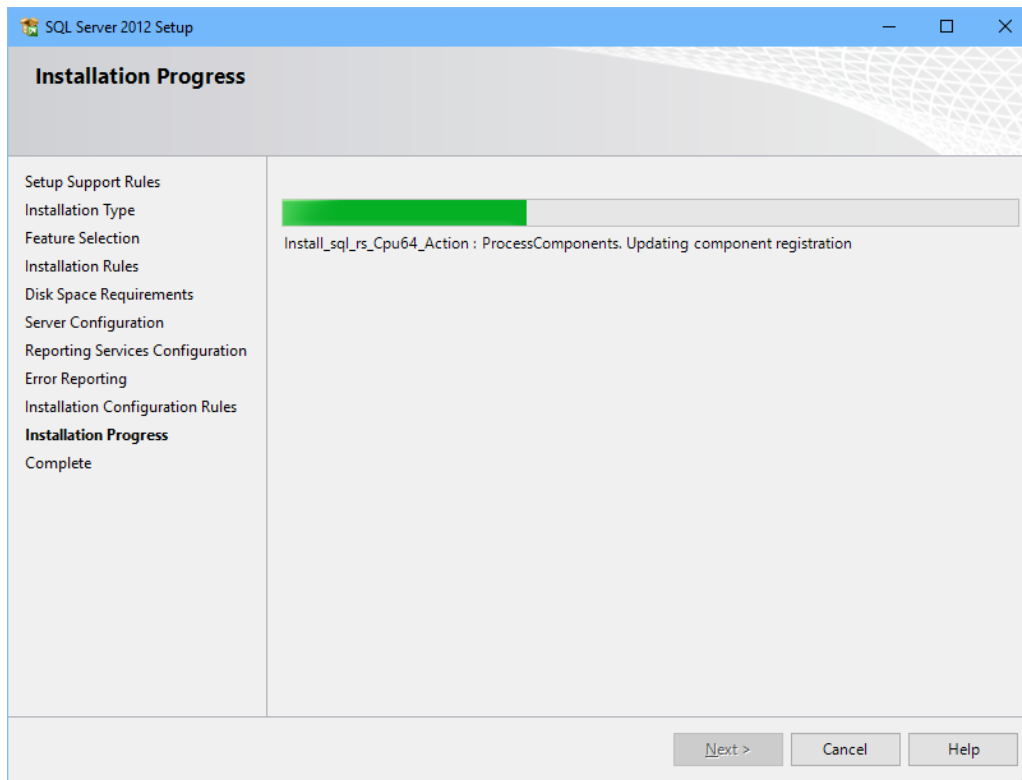
“Install_Only” is the only option. Select it and click *Next*.



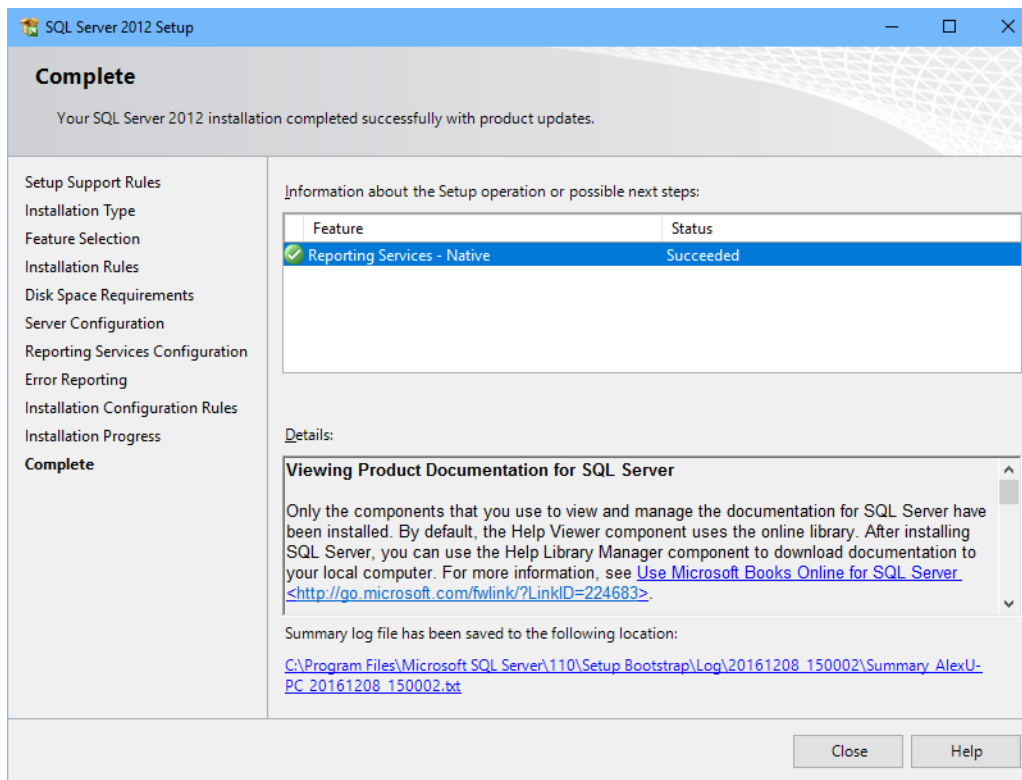
On the *Error Reporting* screen do not change anything. Click *Next*.



The *Installation Progress* screen displays.



This *Complete* screen indicates what was added.



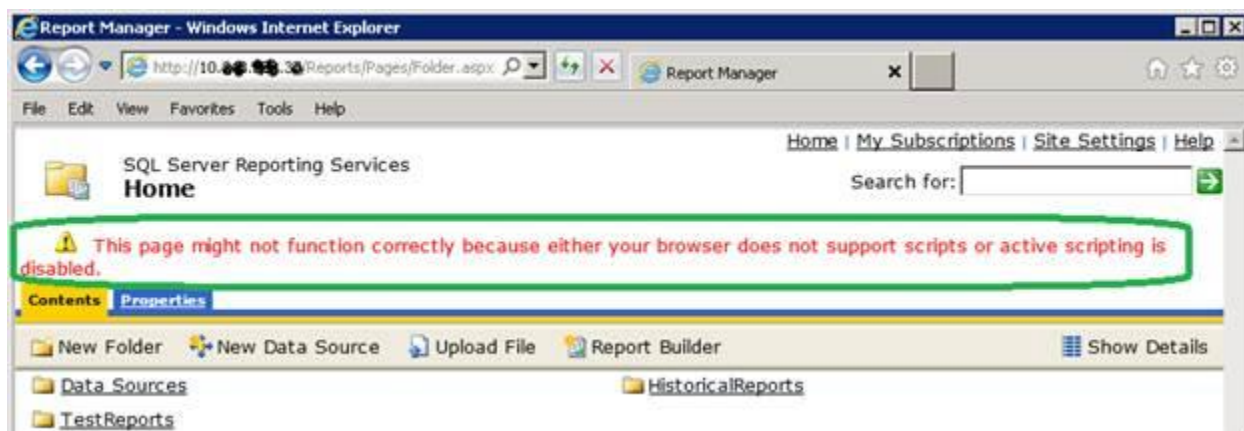
This completes adding SSRS to an existing SQL installation.

Next you must configure SSRS using Reporting Services Configuration Manager.

SQL Server Reporting Services Errors

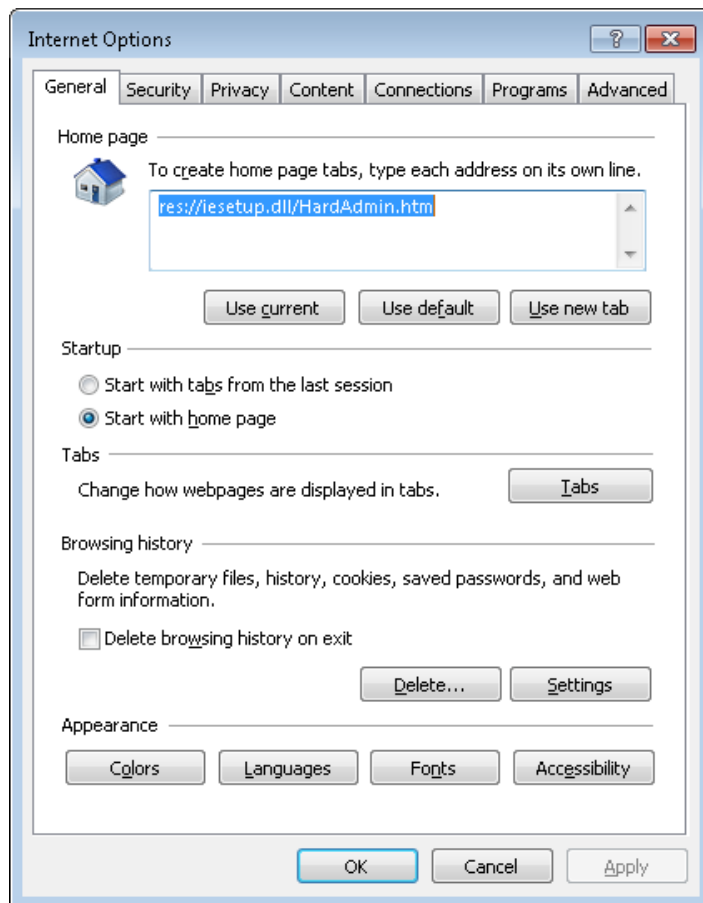
Using Internet Explorer, when accessing the SQL Server Reporting Services home page you may get a message like this on the Home screen:

This page might not function correctly because either your browser does not support scripts or active scripting is disabled.

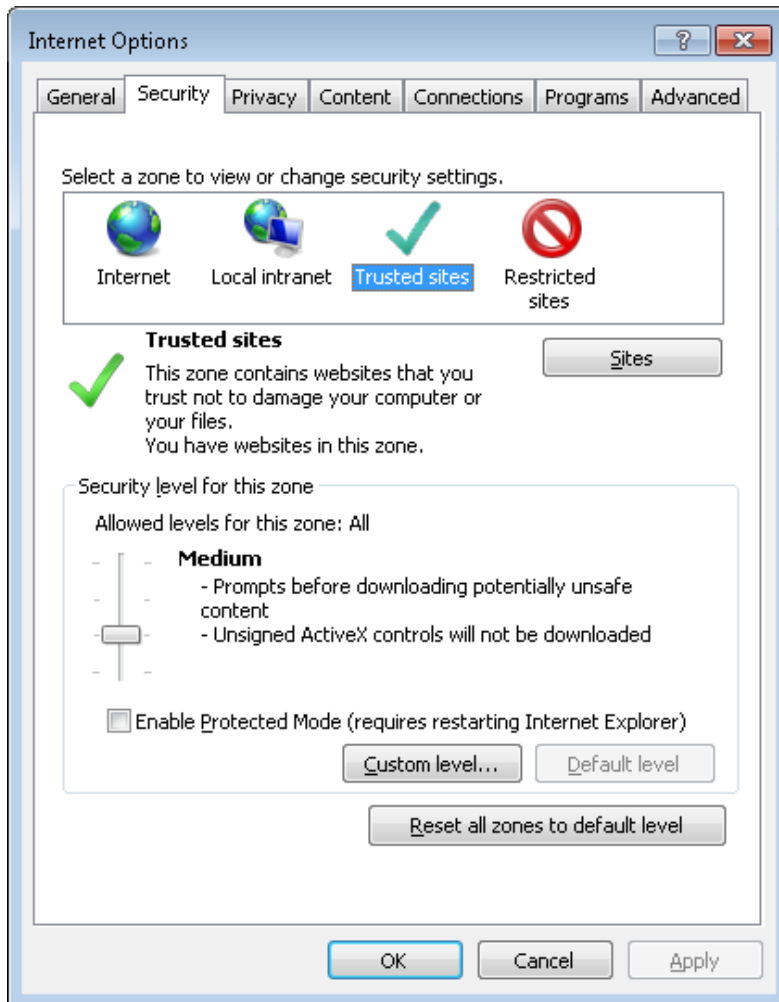


To remove this error do the following steps:

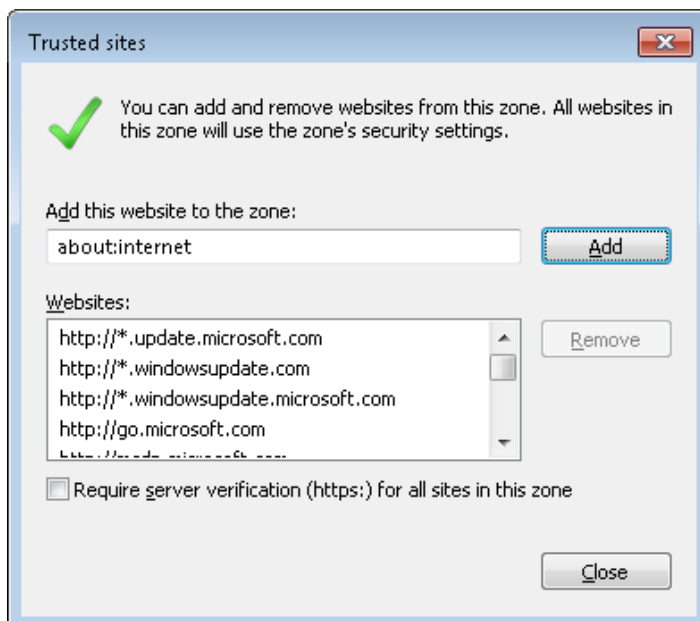
While in internet Explorer select *Internet options*:



Select *Sites* on the *Security* tab:



The Trusted sites window displays:



On this screen add the Reports Server URL as a trusted site.