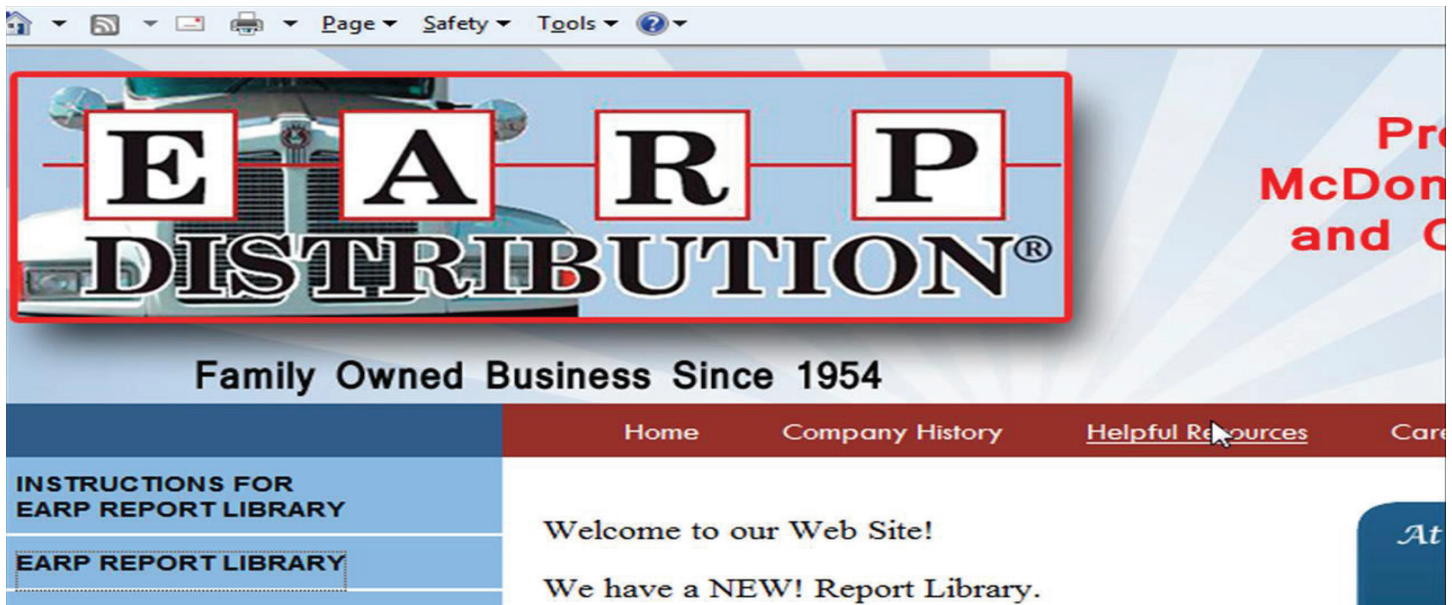
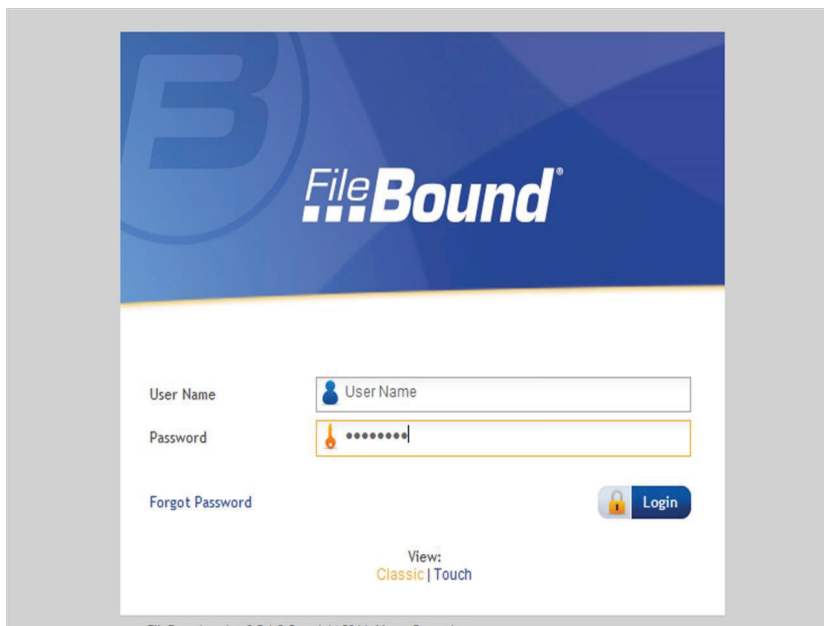


# How to Use the Earp Report Library

Select the Earp Report Library



You will be directed to this page



## SUPPORTED INTERNET BROWSERS

Microsoft Internet Explorer - Ver. 8 up to Ver. 10 (Running in Compatibility View Not Supported)

Mozilla FireFox

Opera

Google Chrome

Apple Safari (Web Viewer Only)

1. Type the user name in the User Name box.
2. Type the password in the Password box.
3. Click Login



➤ **PROJECT SEARCH Logic**

**Project**

**General Reports**

**History of Invoices Imaging**

**Restaurant Reports**

**Owners Reports**

**Distribution Center Performance Measurement**

**Report Type**

➤ **List of Report Type in each Project**

**History of Invoice Imaging**

**General Reports**

*Price List*

*Item Comp*

*Cost Trend Analysis*

*DC Policy & Procedures*

*Op Supply Catalog*

**Owners Reports**

*Electronic Funds Transfer Calendar*

*Accounts Receivable Aging*

*Blended Beef Price*

*Food & Paper % of Menu Price Calculation Template*

**Restaurant Reports**

*Sales Analysis*

*Recap of Purchases by GL #*

*EFT Draft History (this month)*

*EFT Draft History (last month)*

**Distribution Center Performance Measurements**

*Annual Customer Satisfaction Survey Results*

## Using the Project Search Page

You can search for files located within a project. In each project, you can perform a search using the project's specified index field values

filebound.earpdistribution.com/FB6/#

Select FB RS Portal PSIGEN FB Partner Portal

Search Last

Workspace

Assignments

Search

Project History of Invoice Images Inquiry

Invoice Number Options

Customer Number

Sales Order Number

Invoice Date to

Customer Name

Earp Customer Number

Advanced Search Options

Search Save Search

filebound.earpdistribution.com/FB6/Search/Load?ProjectId=3

In the **Project Search** page, open a project by selecting the project name from the **Project** list.

filebound.earpdistribution.com/FB6/

Select FB RS Portal PSIGEN FB Partner Portal

Search Last

Workspace

Assignments

Search

Project Restaurant Reports

Report Type

Store Number

Date

Advanced Search Options

-----Recent Projects-----

Restaurant Reports

MSDS Search

History of Invoice Images Inquiry

Distribution Center Performance Measurements

-----All Projects-----

Distribution Center Performance Measurements

Helpful Resources

History of Invoice Images Inquiry

MSDS Search

Products and Promotional Updates

Restaurant Reports

FileBound Version 6.5.1 © Copyright 2013, Marex Group, Inc. Terms and C

Depending on which project is selected there will be different search criteria you can enter. Enter the search criteria you want to filter by, then click search.

(If you enter no search criteria information all the reports in the project will be returned)

The screenshot shows the 'Project Search' interface. The 'Project' dropdown menu is set to 'Restaurant Reports'. The 'Report Type' dropdown menu is set to 'Recap of Purchases by GL#'. There are input fields for 'Store Number' and 'Date' (with a 'to' field for a range). Below these fields is an 'Advanced Search Options' section. At the bottom, there are 'Search' and 'Save Search' buttons.

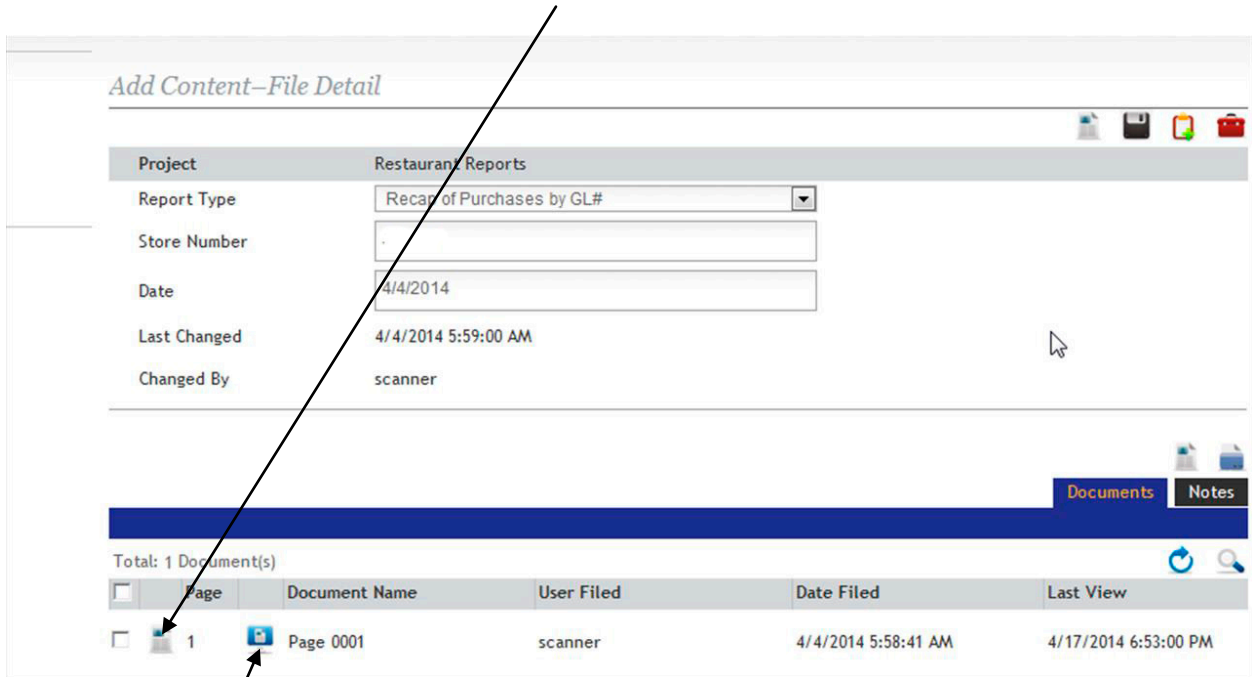
In most instances, the files in the Earp Library will be kept for at least a trailing twelve months period. The search results will populate with the oldest file date first. Use the "DATE" filter to bring the most current file to the top of the list.

The screenshot shows the 'Search Results' interface. It displays a table of search results for 'Restaurant Reports'. The table has three columns: 'Report Type', 'Store Number', and 'Date'. The results are sorted by date, with the oldest files at the top. An arrow points to the 'Date' column header, indicating that it can be used to filter the results.

Report Type	Store Number	Date
Recap of Purchases by GL#	36646	4/4/2014
Recap of Purchases by GL#	35180	4/4/2014
Recap of Purchases by GL#	34941	4/4/2014
Recap of Purchases by GL#	34582	4/4/2014
Recap of Purchases by GL#	33731	4/4/2014
Recap of Purchases by GL#	33571	4/4/2014
Recap of Purchases by GL#	33412	4/4/2014

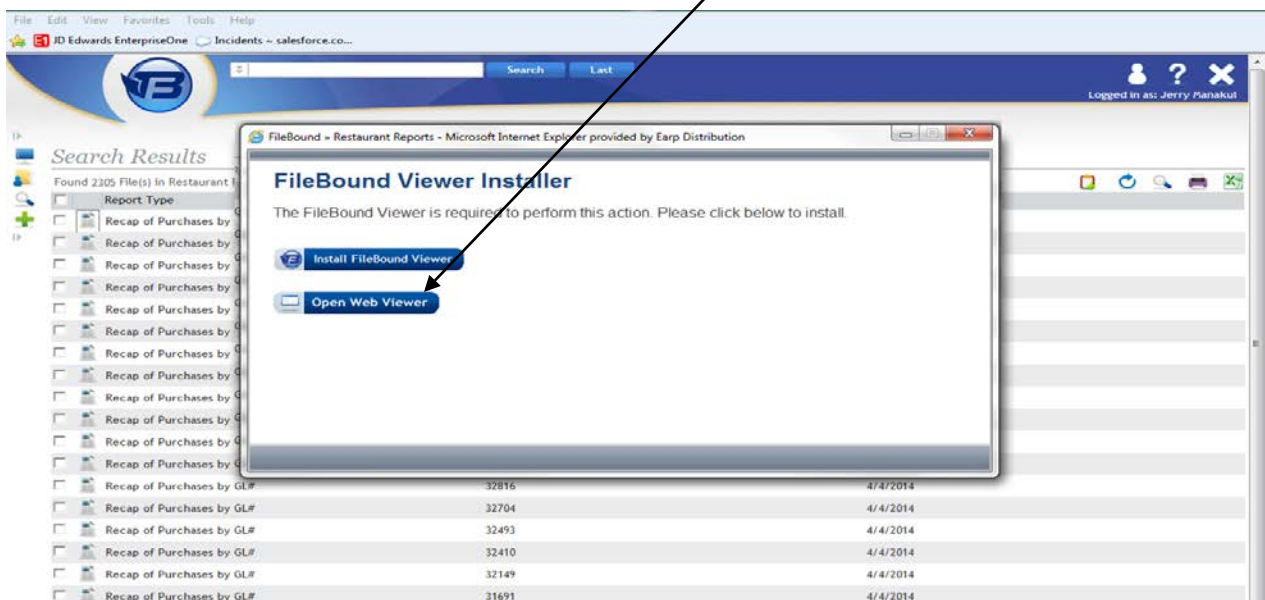
The results of your search will have two options:

If you select this icon you will open the file and you will be able to view, print, and or download the file.



If you select this icon you will open the file, but it is a “view” only format. This is not the recommended action.

If the Filebound Viewer Installer pops up, you can select the “Open Web Viewer” to proceed.



Purple Printer Icon - Click to Print

The report will then open in the viewer the looks like this.

The screenshot shows a web browser window titled 'FileBound - Windows Internet Explorer'. The left sidebar contains a tree view with folders: 'Restaurant Reports', 'Recap of Purchases by GL#', '<< No Divider >> (1)', and 'Page 0001'. The main content area displays a report titled 'EARP DISTRIBUTION - Recapitulation of Purchases by G.L. Account No.'. The report includes a printer icon in the top toolbar, which is highlighted by a blue arrow from the text 'Purple Printer Icon - Click to Print'. Below the report title, there are fields for 'Owner:' and 'Store:'. The report contains two tables:

Invoice Number	Delivery Date	Invoice Amount
916043	03/02/2014	121.89
916587	03/02/2014	6,297.87
917195	03/05/2014	8,263.27
917718	03/06/2014	11.03-
917960	03/09/2014	5,088.40
918519	03/10/2014	64.08
918780	03/12/2014	9,514.81
919486	03/16/2014	8,555.03
920056	03/19/2014	9,118.26
920787	03/23/2014	4,937.48
921233	03/24/2014	306.55-
921706	03/26/2014	8,941.07
922483	03/30/2014	5,218.63
Total of All Invoices		65,803.21 **

Description	GL Account	Month Amount
		11.03-
Food	7001-001	53,219.46
Coke Dist Allw	7001-011	306.55-
Paper	7030-001	7,785.57
Office Care Program	7615-044	121.89
POS Supplies	7420-001	2,018.53
NON PROD COSTS GEN	7426-003	116.17
NON PROD EXP ACCT 01	7426-101	777.81
NON PROD EXP ACCT 05	7426-105	80.49
NON PROD EXP ACCT 06	7426-106	1,399.22
POP Kits	7428-002	.00
Service Charges	7472-001	422.10
RMBC Contribution	7540-004	95.90
Total Taxes for Month		83.65
Total all Accounts		65,803.21 **

At the bottom of the browser window, there is a toolbar with icons for 'Document', 'Notes', 'Info', and 'Signature'. The 'Document' icon is highlighted. Below the browser window, there is a status bar showing 'Total: 1 Document(s)' and a table with columns: 'Page', 'Document Name', 'User Filed', 'Date Filed', and 'Last View'.