Wevo GL Analytics

Email Reporting Engine

Client and Implementation Overview

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Version 7.0 | August 2026

1. Introduction

Wevo GL Analytics is a financial reporting platform designed for multi-entity organisations. It integrates with your existing general ledger system to provide consolidated trial balance, P&L, and other analytics reporting across hierarchical organisation and account structures.

The Email Reporting Engine is a self-contained component that delivers financial reports directly to authorised users via email - with no web portal login, no specialist client software, and no manual intervention required from the finance team. Users receive a scheduled email containing their personalised report request form. They review their parameters, click a button, and a formatted report arrives in their inbox within seconds.

This document explains how the system works, what is required to implement it, and what the day-to-day experience looks like for finance users and administrators.

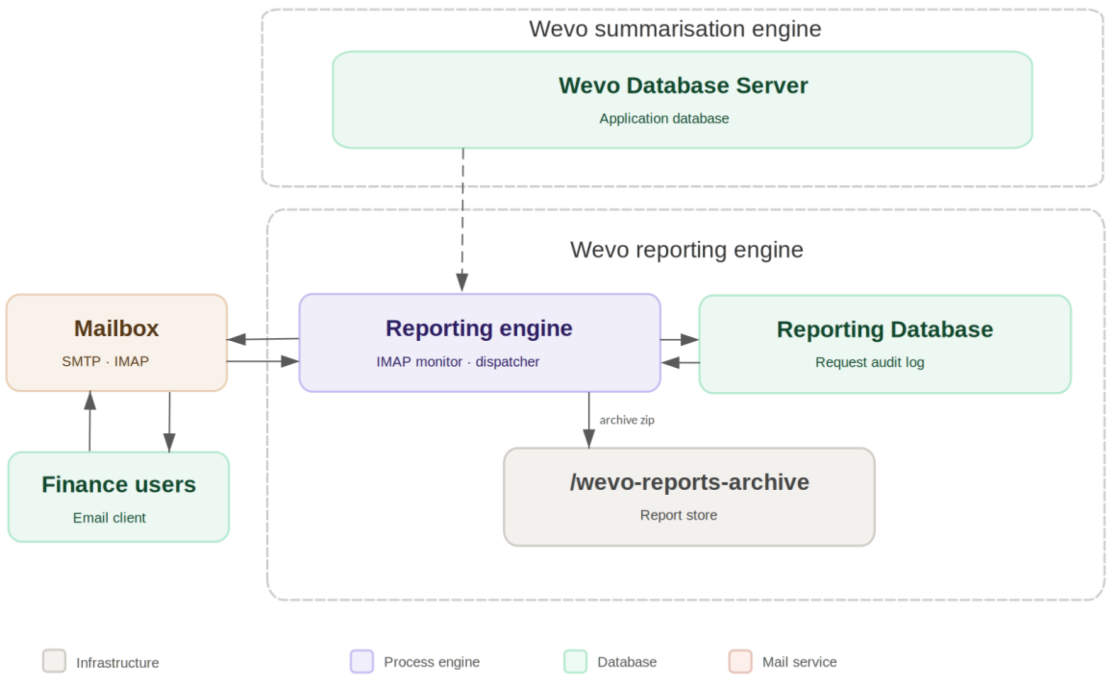


Figure 1 - Wevo GL Analytics Email Reporting Engine system overview

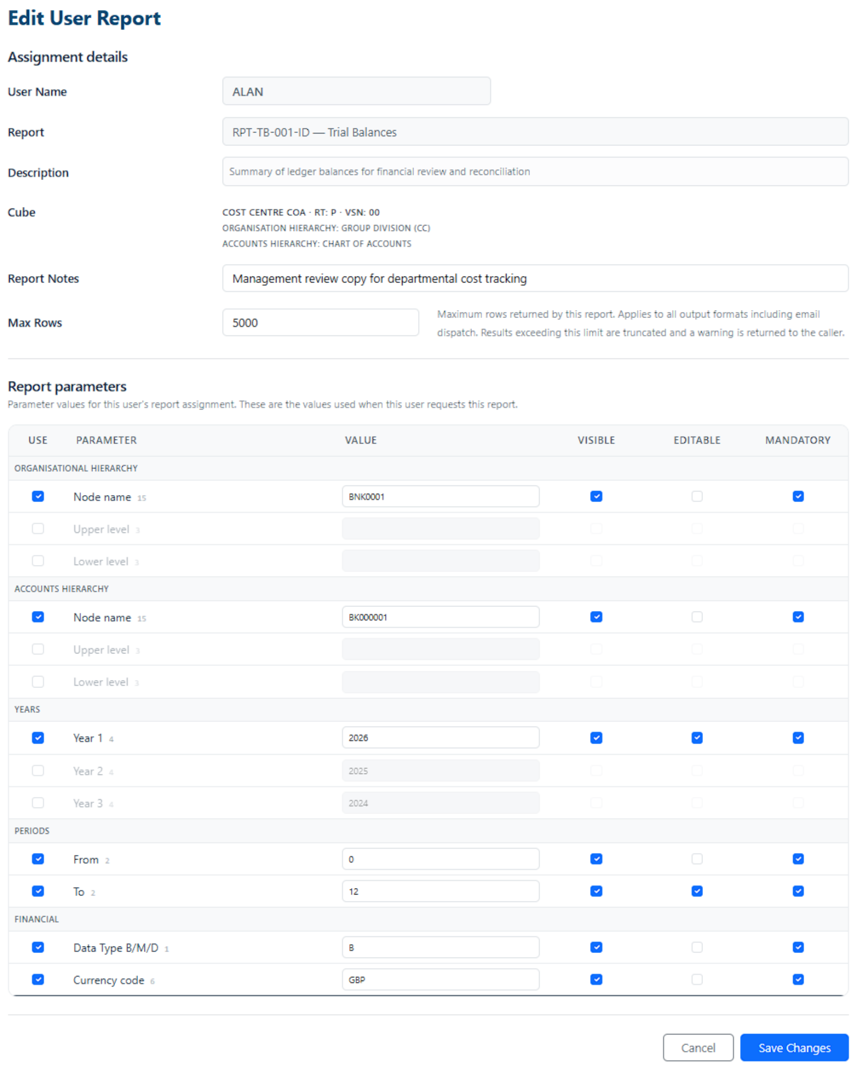
2. How the System Works

2.1 Defining a User's Reports

Every report a user receives is defined by a Wevo administrator as a report assignment. The assignment names the report, the cube name it draws summarised data from, and the exact parameter values that user will report on. It is this definition that determines what appears on the user's request form.

For each parameter the administrator sets four independent flags. USE determines whether the parameter is passed to the report at all. VISIBLE determines whether the user can see it on their request form. EDITABLE determines whether they may change it before submitting. MANDATORY marks it as required. A parameter can therefore be applied silently, shown as a read-only value, or offered as a field the user may adjust within their permitted range.

In the example below, the organisation and accounts hierarchy nodes are fixed: the user sees them but cannot change them, so every report they run is confined to their assigned part of the business. The reporting year and the closing period are editable, so the same assignment serves for any period the user needs without administrator involvement.



Edit User Report

Assignment details

User Name	ALAN
Report	RPT-TB-001-ID — Trial Balances
Description	Summary of ledger balances for financial review and reconciliation
Cube	COST CENTRE COA · RT: P · VSN: 00 ORGANISATION HIERARCHY: GROUP DIVISION (CC) ACCOUNTS HIERARCHY: CHART OF ACCOUNTS
Report Notes	Management review copy for departmental cost tracking
Max Rows	5000 — Maximum rows returned by this report. Applies to all output formats including email dispatch. Results exceeding this limit are truncated and a warning is returned to the caller.

Report parameters

Parameter values for this user's report assignment. These are the values used when this user requests this report.

USE	PARAMETER	VALUE	VISIBLE	EDITABLE	MANDATORY
ORGANISATIONAL HIERARCHY					
☑	Node name 15	BNK0001	☑	☐	☑
☐	Upper level 3		☐	☐	☐
☐	Lower level 3		☐	☐	☐
ACCOUNTS HIERARCHY					
☑	Node name 15	BK000001	☑	☐	☑
☐	Upper level 3		☐	☐	☐
☐	Lower level 3		☐	☐	☐
YEARS					
☑	Year 1 4	2026	☑	☑	☑
☐	Year 2 4	2025	☐	☐	☐
☐	Year 3 4	2024	☐	☐	☐
PERIODS					
☑	From 2	0	☑	☐	☑
☑	To 2	12	☑	☑	☑
FINANCIAL					
☑	Data Type B/M/D 1	B	☑	☐	☑
☑	Currency code 6	GBP	☑	☐	☑

Cancel Save Changes

Figure 2 - Defining a user's report assignment and parameter permissions

Adding an Assignment: Takes effect on the next scheduled email dispatch, which delivers the updated request form.

Modifying an Assignment: Takes effect immediately, though the user's form updates on the next email dispatch.

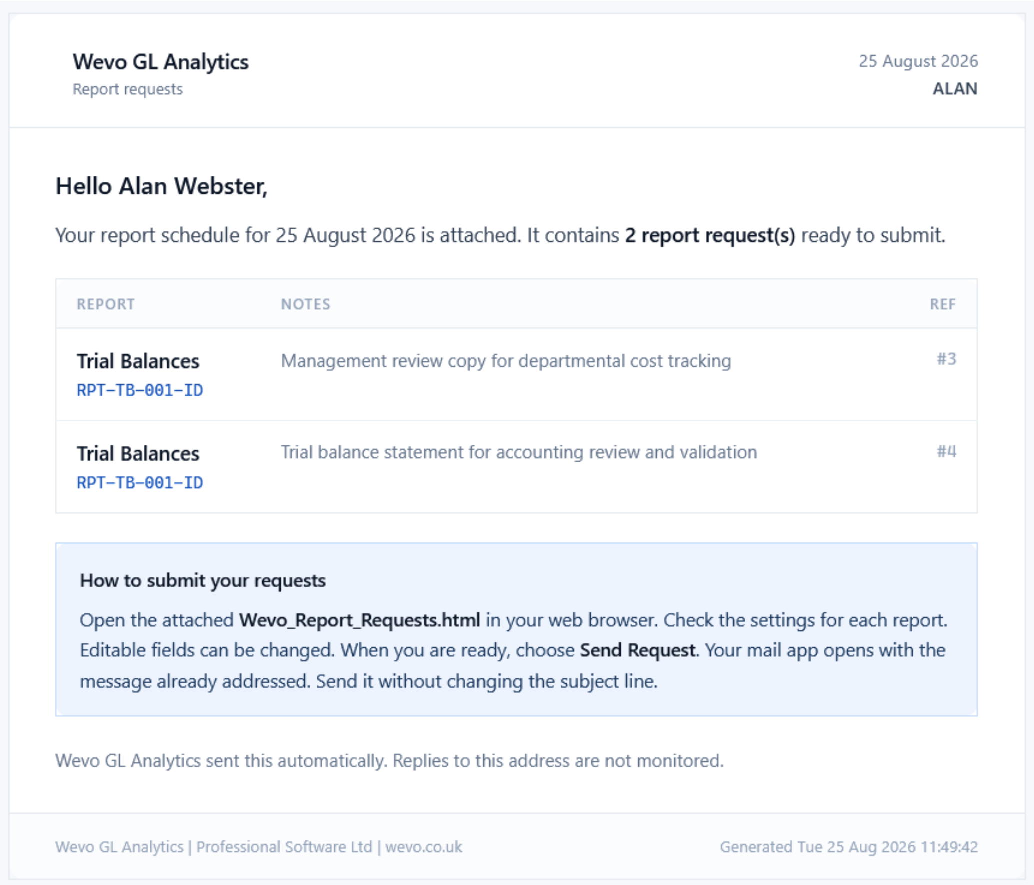
Deleting an Assignment: Takes effect immediately. The report is removed from future forms on the next email dispatch, and any pending requests submitted using older forms will fail validation

Note: All updates occur dynamically without requiring system restarts or engine modifications.

Operational Note: Inbound requests are continuously validated against a user's active profile. Modifying or deleting an assignment between dispatches can cause existing forms to fall out of sync and trigger validation failures. To avoid disruption, perform assignment changes close to the report form reissue window (e.g., early Monday morning).

2.2 The Report Request Form

On a scheduled basis the Wevo reporting engine automatically emails every authorised user a personalised report request form. The email contains a summary of the reports available to that user and an HTML attachment - the request form.



Wevo GL Analytics
Report requests

25 August 2026
ALAN

Hello Alan Webster,

Your report schedule for 25 August 2026 is attached. It contains **2 report request(s)** ready to submit.

REPORT	NOTES	REF
Trial Balances RPT-TB-001-ID	Management review copy for departmental cost tracking	#3
Trial Balances RPT-TB-001-ID	Trial balance statement for accounting review and validation	#4

How to submit your requests

Open the attached **Wevo_Report_Requests.html** in your web browser. Check the settings for each report. Editable fields can be changed. When you are ready, choose **Send Request**. Your mail app opens with the message already addressed. Send it without changing the subject line.

Wevo GL Analytics sent this automatically. Replies to this address are not monitored.

Wevo GL Analytics | Professional Software Ltd | wevo.co.uk Generated Tue 25 Aug 2026 11:49:42

Figure 3 - The scheduled report request email received by each user

The user opens the attachment in any web browser. No login is required. They see their reports listed with their pre-configured parameters - the organisation hierarchy, account range, reporting year, period, and currency. Parameters the user is permitted to adjust are shown as editable fields and can be changed using text boxes and dropdown controls. Parameters fixed by the administrator are displayed as read-only values.

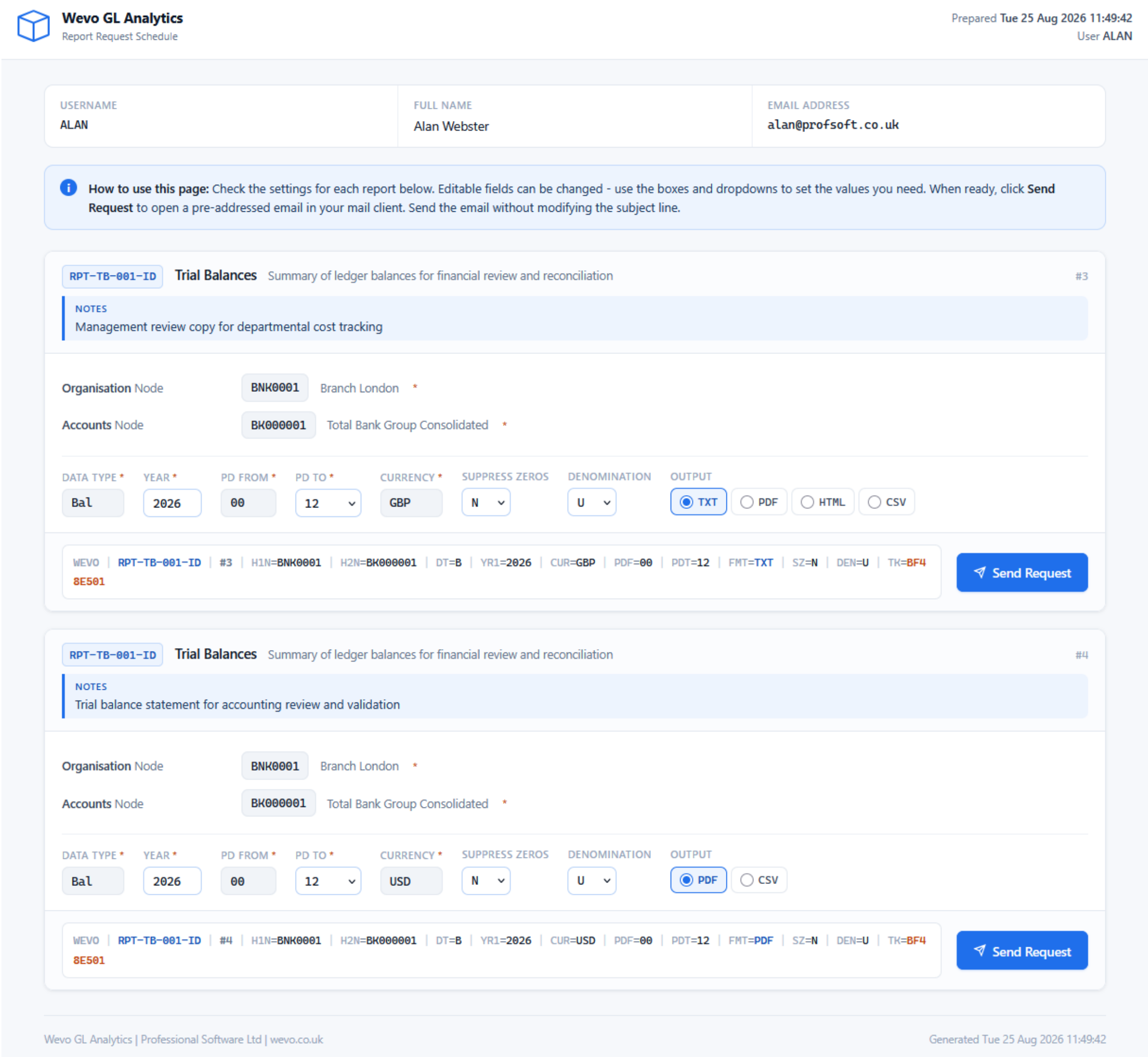


Figure 4 - The report request form, opened in a web browser

The user also selects their preferred output format and, where applicable, the denomination (units, thousands, or millions) for the figures. A zero suppression option controls whether accounts with a nil balance are included or excluded from the report.

When ready, the user clicks Send Request. This opens a pre-addressed email in their mail client in a new window, with a structured subject line containing all the report parameters and a one-time security token. The user sends the email without modifying the subject line.

2.3 Report Generation

The Wevo reporting engine monitors the shared mailbox continuously and processes incoming requests automatically. The mailbox is polled once a minute, so a report typically arrives within a minute or two of the request being sent. The following steps happen without any user or administrator involvement:

- The sender's email address is verified against the Wevo registered user list.
- The request parameters and one-time security token are validated.
- The appropriate report script is identified and executed against the Wevo application database.
- The report is formatted in the requested output format.
- A compressed copy is retained in the report archive on the reporting server.
- The report is compressed and emailed back to the user, encrypted with their report password where one has been allocated.
- Every stage is recorded in the Wevo audit log, whether the request succeeds or fails.

Reports are always delivered as a compressed archive. This keeps attachment sizes small, which matters for a large trial balance and for mail systems that enforce attachment limits.

An administrator may also allocate a report password to a user. Where one is set, the delivered archive is encrypted and cannot be opened without it, so the report stays protected after it has left the system: in a mailbox, forwarded, or copied to a shared drive. The password is set centrally rather than chosen by the recipient, and applies to every report that user receives. Recipients need an archive tool that supports encryption, such as 7-Zip or WinRAR; the delivery email tells them so and names the options.

The copy retained in the report archive on the reporting server is never encrypted, so an administrator can always recover a report without needing the user's password.

If a request cannot be processed - for example because the token has already been used, the parameters are outside the user's permitted range, or the request is malformed - the user receives a clear rejection email explaining the reason. They can then resubmit using their next scheduled form or contact their administrator. Nothing sent by a registered user is ever discarded: any message the engine cannot process is moved to a quarantine folder in the mailbox for an administrator to review.

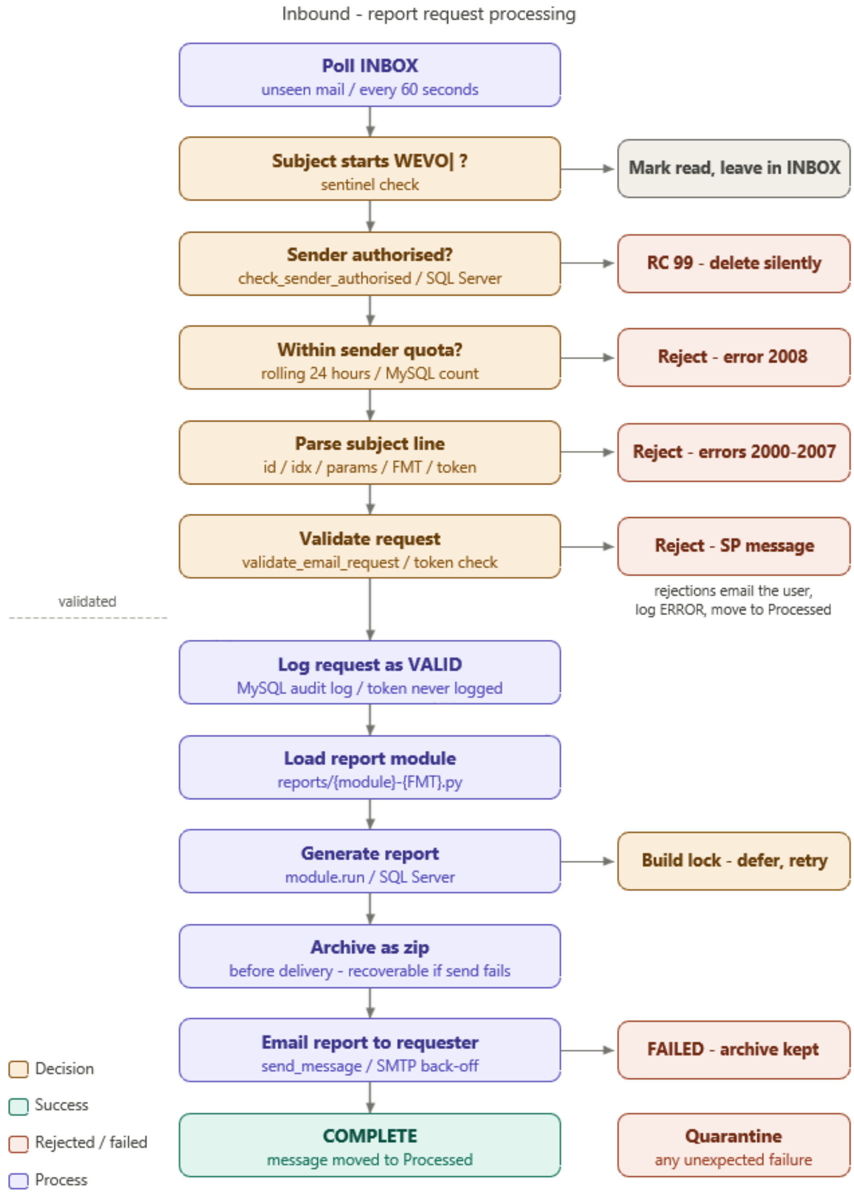


Figure 5 - How an incoming report request is processed

2.4 Output Formats

Format	Best for	Notes
Plain text	Quick review, email body reading	Fixed-width columnar layout. Compatible with any email client or text editor.
PDF	Formal distribution and print	A4 landscape, fully branded with Wevo styling, page headers and footers.
HTML	On-screen review with colour coding	Opens in any browser. Wevo-branded table layout with alternating row shading.
CSV	Spreadsheet and data analysis	Import directly into any spreadsheet application or analytics tool.

The same report data is presented in each format. The examples below were produced from a single trial balance definition.

```
Report Notes: Management review copy for departmental cost tracking

REPORT NUMBER: RPT-TB-001-ID                       Wevo GL Analytics                                      PAGE         1
                                                  TRIAL BALANCE REPORT                                     DATE  25/08/26
                          Summary of ledger balances for financial review and reconciliation               TIME  13:14:19
ORG NODE : BNK0001                                                                                         YEAR      2026
           Branch London                                                                                   PERIOD 00 - 12
                                                                                                           SUPP ZEROS = N
CURRENCY: GBP                                        ACTUAL TOTALS                                         (UNITS)

   GL ACCOUNT           GL ACCOUNT NAME                                                    DEBIT                CREDIT
   ----------           ---------------                                                    -----                ------

   1000                 GBP Cash ATM Network                                                                 89,847.11
   1001                 GBP Cash Regional Branches                                                           61,390.94
   1002                 EUR Cash Vault Holdings                                                              66,923.28
   1003                 EUR Cash ATM Network                                                                 59,427.41
   1004                 USD Cash Vault Holdings                                                              72,050.56
   1005                 USD Cash Bureau de Change                                                            69,679.51
   1006                 ATM Network Cash Float UK                                                            64,351.81
   1007                 ATM Third Party Cash Float                                                           89,271.79
   1008                 Nostro NatWest GBP                                                                   55,411.51
   1009                 Nostro HSBC GBP Clearing                                                             66,194.10
   1010                 Nostro Deutsche Bank EUR                                                             74,034.17
   1011                 Nostro BNP Paribas EUR                                                               61,267.78
   1012                 Nostro JPMorgan USD                                                                  69,625.96
   1013                 Nostro Citibank USD                                                                  78,152.13
   1014                 Nostro MUFG JPY Tokyo                                                                55,981.98
   1015                 BOE Mandatory Reserves Primary                                                       72,610.49
   1016                 BOE Mandatory Reserves Secondary                                                     48,512.69
   1017                 BOE Voluntary Reserves Primary                                                       67,118.53
   1018                 BOE Voluntary Reserves Secondary                                                     52,316.77
   1019                 ECB Reserve Requirements Primary                                                     56,557.25
   1020                 ECB Reserve Requirements Secondary                                                   63,388.30
   1021                 ECB Reserve Requirements Suspense Account                                            60,620.31
   1022                 BOE Overnight Deposit Facility Primary                                               78,412.56
   1023                 BOE Overnight Deposit Facility Secondary                                             58,388.39
   1024                 Overnight Money Market Placements Primary                                            48,412.62
   1025                 Overnight Money Market Placements Secondary                                          61,979.24
   1026                 Variation Margin Cash Posted Primary                                                 57,837.65
   1027                 Variation Margin Cash Posted Secondary                                               64,395.80
   1028                 Initial Margin Cash Posted Primary                                                   75,777.34
   1029                 Initial Margin Cash Posted Secondary                                                 60,228.77
   1030                 UK Gilts Trading Book Primary                                                        59,841.95
   1031                 UK Gilts Trading Book Secondary                                                      53,612.12
   1032                 US Treasury Trading Book Primary                                                     61,005.39
   1033                 US Treasury Trading Book Secondary                                                   61,048.06
   1034                 US Treasury Trading Book Suspense Account                                            58,995.80
```

Figure 6 - Plain text output, fixed-width columns

REPORT NOTES: Management review copy for departmental cost tracking

WEVO GL ANALYTICS

Trial Balance Report

Summary of ledger balances for financial review and reconciliation

REPORT NO	RPT-TB-001-ID
DATE	25/08/26
TIME	13:14:20
YEAR	2026

ORG NODE	NODE NAME	PERIOD	CURRENCY	SUPP ZEROS
BNK0001	Branch London	00 – 12	GBP (Units)	No

GL ACCOUNT	GL ACCOUNT NAME	DEBIT	CREDIT
1000	GBP Cash ATM Network	—	89,847.11
1001	GBP Cash Regional Branches	—	61,390.94
1002	EUR Cash Vault Holdings	—	66,923.28
1003	EUR Cash ATM Network	—	59,427.41
1004	USD Cash Vault Holdings	—	72,050.56
1005	USD Cash Bureau de Change	—	69,679.51
1006	ATM Network Cash Float UK	—	64,351.81
1007	ATM Third Party Cash Float	—	89,271.79
1008	Nostro NatWest GBP	—	55,411.51
1009	Nostro HSBC GBP Clearing	—	66,194.10
1010	Nostro Deutsche Bank EUR	—	74,034.17
1011	Nostro BNP Paribas EUR	—	61,267.78
1012	Nostro JPMorgan USD	—	69,625.96
1013	Nostro Citibank USD	—	78,152.13
1014	Nostro MUFG JPY Tokyo	—	55,981.98
1015	BOE Mandatory Reserves Primary	—	72,610.49
1016	BOE Mandatory Reserves Secondary	—	48,512.69
1017	BOE Voluntary Reserves Primary	—	67,118.53
1018	BOE Voluntary Reserves Secondary	—	52,316.77
1019	ECB Reserve Requirements Primary	—	56,557.25
1020	ECB Reserve Requirements Secondary	—	63,388.30
1021	ECB Reserve Requirements Suspense Account	—	60,620.31
1022	BOE Overnight Deposit Facility Primary	—	78,412.56

Figure 7 - HTML output, for on-screen review

REPORT NOTES: Management review copy for departmental cost tracking

WEVO GL ANALYTICS

Trial Balance Report

Summary of ledger balances for financial review and reconciliation

REPORT NO	RPT-TB-001-ID
DATE	25/08/26
TIME	13:12:08
YEAR	2026

ORG NODE	NODE NAME	PERIOD	CURRENCY	SUPP ZEROS
BNK0001	Branch London	00 – 12	GBP (Units)	No

GL ACCOUNT	GL ACCOUNT NAME	DEBIT	CREDIT
1000	GBP Cash ATM Network	—	89,847.11
1001	GBP Cash Regional Branches	—	61,390.94
1002	EUR Cash Vault Holdings	—	66,923.28
1003	EUR Cash ATM Network	—	59,427.41
1004	USD Cash Vault Holdings	—	72,050.56
1005	USD Cash Bureau de Change	—	69,679.51
1006	ATM Network Cash Float UK	—	64,351.81
1007	ATM Third Party Cash Float	—	89,271.79
1008	Nostro NatWest GBP	—	55,411.51
1009	Nostro HSBC GBP Clearing	—	66,194.10
1010	Nostro Deutsche Bank EUR	—	74,034.17
1011	Nostro BNP Paribas EUR	—	61,267.78
1012	Nostro JPMorgan USD	—	69,625.96
1013	Nostro Citibank USD	—	78,152.13

GL ACCOUNT	GL ACCOUNT NAME	DEBIT	CREDIT
1294	IC Loan to UK Subsidiary Suspense Account	—	57,048.05
1295	IC Loan to Overseas Sub Primary	—	60,775.35
1296	IC Loan to Overseas Sub Secondary	—	45,884.05
1297	IC Loan to Overseas Sub Suspense Account	—	69,289.30
1298	IC CA Receivable Domestic Primary	—	72,022.67
1299	IC CA Receivable Domestic Secondary	—	81,878.18
1300	IC CA Receivable Domestic Suspense Account	—	60,843.10
1301	IC CA Receivable Overseas Primary	—	77,181.25
1302	IC CA Receivable Overseas Secondary	—	63,994.85
1303	IC Dividend Due from Sub Primary	—	47,947.90
1304	IC Dividend Due from Sub Secondary	—	58,908.22
2000	BOE TFSME Drawdown Primary	61,963.27	—
2001	BOE TFSME Drawdown Secondary	78,096.91	—
2002	BOE TFSME Drawdown Suspense Account	58,063.43	—
2003	ECB TLTRO Drawdown Primary	57,643.59	—
2004	ECB TLTRO Drawdown Secondary	63,319.53	—
2005	BOE Repo Gilt Collateral Primary	71,199.97	—
2006	BOE Repo Gilt Collateral Secondary	72,618.97	—
2007	BOE Repo Gilt Collateral Suspense Account	54,435.49	—
2008	ECB Repo Obligation Primary	57,660.42	—

Figure 8 - PDF outputs, A4 size for distribution and print

```
# REPORT METADATA
Report ID,RPT-TB-001-ID
Report Name,Trial Balances
Description,Summary of ledger balances for financial review and reconciliation
Company Name,Wevo GL Analytics
Report Notes,Management review copy for departmental cost tracking
Execution Date,2026-08-25 13:12:17
Reporting Year,2026
Target Period,Period 00 - 12
Denomination Scale,UNITS
Zero Suppression,N

Currency Code,Org Node,Node Name,GL Account Code,GL Account Name,Debit Amount,Credit Amount
GBP,BNK0001,Branch London,1000,GBP Cash ATM Network,,89847.11
GBP,BNK0001,Branch London,1001,GBP Cash Regional Branches,,61390.94
GBP,BNK0001,Branch London,1002,EUR Cash Vault Holdings,,66923.28
GBP,BNK0001,Branch London,1003,EUR Cash ATM Network,,59427.41
GBP,BNK0001,Branch London,1004,USD Cash Vault Holdings,,72050.56
GBP,BNK0001,Branch London,1005,USD Cash Bureau de Change,,69679.51
GBP,BNK0001,Branch London,1006,ATM Network Cash Float UK,,64351.81
GBP,BNK0001,Branch London,1007,ATM Third Party Cash Float,,89271.79
GBP,BNK0001,Branch London,1008,Nostro NatWest GBP,,55411.51
GBP,BNK0001,Branch London,1009,Nostro HSBC GBP Clearing,,66194.10
GBP,BNK0001,Branch London,1010,Nostro Deutsche Bank EUR,,74034.17
GBP,BNK0001,Branch London,1011,Nostro BNP Paribas EUR,,61267.78
GBP,BNK0001,Branch London,1012,Nostro JPMorgan USD,,69625.96
GBP,BNK0001,Branch London,1013,Nostro Citibank USD,,78152.13
GBP,BNK0001,Branch London,1014,Nostro MUFG JPY Tokyo,,55981.98
GBP,BNK0001,Branch London,1015,BOE Mandatory Reserves Primary,,72610.49
GBP,BNK0001,Branch London,1016,BOE Mandatory Reserves Secondary,,48512.69
GBP,BNK0001,Branch London,1017,BOE Voluntary Reserves Primary,,67118.53
GBP,BNK0001,Branch London,1018,BOE Voluntary Reserves Secondary,,52316.77
GBP,BNK0001,Branch London,1019,ECB Reserve Requirements Primary,,56557.25
GBP,BNK0001,Branch London,1020,ECB Reserve Requirements Secondary,,63388.30
GBP,BNK0001,Branch London,1021,ECB Reserve Requirements Suspense Account,,60620.31
GBP,BNK0001,Branch London,1022,BOE Overnight Deposit Facility Primary,,78412.56
GBP,BNK0001,Branch London,1023,BOE Overnight Deposit Facility Secondary,,58388.39
GBP,BNK0001,Branch London,1024,Overnight Money Market Placements Primary,,48412.62
GBP,BNK0001,Branch London,1025,Overnight Money Market Placements Secondary,,61979.24
GBP,BNK0001,Branch London,1026,Variation Margin Cash Posted Primary,,57837.65
GBP,BNK0001,Branch London,1027,Variation Margin Cash Posted Secondary,,64395.80
GBP,BNK0001,Branch London,1028,Initial Margin Cash Posted Primary,,75777.34
GBP,BNK0001,Branch London,1029,Initial Margin Cash Posted Secondary,,60228.77
GBP,BNK0001,Branch London,1030,UK Gilts Trading Book Primary,,59841.95
GBP,BNK0001,Branch London,1031,UK Gilts Trading Book Secondary,,53612.12
GBP,BNK0001,Branch London,1032,US Treasury Trading Book Primary,,61005.39
GBP,BNK0001,Branch London,1033,US Treasury Trading Book Secondary,,61048.06
GBP,BNK0001,Branch London,1034,US Treasury Trading Book Suspense Account,,58995.80
```

Figure 9 - CSV output, with a metadata header block above the data rows

Every format carries the same header information - report identity, organisation node, reporting period, currency, denomination and zero-suppression setting - so a figure can always be traced back to the parameters that produced it. Each format also states explicitly when the row limit has been reached, so a truncated extract can never be mistaken for a complete one.

Whichever format is chosen, the file is delivered inside a compressed archive, encrypted where the user has a report password.

3. Security and Access Control

The email reporting engine is designed so that reports can only be requested and delivered to registered, authorised users. Multiple independent security controls work together to ensure this.

3.1 User Registration

Only users registered in the Wevo security database can receive or request reports. Emails from unrecognised addresses are discarded silently - the sender receives no reply and no trace is recorded in the audit log. This prevents information disclosure to unknown parties. A per-user daily limit also applies, so no single account can flood the engine with requests; the limit is configurable and set high enough that normal use is unaffected.

3.2 One-time Security Tokens

Each report request contains a unique one-time security token. The token is tied to a specific user, report, and dispatch cycle. Once it has been used, or if it is presented by a different user, the request is rejected and the user is notified by email. Issuing a new schedule supersedes any earlier form.

3.3 Parameter and Access Enforcement

The system enforces the access controls configured for each user by the Wevo administrator. Users can only request data within their permitted organisation hierarchy nodes and account ranges, regardless of what parameters appear in the subject line. Attempts to request data outside the user's configured access are rejected at the database level before any data is read.

3.4 Transport Security

All email communication uses TLS encryption. The connection between the reporting server and the Wevo application database traverses an encrypted VPN tunnel, and the database is not accessible from the public internet. We recommend publishing SPF, DKIM and DMARC records for the sending domain and enforcing DMARC on the mailbox that receives requests, so that messages claiming to come from a registered user can be verified at the mail gateway.

4. Implementation Requirements

4.1 Infrastructure

Component	Requirement
GL system	Must produce export files in the format expected by the Wevo data loading process.
SFTP file server	Accessible to the Wevo core engine for automated file collection.
Application server	Windows operating system with the Wevo core engine and application database installed.
Reporting server	Linux server with Python 3.10 or later and MySQL 8 installed. VPN connectivity to the application server.
Email mailbox	A dedicated mailbox accessible via IMAP (SSL) and SMTP (STARTTLS) for the reporting engine. This mailbox is separate from any user or business mailboxes.
Network	Encrypted VPN tunnel between the application server and the reporting server. No inbound firewall rules are required on the reporting server.

4.2 Wevo Application Configuration

Before the reporting engine can be used, the following must be configured in the Wevo application database by the system administrator:

- Report definitions - one entry per report type, specifying the report script name and the output formats available to users.
- User report settings - one or more entries per user, defining their report parameters, permitted hierarchy nodes, and which parameters they are allowed to adjust (see section 2.1).
- User security profiles - each user must be registered with their email address, username, and security profile, which controls their hierarchy data access boundaries.

4.3 Engine Configuration

The reporting engine is configured via two files on the reporting server. In production, credentials (email account password, database usernames and passwords) are stored in a secured file readable only by the system administrator and are injected automatically when the service starts. No credentials are held in the application configuration files or committed to version control. These files do not require changes for routine operation once the engine is installed.

- config.ini - server hostnames, ports, polling intervals, archive paths, and operational thresholds. Human-readable and editable by an administrator.
- Credentials file - held separately from all application files. Access is restricted to the system administrator.

Adding new users or reports requires no changes to these files. All user and report management is performed within the Wevo application database.

5. Day-to-day Operation

5.1 For Finance Users

The typical workflow for a finance user is straightforward and requires no technical knowledge:

- Receive the scheduled Wevo GL Analytics report request email.
- Open the HTML attachment in any web browser - no login required.
- Review the pre-populated parameters and adjust any editable fields as needed.
- Select the preferred output format (plain text, PDF, HTML, or CSV).
- Click Send Request - a pre-addressed email opens automatically.
- Send the email without modifying the subject line.
- Receive the report as an email attachment, usually within a minute or two.

Users can submit requests at any time using the attachment from their most recent scheduled email, provided the one-time token has not already been used. If a user requires additional report configurations or has missed their scheduled form, their administrator can provide an updated form.

5.2 For System Administrators

The reporting engine runs as a background service on the reporting server and requires minimal routine administration. Key tasks are:

- Adding users: register the user in the Wevo security database and configure their report access settings.
- Adding or modifying reports: update the report definitions and user report settings in the application database. No engine restart is required.
- Monitoring: the engine emails a daily activity digest to a nominated administrator address, summarising the requests processed and any failures or rejections in the previous 24 hours. The digest is sent every day, including quiet days, so an engine that has stopped is immediately obvious. Full request history is also available in the audit log.
- Archive management: compressed report copies accumulate in the archive directory and can be managed in accordance with the organisation's data retention policy.
- Housekeeping: a daily housekeeping job automatically purges expired audit log records, archive files, and system logs in accordance with the configured retention periods.

5.3 Database Rebuild Periods

The Wevo application database undergoes a periodic rebuild process during which live data is refreshed and the reporting lock is active. If a report request arrives during a rebuild, the engine automatically defers it and retries on the next poll cycle, normally within a minute. Users do not need to take any action and will not see an error. If the rebuild takes longer than expected and the automatic retry limit is reached, the user is notified by email and can resubmit once the rebuild is complete. The same deferral applies if the application database is temporarily unreachable.

6. Audit Trail

Every report request - whether successful, rejected, or failed - is recorded in the Wevo reporting database. The audit log provides a complete history for compliance, troubleshooting, and management reporting.

Event	What is recorded
Request received	Sender email address, timestamp, original subject line, all parsed parameters.
Sender verified	Wevo username resolved from email address.
Request validated	Token validated, report ownership confirmed, access boundaries checked.
Report generated	Report script used, output format, report size.
Report delivered	Delivery timestamp, output filename stored in archive.
Rejection or failure	Stage at which the request failed, reason code and description.
Deferred or quarantined	Reason for deferral, retry count, and final outcome if the retry limit is reached.

The audit log is held in the WevoReporting database on the reporting server and can be queried directly by an administrator or exported for compliance and management purposes.

7. Summary

The Wevo GL Analytics Email Reporting Engine provides a secure, automated, and straightforward mechanism for delivering financial reports to authorised finance users. It requires no portal login, no specialist software on the user's device, and no manual intervention from administrators for routine report delivery.

Capability	Detail
Automated delivery	Report request forms delivered by email on a configurable schedule.
User-configurable parameters	Users adjust parameters within administrator-defined boundaries.
Multiple output formats	Plain text, PDF, HTML, and CSV.
One-time token security	One-time tokens and sender verification prevent reuse of a request and submission by unregistered users.
Full audit trail	Every request, validation, and delivery recorded in the reporting database.
Build lock handling	Automatic retry during database rebuild; user notified if retry limit reached.
Rejection notification	Clear explanation emailed to the user for any failed or invalid request.
Zero-touch archiving	Compressed report copy retained automatically after every successful delivery.
Automated housekeeping	Daily purge of expired audit records, archive files, and system logs.
Sender rate limiting	Per-user daily request limit prevents any single account overloading the engine.
Nothing discarded	Messages that cannot be processed are quarantined for review, never deleted.
Daily administrator digest	Activity and failure summary emailed every day, so an outage cannot go unnoticed.
Report file passwords	Delivered reports can be encrypted with a password held against the user, so the finished report stays protected after it has left the system.

For technical implementation details, stored procedure specifications, or server sizing guidance, please contact Professional Software Ltd.