ABSTRACT OF THE DISCLOSURE

A definition database contains stored definition data. With regard to each of a plurality of folders required by each of a plurality of application systems, the definition data defines how to generate the following from a report: data items, the type of report and range of dates thereof used in creating the folder, and the data of the folder data items. A report entered from an input terminal is stored in a report database. A report of the type and range of dates that are in accordance with the definition data is extracted from among reports that have been stored in the database. On the basis of the data relating to the report extracted, the plurality of folders are created in accordance with a definition, which is contained in the definition data, specifying how to generate the data of the folder data items from the report.