Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Analysis Sequence Reports and Customising Report Layouts

We added some new analysis report layouts in build 2.7.5.609.

• AR Sales Group Sequence

• AP Expense Sequence

• CB Analysis Sequence

These allow you to group analysis detail in a variety of ways e.g. by branch department or creditor code.

The following example describes how to add and customise a report based on the AP Expense Sequence layout.

To add the AP Expense Sequence report, go to:

Navigator > Reports > AccountsPayable > AnalysisReports > AddLayout > Expense Sequence.

Click SAVE to save the new report with the default selections. This is what you will see when you run the report. (Note: Some of the field sizes have been reduced to get the report to display portrait for this example).

Accounts Payable - Expense Analysis Sequence Report
ABC Holdings Limited

30/09/2007
Sep 2007
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Dissections: Period

Code	Analysis Name	Creditor	Analysed	Date	Reference	Comment	Amount	Branch	Dept
SUNP	Sundry Purchases	HARDW	1,807.47	1/09/2007	09902		2,033.40	HO	MANU
RATE	Rates	ACC	462.22	11/09/2007			520.00	HO	ADM
T&A	Travelling & Accomodation	AIRFLT	1,406.53	11/09/2007	KK72		1,582.35	CHCH	SAL

Let's say you wanted to group this report by Analysis Code, and then by Creditor. Right click on the new Expense Analysis Sequence Report and click Edit Layout. →

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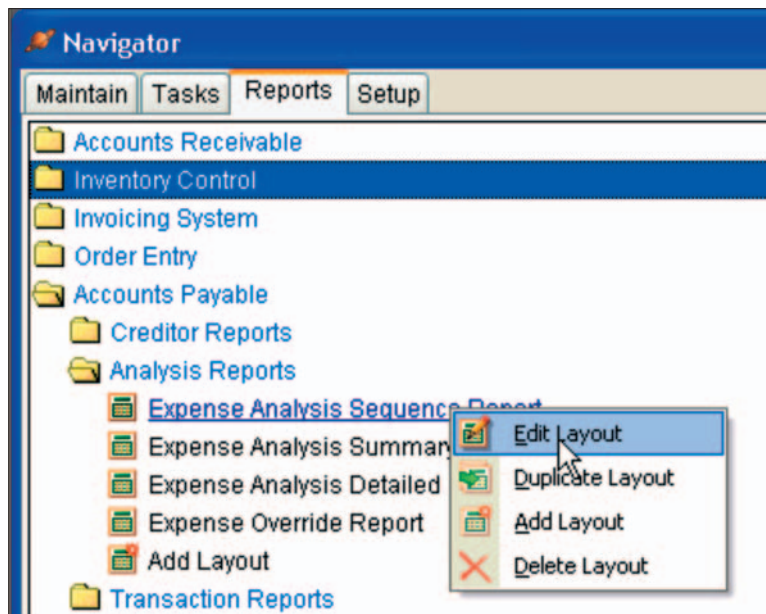
Put a tick in the visible column on the CreditorName row and move this field up (Shift+Up) so it is underneath CreditorCode.

Remove the Display Labels for AnalysisCode, AnalysisName, CreditorCode, CreditorName as these will not be needed due to the grouping.

On the AnalysisName and CreditorName rows put a dash in the Display Label fields (so the group heading will show the code, then a dash, then the name).

In the Group fields, put a 1 on the AnalysisCode and AnalysisName rows as this will be the first level of grouping, then put a 2 on the CreditorCode and CreditorName rows for the second level of grouping.

TIP: ALT+0160 Indent

Sometimes it is hard to read reports that are multi-banded so it's a good idea to indent the second level. In the Display Label column on the CreditorCode row hold down ALT and enter 0160 on the number pad, repeat this action about five times. You will see the cursor move indicating the size of the indent.

You can reorder the fields by moving them up (Shift+Up) and down (Shift+Down) and choose which fields to display by ticking or unticking the Visible column as shown in the example below where we have unticked BranchCode, DepartmentCode and TransactionAmount and ticked Narration and TransactionType as well as changing field ordering to suit. →
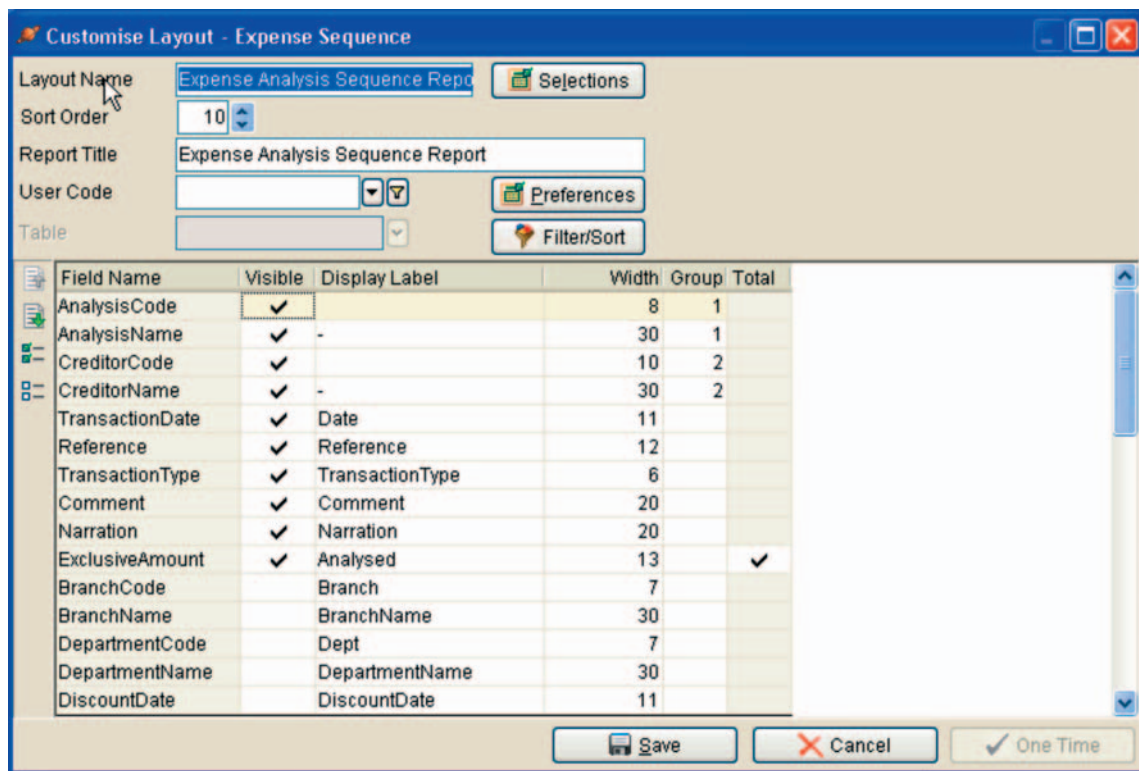
When you have finished editing the layout. Click SAVE and then run the report to see how it looks.

This example is based off the Customised Layout window above.

The report is totalled for each group. The first total is the total for the Creditor within the expense code. The second total is the total for the Expense Code. ■