## 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.

## **Clearer Sales Analysis Reports**

We have made a number of changes to Sales Analysis in Release 3.2

- Data Selections Tab The ability to select a Bill To Customer to report on.
- Fields Tab Calculated fields for DiscountAmount and DiscountPercent are now available to select, and Grouping can be removed.
- Output Selections Tab Filters, Selections, Sorting and Report Definition can be hidden so they don't print out on the report header

The example below shows how to build a report and flatten it by turning off the grouping and also removing the header information, making the report very clean and easy to read.

We will create a report that includes Charge1 from each Document in the selected range.

Reports > Sales Analysis > Analysis Report Designer

In the grid select AR Customers, and Document as shown below:

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Click the fields tab and select the fields as below. You will note that by default the Report is grouped by AR Customer Code.  $\rightarrow$ 



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ress	Esc or click the close window icon to go back to the design Window.		



We will sort the report by Sales Value, with the largest Sales Value at the top. Click the Sort/Limit tab in the SortField Field press F2 or click the down arrow and choose Summary\_ExclusiveAmount. Then put a tick in the Descending Field.

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Then click RUN and click No to save changes as before, then click RUN again to print to screen. Your report will now look like this:

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If your report only shows invoices for one currency you will have totals showing at the bottom. You may wish to save the report definition now for future use.

But if you are reporting on different currencies, as in my example, you may like to group and sort by currency so you can get some totals. You may also want to include base figures so you can compare Foreign and Local Customers.

Click on the Fields Tab and put a 1 in the Group field column beside Currency Code.

Then insert a new line above Summary CurrencyCode and insert Summary ExclusiveAmountBs.

And insert a new a new line above Document CurrencyCode and insert DocumentCharge1AmountBs.

efinit	ion Fields	Sort/Limit	Output Selec	tions	Document Selections	Data Selections	Comment   Se	aL Query				
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Click on the Sort/Limit tab and press F4 or press Insert to insert a new level of sorting above the existing sort. Then press F2 and select Summary\_CurrencyCode.  $\rightarrow$ 

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Then click RUN. Your report will now look like this:

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CHESTER	Chesterfield Fine Furniture Ltd	\$6,326.28	\$7,816.98	\$376.72	\$36.90	\$45.59	AUD
		\$6,326.28	\$7,816.98	\$376.72	\$36.90	\$45.59	
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Click on the Fields tab and key in a pipe character between words in the Display Labels fields to have them word wrap. The pipe character is located on the backslash key (under the backspace key). You need to hold down the shift key when using this and make sure you remove any spacing before and after the pipe character so the columns line up. You don't need to use a pipe character for the fields you are grouping on as these are not displayed as column headers.

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Currency Code	AUD							
CHESTER	Chesterfield Fine Furniture Ltd	\$6,326.28 \$6,326.28	\$7,816.98	\$376.72	\$36.90	\$45.59 \$45.59	AUD	
Currency Code	NZD				9. 07.9			
ASHENG	Asheng Engineering Ltd	\$7,017.42	\$7,017.42	\$398.18	\$0.00	\$0.00	NZD	
DALTON	Dalton Furniture Wholesalers	\$6,890.26	\$6,890.26	\$712.89	\$16.89	\$16.89	NZD	
IONESWN	Jones & Co. Furniture (WGN) Ltd	\$6,115,05	\$6,115,05	\$750.50	\$17.78	\$17.78	NZD	
COLLIER	Collier & Sons Limited	\$6,001.92	\$6,001.92	\$263.27	\$9.78	\$9.78	NZD	
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$4,958.76	\$4,958.76	\$751.34	\$11.92	\$11.92	NZD	
BOWEN	Bowen Paint & Paper Ltd	\$4,888.79	\$4,888.79	\$289.47	\$8.93	\$8.93	NZD	
DUGG	Robin Dugg Interior Design Ltd	\$4,830.95	\$4,830.95	\$286.04	\$15.84	\$15.84	NZD	
CASH	CASH SALE Babiers Network Wood Free Street	\$3,393.24	\$3,393.24	300.83	50.00	\$0.00	NZD	
ROBINSON	Robinson Natural wood Furnishings	\$52 772 75	\$52 772 25	\$4 272 72	\$01.00	\$01.00	NZD	
		333,113.23	333,113.23	34,213.12	394.91	394.91		

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