

Ad Hoc Reporting

Springbrook Software

www.springbrooksoftware.com

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Ad-Hoc Reporting

Overview

Summary

The Ad-Hoc Reporting tool allows Springbrook Cloud users to build and run complex reports, charts, and graphs that pull data from multiple user-selected database tables. Users can then share those reports across the organization while still maintaining data security through comprehensive reporting security settings.

Before you can access Ad-Hoc Reporting, you will need to set up a reporting role and associate it with your Springbrook user record. Please contact your System Administrator about setting up a reporting role.

NOTE: Springbrook Support will be working with clients to develop comprehensive report instructions with Springbrook-specific needs in mind, such as the Simple and Advanced Ad-Hoc Reporting topics linked below. Please check back frequently as those instructions will be added here as they are completed.

Step by Step

- 1 Open the Ad-Hoc Reporting tool.
 - Click the Ad-Hoc Reporting icon an the main application menu bar. This will launch the Ad-Hoc Reporting tool in your web browser.
 - The Ad-Hoc Reporting tool can also be launched from the Ad-Hoc Reporting button on the Springbrook Cloud portal. You will be required to enter your existing Springbrook credentials when logging in from the portal.
 - NOTE: Ad-Hoc Reporting sessions will time out after 60 minutes of inactivity. If your session times out, you may experience a delay before you can begin another session. For this reason, Springbrook recommends users log out of the Ad-Hoc Reporting if they expect to be idle for an extended amount of time. This will ensure that you can log back in and begin a new Ad-Hoc Reporting session when you are ready to begin working again.
 - In order to access the Ad-Hoc Reporting tool, Springbrook users must first be assigned to a Reporting Role (SS> Maintenance> Reporting Roles).
- 2 View the existing ad-hoc reports.
 - The Ad-Hoc Reporting tool will display all the existing reports that have been shared with your reporting role.
 - Click on an existing ad-hoc report to open the report for printing.

- Click the drop-down menus next to the Print icon 🖨 or Excel icon 🖾 to select a print option.
- 3 Create or edit an ad-hoc report in the Report Designer.
 - The Report Designer walks you through the ad-hoc report designing process. You'll be able to select data, specify displayed fields, configure sorting and grouping, create charts and graphs, and customize the general appearance of the report.
 - Please see the <u>Simple Ad-Hoc Reports</u> topic for information on how to create basic reports.
 - Please see the <u>Advanced Ad-Hoc Reports</u> topic for information on how to create more complex reports.
 - NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins may not be supported.

Ad-Hoc Reporting

Creating Simple Ad-Hoc Reports

Summary

After you have completed the initial setups required to create Ad-Hoc reports, you can follow the steps below to create a simple AP Check report.

NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins may not be supported.

Step by Step

Open Ad-Hoc Reporting and click on the New button at the top to start a new report.

Reports Dashboards	+ New →
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Check Approval	
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AP Check Report	
Extended Budget Detail	
PR Distribution	
simple test	

The window that will open will include every table available in the Springbrook system. Information about tables and fields can be obtained by using the Table/Field functionality in Springbrook or the Data Dictionary.

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□ ap_rec_item	□ ap_recurring	□ ap_vendor
\Box ap_vendor_alert	\Box ap_vendor_contact	□ ap_vendor_tag
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□ ar_past_due	\Box ar_priority	□ ar_rb_detail
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□ batch_step_audit	batch_step_data	□ bp_approval
□ bp_building	\Box bp_comment_code	\Box bp_contractor
\Box bp_contractor_comment	\Box bp_contractor_work_type	□ bp_detail
□ bp_distribution	□ bp_fee	□ bp_fee_rate

The Distinct toggle will be checked by default. It is unlikely you will need to change this. This toggle is intended to prevent the system join from bringing in a single record multiple times. In some cases this can result in getting fewer records than you expect.

Select the tables you need for the report. The example below is a simple Accounts Payable check report to list checks with amounts and vendor names. You should plan the information desired to make table selection easier.

- When a single table is selected (in this example ap_history) most other tables will "gray out" and be unavailable to select, as seen in the screenshot below. This is to be expected as the Ad -Hoc Reporting tool only makes tables available that it can automatically link using system IDs. This means you will likely have to add more tables than you expected to get the data for the report.
- Select a displayed table and see what new tables become available. In the example report, the ap_history, ap_check_history and ap_check tables had to be selected before the ap_ vendor table could be selected. The ap_vendor table was required to include the vendor name on the report.

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✓ ap_check_history	ap_distribution	ap_header
☑ ap_history	ap_invoice	ap_rb_report
ap_rec_item	ap_recurring	✓ ap_vendor
\Box ap_vendor_alert	\Box ap_vendor_contact	□ ap_vendor_tag
ar_account	ar_comment	ar_comment_code
ar_cycle	ar_detail	ar_distribution
ar_fee	ar_fee_group	ar_fee_rate
ar_fee_to_tax	ar_fee_unit_type	ar_header

Once the desired tables are selected, scroll to the bottom of the window and click on the Continue to Fields button Continue to Fields. This will open the Fields tab.

Click the Field drop-down to add the fields individually or use the Quick Add button Quick Add to add several at the same time.

When adding fields individually, scroll to the table you want and select the fields you want to include. All tables selected as data sources will display in alphabetical order.

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□ Add Subtotals □ Hide Grid	
Quick Add Add Pivot Remove All Design Form Continue to Summary	

The Quick Add option provides a way to view all tables and fields and to select multiple fields at the same time. You may need to scroll down to find all the desired fields. You should ONLY see gl_chart or any table listed one time. If you see a table listed multiple times, you need to back up to the data source step to avoid errors.

Re Quick Add			×∋
Please select the fields you'd like to add to your r	eport.		^
Re Quick Add Please select the fields you'd like to add to your r ap_check ap_check_history_id ap_check_id ap_check_history_id ap_vendor_id ap_check_id ap_vendor_id ap_check_id ap_vendor_id ap_check_id ap_vendor_id ap_check_id ap_vendor_id ap_check_id ap_check_ate id Q check_date iat Q check_sequence last_func db_bank_account_id last_user last_func last_func last_user jay_amount row_version row_version	ap_history ap_history ap_history act_1 act_2 act_2 acct_3 acc_4 act_5 act_5 acct_5 acct_6 acct_6 acct_6 acct_6 acct_7 acct_7 acct_6 acct_7 acct_6 acct_7	ap_vendor account_no last_time acct_1 last_user acct_2 lp_master_id acct_3 misc_1 acct_5 misc_10 acct_6 misc_3 acct_7 misc_6 ach_enabled misc_9 addr_1 misc_9 addr_2 other_tax_id amt_1 payment_terms amt_2 phone ap_wendor_id phone_cell bank_acct_type phys_addr_1 box_1099 phys_atdr_2 check_digit phys_state	€x
	check_number check_number	comments po_addr_1	
	□ check_sequence □ record_committed	confidential po_addr_2	~
	OK Cancel		

Click OK when the field selection is complete. You can always add more fields to the report later.

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Quick Add Add Pivot	Remove A	All Des	ign Form	Continu	e to Su	ummary	Preview			

You can now use the Preview button Preview to preview the completed report.

At this point you can also use the Fields tab to rearrange fields, add functions and format how the information is displayed. For more information on those features, please see the <u>Advanced Ad-Hoc Reporting</u> topic.

Ad-Hoc Reporting

Advanced Ad-Hoc Reporting

Summary

After you have completed the initial setups required to create Ad-Hoc reports, you can follow the steps below to create a detailed check approval report.

NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins may not be supported.

Step by Step

Open Ad-Hoc Reporting and click on the New button at the top to start a new report.

Reports Dashboards	+ New -
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Employee Test	
AP Check	simple test
Extended Budget	
Check Approval	
IC Item Accounts	
AP Check Report	
Extended Budget Detail	
PR Distribution	
simple test	

The window that will open will include every table available in the Springbrook system. Information about tables and fields can be obtained by using the Table/Field functionality in Springbrook or the Data Dictionary.

Reports Dashboards	+ New -	ک
DATA SOURCES FIELDS	SUMMARY CHART CHART2 GAI	UGE MAP MISC STYLE FILTERS PREVIEW
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\Box ap_vendor_alert	\Box ap_vendor_contact	\Box ap_vendor_tag
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□ ar_fee_to_tax	□ ar_fee_unit_type	□ ar_header
□ ar_past_due	\Box ar_priority	□ ar_rb_detail
\Box ar_rb_master	\Box ar_recurring	\Box ar_recurring_detail
\Box ar_recurring_group	□ ar_remit_address	□ar_tran
attachment	\Box authentication_history	□ batch_group
□ batch_group_def	\Box batch_group_def_sys	□ batch_step
\Box batch_step_audit	batch_step_data	□ bp_approval
□ bp_building	\Box bp_comment_code	\Box bp_contractor
\Box bp_contractor_comment	\Box bp_contractor_work_type	□ bp_detail
□ bp_distribution	□ bp_fee	□ bp_fee_rate

When you select a field in this window, other fields will gray out and not be available. That is because the table cannot automatically link the tables to avoid duplicate results. That does not mean you cannot use the tables together, just that you need to add them and manually link (join) the tables. Scroll to the bottom and click on the Advanced button

 Advanced
 to add tables individually. This will open the Advanced Data Sources view.

Reports Dashboards 🕂 New -	Э
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☑ Distinct	
Data Sources (Tables and Views) ap_history ap_vendor . id id	Di 🗸 🔀 🖗
Simple Continue to Fields	

Select tables for your report from the Data Sources (Tables and Views) drop-down list.

You can add a table either above or below the other tables by clicking on the Insert Above and Insert Below buttons to the right of the field. If you add the table above it will link to the table in the current line without having to select it.

All tables in the database will be listed. If you type in the first letter of the system ("g" for gl) it will take you to that letter.

You can add all the tables before assigning the links/joins or assign them as you go. The reporting tool will always try to link using id but that is rarely the correct field to use.

In the case below, the data source was added above the prior field. Notice it set to link to AP vendor rather than AP history from the top line.

Reports Dashboards	+ New -			ච
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Simple Continue to) Fields			

As with many tables in Springbrook, to link to the gl_chart table you will need multiple links. You must link to the fiscal_year and each section of your account number. This example database has three sections to the account number, so this report needs to link to each of those sections. If you have six or seven sections, each will need to have a link to all sections to avoid duplicated entries on the report.

Reports Dasł	hboards	+ New -			Э
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gl_chart	~	. acct_2	✓ = ap_history	✓.acct_2	💙 Inner (Di 💙 🔀 🖆 ቅ
gl_chart	~	. acct_3	✓ = ap_history	✓.acct_3	Y Inner (Di Y 🗵 🖆 ቅ
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gl_chart gl_chart Simple Co	✓ ✓	. acct_2 . acct_3 Fields	 = ap_history > ap_history 	 ✓ . acct_2 ✓ . acct_3 	 ✓ Inner (Dii ♥ ≥ ☎ ☎ ♥ Inner (Dii ♥ ≥ ☎ ₮

Once the tables and links are mapped, click the Simple button Simple . That will return you to the initial window displaying all the tables. Scroll to the bottom and click the Advanced button Advanced again. This will open the Advanced Data Sources view again, but the window will change in an important way.

Notice in the screenshot below that the gl_chart table has all but one of the entries "grayed" out. You can still relink the fields as above, but now the multiple links will be assigned to the same table. This process is only needed if you have created multiple links to the same table. This allows you to create complex reports.

NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins will not be supported.

Reports Dashboards	+ New -			Э
DATA SOURCES FIELDS	SUMMARY CHART	CHART2 GAUGE MAP	MISC STYLE FILTERS	PREVIEW
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Simple				

Reassign the fields to link the tables and click the Continue to Fields button

Click the Field drop-down to add the fields individually or use the Quick Add button Quick Add to add several at the same time.

When adding fields individually, scroll to the table you want and select the fields you want to include. All tables selected as data sources will display in alphabetical order.

Reports Dashboards 🕂 New 👻	Э
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Records	
Field Description Sort VG A Function Format Image: Second s	
Add Subtotals Hide Grid	
Quick Add Add Pivot Remove All Design Form Continue to Summary	

The Quick Add option provides a way to view all tables and fields and to select multiple fields at the same time. You may need to scroll down to find all the desired fields. You should ONLY see gl_chart or any table listed one time. If you see a table listed multiple times, you need to back up to the data source step to avoid errors.

Re	p _Q	te Dachboarde uick Add							Х	Э
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D	7.									
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		acct_2	misc_char_2		acct_1	last_user	acct_1	decimal_2		
Rec	.c	acct_3	misc_char_3		acct_2	Ip_master_id	acct_2	decimal_3		
		acct_4	misc_date_1		acct_3	misc_1	acct_3	decimal_4		
		acct_5	misc_date_2		acct_4	misc_10	acct_4	decimal_5		
		acct_6	misc_decimal_1		acct_5	misc_2	acct_5	decimal_6		
	L ا	acct_7	misc_decimal_2		acct_6	misc_3	acct_6	decimal_7		
Пн		acct_code	misc_decimal_3		acct_7	misc_4	acct_7	decimal_8		
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		ap_invoice_id	misc_logic_1		active	misc_8	alfre	dr_amount_10		
		bank_account	misc_logic_2		addr_1	misc_9	approved_budget	t 🗌 dr_amount_11		
		base_amount	nigp_1		addr_2	other_tax_id	bank_account	dr_amount_12		
		batch_committed	nigp_2		alt_vendor_number	payment_discount	begin_balance	dr_amount_13		
		batch_month	🗌 nigp_3		amt_1	payment_terms	begin_budget	dr_amount_14		
		batch_no	nigp_4		amt_2	phone	budget	dr_amount_15		
		batch_year	nigp_5		ap_message	phone_2	budget_per_1	dr_amount_2		
		box_on_1099	pay_reimbursement		ap_vendor_id	phone_cell	budget_per_10	dr_amount_3		
		card_number	payment_date		bank_acct_type	phys_addr_1	budget_per_11	dr_amount_4		
		check_batch_month	po_line_item		box_1099	phys_addr_2	budget_per_12	dr_amount_5		
		check_batch_no	po_number		check_digit	phys_city	budget_per_2	dr_amount_6		
		check_batch_year	product_code		check_for_dupl_inv	phys_state	budget_per_3	dr_amount_7		
		check_date	quantity		city	phys_zip	budget_per_4	dr_amount_8		
		check_number	receipt_no		comments	po_addr_1	budget_per_5	dr_amount_9		
		check_sequence	record_committed		confidential	po_addr_2	budget_per_6	encumbered_amt		
		chk_fisc_prd	reference		contact	po_city	budget_per_7	estimated_actual		
		chk_fisc_year	reimbursement		cust_acct_no	po_message	budget_per_8	fiscal_year		
		chk_journal_entry	reimbursement_bank		date_1	po_state	budget_per_9	fixed_asset		
		close_po_line_item	reimbursement_system		date_2	po_zip	budgetable	full_time_equiv		
		contractor_report	row_version		date_3	primary_contact_f	character_1	gl_budget_group_id		
		creator	selected_for_void		date_4	primary_contact_l	character_10	gl_chart_id		
		current_status	sub_check_sequence		db_shippingaddres	primary_contact_p	character_2	gl_master_id		
		description	system_code		default_1099_box	receive_po_email	character_3	id	V	
		discount amount	task code 1		default 1099 type	route	character 4	last date		
					OK (Cancel				
										1

Click OK when the field selection is complete. You can always add more fields to the report later.

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Records		
Field	Description Sort VG A Function Format	
check_number	🗸 Check Numt 🗹 🗹 🗆 🗸 🗸 💭	
last_name	🗸 Vendor Nam 🗆 🗆 🗔 🗸 🔽 💌 🖾 🕸 🏚	
check_date	✓ Check Date	
description	✓ Description □ □ □ ✓ ✓ X 2 2 7 0 0 0	
amount	✓ Amount □ □ □ ✓ \$0.00 ✓ 🛛 🛎 🗟 🔅 ‡	
acct_1	✓ Account Nur 🗆 🗆 🗔 ✓ 🛄 🗸 🖄 🗘	
description	→ Account Des □ □ □	
Add Subtotals		
🗆 Hide Grid		
Quick Add Add Piv	vot Remove All Design Form Continue to Summary Preview	

Remember to save the report often. If you click on Report List or New while working on an unsaved report, your entire configuration will be lost without warning. When saving you can set up a Category or leave it without any grouping.

Now you can modify the fields and put them in a different order.

- Field This cannot be modified but a different field can be selected
- Description The Description is the header for the row and can be modified to whatever you would like it to display on the report or export.

- Sort If checked, the report will sort by this field but not group and total. Sort can be set to descending order on the advanced properties.
- VG If checked, this will sort and group (allow total) by this field. This will separate by the field into subheadings. The field will be moved to the top of the list. If VG is selected, sort will also be toggled. Visual group behavior can be controlled by the style tab.
- A (Arithmetic) If checked, this performs basic calculations and concatenation of text.
- Function Various functions will display based on the data in the field. See the table below for details.

Function Name	Description
	No function used
Average	Average the values in a column
Count	Counts the number of values in a column
Maximum	Takes Maximum value of a field
Minimum	Takes Minimum value of a field
Sum	Sums the values in a column
Sum Distinct	Sums the rows with distinct values in a column
Group	Groups field values together for aggregating
Group(Day)	23; day of month
Group(Month)	7; month of year
Group(Year)	2012
Group(Month Name)	July
Group(Date)	7/4/2012
Group(Day of Week)	Sun or Mon
Group(Year & Month)	2012 - 07
Group(Year & MN)	2012 - Jul
Group(Week)	Jul 01 - Jul 07 (Sunday to Saturday of Week)
Group(Year & Quarter)	2012–Q3
Days Old	342 (Number of Days from Today's Date)
Sum(Days Old)	782 (Sums the Number of Days from Today's Date)

• Format – Various formats are available based on the data in the field. See the table below for details.

Format	Description	Examples]	
	Displays the number as it is stored in the database	500		
0,000	Displays as a whole number	500		
0,000.00	Displays with two decimal places	\$500.00		
\$0.00	Displays as currency with two decimal places	\$500.00		
\$/100	Displays the Number / 100 In currency format.	\$5.00		
0.0	Displays with one decimal place	500.0		
0.00	Displays with two decimal places	500.00		
0.000	Displays with three decimal places	500.000		
0%	Displays the number as a percentage	50000%		
% of Group (with rounding)	Same as % of Group but rounds to closest tenth (ex. 1.11547% would be 1.1%).	100.0% (only one selected value, 500)		
% of Group	Calculates the percentage of the row value to the entire group of values.	100%		
Gauge	Shows value in a Linear Gauge instead of a numerical value. This value is fixed between 0 and 1, similar to the percentage formatter. Shows values in a Linear Gauge which changes range based on subsequent	I		
Gauge (variable)	numerical fields establish (respectively) the lower and upper boundaries of the gauge. This gauge only operates in a range based on significant digits, so 0 to 100, 10 to 10,000, 100 to 10,000, etc.	10 38	66	94
		10 45		
Dash Gauge	Shows values in a Radial Gauge style with a range based on the higher num- ber of significant digits - so a value of 1,043 will produce a range from 0- 10,000, a value of 10,430 will produce a range of 0 to 100,000, etc.		80	115
			22.00	150

• Date/Time Formats available:

Format	Description	Examples
	Displays the date as it exists in the database	7/4/2012 12:00:00 AM
Short Date	Displays date using the mm/dd/yyyy format	7/4/2012
Long Date	Displays the day of the week, month, numeric day, and the year	Wednesday, July 04, 2012
Short Time	Displays time as hh:mm AM/PM	12:00 AM
Long Time	Displays time as hh:mm:ss AM/PM	12:00:00 AM
Full (short)	Displays the Long Date format, followed by the Short Time format	Wednesday, July 04, 2012 4:34 PM
Full(long)	Displays the Long Date format, followed by the Long Time format	Wednesday, July 04, 2012 4:34:52 PM
D&T (short)	Displays the Short Date format, followed by the Short Time format	7/4/2012 4:34 PM
D&T (long)	Displays the Short Date format, followed by the Long Time format	7/4/2012 4:34:52 PM

- . Delete button \blacksquare Deletes the field from the report.
- Insert Field Above button ≝ Inserts a field above the selected row.
- Insert Field Below button 록 Inserts a field below the selected row.
- Advanced Field Settings button 🌣 Opens the Advanced Properties window. See screen-

shot below for more information. Once an advanced property has been set on a field, the button will update to include a green check mark s. • Drag Field button [‡] – Allows you to click and drag the field to a different vertical position.

When dragging a field watch for the blue line to appear. That will indicate you have the field in the desired location.

Advanced Field Settings

Advanced Properties	
Column Group	
Break Page After VG (PDF)	
Multiline Header	
Hide this field	
Separator	
Sort (z-a)	
Italic	
Bold	
Width	
Label Justification	M
Value Justification	
Subreport	💙
Drill-Down Style	
Url	example: Page.aspx?id={0}&value={1}
Subtotal Function	(Default)
Gradient Cells Shading	
Text Highlight	
Cell Highlight	example: 5 to 6:Blue;7 to 10:Red
Value Ranges	example: 0 to 10:Under 10;10 to 100:10-:
	example: COUNT(A) + SUM(B)
Expression	
_ · · ·	
Expression type	···· •
Group By Expression	
	ОК

Note: Only those advanced functions used for this example report are listed below.

• Column Group – Applies a label to the column that can group multiple columns into a single group with the same label.

- For this report, combine sections of the account number by entering "acct_1 + '-' + acct_2 + '-' + acct_3"
- NOTE: If you combine the account number you may only need that field so can delete the other account sections. You cannot sort by a field with a function.
- Hide this field Will allow sorting but not display the other sections of the account number as an example.
- Click OK when complete.

Check the Add Subtotals toggle to include the total for the group.

Reports Dashboards	+ New -				Ð
СНЕСК АРР	$R \cap V A I (IM R$	EPORTS)			
DATA SOURCES FIELDS	SUMMARY CHART	CHART2 GAUGE M	AP MISC STYLE I	FILTERS PREVIEW	
🔲 Report List 🗋 New 🍃 Save	e 🕞 Save As 😬 Print 👑 🤋	🥡 🛃 🗷 📝 😫 🖂 Re	sults 100 🗸		
Records					
Field	Description Sort VG A	Function	Format		
check_number 🗸	Check Numt 🗹 🗹 🗆	🗸		🗸 🔀 🔄 🗟 💠 🗘	
last_name 🗸	Vendor Nam 🗆 🗆] 🗸	· ``	🗸 🔀 🖬 🖬 🏟 🇘	
check_date 🗸	Check Date 🗆 🗆] 🗸	11/2/2017	🗸 🔀 🚍 幕 🏟	
description 🗸	Description 🗆 🗆] 🗸	· ``	🗸 🔀 🚍 幕 🌣 🗘	
amount 🗸	Amount 🗆 🗆 🗆] 🗸	\$0.00	- - 🔁 🔄 🔁 🌣 🌲	
acct_1 🗸	Account Nur 🗆 🗆] 🗸	· ``	- • 🔀 🔄 🗟 🌣 🗘	
description 🗸	Account Des 🗆 🗆	~		_ ✓ 🔀 🔄 🗟 🌣 ↓	
· V		· ×	· ``	_ ✓ 🔀 🔄 🗟 🌣 ↓	
Add Subtotals					
Hide Grid					
Quick Add Add Pivot	Remove All Des	sign Form Continue t	o Summary Preview	d	

Finally, confirm the report meets your needs by clicking the Preview button Preview to preview the report.

▼0					
Vendor Name	Check Date	Description	Amount	Account Number	Account Description
3M Office Supplies			\$99.00	1100-11100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$36.46	2810-57130-531200	Office Supplies
3M Office Supplies		Office Supplies	\$36.46	6300-71100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$39.27	2810-57110-531200	Office Supplies
3M Office Supplies		Office Supplies	\$53.30	1100-11100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$53.30	6200-71100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$56.10	1100-51100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$56.10	6400-36100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$67.32	1100-32100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$72.93	1100-53100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$72.93	6400-91500-531200	Office Supplies
3M Office Supplies		Office Supplies	\$75.73	1100-12100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$106.59	6300-91700-531200	Office Supplies
3M Office Supplies		Office Supplies	\$171.11	1100-22100-531200	Office Supplies
3M Office Supplies		Office Supplies	\$224.40	1100-21100-531200	Office Supplies
3M Office Supplies		Year end storage boxes	\$40.00	2810-57110-531200	Office Supplies
3M Office Supplies		Year end storage boxes	\$103.36	1100-11100-531200	Office Supplies