

Livestock Office

Simple Search & Printed Report

4/05/2017

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Search Facility

All lookup screens have the search facility / button, and many other screens have a Filter button which provides some or all of the same functionality.

The search facility can be used to restrict a list view to include only a certain subset of the database. This reduced list can then be used for reporting functions, mail merge and pivot tables.

These procedures can apply to almost any screen/data in Livestock Office, but here we will use the Debtor Invoice Lookup screen as our starting point:

Livestock Office main menu > Debtors > Debtor Invoices > Search button

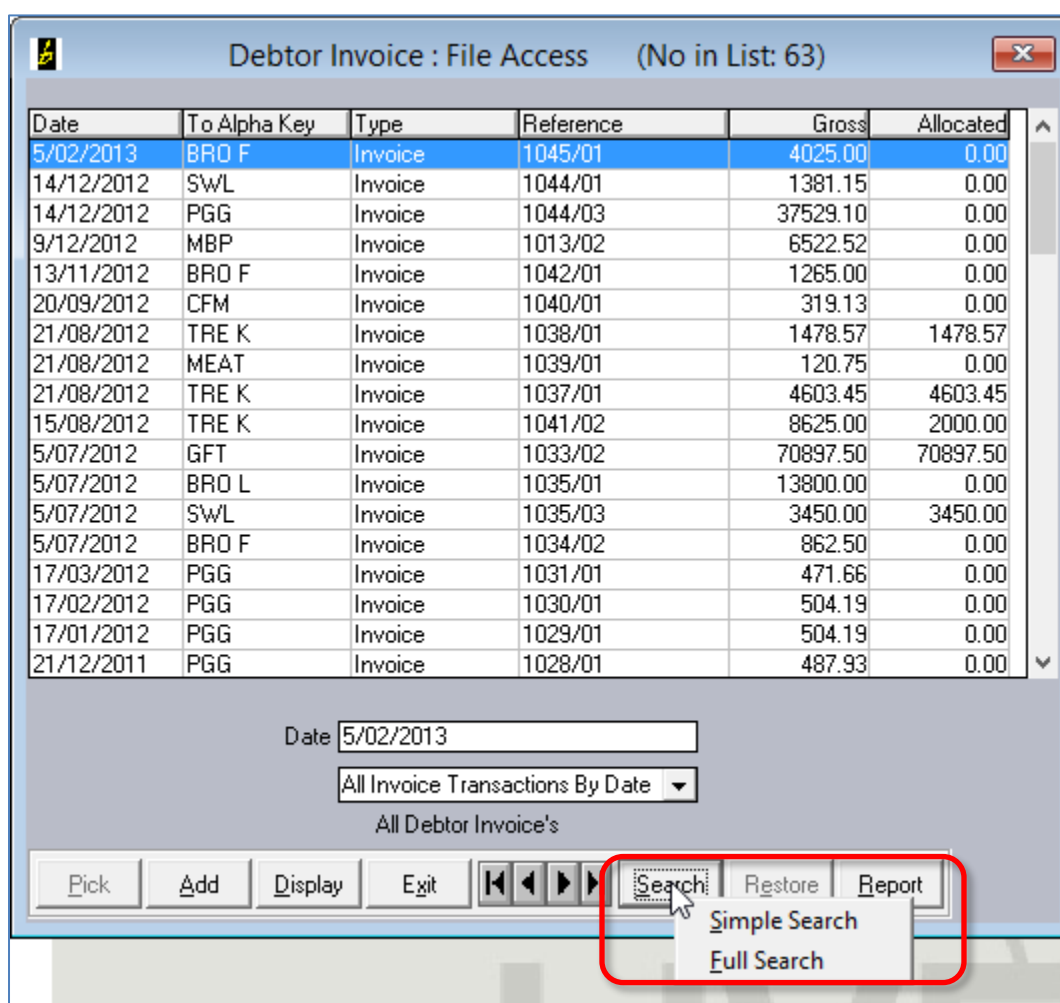
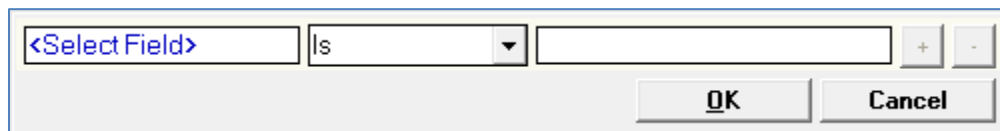


Figure 1: Search Facility

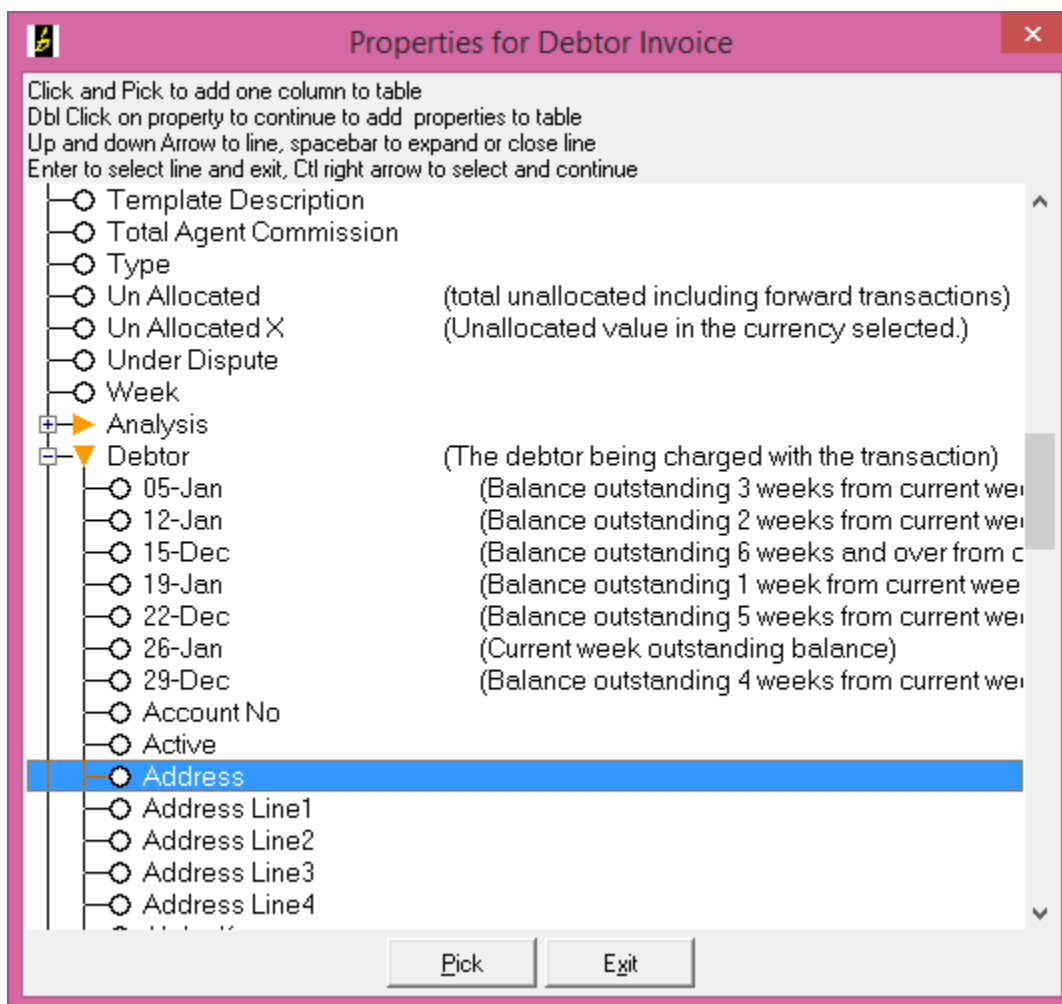
Simple Search



A dialog box titled "Simple Search" with a text input field containing "<Select Field>", a dropdown menu showing "Is", and a search input field. Below these are "OK" and "Cancel" buttons.

Figure 2: Simple Search

- Click in the <Search Field> box to display a list of **Properties for Debtor Invoice**.
- Pick the appropriate field. In this example we will use the Debtor Address.
 - Scroll down to the **Debtor** field and click on the + beside the orange triangle to expand the debtor properties.
 - Scroll down to **Address** and pick it:



A dialog box titled "Properties for Debtor Invoice" with a list of properties. The "Debtor" property is expanded, showing a list of dates and descriptions. The "Address" property is highlighted. At the bottom are "Pick" and "Exit" buttons.

Click and Pick to add one column to table
Dbl Click on property to continue to add properties to table
Up and down Arrow to line, spacebar to expand or close line
Enter to select line and exit, Ctl right arrow to select and continue

○ Template Description	
○ Total Agent Commission	
○ Type	
○ Un Allocated	(total unallocated including forward transactions)
○ Un Allocated X	(Unallocated value in the currency selected.)
○ Under Dispute	
○ Week	
+ Analysis	
+ Debtor	(The debtor being charged with the transaction)
○ 05-Jan	(Balance outstanding 3 weeks from current week)
○ 12-Jan	(Balance outstanding 2 weeks from current week)
○ 15-Dec	(Balance outstanding 6 weeks and over from current week)
○ 19-Jan	(Balance outstanding 1 week from current week)
○ 22-Dec	(Balance outstanding 5 weeks from current week)
○ 26-Jan	(Current week outstanding balance)
○ 29-Dec	(Balance outstanding 4 weeks from current week)
○ Account No	
○ Active	
○ Address	
○ Address Line1	
○ Address Line2	
○ Address Line3	
○ Address Line4	

Figure 3: Properties for Debtor Invoice

- Select the Search Criteria. In this example we will use **Contains**.

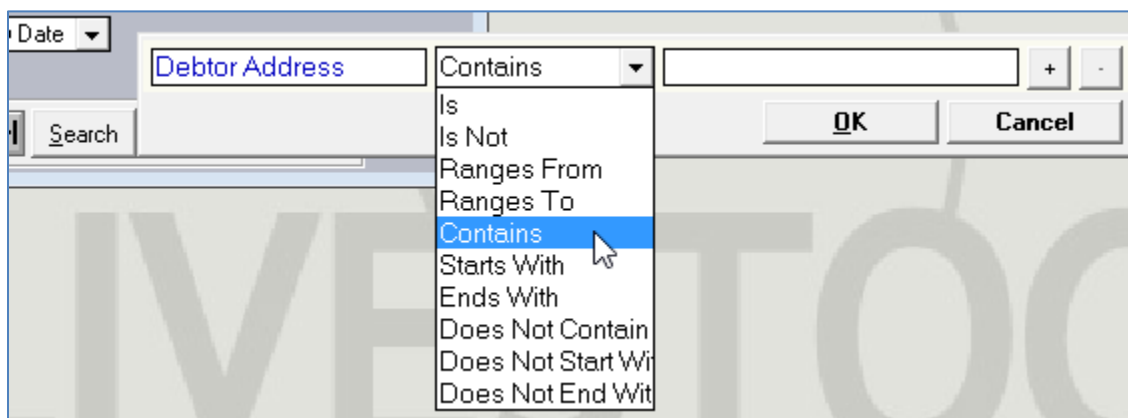



Figure 4: Search Criteria - Contains

- Enter the text you want to match on. In this case we will use **WELLINGTON**:



Figure 5: Search Text - WELLINGTON

- Further search fields can be added by clicking the 

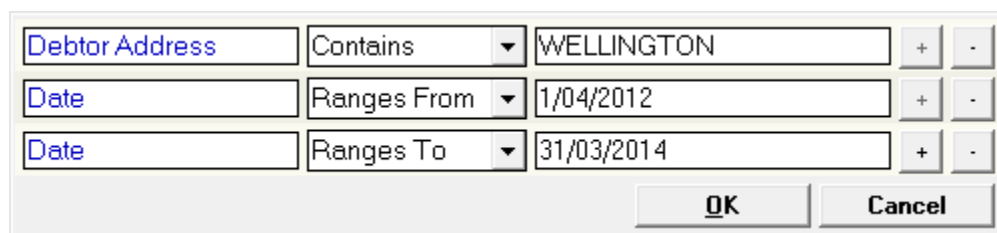
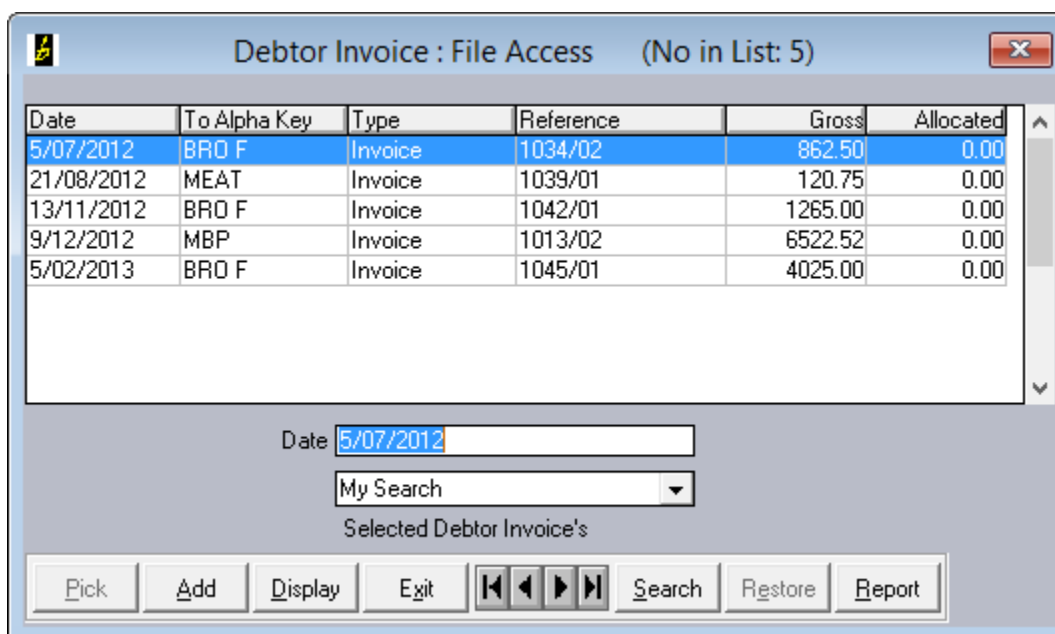


Figure 6: Extended Search Criteria

- Click OK to begin the search. A progress bar will be displayed, then the results will be displayed in the list view window:



Date	To Alpha Key	Type	Reference	Gross	Allocated
5/07/2012	BRO F	Invoice	1034/02	862.50	0.00
21/08/2012	MEAT	Invoice	1039/01	120.75	0.00
13/11/2012	BRO F	Invoice	1042/01	1265.00	0.00
9/12/2012	MBP	Invoice	1013/02	6522.52	0.00
5/02/2013	BRO F	Invoice	1045/01	4025.00	0.00

Date:

My Search

Selected Debtor Invoice's

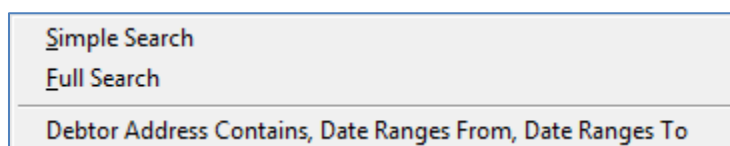
Pick Add Display Exit Search Restore Report

Figure 7: Search Results

- If a report or mail merge is required, click on the **Report** button and set up as required.

Notes:

- With a **Simple Search** ALL the report criteria must be met. ie using the example above, the system will find all debtor invoices where customer is in Wellington AND the invoice date is within the specified date range.
- To be able to use an OR rather than AND you will need to use a **Full Search** (see next section).
- A handy feature is that when you next click on the **Search** button it will show the last 5 searches performed by your user ID. This means you can easily find your previous searches, adjust them if necessary and run them again.



Simple Search

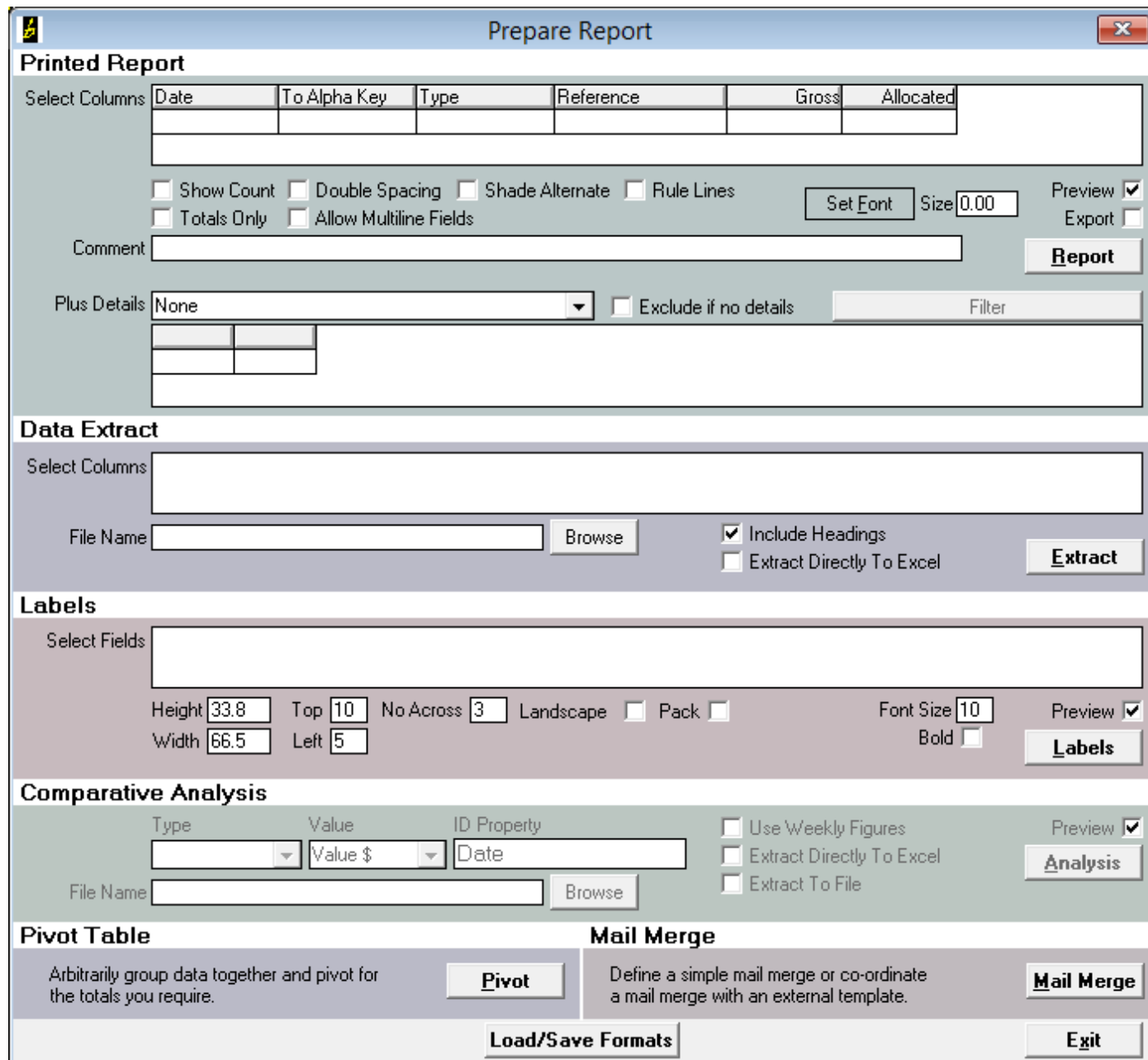
Full Search

Debtor Address Contains, Date Ranges From, Date Ranges To

Figure 8: Saved Search

Report

Once the Simple Search is complete, click the **Report** button to print or export the information.



Prepare Report

Printed Report

Select Columns:

Date	To Alpha Key	Type	Reference	Gross	Allocated

☐ Show Count ☐ Double Spacing ☐ Shade Alternate ☐ Rule Lines ☐ Totals Only ☐ Allow Multiline Fields

Set Font Size: 0.00

Preview ☒ Export ☐

Comment:

Report

Plus Details: None ☐ Exclude if no details

Data Extract

Select Columns:

File Name:

☒ Include Headings ☐ Extract Directly To Excel

Extract

Labels

Select Fields:

Height: 33.8 Top: 10 No Across: 3 Landscape ☐ Pack ☐ Font Size: 10 Bold ☐

Width: 66.5 Left: 5

Labels

Comparative Analysis

Type: Value: Value \$ ID Property: Date

☐ Use Weekly Figures ☐ Extract Directly To Excel ☐ Extract To File

File Name:

Preview ☒ **Analysis**

Pivot Table

Arbitrarily group data together and pivot for the totals you require.

Mail Merge

Define a simple mail merge or co-ordinate a mail merge with an external template.

Figure 9: Report screen

Printed Report

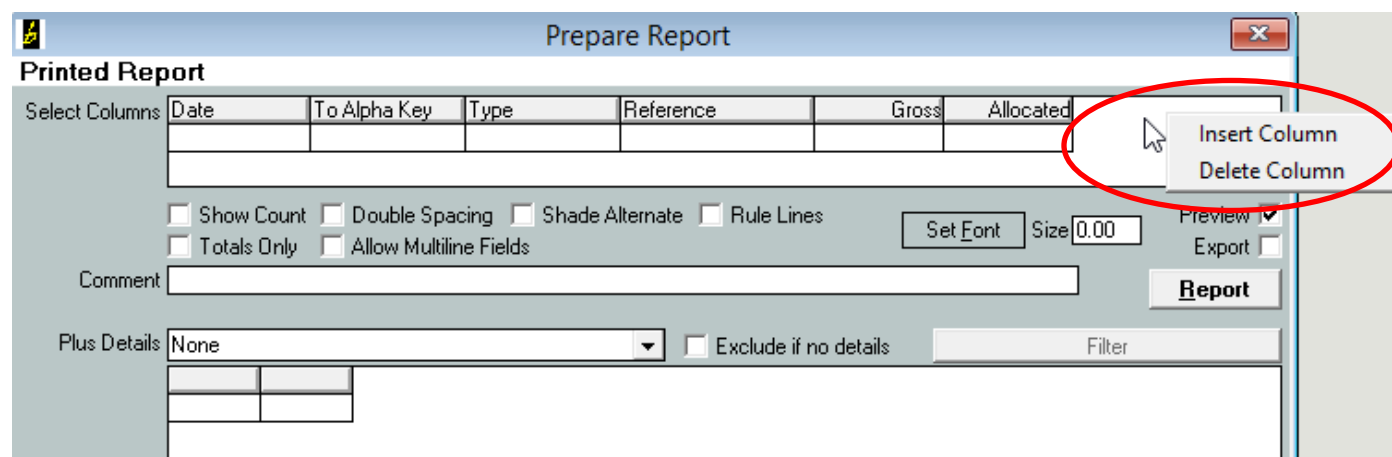
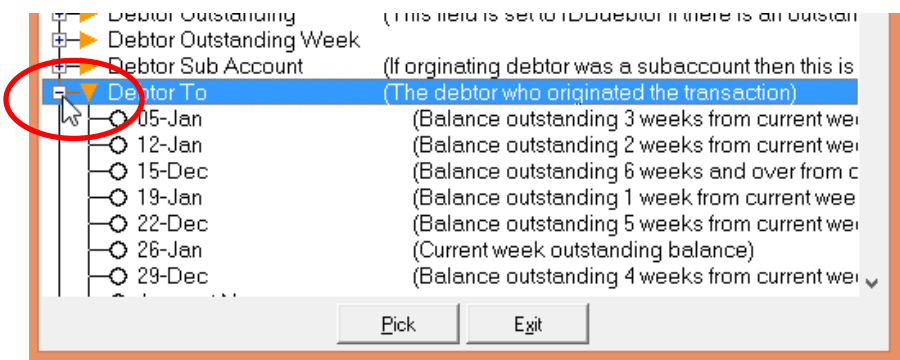


Figure 10: Printed Report

Function	Description
Add Column	<p>Right click in some white space in the Select Columns area. Choose Insert Column from the submenu that appears. This will display the Properties for Debtor Invoice screen again, just as in the Simple Search.</p> <p>Note:</p> <ul style="list-style-type: none"> The <i>Properties</i> screen will relate to whichever class the original search was initiated on. Eg if the original <i>Simple Search</i> was on <i>Client</i>, the <i>Properties</i> screen will be <i>Properties for Client</i>. <p>Click the Orange arrow on the left of master properties to expand the class:</p>  <p>Double click the properties you want to see on the report, or highlight and Pick to add a single column.</p>

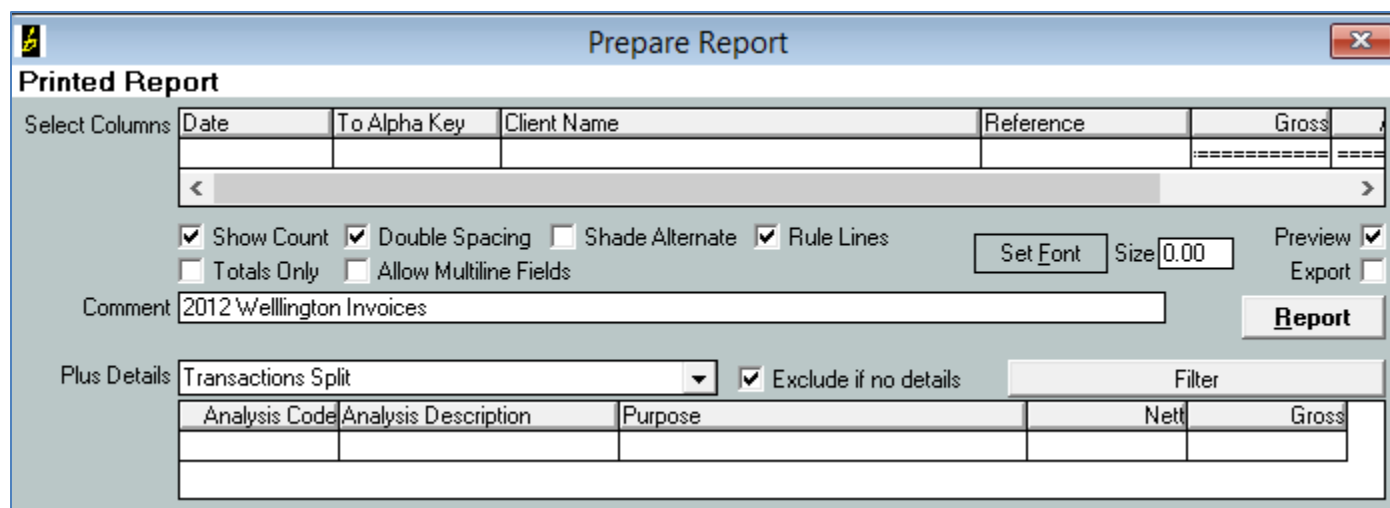
Continued...

Function	Description																												
Delete Column	Right click on the grey column header of the column you wish to remove and select Delete Column .																												
Change Column Placement	You can change the order of the columns on the report by holding down the left mouse button on the column and dragging it to where you want it positioned. You will see a red line appear where the column you are moving will be placed when you release the mouse button.																												
Change Column Width	Move the mouse to the end of the column heading (or to the join between two column headings). The mouse will change to a double headed arrow. Hold down the left mouse button and move the mouse to the left to make it shorter or the right to make the column wider.																												
Total a Column	<p>Click in the white space under the column header. You will now see a row of equal signs =====:</p> <table><tr><th>Date</th><th>To Alpha Key</th><th>Type</th><th>Reference</th><td></td><th>Gross</th><th>Allocated</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>=====</td><td>=====</td></tr></table> <p><i>Note:</i></p> <ul style="list-style-type: none">Only numeric fields can be totaled.	Date	To Alpha Key	Type	Reference		Gross	Allocated						=====	=====														
Date	To Alpha Key	Type	Reference		Gross	Allocated																							
					=====	=====																							
Add a Count	<p>Click on the Show Count check box. This will print the number of lines on the bottom of the report.</p> <table><tr><td rowspan="3">Select Columns</td><td>Date</td><td>To Alpha Key</td><td>Type</td><td>Reference</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td>=====</td></tr><tr><td colspan="5"></td></tr><tr><td colspan="6"><input checked="" type="checkbox"/> Show Count <input type="checkbox"/> Double Spacing <input type="checkbox"/> Shade Alternate <input type="checkbox"/> Rule Lines</td></tr><tr><td colspan="6"><input type="checkbox"/> Totals Only <input type="checkbox"/> Allow Multiline Fields</td></tr></table>	Select Columns	Date	To Alpha Key	Type	Reference						=====						<input checked="" type="checkbox"/> Show Count <input type="checkbox"/> Double Spacing <input type="checkbox"/> Shade Alternate <input type="checkbox"/> Rule Lines						<input type="checkbox"/> Totals Only <input type="checkbox"/> Allow Multiline Fields					
Select Columns	Date		To Alpha Key	Type	Reference																								
						=====																							
<input checked="" type="checkbox"/> Show Count <input type="checkbox"/> Double Spacing <input type="checkbox"/> Shade Alternate <input type="checkbox"/> Rule Lines																													
<input type="checkbox"/> Totals Only <input type="checkbox"/> Allow Multiline Fields																													
Other Formatting Options	There are various options to help customise your report. These will affect the layout and can add additional information to assist. These include: Double Spacing, Shade Alternate, Rule Lines, Totals Only, Allow Multiline Fields and Comments.																												
Print Report	Click on the Report button to print the report. Tick Preview to be able to preview the report prior to printing. Tick Export to export the report to a file or email (the Mass Communications optional module is required for email).																												
Example	See next page for an example.																												

Report Example

Using the Simple Search above to find Debtor Invoices between 01/04/2012 and 31/03/2013 where the Debtor Address contains WELLINGTON.

Printed Report options selected as follows:



Prepare Report

Printed Report

Select Columns: Date To Alpha Key Client Name Reference Gross

☒ Show Count
 ☒ Double Spacing
 ☐ Shade Alternate
 ☒ Rule Lines
 ☐ Totals Only
 ☐ Allow Multiline Fields
 Set Font Size 0.00
 Preview ☒
 Export ☐

Comment: 2012 Wellington Invoices **Report**

Plus Details: Transactions Split ☒ Exclude if no details Filter

Analysis Code	Analysis Description	Purpose	Nett	Gross

Figure 11: Printed Report Options

On this example the default report settings have been changed as follows:

- Type column deleted
- Debtor To > Client > Name column added and widened
- Gross and Allocated columns totalled
- Show Count ticked
- Double Spacing ticked
- Rule Lines ticked
- Comment added - this will print immediately above the column names on the report
- Plus Details added to include the Transactions Split data for each Debtor Invoice on the report
- Exclude if no details is ticked so the Transactions Split line will not print if there is no data.


<div>  <div> Debtor Invoice Report <i>Livestock Office</i> </div> <div> Tue 18/02/2014 12:09:28 </div> </div>					
2012 Wellington Invoices					
Date	To Alpha Key	Client Name	Reference	Gross	Allocated
5/07/2012	BRO F	FARMER BROWN	1034/02	862.50	0.00
	Code	Description	Purpose	Nett	Gross
	22.0000	Grazing Sales	GRAZING Tally 50 @ \$3.50/Hd pw	750.00	862.50
21/08/2012	MEAT	Meat Company	1039/01	120.75	0.00
	Code	Description	Purpose	Nett	Gross
	21.0000	Livestock Sales	KILLING FEES Tally 35 @ \$3.00/	105.00	120.75
13/11/2012	BRO F	FARMER BROWN	1042/01	1265.00	0.00
	Code	Description	Purpose	Nett	Gross
	21.0100	Sheep Sales	Prime Lambs Tally 10 @ \$110.00	1100.00	1265.00
9/12/2012	MBP	MILLBROOK PARTNERSHIP	1013/02	6522.52	0.00
	Code	Description	Purpose	Nett	Gross
	1230.4400	Livestock Sales	STEERS Tally 8 @ \$708.97/Hd	5671.76	6522.52
5/02/2013	BRO F	FARMER BROWN	1045/01	4025.00	0.00
	Code	Description	Purpose	Nett	Gross
	21.0200	Cattle Sales	COWS Tally 10 @ \$350.00/Hd	3500.00	4025.00
				=====	=====
				12795.77	0
No of items on report : 5					

Figure 12: Sample Report