

# PayBiz – Add Report to Custom Menu

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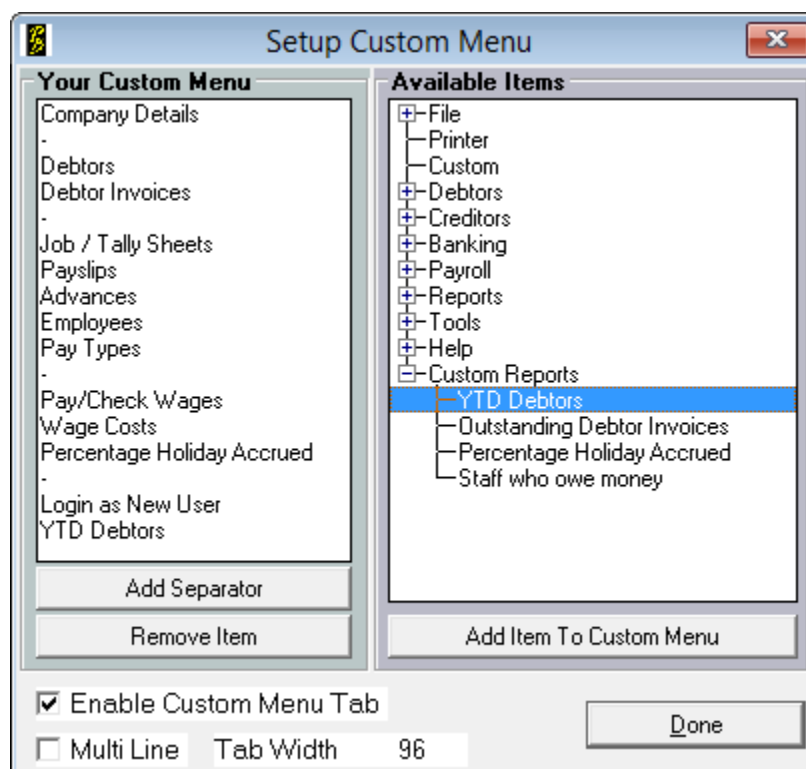
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## Add Report to Custom Menu

PayBiz main menu > Custom > Configure Custom Menu

Custom reports can be added to the yellow shortcut bar on the left of the Livestock Office application. This means that users who need to run the report can access it quickly and easily.

1. Click on the + sign beside Custom Reports to expand that section.
2. Locate the YTD Debtors report and click to highlight.
3. Click **Add Item to Custom Menu**:



**Figure 1: Add to Custom Menu**

4. **YTD Debtors** will now be moved to the left hand window. Click and drag it to the desired position, adding a Separator if necessary.
5. Click **Done**.