

# PayBiz – Report Function

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## How to use the Report Function

All Lookup screens have the **Report** button.  
It is found on the bottom right of the screen.

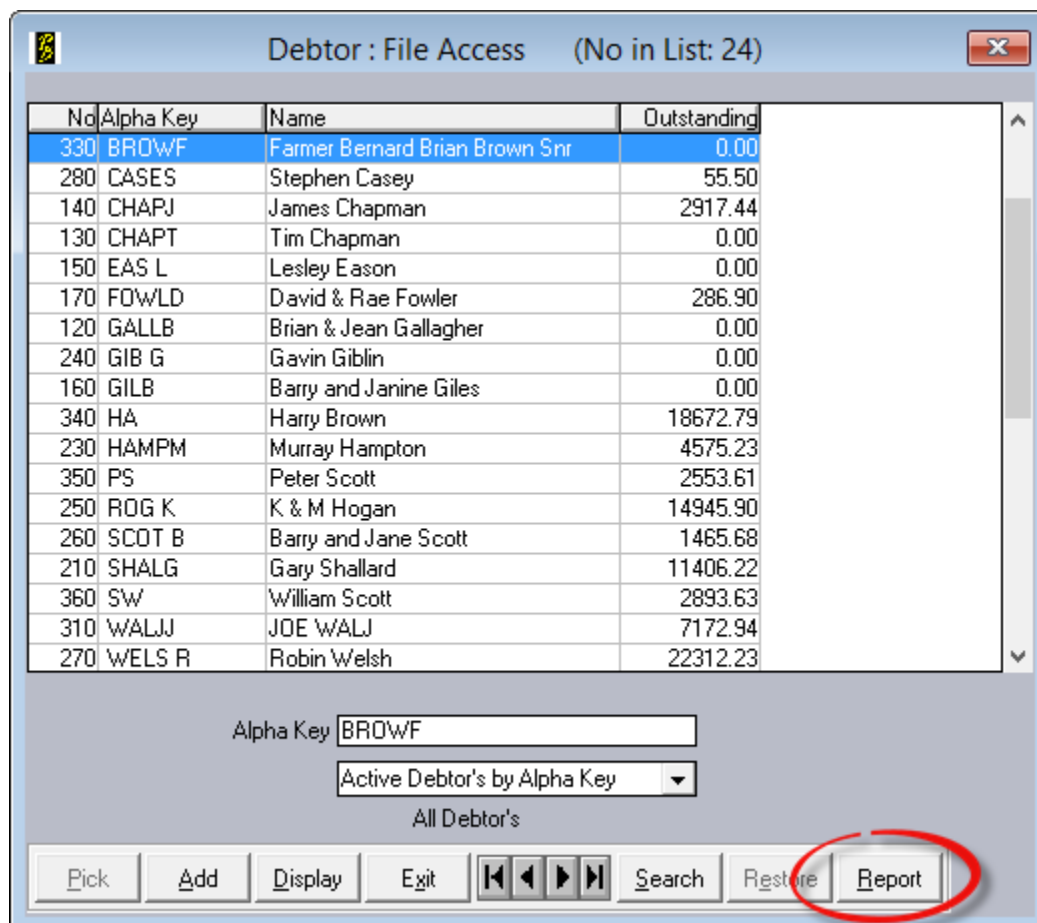
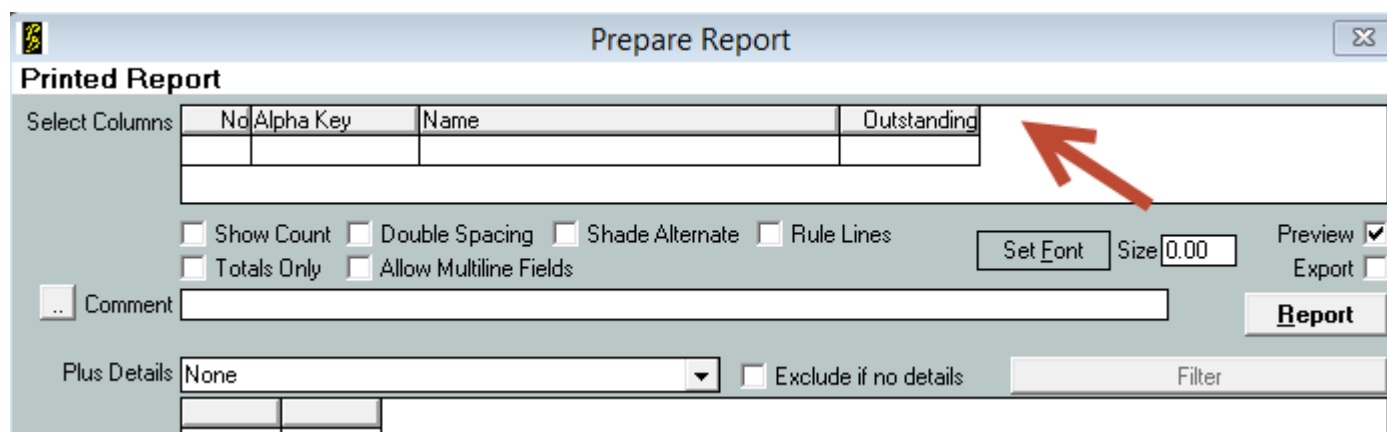


Figure 1: Report button on lookup screen

- Click **Report**, to open the Prepare Report screen.

## Customise Reports

### Columns



**Prepare Report**

**Printed Report**

Select Columns

No	Alpha Key	Name	Outstanding

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

Comment

Plus Details 
☐ Exclude if no details

Figure 2: Printed Report section

#### Select Columns to Add

- First you need to customise the columns you want in your report
- Right click in first row area within the **select columns** box, as indicated by the arrow.
- Choose **Insert Column**
- A list appears of available fields to choose from.
- To select a field to add, double click on it or select it and **Pick**, this will add it to your report.

#### Remove Columns

- Right click in the column heading and select **Delete Column**

#### Rearrange the order of columns

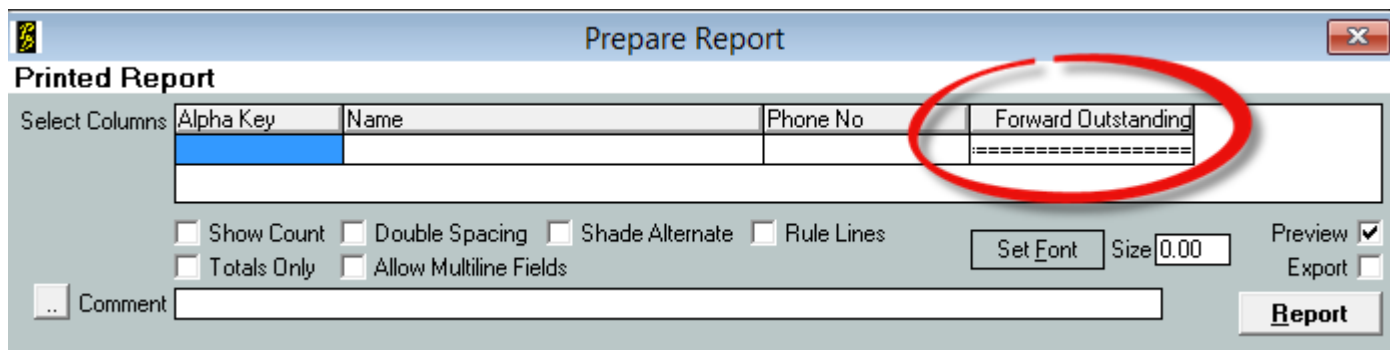
- Left click and hold down over the column header you want to move
- Move in the direction you wish the column to be placed.
- A red line will appear where the column will be placed
- Release the mouse when at the desired column position

#### Sum up a Column

- Click in the white space under the column heading
- A row of equal signs will appear in the column (*as shown below*)
- This will sum up this column

**Note:**

*this function is only available on number fields*



**Prepare Report**

**Printed Report**

Select Columns

Alpha Key	Name	Phone No	Forward Outstanding
			=====

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

Set Font Size 0.00
 Preview ☒
 Export ☐


Comment 
 Report

Figure 3: Sum a column

## Format Reports

You can customise your report further by formatting it with some preset features

- Tick and set the desired formatting



☒ 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
 Filter

Grand Total ☐

Figure 4: Format options

- Any information entered in the **Comment** will print in the report header
- The **Plus Details** drop down box provides options to print additional details for each line on the report.
- Click **Report** to view and print

## Sample Report



# Debtor Report

Demo data

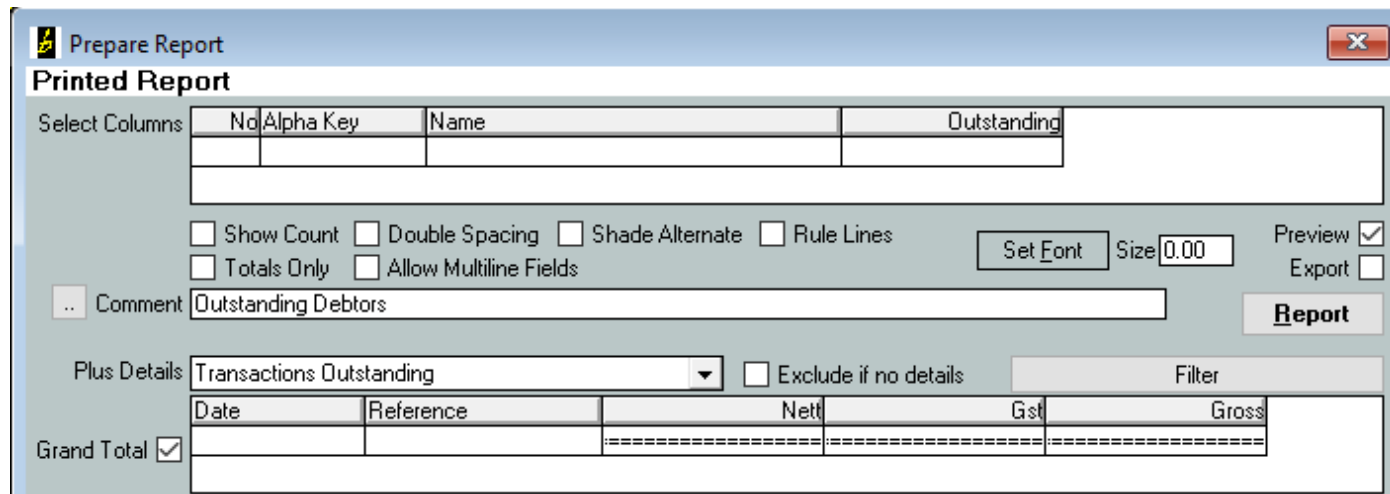
Wed 17/06/2015  
10:14:32

Alpha Key	Name	Phone No	Outstanding
CHAPJ	James Chapman		2917.44
FOWLD	David & Rae Fowler	09 356 4569	286.90
SHALG	Gary Shallard	03 755 6894	11406.22
WILLQ	Quinton Williamson	03 664 8579	8459.76
HAMPM	Murray Hampton	06 886 2356	4575.23
ROG K	K & M Hogan	06 123 4569	14945.90
SCOT B	Barry and Jane Scott		1465.68
WELS R	Robin Welsh	03 618 5945	22312.23
CASES	Stephen Casey		55.50
WALJJ	JOE WALJ	113456	7172.94
HA	Harry Brown	034451345	18672.79
PS	Peter Scott	03 4898888	2553.61
SW	William Scott	034454122	2893.63
			=====
			97717.83

No of items on report : 13

Figure 5: Sample Report

## Plus Details



**Prepare Report** [X]

**Printed Report**

Select Columns	No	Alpha Key	Name	Outstanding

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

.. Comment

Plus Details 
☐ Exclude if no details

Date	Reference	Nett	Gst	Gross

Grand Total ☒

**Figure 6: Plus Details**

Insert columns in the **Plus Details** section the same as in **Select Columns**.  
You can also add an additional Filter if required.

This will produce a report with the additional details included under each line:

Debtor Report

Wed 25/05/2016

13:49:20

Livestock Office

Outstanding Debtors

No	Alpha Key	Name	Outstanding		
10	BRO F	FARMER B BROWN	14012.75		
			Nett	Gst	Gross
	29/09/2014	1082/02	29405.00	4410.75	33815.75
			=====	=====	=====
			29405.00	4410.75	33815.75
20	GRE F	FARMER GREEN	38525.00		
			Nett	Gst	Gross
	25/05/2016	1093/02	16750.00	2512.50	19262.50
	25/05/2016	1094/02	16750.00	2512.50	19262.50
			=====	=====	=====
			33500.00	5025.00	38525.00
30	HIL T	TOM HILDER & SONS	15195.87		
			Nett	Gst	Gross
	6/03/2014	1063/05	630.00	94.50	724.50
	2/09/2015	1092/17	3083.80	462.57	3546.37
	25/05/2016	1093/05	9500.00	1425.00	10925.00
			=====	=====	=====
			13213.80	1982.07	15195.87
70	GFT	GLENISLE FAMILY TRUST	31378.21		

Figure 7: Report with Plus Details added

## Data Extract

### Data Extract

Select Columns	Sale Date	Sale No	Client Code
File Name	<input type="text"/> <input type="button" value="Browse"/> <input checked="" type="checkbox"/> Include Headings <input checked="" type="checkbox"/> Extract Directly To Excel		
			<input type="button" value="Extract"/>

Figure 8: Data Extract

Right click in the **Select Columns** area to **Insert** and/or **Delete** columns.  
Either specify a file name or tick **Extract Directly To Excel** then click **Extract** to send the data to Excel.

## Comparitive Analysis

**Comparative Analysis**

Type
Value
ID Property

Sales
Value \$
Alpha Key

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

Preview ☒

File Name
Browse

Analysis

Figure 9: Comparative Analysis

Available for Debtors, Creditors, Agents, Employees (optional Payroll module required), and GL Codes (optional General Ledger module required).

Provides an item by item comparison of the data.

Eg:

Comparative Analysis

Sales Value \$

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Printed 25/05/2016

Alpha Key	May 16	Feb 16	Jan 16	Nov 15	Oct 15	Sep 15	Aug 15	Jul 15	Jun 15	May 15	Apr 15	Mar 15	Feb 15	Jan 15	Dec 14	Nov 14
BRO F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRE F	33,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HIL T	9,500	0	0	0	0	3,084	0	0	0	0	0	0	0	0	0	0
GFT	0	0	0	0	0	26,320	0	0	0	0	0	0	0	0	0	0
LAW S	0	0	0	0	0	0	0	30,250	0	0	0	0	0	0	0	0
DIC P	0	0	0	0	0	11,335	0	0	0	0	0	0	0	0	0	0
DAL R	0	0	0	0	0	12,471	0	0	0	0	0	0	0	0	0	0
SAU K	9,750	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FJN	0	0	0	0	0	3,258	0	0	0	3,500	0	0	0	0	0	0

Figure 10: Comparative Analysis Sample

## Pivot Table

Pivot Table

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

Pivot

Figure 11: Pivot Table

Pivot tables are a powerful tool to group and summarise large amounts of data. Click the **Pivot** button to open the Pivot Table options.



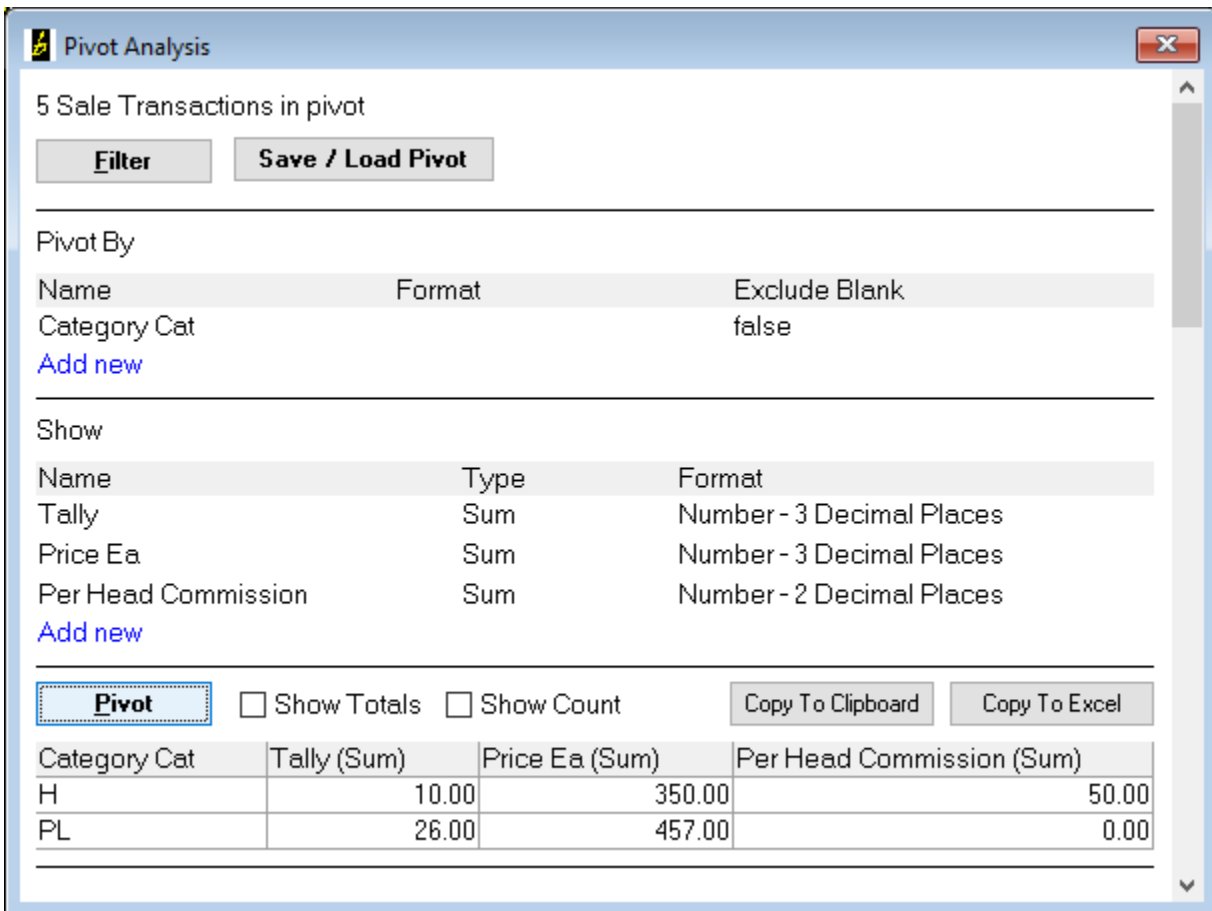


Figure 12: Pivot Analysis

- Click on [Add new](#) to add new columns to Pivot By and Show.
- You can Save your settings or load in saved settings via the **Save / Load Pivot** button.
- Click the **Pivot** button to execute the Pivot
- You can also **Copy To Clipboard** or **Copy To Excel** to extract the data to another application.