Examples of how to Build Purchase Analysis Reports

These examples explain how the sample Purchase Analysis Reports have been constructed and walks through the process of setting them up from scratch.

Accrued Expenses by Creditor

In this example, design a report showing the outstanding amount to be invoiced for, for each Expense Code by Creditor

Navigator > Reports > Purchase Analysis > Analysis Report Designer

1. Leave the Analysis Type set to Purchase Orders. In the Analyse grid, select AP Expenses then select AP Creditors. This gives AP Expenses as the top level followed by AP Creditors.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AP Expenses, such as Last Year Balance and Year to Date Balance, and for AP Creditors, fields such Balance1 and Balance Current, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

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	AP Exp	enses		_						
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2. Click the Fields tab and you'll see that the first line is already populated with AP Expenses - Analysis Code, and the second line with AP Creditors – Creditor Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Expense Code.

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	Defi	inition Fi	ields	Sort/Limit	Output	Selections	s Report Pre	ferences	Docum	ent Selec	tions	Data Sel	ections	Com	ment	SQL (Query
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3. Insert a new line and select AP Expenses in the Source and GLAccountCode in the Field Name

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	Def	inition	Fields	Sort/Limit	Output	Selection	s Report Pre	ferences	Document Sele	ctions	Data Sele	ctions	Comm	nent SO	QL Query
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		AP Expe	enses	AnalysisCod	е	8	ŧ	3 Analysis	Code			1			
		AP Cred	ditors	CreditorCode	e	16	10	6 Creditor	Code						- 2
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4. Select the GLAccountCode line you added and click the Up arrow.

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	Def	inition Fie	elds	Sort/Limit	Output \$	Selections	s Report Pref	erences	Docume	nt Selection	ns Data Sel	lections	Comr	nent SQL (Query	
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So that GLAccountCode is underneath AnalysisCode (as shown below).

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	Def	inition Fields	Sort/Limit	Output	Selections	Report Prefe	rences	Document Selec	tions	Data Sel	ections	Comn	nent SQL C	Query	
	2	Source F	Field Name		Width [Display Width D)isplay L	abel	Range	e	Group	Total	Blank Zero	Visible	Expt
		AP Expenses	AnalysisCod	е	8	8 A	Analysis	Code			1			 ✓ 	
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	₹	AP Creditors	CreditorCode	e	16	16 0	Creditor (Code						 	
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5. Insert a new line at the bottom and select Summary in the Source and OutstandingAmountInvoiceBs in the Field Name

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	Def	inition	Fields	Sort/Limit	Output Selections	Report Pr	eferences	Do	cument Selections	Data	Selections	Cor	nment	SQL 0	λuery	
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		AP Expe	enses A	nalysisCod	e	8		8	Analysis Code				1			
		AP Expe	enses G	GLAccountC	ode	8		8	GL Account Code				1			
	쾃	AP Cred	litors C	CreditorCode	e	16		16	Creditor Code							- S,
		Summa	iry C	Dutstanding/	AmountInvoiceBs			10	Outstanding Amoun	t Inv			-	~		2
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- 6. To make the report easier to read at the top level, remove the Display Label for Analysis Code and remove the Display Label for GL Account Code and replace it with a dash, this gives the Expense Code followed by a dash then the GL Account printing at the top level.
- 7. Change the Display Label for Outstanding Amount Invoice Bs to Accrual Amount

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	Defi	nition Field	Sort/Limit Output	Selections	Report Pr	references	Docum	ent Selections	Data Sel	ections	Comment	SQL Q
	*	Source	Field Name		Width	Display W	idth Disp	lay Label		Rar	nge	Group
	Ð	AP Expenses	AnalysisCode		8		8					1
		AP Expenses	GLAccountCode		8		8 -					1,
	쾃	AP Creditors	CreditorCode		16		16 Cred	litor Code				
	2	Summary	OutstandingAmountIr	voiceBs			10 Accr	ual Amount				
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8. Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

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Definition Fields S	ort/Limit	Output Selections	Report Preferences	Document Selections	Data Selections	Comment	SQL Query
Destination	Screen	~					
Format		~					2
File Name							
Column headers							
Report Title	Accrued	Expenses by Credit	or				
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Report Comment							
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9. Click the Document Selections Tab and tick 'Unprocessed' and Untick 'Processed'



10. Press Run to run the report to screen to see what it looks like. You can optionally save your report at this time.

	ngs Limited	Analysis : Period Period : Sep 2013 Document Types : Order	
	Sorted By: APExp	enses_AnalysisCode, APCreditors_CreditorCo	ode
Creditor Code	Accrual Amount		1
PUR - 2200.000 CONWAY	\$141.00 \$141.00		1
TIM - 2200.000 RIGHT	\$850.60 \$850.60		~

- 11. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.
- 12. After the report has been saved, you can click

📑 Add To Navigator...

This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Purchase Analysis reports.

🔎 Script Shortcut	Editor 🗖 🗖 🖾
Shortcut Type	PA Report 💌
Report Name	Accrued Expenses by Creditor.pfn
User Code	
Shortcut Key	
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Available on To	oolbar
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Navigator det	ails
Tab Name	Reports
Tab Order	0
Action Name	Purchase Analysis\Accrued Expenses by Creditor
Navigator Ord	er 10 🚔
	Save Cancel

See the help for more details on the Script Shortcut Editor.

13. Press Save and the report will show in the Navigator

🖉 Navigator	\rightarrow
Maintain Tasks Reports Setup	5
Accounts Receivable	
inventory Control	- 3
🗋 Invoicing System	- 💎
Order Entry	
🗋 Sales Analysis	2
Accounts Payable	- 2
Purchase Orders	T
🔁 Purchase Analysis	
Accrued Expenses by Creditor	Y
🖹 Run Analysis Report	<
🧾 Analysis Report Designer	1
Cash Book	٠
Fixed Assets	
General Ledger	- 7
Job Costing	- 🔻
Job Analysis	- 🦿
Special Pricing	
Company	1

Supplier by Product

In this example, design a report showing the Products received grouped by Supplier.

Navigator > Reports > Purchase Analysis > Analysis Report Designer

- 1. Change the Analysis Type set to Shipments. In the Analyse grid, select AP Creditors then select IC Products. This gives AP Creditors as the top level followed by IC Products.
- 2. Click the beside As At Period so that a green tick appears, this means the Period selection will be available when the report is run, allowing any period to be selected.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AP Creditors, such Balance1 and Balance Current, and for IC Products fields such as Qty in Stock and Qty Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

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Definition	Fields	Sort/Limit	Output Selections	Report Preferences	Document Selections	Data Selections	Comment	SQL Query	
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IC Pro	ducts								
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3. Click the Fields tab and you'll see that the first line is already populated with AP Creditors – Creditor Code, and the second line with IC Products–Product Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Creditor Code.

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Source	Field Name	Width	Display Width I	Display L	abel	Range		Group	Total E	Blank Zero	Visit
AP Creditors	s CreditorCode	16	16	Creditor (Code			1			
IC Products	oductCode	28	28	Product C	Code						
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	PA Analysis Re efinition Fiel Source AP Creditors IC Products	PA Analysis Report Designer efinition Fields Sort/Limit Source Field Name AP Creditors CreditorCode IC Products ⊙oductCode	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Source Field Name Width AP Creditors CreditorCode 16 IC Products SoductCode 28	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Report Prefe Source Field Name Width Display Width AP Creditors CreditorCode 16 16 IC Products ○oductCode 28 28	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Report Preferences Source Field Name Width Display Width Display L AP Creditors CreditorCode 16 16 Creditor 0 IC Products OductCode 28 28 Product 0	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Report Preferences Document Select Source Field Name Width Display Width Display Label AP Creditors CreditorCode 16 16 Creditor Code IC Products OductCode 28 28 Product Code	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Report Preferences Document Selections Source Field Name Width Display Width Display Label Range AP Creditors CreditorCode 16 16 Creditor Code IC Products OductCode 28 28 Product Code	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Sele Source Field Name Width Display Width Display Label Range AP Creditors CreditorCode 16 16 Creditor Code IC Products OductCode 28 28 Product Code	PA Analysis Report Designer efinition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections Source Field Name Width Display Width Display Label Range Group AP Creditors CreditorCode 16 16 Creditor Code 1 IC Products OductCode 28 28 Product Code	Source Field Name Width Display Width Display Label Range Group Total E AP Creditors CreditorCode 16 16 Creditor Code 1 IC Products OductCode 28 28 Product Code 1	Source Field Name Width Display Width Display Label Range Group Total Blank Zero AP Creditors CreditorCode 16 16 Creditor Code 1 IC Products OductCode 28 28 Product Code 1

4. Under Source and Field Name, make the following selections

Source	Field Name
AP Creditors	CreditorName
Summary	Quantity
Summary	ExtendedCostBS

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De	finition Field	Sort/Limit Output	Selections	Report Prefe	erences	Document Sele	tions	Data Selections	Com	ment SQL (Query
	Source	Field Name	Width [Display Width I	Display L	.abel	Range	e Group	Total	Blank Zero	Visil
	AP Creditors	CreditorCode	16	16	Creditor	Code		1			
	IC Products	ProductCode	28	28	Product (Code					6
	AP Creditors	CreditorName	40	40	Creditor	Name		1			1
	Summary	Quantity		10	Quantity				~		
	Summary	ExtendedCostBs		10	Extended	d Cost Bs			~		
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5. Select the CreditorName line you added and click the Up arrow.

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De	finition Fields	Sort/Limit Output	Selections	Report Preferences	Document Selec	tions	Data Selections	Corr				
	Source	Field Name	Width [Display Width Display L	abel	Range	Group	Tota)>				
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	IC Products	ProductCode	28	28 Product	Code							
	AP Creditors	CreditorName	▼ 40	40 Creditor	Name		1	1				
	Summary	Quantity		10 Quantity				- 📢				
	Summary	ExtendedCostBs		10 Extended	d Cost Bs			- 🗸				
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So that CreditorName is underneath CreditorCode (as shown below).

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		AP Creditors	CreditorCode		16	16 Creditor	Code		1			
		AP Creditors	CreditorName		40	40 Creditor	Name		1			Y
	₽	IC Products	ProductCode		28	28 Product	Code					Ý
	Ì	Summary	Quantity			10 Quantity				~		
	ลไ	Summary	ExtendedCostBs			10 Extende	d Cost Bs			~		
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- 6. Improve the presentation of the report by making the following changes:
  - a. Remove the tick in the Visible column for Creditor Code
  - b. Remove the Display Label for Creditor Name
  - c. Change the Display Label for Quantity to Qty
  - d. Change the Display Label for Extended Cost Bs to Total Cost (NZD)
  - e. Change the Display width for Product Code to 40
  - f. Remove the tick in the Total Column for Quantity (as it does not make sense to total quantities of different products).

ø	PA Analysis Rep	ort Designer									
D	efinition Field	Sort/Limit Output	Selections	Report Preferences	Document Selection	ons Data Sel	ections	Comment	SQL Quer	y j	3
	Source	Field Name	Width D	Display Width Display L	_abel Ra	ange	Group 1	Fotal Blan	k Zero Visi	ible Ex	pr.
E	AP Creditors	CreditorCode	16	16 Creditor	Code		1			4	1
	AP Creditors	CreditorName	40	40			1			✓ ¹	5
	IC Products	ProductCode	28	40 Product	Code					<ul> <li>I</li> </ul>	5
	Summary	Quantity		10 Qty						<ul> <li></li></ul>	2
	Summary	ExtendedCostBs		10 Total Co	st (NZD)			×		V 3	5
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7. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.

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Definition Fields	Sort/Limit	Output Selections	Report Preferences	Document Selections	Data Selections	Comp
Destination	Screen	~				1
Format		<b>~</b>				
File Name						
Column headers						
Report Title	Supplier	by Product				- 4
Hide Filters	Hide	Selections				-
Hide Sorting	Hide	Report Definition				
Report Comment						
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8. Click the Report Preferences Tab and tick 'Label Group Totals' to show the grouping fields in italics next to group totals.

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Definition Fields	Sort/Limit Output Selections	Report Preferences							
Report Options Start new page of	on main group break								
Include records with empty detail									
Totals only									
Label group total	Is								
Reporting Fonts		Page Layout							
Title	Arial 16	Automatic							
Selections	Arial 12	💿 Portrait 🥤							
Column Headings	Arial 9	C Landscape							
Roup 4	Service Service Services	NipreMargin							

Press **Run** to run the report to screen to see what it looks like. You can optionally save your report at this time.

# Purchase Analysis - Supplier by Product ABC Holdings Limited

#### Analysis : Period Period : Sep 2013 Document Types : Shipment Post Status : Processed Sorted By: APCreditors_CreditorCode, ICProducts_ProductCode

Product Code	Qty	Total Cost (NZD)
Brassworks Ltd		
BRASS52LOCK	48.00	\$1,184.74
VIC10BRASS	122.00	\$434.34
VIC32BRASS55	181.00	\$750.86
VIC38BRASSK	42.00	\$438.60
Brassworks Ltd		\$2,808.54
Conway Native Timber Fittings Ltd		
OVALMIRROR	84.00	\$3,528.00
P25MMDR	2832.00	\$2,832.00
P30MMRRK	1079.00	\$1,079.00
P45MMRRK	832.00	\$832.00
Conway Native Timber Fittings Ltd		\$8,271.00
Right Brothers Timber Merchants Ltd		
TIOMMRD	404.10	\$808.20
T140MMR	608.20	\$4,257.40
T145MMR	729.05	\$5,103.35
T180MMR	761.00	\$6,088.00
T180MMTR	165.60	\$1,821.60
T1MLR	287.00	\$16,646.00
T1MPLY	723.25	\$3,616.25
T200MMR	881.80	\$11,463.40
T25MMRF	403.10	\$403.10
T40MMR	630.00	\$1,260.00
T470MMLR	879.30	\$29,896.20
T70SQR	478.00	\$3,346.00
T90MMRT&G	3027.10	\$6,054.20
T95MMR	686.70	\$2,746.80
Right Brothers Timber Merchants Ltd		\$93,510.50
		\$104,590.04

- 9. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.
- 10. Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 12 and 13 on the first PA report for more details.

#### **Supplier Monthly Spend this Year**

In this example, design a report showing the total value spent for each supplier this financial year.

Navigator > Reports > Purchase Analysis > Analysis Report Designer

- 1. Change the Analysis Type set to Shipments. In the Analyse grid, select AP Creditors.
- 2. In the Analysis Range, choose 'Year' in the Analysis Drop down, to analyse shipments across the current financial year.
- 3. Tick the Crosstab Report checkbox, this allows the information to be printed in monthly columns i.e. 1 period per column as shown.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the fields tab for AP Creditors, fields such Balance1 and Balance Current, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

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De	finition Fields	Sort/Limit	Output Selections	Report Preferences	Document Selections	Data Selections	Comment	SQL Query		
Ana	alysis Type —									
	Purchase O	rders	Shipments							
	Analyse									
	AP Creditors									
B.										
Ana	alysis Range –			Crosstab						
	Analysis	Year	<u> </u>	Crosstab Re	port					
$ \times$	As At Period	Sep 20	13 💌	1 🊔 Perio	ds 🔽 per Colum	าท				
$ \times$	From Period			Count from @	Start of Range					
	To Period		✓	)	End of Range					
$\times$	From Date									
	To Date			Advanced Ana	lysis					
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				-						

4. Click the Fields Tab. Under Source and Field Name, make the following selections, you will need to select ExtendedCostBS twice as one will be a total (as listed below).

Source	Field Name
AP Creditors	CreditorName
AP Creditors	PhoneNo
Summary	ExtendedCostBS
Summary	ExtendedCostBS

💉 P	🖉 PA Analysis Report Designer										
De	finition Fields	Sort/Limit Output	t Selection	s Report Prefe	erences Doc						
	Source	Field Name	Width	Display Width	Display Label						
E	AP Creditors	CreditorCode	16	16	Creditor Code 🌽						
	AP Creditors	CreditorName	40	40	Creditor Name						
코	AP Creditors	PhoneNo	20	20	Phone No 🛛 🥄						
	Summary	ExtendedCostBs		10	Extended Cost						
	Summary	ExtendedCostBs	◄	10	Extended Cost						
	-			-							

- 5. Remove the tick in the Visible column for Creditor Code
- 6. Change the Display Labels for the two Extended Cost Bs lines as shown below to make them clearer and use the Pipe Character (|) between words so they are word wrapped. The pipe character is found on your keyboard.



Display Label	Change to
Summary	Monthly Spend
Summary	Total Spend YTD

- 7. Remove Crosstab from the Range field for the Total|Spend|YTD line. This will give a total column for all the months.
- 8. Change the Display Width for the Monthly|Spend and Total|Spend|YTD lines to 15

1	🔎 PA Analysis Report Designer 📃 💷 🎉											
	Def	inition Fields	Sort/Limit Outp	ut Selections	Report Preferences	Document Select	tions Data Se	lections	Comm	ent SQL C	luery	
	<b>P</b>	Source	Field Name	Width I	Display Width Display I	Label F	Range	Group	Total E	Blank Zero	Visible	Expre
	B	AP Creditors	CreditorCode	16	16 Creditor	Code						5
		AP Creditors	CreditorName	40	40 Creditor	Name					~	3
	쾃	AP Creditors	PhoneNo	20	20 Phone N	10					<ul> <li>✓</li> </ul>	
		Summary	ExtendedCostBs		15 Monthly	Spend	Crosstab		~		~	- 2
		Summary	ExtendedCostBs		15 Total Sp	end YTD			~		~	2
												3
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9. Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.

🔎 PA Analysis Repo	rt Designer				
Definition Fields	Sort/Limit	Output Selections	Report Preferences	Document Selections	Data Selections
Destination	Screen	-			1
Format		~			4
File Name					
Column headers					
Report Title	Supplier	Monthly Spend this	Year		
Hide Filters	Hide	Selections			The second se
Hide Sorting	Hide	Report Definition			4
Report Comment					
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10. Press Run to run the report to screen to see what it looks like. You can optionally save your report at this time.

Purchase Analysis - Su ABC Holdings Limited	pplier Monthly S	pend this Ye	ar					30/09/2013 Page 1 of 1
Analysis : Year Period : Sep 2013 Document Types : Shipment Post Status : Processed Sorted By: APCreditors_CreditorCode								
<u>Creditor Name</u> Brasworks Ltd Conway Native Timber Fittings Ltd Right Brothers Timber Merchants Ltd	Phone No 0871 555 8000 678 9342 0-9-435 6678	Apr 2013 Monthly <u>Spend</u> \$863.93 \$5,365.00 \$46,362.90 \$52,591.83	May 2013 Monthly <u>Spend</u> \$788.33 \$3,516.00 \$27,898.85 \$32,203.18	Jun 2013 Monthly <u>Spend</u> \$548.01 \$3,619.00 \$32,849.80 \$37,016.81	Jul 2013 Monthly <u>Spend</u> \$375.00 \$3,670.00 \$36,740.30 \$40,785.30	Aug 2013 Monthly \$233.83 \$2,229.00 \$20,591.30 \$23,054.13	Sep 2013 Monthly \$2,808.54 \$8,271.00 \$93,510.50 \$104,590.04	Total Spend <u>YTD</u> \$5,617.64 \$26,670.00 \$257,953.65 \$290,241.29
End Of Report - 3 Records Printed								

- 11. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.
- 12. Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 12 and 13 on the first PA report for more details.

Tip: Let's say you only want to show Suppliers where the total spend is more than \$10,000 Click the Document Selections Tab, and click the 'Filter Report' button

🔎 PA	Analysis Report Des	igner - Samples VMN\Suppli	er Monthly Spend thi	s Year.pfn		
Defin	ition Fields Sort	Limit Output Selections	Report Preferences	Document Selections	Data Selections	Comment SQL Query
Hea	der		Lines			
×	Туре	Shipment Invoice Only Receipt Only	🗙 Line Type	✓ Product ✓ Narrative		
×	Post Status	□ Unprocessed ✓ Processed □ Deleted	🗙 Expense -	From	• •	
X	Date - From		Expense -	То	◄◄	
	Date - To		🗙 Branch		▼ ≥ 📑	
×	ID - From	0	🗙 Departme	nt		
×	ID - To Order Type	0		Filter Li	nes	
××	AP Category 2	Filter Header	Fields	Filter Re	port	
	<u>L</u> oad	Save dd To N	avigator 🗐 🗐 S	ave Query As		▶ <u>R</u> un

And apply this filter, then press Save and Run the report.

💉 F	ilter - Report			
Fil	ter <u>A</u> dvanced			
	Any Selection			
	Field Name	Ор	Criteria	
	Summary_ExtendedCostBs	>	10000.000000	
1 💓				
	•			•
			Save	X Cancel