



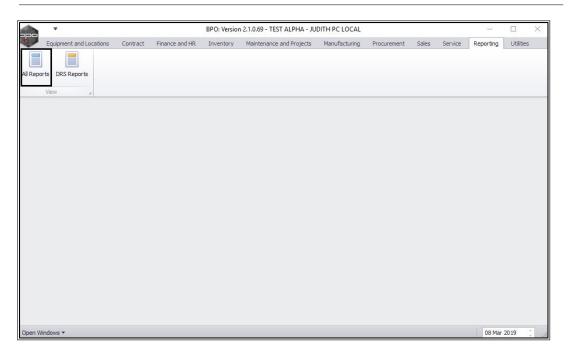
# REPORTING

## ALL REPORTS - EXPORT AND PIVOT CHART

#### Introduction

In **BPO**, you can export a report to **Excel** or **PDF** as well as create a report **pivot chart**.

**Ribbon Access:** *Reporting > All Reports* 



The *Reports* screen will be displayed.



### **SELECT AND RUN REPORT**

- Browse or search for the report you want to view.
  - In this image, *Active Meters* has been selected.
- Click on *Run Report*.

		Reports - BPO: Version 2.1.0.69 - TEST ALPH	A - JUDITH PC L	OCAL			<u> 1955</u>		$\times$
Home Equip Home Equip Run Report Most Use		Finance and HR Inventory Maintenance and Projects	Manufacturing	Proc	ireme	nt Sales Service	Reporting Utili	ties — 🗗	×
Processing Name	a Format a	Description				<b>3</b>			
					$\checkmark$	FieldName	FieldDataT	FieldDefine	. Fiel
🕨 🕹 Contra	cts				$\checkmark$	CustomerCode	varchar	2	ð
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🗸 🧮 Meters			0		$\checkmark$	SerialNo	varchar	5	ð
					$\checkmark$	ModelNo	varchar	5	0
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Met	ters Billed History	History listing of Meters Billed			$\checkmark$	MinQuantity	int	12	4
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Met	ters History	Meter history report within the last specific period of	days		$\checkmark$	Level1	numeric	1	9
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Open Windows 🔻							08	Mar 2019	

- The report screen specific to the selected report will be displayed.
  - In this image, the *Active Meters* screen has been displayed.



#### Pivot and Export

Home Eq	uipment and Locations Contract I	Finance and HR	Inventory	Maintenanc	e and Projects	Manufacturing	Procurement	Sales Servi	ice Reporting	Utilities -	- 8	
Sync Sync	Save Layout	8 18 ;	Show Groups [									
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Report Results : irag a column head CustomerCode	er here to group by that column	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinOuantity	Level 1FromOty	Level1	Level2	Fri
			Contraction of the local sector of the local s	21200000		1.1.00 COLOR COLOR				Capitale		
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000		0 10.55		= (
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000		31.50		
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	1	105.00		
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000		126.00		
BIG0001	Big Bargains	CO0000164	2020-5678B	SP2020	Mono	Mono meter	1 050.00	1 000	1	105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000		105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000		0 105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	)	105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	1	105.00		
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000		105.00		
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000	1	126.00		
120												
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## **EXPORT REPORT TO EXCEL**

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¢	Home Equ	ipment and Locations Contract I	Finance and HR	Inventory	Maintenano	e and Projects	Manufacturing	Procurement	Sales Serv	ice Reporting	Utilities -	- 8
Run	Report Sync	Save Layout Exc		Show Groups								
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	CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2Fr
۴												
1	DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	1	0 10.55	
	JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000		31.50	
	JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000		105.00	
	JUS001	Just In Time	CO0000162	2020-7658J	SP2020	Colour	Colour Meter	1 050.00	1 000	1	126.00	
1	BIG0001	Big Bargains	CO0000164	2020-5678B	SP2020	Mono	Mono meter	1 050.00	1 000		105.00	
1	BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	1	105.00	
1	BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000		105.00	i.
1	BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	)	105.00	
1	BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000		105.00	
	JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	1	105.00	
	JUS001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000	1	126.00	
	126											
	120											
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• Click on *Excel*.



- This will open *MS Excel* with a new spreadsheet and load all the data from the data grid into that spreadsheet.
- You can then save, view, search for data, prepare it for printing, etc. as required.

ļ	AutoSave 💿 off	<b>U</b> 9-6		Active Meter	s_08-Mar-2	019_10-09-38	- Excel		Judith Mudz	engi 🖾 –	0	//
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	А	В	С	D	E	F	G	н	1	J	к	P
1	CustomerCode	CustomerName	ContractN ~	SerialNo 👻	Model -	MeterCoc -	MeterDefD -	MinBilling 🔄	MinQuant -	Level1FromQ ~	Level1 -	Lev
2	DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	0	10.55	i -
3	JUS001	Just In Time	CO0000156	2020-6543J	SP2020	Colour	Colour Meter	1 050.00	1 000	0	31.50	
4	JUS001	Just In Time	CO0000162	2020-7658J	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	
5	JUS001	Just In Time	CO0000162	2020-7658J	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00	
6	BIG0001	Big Bargains	CO0000164	2020-5678B	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	)
7	BET0001	Betties Summer Shop at the Beach	MTC000001	2020-89182	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	)
8	BET0001	Betties Summer Shop at the Beach	MTC000001	2020-89182	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	)
9	BET0001	Betties Summer Shop at the Beach	MTC000001	2020-987561	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	
10	BET0001	Betties Summer Shop at the Beach	MTC000001	2020-987561	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	)
11	JUS001	Just In Time	CO0000165	2020-9876J	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	)
12	JUS001	Just In Time	CO0000165	2020-9876J	SP2020	Mono	Mono meter	1 050.00	1 000	0	126.00	)
13	BIL0001	Billys Barn	CO0000166	2020-3030B	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	)
14	BIL0001	Billys Barn	CO0000166	2020-3030B	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00	)
15	BIL0001	Billys Barn	CO0000166	2020-7684B	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	) ,
्	> Sheet	+					÷ •			,		•

#### **EXPORT REPORT TO PDF**

• Click on PDF



Home Equipart	save Layout		Show Groups [	Maintenanc	e and Projects	Manufacturing	Procurement	Sales Servi	ce Reporting	Utilities -	- 8
eport :	a romac a	CAPOI									
Data Analysis											
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CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2
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DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	(	10.55	;
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000	(	31.50	1
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	(	105.00	1
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	(	126.00	1
BIG0001	Big Bargains	CO0000164	2020-56788	SP2020	Mono	Mono meter	1 050.00	1 000	(	105.00	í .
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	(	105.00	1
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	(	105.00	í.
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	(	105.00	(
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	(	105.00	(
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	(	105.00	ć.
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000		126.00	
126											

• The data from the data grid will be displayed in the *PDF Reader*.

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ContractNo	SerialNo	ModelNo	MeterCode			
CO0000156	2020-65433	SP2020	Colour			
CO0000162	2020-7658J	SP2020	Mono			
CO0000162	2020-7658J	SP2020	Colour			
CO0000164	2020-5678B	SP2020	Mono			
h MTC0000012	2020-89182F	SP2020	Mono			
h MTC0000012	2020-89182F	SP2020	Colour			
:h MTC0000012	2020-98756T	SP2020	Mono			
ch MTC0000012	2020-98756T	SP2020	Colour			
CO0000165	2020-9876J	SP2020	Colour			
CO0000165	2020-9876J	SP2020	Mono			
CO0000166	2020-3030B	SP2020	Mono			
CO0000166	2020-3030B	SP2020	Colour			
CO0000166	2020-7684B	SP2020	Mono			
CO0000166	2020-7684B	SP2020	Colour			
CO0000167	2020-7756B	SP2020	Mono			
CO0000167	2020-7756B	SP2020	Colour			
CO0000168	2020-8989B	SP2020	Mono			
CO0000168	2020-8989B	SP2020	Colour			
	ContractNo           CO000153           CO000153           CO000162           CO000162           CO000162           CO000162           CO000162           CO000164           MTC000012           ch           MTC000012           ch           MTC000012           ch           MTC000015           CO000165           CO0000166           CO0000166           CO0000166           CO0000167           CO0000167           CO0000167	ContractNo         SerialNo           CO0000153         2020-7865D           CO0000156         2020-7865D           CO0000162         2020-76583           CO0000162         2020-76583           CO0000162         2020-76583           CO0000162         2020-76583           CO0000164         2020-56788           MTC000012         2020-89182F           ch         MTC000012         2020-98756T           ch         MTC000012         2020-98756T           ch         MTC000012         2020-98763           CO0000165         2020-98763           CO0000165         2020-98763           CO0000165         2020-98763           CO0000166         2020-3030B           CO0000166         2020-7584B           CO0000166         2020-7584B           CO0000167         2020-7584B	ContractNo         SerialNo         ModelNo           C00000153         2020-7655D         5P2020           C00000153         2020-7658D         5P2020           C00000162         2020-6543J         5P2020           C00000162         2020-7658J         5P2020           C00000162         2020-7658J         5P2020           C00000162         2020-7658J         5P2020           C00000164         2020-5678B         5P2020           C00000162         2020-89182F         5P2020           ch         MTC0000012         2020-98756T         5P2020           ch         MTC0000012         2020-98756T         5P2020           ch         MTC000012         2020-9876J         5P2020           ch         MTC0000012         2020-9876J         5P2020           ch         MTC000015         2020-9876J         5P2020           ch         MTC0000162         2020-9876J         5P2020           ch         C0000165         2020-3030B         5P2020           ch         C0000166         2020-7644B         5P2020           ch         C0000166         2020-7684B         5P2020           ch         C00000166         2020-7756B	ContractNo         SerialNo         ModelNo         MeterCode           CO000153         2020-7865D         SP2020         Mono           CO000156         2020-76531         SP2020         Colour           CO0000162         2020-76581         SP2020         Colour           CO0000162         2020-76581         SP2020         Colour           CO0000162         2020-76581         SP2020         Colour           CO0000164         2020-5678B         SP2020         Mono           CO0000162         2020-89182F         SP2020         Mono           ch         MTC000012         2020-98756T         SP2020         Colour           ch         MTC000012         2020-98756T         SP2020         Colour           ch         MTC000012         2020-98761         SP2020         Mono           ch         MTC000016         2020-3030B         SP2020         Mono           ch         CO000166         2020-3030B <td>ContractNo         SerialNo         ModelNo         MeterCode           CO0000153         2020-7865D         SF2020         Mono           CO0000156         2020-765431         SF2020         Colour           CO0000162         2020-76581         SF2020         Mono           CO0000162         2020-76581         SF2020         Colour           CO0000162         2020-76581         SF2020         Mono           CO0000164         2020-56788         SF2020         Mono           CO0000162         2020-89182F         SF2020         Mono           ch         MTC000012         2020-98756T         SF2020         Colour           ch         MTC000012         2020-98756T         SF2020         Colour           ch         MTC000012         2020-98761         SF2020         Colour           ch 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MTC0000012         2020-98756T         SP2020         Colour           ch         MTC0000012         2020-98761         SP2020         Colour           c00000165         2020-9308         SP2020         Mono           c00000166         2020-30308         SP2020</td></td>	ContractNo         SerialNo         ModelNo         MeterCode           CO0000153         2020-7865D         SF2020         Mono           CO0000156         2020-765431         SF2020         Colour           CO0000162         2020-76581         SF2020         Mono           CO0000162         2020-76581         SF2020         Colour           CO0000162         2020-76581         SF2020         Mono           CO0000164         2020-56788         SF2020         Mono           CO0000162         2020-89182F         SF2020         Mono           ch         MTC000012         2020-98756T         SF2020         Colour           ch         MTC000012         2020-98756T         SF2020         Colour           ch         MTC000012         2020-98761         SF2020         Colour           ch         MTC000012         2020-98761         SF2020         Colour           ch         MTC0000165         2020-98761         SF2020         Mono           ch         MTC0000162         2020-3030B         SF2020         Mono           ch         MTC0000166         2020-7564B         SF2020         Mono           ch         CO000166         2020-7568H <td>ContractNo         SerialNo         ModelNo         MeterCode           CO0000153         2020-7865D         SP2020         Mono           CO0000156         2020-65433         SP2020         Colour           CO0000162         2020-76583         SP2020         Colour           CO0000162         2020-76583         SP2020         Colour           CO0000162         2020-76583         SP2020         Colour           CO0000164         2020-56788         SP2020         Mono           CO0000162         2020-85182F         SP2020         Mono           ch         MTC0000012         2020-89182F         SP2020         Colour           ch         MTC0000012         2020-98756T         SP2020         Colour           ch         MTC0000012         2020-98761         SP2020         Colour           c00000165         2020-9308         SP2020         Mono           c00000166         2020-30308         SP2020</td>	ContractNo         SerialNo         ModelNo         MeterCode           CO0000153         2020-7865D         SP2020         Mono           CO0000156         2020-65433         SP2020         Colour           CO0000162         2020-76583         SP2020         Colour           CO0000162         2020-76583         SP2020         Colour           CO0000162         2020-76583         SP2020         Colour           CO0000164         2020-56788         SP2020         Mono           CO0000162         2020-85182F         SP2020         Mono           ch         MTC0000012         2020-89182F         SP2020         Colour           ch         MTC0000012         2020-98756T         SP2020         Colour           ch         MTC0000012         2020-98761         SP2020         Colour           c00000165         2020-9308         SP2020         Mono           c00000166         2020-30308         SP2020

• You can then save, view, print the data etc. as required.



#### **SELECTING AND COPYING DATA**

To select **all** data in the data grid:

Either,

• *Right click* and click on *Select All* from the pop up *Process* menu.

Or,

• Press *Ctrl* + *A* on the keyboard.

-			Active Meters	- BPO: Vers	ion 2.1.0.69 - 1	EST ALPHA - JUI	DITH PC LOC	AL			- 0	1	×
Home E	quipment and Locations Contract	Finance an	d HR Inven	tory Mai	ntenance and P	rojects Manufa	icturing Pr	ocurement S	ales Service	Reporting	Utilities -	6	P 3
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Report :													_
Data Analysis Report Results :													
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromOty	Level1	Level2FromOty	le	vel2
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DON0001	Dont Run with Scissors	CO0000153	2020-78650	000003	Mana	Mono meter	980.76	1 000	0	10.55		0	6
JUS001	Just In Time	CO0000156	2020-65433	Process	~	Colour Meter	1 050.00	1 000	0	31.50		1	52
JUS001	Just In Time	CO0000162	2020-76583	Сору		Mono meter	1 050.00	1 000	0	105.00		0	c
JUS001	Just In Time	CO0000162	2020-76583	Copy S	election	Colour Meter	1 050.00	1 000	0	126.00		0	c
BIG0001	Big Bargains	CO0000164	2020-56788	Select /		Mono meter	1 050.00	1 000	0	105.00		0	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182	JECCI /	TIONO	Mono meter	1 050.00	1 000	0	105.00	1	0	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00		0	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	1	0	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	( )	0	C
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	( ) (	0	c
JU5001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000	0	126.00		0	c
	Billys Barn	CO0000166	2020-30308	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		0	C
BIL0001													
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To copy *selected* data in the data grid,

Either,

 Right click and then click on Copy Selection from the pop up Process menu.

or,

• Press *Ctrl* + *C* on the keyboard.



#### Pivot and Export

Home	Equipment and Locations Con	tract Finance an	d HR Inven	tory Mai	ntenance and P	rojects Manufa	cturing Pr	ocurement S	ales Service	Reporting	Utilities —	8
Sync Sync	Save Layout	Excel PDF	Show Groups									
leport :												
Data Analysis												
Report Results :												
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level
,												
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	0	10.55	0	c
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000	0	31.50	1	52
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	0
JUS001	Just In Time	C00000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00	0	0
BIG0001	Big Bargains Proc	ess *	2020-56788	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	C
BET0001	Betties Summer Shop at	Сору	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	C
BET0001	Betties Summer Shop at	Copy Selection	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	0	0
BET0001	Betties Summer Shop at	Select All	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	0
BET0001	Betties Summer Shop at	JUCCER	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	0	c
	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	0	c
JUS001	e											
JUS001	0											

## **CREATE PIVOT CHART**

• Click on the *Analysis* tab.

											1974)	
Home Equ	ipment and Locations Contract F		Inventory	Maintenano	e and Projects	Manufacturing	Procurement	Sales Serv	ice Reporting	Utilities ·	- 8	
Sync Sync	Save Layout Exc	Gal 2307.00 19	Show Groups									
port : ata Analysis	a romoc a	LAPO	<u>2</u>	4								_
eport Results : ag a column heade	r here to group by that column									1	/	
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2	Fr
							-					
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000		0 10.55	5	
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000		0 31.50	)	
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000		0 105.00	1	
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000		0 126.00	)	
BIG0001	Big Bargains	CO0000164	2020-5678B	SP2020	Mono	Mono meter	1 050.00	1 000		0 105.00	i i	
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000		105.00	)	
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000		0 105.00	)	
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000		105.00	)	
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	(	105.00	)	
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000		0 105.00	)	
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000		126.00	)	
	-											
126												

• The available report column headers will be displayed just below the *Analysis* tab.



• Decide which information (headers) you wish to use for the pivot chart.

			Act	ive Meters -	BPO: Version 2	2.1.0.69 - TEST AL	PHA - JUDITH	PC LOCAL				100		×
Home Equ	uipment and Location	ns Contract	Finance an	d HR Inven	tory Mainten	nance and Projects	Manufacturing	g Procuremen	: Sales	Service	Reporting	Utilities	-	e x
Run Report Sync			Excel PDF		Nups									
Report : Data Analysis														
Customer Code	Customer Name	Contract No	Serial No	Model No	Meter Code	Meter Def Desc	Min Billing	Min Quantity	Level 1Fro	m Qty	Level1 Lev	/el2From Q	ty	2
Level2 Level3Fr	rom Qty Level3													
	Drop Column Fields	Here									16	1	11	
Drop Row Fields Here	Grand Total													
Grand Total	Drop Data Items													
						Million -								
1													Grand 1	
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0 1														
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#### SELECTING COLUMNS FOR THE PIVOT CHART

The columns you wish to select for the Pivot Chart must be *dragged* and *dropped* into the relevant areas:

- 1. Rows: Drop selected column header(s) in the *Drop Row Fields Here* area.
- Columns: Drop selected column header(s) in the Drop Column Fields Here area.
- 3. Data Items: Drop selected column header(s) in the *Drop Data Items Here* area.

**Note 1:** It is *not* mandatory to drop columns in all 3 fields, for example you can drop columns in *Row* field and *Data* field but leave out the *Column* field.



**Note** : You can drop *multiple* columns in a field for example, you can drop *Serial No* and *Model No* columns in the *Row* field.

		14-141 - AAAA
Active Meters - BPO: Version 2.1.0.69 - Example Company		- 🗆 🗙
Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales           Run Report         Sync         Save Layout         Excel         PDF         Show Groups         Inventory	Service Reporting	Utilities — 🗗 🗙
Beport     Analysis     Customer Code     Customer Name     Contract No     Serial No     Model No     Meter Code     Meter Def Desc     Min Billing     Min Quantity     Level:From Qty	/ Level1 Level2From	n Qty Level2
Level3From Qty / Level3 Crop Data Items tere Drop Row Fields Grand Total		
Grand Total Drop Data Items		
0.9		Grand Total
0.8 0.7		
0.6		
0.4		
0.3		
0.1		
Grand Total	<i>.</i> //	
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In this example,

- 1. *Customer Name* has been dropped in the *Row* field,
- 2. Level 1 has been dropped in the Column field and
- 3. *Min Billing* has been dropped in the *Data* field.



-			Active Meters - B	PO: Version 2.	1.0.69 - TEST A	LPHA - JUD	DITH PC LOCAL			- 1		$\times$
Gy Sync		tions Contract Fina	Show Grou		nce and Projects	Manufac	turing Procureme	ent Sales Serr	vice Reporting	Utilities -	- 8	3
n Report		Save Layout Excel	PDF									
eport :		Format 2	Export									
Data Analysis												
Se. 3.0 Mode	No Meter De	f Desc Level2From Q	ty Level3From Qty	Level3 (	Customer Code	Meter Coo	de Contract No	Min Quantity	Level 1From Qty	Level2		
Customer N	10.5500	31.5000	100.0000	105.0000	120.0000		126.0000	1260.0000	Grand Total	0.00		
itan Group	10.5500	31.5000	100.0000		120.0000		126.0000 3 150.00	1260.0000		0.00		
am 1 s Diner				7 35	0.00		7 350.00		14 700	0.00		0
1egapak			1 000.00	7 35	0.00	1 000.00	7 350.00		16 700	0.00		
landy Norton					0.00				3 150			
lust In Time		1 050.00	)	2 10	0.00		2 100.00		5 250	0.00		*
2 											91 (MIL) (MIL)	-
000											0.5500	
000											00.0000	
.000										1	05.0000	2
1000				-	-						20.0000	
2000											26.0000 260.000	
2000										-	200.000	~
o 1										_		
en Windows 🔻										08 Mar 201	19	1

- You can pull a report *per column* by clicking on the column of your choice.
- In this image, *Grand Total* column has been selected and the report displayed is specific to the data in that column.

C Run Report	Sync		ave Layo		PDF	ps 🔲									
eport : Data Ana	alysis	4	Format	4	Export	A									_
Serial No	Model	No Meter Def Desc Level2Fro		Level2From Qty	Level3From Qty	Level3 Custor		mer Code Meter Code		de Contract No	Min Quantity	Level 1From Qty	Level2	]	
Min Billing		Level1 🔺													
Customer N •		10.5500 31.5000		000 :	100.0000	105.0000		120.0000 126.0000		1260.0000	Grand Total				
Titan Group						8 400.00				3 150.00	1 050.00	12 600.00			
Gamanthas (	Diner					7	350.00			7 350.00		14 70	0.00		
Megapak					1 000.00	7	350.00	1	000.00	7 350.00		16 70	0.00		
Mandy Norton						3 150.00						3 15	0.00		
lust In Time				1 050.00		2	100.00			2 100.00		5 25	0.00		
15000												_		Grand To	tal

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- You can also pull a report *per row* by clicking on the row of your choice.
- In this image, *ABC Show Co* row has been selected and the report displayed is specific to the data in that row.

			Active Meters - B	PO: Version 2.1	.0.69 - TEST AL	PHA - JUDIT	TH PC LOCAL			- E	X
Home Equ Run Report	Save		PDF Show Grou	-	ce and Projects	Manufactu	iring Procureme	nt Sales Serv	ice Reporting I	Utilities –	- 8 ×
Report : Data Analysis											
Serial No Model	No Meter Def Des	sc Level2From Qty	Level3From Qty	Level3 C	istomer Code	Meter Code	Contract No	Min Quantity	Level 1From Qty	Level2	
Min Billing	Level1 *										
Customer N 🔻	10.5500	31.5000	100.0000	105.0000	120.0000	12	6.0000	1260.0000	Grand Total		
Billys Barn				3 150	.00	3 150.00			6 300.00		*
Big Bargains				1 0 5 0	.00				1 050.	00	
Betties Summer				4 200					4 200.00		
ABC Shoe Co			2 000.00	3 150			3 150.00		8 300.	3	0
Grand Total	980.76	1 050.00	3 000.00	70 350	.00	000.00	43 050.00	1 050.0	0 120 480.	.76	*
3000 2000 1000 0										31 10 10 12 12	0.5500 1.5000 00.0000 05.0000 20.0000 26.0000 260.0000
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Note: You also export the pivot charts to Excel or to PDF.

#### **RELATED TOPICS**

- Introduction to All Reports
- <u>Report View</u>



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Date: .....

Software Version: .....

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