## Slide 1 - Slide 1



## Slide notes

If a Report does not have any Sort Names listed, then the data will automatically be sorted by the Record Key.

## Slide 2 - Slide 2



## Slide notes

## Slide 3 - Slide 3



## Slide notes

## Slide 4 - Slide 4



## Slide notes

## Slide 5 - Slide 5

| B Q1556176309A.TXT - Notepad |  |  |  | - |
| :---: | :---: | :---: | :---: | :---: |
| File Edit Format View Help |  |  |  |  |
| Gummy Hoops Inc. |  |  |  |  |
| 21:11:49 08 AUG 2010 page 1 |  |  |  |  |
| AP / Creditor Accounts Listing |  |  |  |  |
| Key. . . . . Name. . . . . . . . . . . . . . . . . Category. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Actual . . . . . . . . . Actual Ytd |  |  |  |  |
| 1000 World Sp | [tc] Trade AP Creditors ** | -936.00 | -3,067.10 |  |
|  | [tc] Trade AP Creditors | -936.00 | -3,067.10 |  |
| c00001 Aanad \& Withwal | [me] Matter AP Creditors ** | -4,000.00 | -4,496.17 |  |
|  | [me] Matter AP Creditors | -4,000.00 | -4,496.17 |  |
| c00002 ABC Stationery | [tc] Trade AP Creditors | 0.00 | -18,804.40 |  |
| C00002B ABC Stationery | [tc] Trade AP Creditors | 0.00 | 323.70 |  |
| c00003 Wonder Bars | [tc] Trade AP Creditors | 0.00 | 12,162.00 |  |
| C00004 GST Receiver | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| c00005 SD Spares | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| C00006 Azure Bush | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| C00007 Perfect Haulage Inc | [tc] Trade AP Creditors | 0.00 | -11,027.92 |  |
| c00008 Load Haulers Inc | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| c00009 ABC Shoe Co | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| c00010 Match Makers Inc | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| c00011 World Specs | [tc] Trade AP Creditors | 0.00 | -110.00 |  |
| C00012 Commercial Suppliers Inc | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| C00013 Supplier 13th St | [tc] Trade AP Creditors | 0.00 | -0.02 |  |
| c00014 Hoskins Inc. | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| C00015 Supplier C 00015 | [tc] Trade Ap Creditors | 0.00 | 0.00 |  |
| C00016 Supplier $\mathrm{C00016}$ | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
|  | [tc] Trade AP Creditors | 0.00 | $-17,456.64$ |  |
| C00017 lst National Insurance | [INS] Insurance | 0.00 | -1,139.49 |  |
| C00018 lst National Insurance | [ins] Insurance | 0.00 | -4,395.69 |  |
| C00019 Klaus Donohoe | [INS] Insurance | 0.00 | 0.00 |  |
|  | ** | ------- | --------- |  |
|  | [INS] Insurance | 0.00 | -5,535.18 |  |
| C00020 Fabric Supplies Inc | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
|  | [tc] Trade AP Creditors | 0.00 | 0.00 |  |
| C00021 Lessor | [pma] Property Management | 0.00 | 0.00 |  |
| C00021B Lessor | [pma] Property Management | 0.00 | -47.249.60 |  |
| C00022 Manuel Pochachos | [PMA] Property Management | 0.00 | 0.00 |  |
|  | ** | ------- | ---------- |  |
|  | [PMA] Property Management | 0.00 | -47,249.60 |  |

## Slide notes

On the left, in the 1st column, we can see that the records are sorted by the Key, in this case the Account Code. But to the right, our purpose is actually to have the Accounts listed by Category and with sub totals by Category. However, we have 'Trade', followed by 'Matters', followed again by 'Trade', then 'Insurance' and then 'Trade' again. This is not at all the required order for this Report.

## Slide 6 - Slide 6

| Q1556176309A.TXT - Notepad |  |  |  |  |  | - |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| File Edit Format View Help |  |  |  |  |  |  |
| Gummy Hoops Inc. |  |  |  |  |  |  |
| 21:11:49 08 AUG 2010 page 1 |  |  |  |  |  |  |
| AP / Creditor Accounts Listing |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1000 World Specs |  | [tc] T | Trade AP Creditors | -936.00 |  |  |
|  |  | ** ${ }^{\text {cte] }}$ Trade AP Creditors |  | -936.00 | $\qquad$ |  |
|  |  | -3,067.10 |  |
| c00001 | Aanad \& Withwal |  |  | [ime] M | Matter AP Creditors | -4,000.00 | -4,496.17 |  |
|  |  | ** |  | ---------496.17 |  |  |
|  |  | [ime] M | Matter AP Creditors |  |  | -4,000.00 |
| c00002 ABC Stationery |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| C00002B | ABC Stationery | [tc] T | Trade AP Creditors | 0.00 | $\begin{array}{r} -18,804.40 \\ 323.70 \end{array}$ |  |
| c00003 Wonder Bars |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| C00004 GST Receiver |  | [tc] T | Trade AP Creditors | 0.00 | $12,162.00$0.00 |  |
| c00005 SD Spares |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| $\begin{array}{ll}\text { C00006 } & \text { Azure Bush } \\ \text { c00007 } & \text { Perfect Haulage Inc }\end{array}$ |  | [tc] T | Trade AP Creditors | 0.00 | $\begin{aligned} & 0.00 \\ & 0.00 \end{aligned}$ |  |
|  |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| c00008 Load Haulers Inc |  | [tc] T | Trade AP Creditors | 0.00 | $-11,027.92$0.00 |  |
| c00009 ABC Shoe Co |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| c00010 | Match Makers Inc | [tc] T | Trade AP Creditors | 0.00 | $0.00$ |  |
| c00011 World Specs |  | [tc] T | Trade AP Creditors | 0.00 | -110.00 |  |
| C00012 Commercial Suppliers Inc |  | [tc] T | Trade AP Creditors | 0.00 | 0.00-0.02 |  |
| c00013 | Supplier 13th St | [tc] Trade AP Creditors |  | 0.00 |  |  |  |
| c00014 | Hoskins Inc. | [tc] T | Trade AP Creditors | 0.00 | 0.00 |  |
| $\begin{aligned} & \mathrm{COOOl5} \\ & \mathrm{COOOl6} \end{aligned}$ | Supplier C00015 | [tc] Trade AP Creditors |  | 0.00 | 0.00 |  |
|  | Supplier C 00016 | [tc] Trade AP Creditors |  | 0.00 | 0.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | [tc] T | Trade AP Creditors | 0.00 | -17,456.64 |  |
| C00017 | 1st National Insurance | [INS] | Insurance | 0.00 | -1,139.49 |  |
| c00018 | lst National Insurance | [ins] | Insurance | $0.00$ | -4,395.69 |  |
| C00019 | Klaus Donohoe | ${ }_{* *}^{\text {[INS ] Insurance }}$ |  | $0.00$ | 0.00 |  |
|  |  |  |  | 0.00 |  |  |
|  |  | [INS] | Insurance |  | -5,535.18 |  |
| c00020 | Fabric Supplies Inc | [tc] Trade AP Creditors ** |  | 0.00 | 0.00 |  |
|  |  |  |  |  |  |  |
|  |  | [tc] T | Trade AP Creditors |  | 0.00 | 0.00 |  |
| $\left\lvert\, \begin{aligned} & \text { cooo21 } \\ & \text { cooo21B } \\ & \text { cooo22 } \end{aligned}\right.$ | Lessor | [pra] Property Management |  | 0.00 | 0.00 |  |
|  | Lessor | [pma] | Property Management | 0.00 | -47,249.60 |  |
|  | Manuel Pochachos | [PMA] | Property Management | 0.00 | 0.00 |  |
|  |  |  |  | 0.00 |  |  |
|  |  | [PMA] | Property Management |  | -47,249.60 |  |

## Slide notes

## Slide 7 - Slide 7

| Q1556176309A.TXT - Notepad |  |  |  |  |  | - |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| File Edit Format View Help |  |  |  |  |  |  |
| Gummy Hoops Inc. |  |  |  |  |  |  |
| 21:11:49 08 AUG 2010 page 1 |  |  |  |  |  |  |
| AP / Creditor Accounts Listing |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1000 World Specs |  | [tc] T | Trade AP Creditors | -936.00 |  |  |
|  |  | ** ${ }^{\text {cte] }}$ Trade AP Creditors |  | -936.00 | $\qquad$ |  |
|  |  | -3,067.10 |  |
| c00001 | Aanad \& Withwal |  |  | [ime] M | Matter AP Creditors | -4,000.00 | -4,496.17 |  |
|  |  | ** |  | ---------496.17 |  |  |
|  |  | [ime] M | Matter AP Creditors |  |  | -4,000.00 |
| c00002 ABC Stationery |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| C00002B | ABC Stationery | [tc] T | Trade AP Creditors | 0.00 | $\begin{array}{r} -18,804.40 \\ 323.70 \end{array}$ |  |
| c00003 Wonder Bars |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| C00004 GST Receiver |  | [tc] T | Trade AP Creditors | 0.00 | $12,162.00$0.00 |  |
| c00005 SD Spares |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| $\begin{array}{ll}\text { C00006 } & \text { Azure Bush } \\ \text { c00007 } & \text { Perfect Haulage Inc }\end{array}$ |  | [tc] T | Trade AP Creditors | 0.00 | $\begin{aligned} & 0.00 \\ & 0.00 \end{aligned}$ |  |
|  |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| c00008 Load Haulers Inc |  | [tc] T | Trade AP Creditors | 0.00 | $-11,027.92$0.00 |  |
| c00009 ABC Shoe Co |  | [tc] T | Trade AP Creditors | 0.00 |  |  |
| c00010 | Match Makers Inc | [tc] T | Trade AP Creditors | 0.00 | $0.00$ |  |
| c00011 World Specs |  | [tc] T | Trade AP Creditors | 0.00 | -110.00 |  |
| C00012 Commercial Suppliers Inc |  | [tc] T | Trade AP Creditors | 0.00 | 0.00-0.02 |  |
| c00013 | Supplier 13th St | [tc] Trade AP Creditors |  | 0.00 |  |  |  |
| c00014 | Hoskins Inc. | [tc] T | Trade AP Creditors | 0.00 | 0.00 |  |
| $\begin{aligned} & \mathrm{COOOl5} \\ & \mathrm{COOOl6} \end{aligned}$ | Supplier C00015 | [tc] Trade AP Creditors |  | 0.00 | 0.00 |  |
|  | Supplier C 00016 | [tc] Trade AP Creditors |  | 0.00 | 0.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | [tc] T | Trade AP Creditors | 0.00 | -17,456.64 |  |
| C00017 | 1st National Insurance | [INS] | Insurance | 0.00 | -1,139.49 |  |
| c00018 | lst National Insurance | [ins] | Insurance | $0.00$ | -4,395.69 |  |
| C00019 | Klaus Donohoe | ${ }_{* *}^{\text {[INS ] Insurance }}$ |  | $0.00$ | 0.00 |  |
|  |  |  |  | 0.00 |  |  |
|  |  | [INS] | Insurance |  | -5,535.18 |  |
| c00020 | Fabric Supplies Inc | [tc] Trade AP Creditors ** |  | 0.00 | 0.00 |  |
|  |  |  |  |  |  |  |
|  |  | [tc] T | Trade AP Creditors |  | 0.00 | 0.00 |  |
| $\left\lvert\, \begin{aligned} & \text { cooo21 } \\ & \text { cooo21B } \\ & \text { cooo22 } \end{aligned}\right.$ | Lessor | [pra] Property Management |  | 0.00 | 0.00 |  |
|  | Lessor | [pma] | Property Management | 0.00 | -47,249.60 |  |
|  | Manuel Pochachos | [PMA] | Property Management | 0.00 | 0.00 |  |
|  |  |  |  | 0.00 |  |  |
|  |  | [PMA] | Property Management |  | -47,249.60 |  |

## Slide notes

## Slide 8 - Slide 8



## Slide notes

## Slide 9 - Slide 9



## Slide notes

## Slide 10 - Slide 10



## Slide notes

## Slide 11 - Slide 11



## Slide notes

## Slide 12 - Slide 12



## Slide notes

## Slide 13 - Slide 13



## Slide notes

## Slide 14 - Slide 14



## Slide notes

On our Report, we are using a Break. Whenever we use Breaks, we should include them in our Sort list also.

## Slide 15 - Slide 15



## Slide notes

## Slide 16 - Slide 16



## Slide notes

Of course, we can have multiple sorts, or no sorts, but in this example, we need only 1.

## Slide 17 - Slide 17



## QUICK REPORTS: User Version



## MULTI SELECT: SELECT




## Slide notes

## Slide 18 - Slide 18



## Slide notes

## Slide 19 - Slide 19



## Slide notes

## Slide 20 - Slide 20



## Slide notes

## Slide 21 - Slide 21



## Slide notes

## Slide 22 - Slide 22



## Slide notes

## Slide 23 - Slide 23



## Slide notes

Now we clearly have proper sorting by Category, and no longer on the Account Key.

## Slide 24 - Slide 24



## Slide notes

## Slide 25 - Slide 25



## Slide notes

## Slide notes

## Slide 27 - Slide 27



## Slide notes

## Slide 28 - Slide 28



## Slide notes

## Slide 29 - Slide 29



## Slide notes

