

New Features in Sage BusinessVision 2013 (version 7.6)

© 2012 Sage Software, Inc. All rights reserved. Sage Software, Sage Software logos, and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. All other trademarks or registered trademarks are the property of their respective owners.

Initial Installation and Configuration of BusinessVision 2013

Overview

The installation of Sage BusinessVision 2013 follows the same process as version 2011. During the installation, you will be prompted to enter the Product ID/Serial number, and Activation code for each product or add-on that you are installing.



NOTE: It is not necessary to reinstall CustomPack, e-BusinessVision, LAN Packs or Multiple Currency Manager if they have already been installed with v7.1 or higher. The existing licenses will continue to be honoured.



FOR MORE INFORMATION: For general information for clients upgrading from previous versions, refer to "Readme.rtf" which is located in the \Readme folder on the Sage BusinessVision CD.

Data File Conversion

Existing sets of Sage BusinessVision data will be converted to version 2013 format when logging in for the first time.



NOTE: Once your data has been converted to be compatible with version 2013, it will no longer be compatible with prior versions.

The following table lists data files that are converted, created, or reorganized during the version 2013 file conversion process.

FILE NAME	CONVERSION/NEW/REORGANIZATION
gl-chart.btr	Conversion – initialization of new fields
invent.btr	Conversion – addition of new indices
users.btr	Conversion – support for new user settings

User Details Additions

A number of additions have been made to User Details in order to activate and control new and existing features in version 2013.

Access – General Ledger

In General Ledger > Options, an entry was added for "Modify inactive flag".

 ^Q User Details - BUSINESS 	þ	< 🗘 🗘 🖗					
User I.D. BUSINESS Inactive First Name New User Inactive Details Access Settings Point of Sale							
Accounts Receivable	•	Options	Permission				
Accounts Payable		New account	Yes				
General Ledger		Modify account	Yes				
✓ Provide the second secon		Delete account	Yes				
Custom Reports	Ξ	Consolidate transactions	Yes				
		Search and reverse	Yes				
⊡ Inventory ⊕ Inventory		Journal entry	Yes				
⊡ I Order Entry		Report consolidation	Yes				
🗄 🗹 Purchase Order		View balances	Yes				
⊡ I Job Cost ⊡ I Payroll		Recurring journal entry	Yes				
E Paylon E Bill of Material		Copy G/L accounts wizard	Yes				
🗄 🗹 Budgets and Forecasts		Dismos C./L. history	Y				
Utilities		Modify inactive flag	Yes				
	Ч						
	Ψ.	<u> </u>					
User I.D.							

Access – Customer

In Customer > Options, the entry for "Modify on hold flag" was changed to "Modify status flag".

🕼 User Details - BUSINESS	\$	¢ ¢ ¢I 0	×				
User I.D. BUSINESS Inactive First Name New User Inactive							
Details Access Settings Point of Sale	<u>N</u> ote:	5					
🕀 🗹 Accounts Receivable		Options	Permission				
Accounts Payable		Add customer	Yes				
🔃 🗹 General Ledger		Modify customer	Yes				
		Delete customer	Y03				
- Reports	=	Modify status flag	Yes				
Custom Reports	U.	Maintain anntan an speaifir priaing	Y.,				
inventory 		View Accounts Receivable	Yes				
E Order Entry		View customer specific pricing	Yes				
🕀 🗹 Purchase Order		View sales information	Yes				
🗄 🗹 Job Cost		View sales orders	Yes				
i⊞⊶ 🗹 Payroll i⊕∽ 🗹 Bill of Material		View sales history	Yes				
⊞ I Bull of Material Budgets and Forecasts		Move ship-to details	No				
Utilities							
🛨 🗹 Sales Analysis							
🗄 🗹 Purchase Analysis	Ŧ						
Jser I.D.							

Access – Inventory

In Inventory > Options, the entry for "Modify on hold flag" was changed to "Modify status flag".

🖉 User Details - BUSINESS							
$ \boxed{]} \boxed{]} \times \Leftrightarrow \textcircled{]} \Leftrightarrow \Leftrightarrow \textcircled{]} \boxed{0} $ User I.D. BUSINESS $ \boxed{]} \boxed{]} \boxed{]} \text{ Inactive} $							
First Name New User							
Details Access Settings Point of Sale	Notes	s]					
🕀 🗹 Accounts Receivable		Options	Permission				
🗈 🗹 Accounts Payable		Add inventory	Yes				
🗄 - 🗹 General Ledger 🗄 - 🗹 Customer		Modify inventory	Yes				
Enventory		Delete inventory	Yes				
🗹 Options		Edit sales departments	Yes				
V Reports		Receive inventory	Yes				
En Custom Reports ⊡ III Vendor		Show cost price/margin	Yes				
🗄 🗹 Order Entry		View summary	Yes				
🕀 🗹 Purchase Order	=	View receipts	Yes				
🖅 🗹 Job Cost		View sales orders	Yes				
🖻 🗹 Payroll		View sales history	Yes				
⊞ III of Material ⊞ III Budgets and Forecasts		View purchase orders	Yes				
		View purchase history	Yes				
🗄 🗹 Sales Analysis		MOU PPA	Yes				
🗄 🔽 Purchase Analysis		Modify UOM	Yes				
⊞ I Territories ⊕ I Warehouses		Delete UOM	Yes				
wateriouses Final Product Codes		Change default stock UOM	Yes				
		Warehouse transfer	No				
🕀 🗹 Sales Taxes		Add new kerns to additional wateriouses	NO				
🗄 🗹 Comments		Modify status flag	Yes				
🕂 🗹 Terms		mouny status hay	163				

Access – Vendor

In Vendor > Options, the entry for "Modify on hold flag" was changed to "Modify status flag".

😰 User Details - BUSINESS							
User I.D. BUSINESS Inactive First Name New User Q							
Details Access Settings Point of Sale Note ⊕ ☐ Accounts Receivable ▲	s Options	Permission					
⊡- ☑ Accounts Payable ⊡- ☑ General Ledger	Add vendor	Yes					
	Modify vendor	Yes					
🖬 🗄 🗹 Inventory	Delete vendur	Tes					
Vendor	Modify status flag	Yes					
	Maintain vendor specific pricing	163					
Custom Reports	View Accounts Payable	Yes					
🕀 🗹 Order Entry	View purchase information	Yes					
🗄 🗹 Purchase Order	View purchase orders	Yes					
🗄 🗹 Job Cost	View purchase history	Yes					
	🕀 🗹 Payroll						
	View receipts	Yes					
User I.D.							

Access – Order Entry

In Order Entry > Options, an entry was added for "Generate purchase orders".

BUSINESS Image: Control Section of Sale Notes Image: Control Section of Sale Notes Patiels Access Settings Point of Sale Notes Image: Control Section of Sale Notes Image: Control Section of Sale Notes Image: Control Section Sectin Section Section Sectin Section Section Sectin Section Section Se	User Details - BUSINESS	\$ \$ \$I 0	
ist Name New User etail: Access: § etings: Permission Access: § etings: Permission Add order Yes Add order Yes Customer Delete order Yes Order Entry Delete order Yes Order Entry Delete order Yes Order Entry Delete order No Permit to override credit limit No No Permit to override credit limit supervisor No No Permit to override credit limit supervisor No No Permit to packing slip Prompt to override credit limit supervisor No Permit to packing slip Prompt to packing slip Prompt to packing slip Permit to packing slip Prompt for order confirmation Do prompt Permit to rader confirmation Do prompt Rei default button to No Permit to rader confirmation Do prompt Rei default button to No Permit to rader confirmation Do prompt Rei default button to No Permit to rader confirmation Do prompt Rei default button to No Peremit to ra	Iser I.D. BUSINESS		
etail: Access: Setting: Point of Sale Notes P Acccurits Receivable Accurates Receivable Accurates Receivable P Acccurates Receivable Add order Yes P Customer Delete order Yes P Order Entry Batch billing Yes P Order Entry Batch billing No P Override credit limit No No P Override credit limit supervisor No P Override credit limit supervisor No P Delete and Forecasts Override credit limit supervisor No P Diverse Delete order status Okay P Budot Material Prompt for packing slip Prompt for confirmation P Sales Analysis Altomatic order limits Prompt for confirmation P Sales Analysis Altomatic order limits Yes P Sales Taxes Display cost price and margin Yes P Sales Taxes Display cost price and margin Yes P Sales Taxes Display cost pr	irst Name New User		
Image: Construct Section Sectin Section Section Sectin Section Section Section Section Section	Interreting		
Image: Construct Section Sectin Section Section Sectin Section Section Section Section Section	totaile Access Cottings Deint of Sale Moto		
Accounts Payable Add order Yes Customer Modify order Yes Outeration Delete order Yes Outeration Batch billing Yes Outeration Page 1 No Outeration Page 1 No Outeration Prompt to override credit limit supervisor No Outeration Default order status Okay Prompt for order confirmation Do not prompt Outerating price Yes			D · · ·
Image: Several Ledger Note: Several Ledger No Image: Customer Modify order Yes Image: Customer Delete order Yes Image: Customer Batch billing Yes Image: Customer Prompt to override credit limit No Image: Custom Reports Override credit limit supervisor No Image: Custom Reports Default order status Okay Image: Custom Reports Default order status Okay Image: Customer Reports Default order confirmation Yes Image: Customer Reports Automatic order filling Yes Image: Comments Override readit mark stangin <td></td> <td></td> <td></td>			
Image: Source of the strength o			
Image: Section of the section of th			
Price Entry Hold invoicing No Prompt to override credit limit No Outcome Custom Reports Outcome Diverride credit limit supervisor No Prompt to override credit limit supervisor No Outcome Diverride credit limit supervisor No Prompt Social Prompt for pracking sip Prompt for prompt supervisor Prompt For confirmation Do not prompt Prompt Codes Display cost price and margin Yes Prompt Codes Display cost price and margin Yes Prompt Social Suggest alternate part Yes Prompt Social Prompt for shiping labels Do not prompt Prompt Social Prompt for shale Yes			
Image: Control Product Volcaring No Image: Proports Prompt to override credit limit No Image: Proports Image: Prompt to override credit limit supervisor No Image: Proports Image: Prompt to credit limit supervisor No Image: Proport Default order status Okay Image: Prompt to reacting stip Prompt to reacting stip Prompt to reacting stip Image: Prompt stip Prompt for order confirmation Do not prompt Image: Prompt stip Automatic order filling Yes Image: Prompt stip Automatic order filling Yes Image: Prompt stip Modify selling price Yes Image: Prompt stip Display cost price and margin Yes Image: Prompt stip Salespeople Allow returns Yes Image: Prompt stip Suggest alternate part Yes Image: Prompt for Sale Prompt for shipping labels Do not prompt Image: Prompt for Sale Prompt for shipping labels Do not prompt Image: Prompt for Sale Create cash sale Yes Image: Prompt for sale saving Yes Yes Image: Prompt for	_	Batch billing	Yes
Prompt to override credit limit No Override credit limit supervisor No Purchase Order Invoice date Always today's date Job Cost Default order status Okay Bill of Material Modify net discount Yes Vulities Prompt for order confirmation Do not prompt Vulities Prompt for order confirmation Do not prompt Vulities Allow non-stocked items Prompt for confirmation Vulities Allow non-stocked items Prompt for confirmation Vulities Display cost price Yes Varehouses Modify selling price Yes Varehouses Display cost price and margin Yes Verride credit limit description Yes Sugest alternate pat Varehouses Override credit limit supervisor No Varehouses Display cost price and margin Yes Varehouses Display cost price and margin Yes Varehouses Do not prompt Suggest alternate pat Yes Varehouses Do not prompt Suggest alternate pat Yes Varehouses Do not promp		Hold invoicing	No
Custom Reports Override credit limit supervisor No Invoice date Always today's date Job Cost Default order status Okay Bul of Material Modify net discount Yes Payroll Modify net discount Yes Budgets and Forecasts Prompt for packing slip Prompt for confirmation Purchase Analysis Allow non-stocked items Prompt for confirmation Poduct Codes Display cost price and margin Yes Varehouses Override inventory returns flag No Sales Faxes Override inventory returns flag No Outer Suggest alternate part Yes Suggest alternate part Yes Yes Suggest alternate part Yes Yes Vusifier Prompt for shipping labels Do not prompt Vasifier Prompt for shipping labels Do not prompt Vasifier Edit tax flags Yes Point of Sale Create quotes Yes Create standing orders Yes Yes Create quotes Yes Yes Create standing orders Y		Prompt to override credit limit	No
2 Job Cost Default order status Okay 2 Payroll Modify net discount Yes 2 Bill of Material Modify net discount Yes 2 Budgets and Forecasts Prompt for packing slip Prompt, set default button to No 2 Vultities Prompt for order confirmation Do not prompt 2 Sales Analysis Allow non-stocked items Prompt for confirmation 2 Printhores Modify selling price Yes 2 Product Codes Display cost price and margin Yes 2 Sales Taxes Override inventory returns flag No 3 BOM Categories Edit description Yes 4 User Edit description Yes 2 BOM Categories Edit tax flags Yes		Override credit limit supervisor	No
Payroll Default outer status Drag Payroll Modify net discount Yes Budgets and Forecasts Prompt for packing slip Prompt, set default button to No Utilities Prompt for order confirmation Do not prompt Purchase Analysis Allow non-stocked items Prompt for confirmation Purchase Analysis Automatic order filling Yes Verificies Modify selling price Yes Verificies Modify selling price Yes Sales Taxes Downerturns Yes Sales Taxes Diverride inventory returns flag No Suggest alternate part Yes Yes Suggest alternate part Yes Yes Suggest alternate part Yes Yes Wuti-currency Show gross profit Yes Suggest alternate part Yes Yes Suggest profit Edit description Yes Create layaway Yes Ye	🗄 🗹 Purchase Order	Invoice date	Always today's date
Bill of Material Modity net discount Yes Wodity net discount Prompt for packing slip Prompt, set default button to No Wultities Prompt for order confirmation Do not prompt Default states Allow non-stocked items Prompt for confirmation Purchase Analysis Automatic order filling Yes Ves Modify selling price Yes Ves Display cost price and margin Yes Ves Display cost price and margin Yes Ves Display cost price and margin Yes Comments Do ret prompt Yes Subject Subject and for each margin Yes Verise Subject and prompt for shipping labels No Verise Prompt for shipping labels Do not prompt Ves Edit description Yes Point of Sale Create cash sale Yes Create quotes Yes Yes Create quotes Yes Yes Create customer ship-to addresses Do not prompt Versition Yes Yes Create customer ship-to addresses Do not		Default order status	Okay
Prompt for packing slip Prompt, set default button to No Vultities Prompt for order confirmation D on to prompt Vultities Allow non-stocked items Prompt for confirmation Vultities Automatic order filling Yes Vurthouses Modify selling price Yes Vurthouses Display cost price and margin Yes Varehouses Display cost price and margin Yes Sales Taxes Override inventory returns flag No Comments Suggest alternate part Yes Outif value Prompt for shipping labels Do not prompt Value Show gross profit Yes Value Edit description Yes Value Create cash sale Yes Value Create cash sale Yes Point of Sale Create quotes Yes Create standing orders Yes Create cash sale Yes Create standing orders Yes Create customer ship-to addresses Do not prompt Edit customer ship-to address details No Create customer ship-to addresses Do not prompt Edit custo	— -	Modify net discount	Yes
Vultities Prompt for order confirmation Do not prompt Value Purchase Analysis Allow non-stocked items Prompt for confirmation Purchase Analysis Automatic order filling Yes Promot for confirmation Yes Promot Codes Display cost price and margin Yes Promot Sales Allow returns Yes Override inventory returns flag No Valser Suggest alternate part Yes Valser Prompt for shipping labels Do not prompt Valser Edit description Yes Valser Edit description Yes Point of Sale Edit tax flags Yes Create layaway Yes Yes Create cash sale Yes Yes Create standing orders Yes Do not prompt Edit customer ship-to addresses Do not prompt Do not prompt			Prompt, set default button to No
2 Sales Analysis Allow non-stocked items Prompt for confirmation 2 Purchase Analysis Automatic order filling Yes 2 Territories Modify selling price Yes 2 Sales prople Display cost price and margin Yes 2 Sales prople Allow returns Yes 2 Sales Taxes Override inventory returns flag No 2 Comments Suggest alternate part Yes 2 Ship Via Prompt for shipping labels Do not prompt 2 User Edit description Yes 2 BOM Categories Edit tax flags Yes 2 Point of Sale Create cash sale Yes 2 Create quotes Yes Yes 2 Create standing orders Yes Yes 2 Create standing orders Yes Yes 2 Create standing orders Yes Yes 2 Frompt to create customer ship-to addresses Do not prompt			Do not prompt
Purchase Analysis Automatic order filling Yes Warehouses Modify selling price Yes Poduct Codes Display cost price and margin Yes Salespeople Allow returns Yes Comments Override inventory returns flag No Terms Suggest alternate part Yes Ship Via Prompt for shipping labels Do not prompt User Edit description Yes BOM Categories Edit tax flags Yes Point of Sale Create cash sale Yes Create quotes Yes Yes Clear screen after saving Yes Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to addresses Do not prompt	—		
I territories Yes Warehouses Display cost price and margin Yes Salespeople Allow returns Yes Comments Override inventory returns flag No Terms Suggest alternate part Yes Multi-currency Prompt for shipping labels Do not prompt Multi-currency Show gross profit Yes BolM Categories Edit description Yes Create cash sale Yes Yes Create quotes Yes Yes Create standing orders Yes Yes Create standing orders Yes Yes Create customer ship-to addresses Do not prompt Edit customer ship-to addresses Do not prompt			· · · · · · · · · · · · · · · · · · ·
 Product Codes Display cost price and margin Yes Allow returns Ves Sales Taxes Override inventory returns flag No Terms Suggest alternate part Yes Ship Via Prompt for shipping labels Do not prompt Show gross profit Yes BolM Categories Edit description Edit tax flags Create cash sale Create layaway Create quotes Create standing orders Clear screen after saving Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to addresses Do not prompt 		-	
Salespeople Allow returns Yes Soles Taxes Override inventory returns flag No Terms Suggest alternate part Yes Ship Via Prompt for shipping labels Do not prompt User Edit description Yes Point of Sale Edit tax flags Yes Create cash sale Yes Create quotes Yes Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to addresses Do not prompt			
Image: Solution of Solu			
Image: Comments Suggest alternate part Yes Image: Ship Via Prompt for shipping labels Do not prompt Image: Ship Via Prompt for shipping labels Do not prompt Image: Ship Via Prompt for shipping labels Do not prompt Image: Ship Via Yes Edit description Image: Ship Via Edit description Yes Image: Ship Via Edit tax flags Yes Image: Ship Via Yes Create cash sale Yes Image: Ship Via Yes Create quotes Yes Image: Create quotes Yes Create standing orders Yes Image: Create standing orders Create customer ship-to addresses Do not prompt Image: Ship Via Prompt to create customer ship-to addresses Do not prompt Image: Ship Via Prompt to create customer ship-to addresses Do not prompt Image: Ship Via Prompt to create customer ship-to addresses Do not prompt Image: Ship-to address			
Image: Ship Via Prompt for shipping labels Do not prompt Image: Multi-currency Show gross profit Yes Image: Multi-currency Edit description Yes Image: Multi-currency Edit tax flags Yes Image: Multi-currency Edit tax flags Yes Image: Multi-currency Edit tax flags Yes Image: Multi-currency Yes Create cash sale Yes Image: Create quotes Yes Create quotes Yes Image: Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to addresses Do not prompt Edit customer ship-to address details No Multi-currence Tes Tes			
Multi-currency Show gross profit Yes User Edit description Yes Point of Sale Edit tax flags Yes Create cash sale Yes Yes Create layaway Yes Yes Create quotes Yes Yes Create standing orders Yes Yes Clear screen after saving Yes Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to addresses Edit customer ship-to address details No Yes			
Image: Strike gloss profit Tes Image: Strike gloss profit Tes Image: Strike gloss profit Yes Image: Strit <td></td> <td></td> <td></td>			
Edit description Yes Edit description Yes Edit tax flags Yes Create cash sale Yes Create layaway Yes Create layaway Yes Create quotes Yes Create standing orders Yes Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to addresses No			
Create cash sale Yes Create layaway Yes Create quotes Yes Create standing orders Yes Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to address details No	_		
Create layaway Yes Create quotes Yes Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to address details No	🗹 Point of Sale	Edit tax flags	Yes
Create quotes Yes Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to address details No		Create cash sale	Yes
Create standing orders Yes Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to address details No Clear conic or measure res		Create layaway	Yes
Clear screen after saving Yes Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to address details No Edit curit or measure res		Create quotes	Yes
Prompt to create customer ship-to addresses Do not prompt Edit customer ship-to address details No Edit customer or measure res		Create standing orders	Yes
Edit customer ship-to address details No		Clear screen after saving	Yes
		Prompt to create customer ship-to addresses	Do not prompt
		Edit customer ship-to address details	No
		Ealt Onit or Measure	Tes
l denerale pulchase viders		Generate purchase orders	Yes

Access – Utilities

In Utilities, entries were added for "Offset customer/vendor balances" and "Business Intelligence".

User Details - BUSINESS			
User I.D. BUSINESS	🔲 🗖 Inactive	,	
First Name New User	Q		
Details Access Settings Point of Sale Note	es		
🕀 🗹 Accounts Receivable	Utilities	Permission	
Accounts Payable	Year end close	Yes	
⊕- ☑ General Ledger ⊕- ☑ Customer	Reorganize data files	Yes	
	Import data	Yes	
🕀 🗹 Vendor	Export data	Yes	
🕀 🗹 Order Entry	System manager	Yes	
⊡ - ☑ Purchase Order ⊕ - ☑ Job Cost	Multi-company G/L consolidation	Yes	
⊕	Account reconcile	Yes	
	Unreconcile reconciled transactions	Yes	
	Find function	Yes	
	Printer setup	Yes	
🗄 🗹 Sales Analysis 🗄 🗹 Purchase Analysis	Physical inventory adjustments	Yes	
	Fiscal periods	Yes	
🕀 🗹 Product Codes	Access special accounts	Yes	
	Maintain User Log	Yes	
I ⊕ I Sales Taxes	1 Data Validation	Tes	
⊡ ✓ Terms	Offset customer/vendor balances	No	
🕀 🗹 Ship Via	Business intelligence	Yes	
🖬 🗖 User 🔽			
User I.D.		10	

Accounts Receivable Enhancements

A/R Payment utility

In Accounts Receivable, on the Open Items tab, a "Record Payment" button has been added that invokes a new utility that can be used to process A/R payments. All previously existing methods for processing payments in Accounts Receivable remain as they were in previous versions, so no change to workflow is required if users want to continue working as they did in the past.

💁 Accounts Receiva	able - HARCOM						
▣ ♣; ◘↓ [I 🗎 🗎 🛛	🖻 🔿 🔿 I 🛛 🖸					
<u>Customer No.</u>	HARCOM		🔍 Contact r	name 🛛 🕅 William H.	ardy	Last invoice 000	0100589
<u>Name</u>	Hardy Computer Ass	ociates	🔍 Company	Tel. No. (905) 555	9700 Ext. 2010	Credit limit	
Status	Over credit limit, ove	rdue items	 Company	Fax. No. (905) 555	2612		
1 1	Address Notes [3]		0 7 7 0		h ca 2 1 l D		10,10014
- [54	Address <u>N</u> otes [3]	Transaction no.	り 🗹 🔬 @	ම දුදු 12 🕎		Start at date 04/	
			· · · · ·		: Credit	, ,	Due
Date	I management in the second	Transaction no.	Reference no.	Debi	: Credit	ltem balance	Due
☐ ← → Date □ ▲ 16-Apr-2011	 Transaction type INVOICE 	Transaction no.	Reference no.	Debi	Credit	ltem balance	Due (26-Ap
□ □ </td <td> Transaction type INVOICE Payment </td> <td>Transaction no. 0000202802 0000203043</td> <td>Reference no. 0000100526 0000155523</td> <td>Debi 26,699.00</td> <td>Credit</td> <td>Item balance 11,199.00</td> <td>Due (26-Ap</td>	 Transaction type INVOICE Payment 	Transaction no. 0000202802 0000203043	Reference no. 0000100526 0000155523	Debi 26,699.00	Credit	Item balance 11,199.00	Due (26-Ap

When invoked, the "A/R Payment" utility allows you to enter specific amounts to be applied against one or more open items, including discount amounts.

丸 A/R Paym	ent							
🖂 🛛 🕻	0							
Customer No	HARCOM		Name	Hardy C	omputer Associates			
Reference No	o.		Date	06/17/1	1 💌 Memo			
Payment opti	ons 🗌		Print pay	rment receip <u>t</u>	Total an	nount	0.00	
Date /	Transaction type	Transaction no.	Reference no.	Original amount	Item balance	Discount available	Discount taken	Amount received
Date / 16-Apr-2011	Transaction type INVOICE	Transaction no. 0000202802	Reference no. 0000100526	Original amount 26,699.00	Item balance 11,199.00	Discount available	Discount taken	Amount received
16-Apr-2011				-		Discount available	Discount taken	Amount received
16-Apr-2011 06-May-2011	INVOICE	0000202802	0000100526	26,699.00	11,199.00		Discount taken	Amount received
	INVOICE INVOICE	0000202802 0000202925	0000100526 0000100555	26,699.00 1,299.09	11,199.00 1,299.09		Discount taken	Amount received
16-Apr-2011 06-May-2011 05-Jun-2011	INVOICE INVOICE INVOICE	0000202802 0000202925 0000203071	0000100526 0000100555 0000100582	26,699.00 1,299.09 1,343.56	11,199.00 1,299.09 1,343.56	9 26.87	Discount taken	Amount received

Accounts Payable Enhancements

A/P Payment utility

In Accounts Payable, on the Open Items tab, a "Record Payment" button has been added that invokes a new utility that can be used to process A/P payments. All previously existing methods for processing payments in Accounts Payable remain as they were in previous versions, so no change to workflow is required if users want to continue working as they did in the past.

\land Accounts Payable	- INSSND							
₩, 📭 (🖹 I\$ 💠 🔿	⇒ I [0]						
<u>Vendor No.</u>	INSSND			Contact	name	Laurie Sc	ott	Last pay, dat
Name	International Sound Sy	vstems	0	Compar	y Tel. No.	(205) 927	-6342 Ext.	Credit limit
Status	Over credit limit		- 0	Compar	y Fax. No.	(205) 927	-7744	
1	Address Remit to addr		6	1	e šž	12 12	l 🗄 E3 🖉	🕐 Ch
Date	Transaction type	Transaction no.	Reference	no.	P.O. Num	ber	Expense	Payn
🗖 🖾 08-Apr-2011	INVOICE	0000202759	ISS14727	1	00003002	39	38,461.63	
🗖 🖾 16-Apr-2011	INVOICE	0000202791	ISS14776	2	00003002	260	53,222.17	
🔲 🖾 06-May-2011	INVOICE	0000202906	ISS15774	6	00003002	251	40,560.38	
🗖 🗳 10Jun-2011	INVOICE	0000203081	ISS16882	4	00003002	267	42,150.25	

When invoked, the "A/P Payment" utility allows you to enter specific amounts to be applied against one or more open items, including discount amounts. When posted, a single A/P cheque will be produced.

🔌 A/P Payme	ent								- • ×
🖂 🛛 🖸									
Vendor No.	INSSND		Name	[Internatio	nal Sound Systems			
Bank account	11120-		Bank ad	ccount name	Royal Ba	nk			Q
Reference No	000001985		Date		06/17/11	✓ Memo			
						Total an	nount	0.00	
Date /	Transaction type	Transaction no.	Reference no.	Original amo	unt	Item balance	Discount available	Discount taken	Amount paid
08-Apr-2011	INVOICE	0000202759	ISS147271	38	,461.63	38,461.63			
16-Apr-2011	INVOICE	0000202791	ISS147762	53	,222.17	53,222.17			
06-May-2011	INVOICE	0000202906	ISS157746	40	,560.38	40,560.38			
10-Jun-2011	INVOICE	0000203081	ISS168824	42	,150.25	42,150.25	843.01		

General Ledger Account Details Enhancements

Inactive status

In General Ledger Account Details, a new checkbox was added labelled "Inactive". Accounts that have been marked inactive cannot be used in transactions, and will not appear in general ledger account browses outside of the General Ledger Account Details module.

🗹 General Ledger A	Account Details - (Untitled)		
	x 🖽 🚔 I🔄 🧇	🔶 🔿 l 🛛 🚮 🏥 🔎	5 0
Acct. No. Description	00000-		Inactive
<u>D</u> etails <u>B</u> alances	Balances by <u>p</u> eriod Ne <u>t</u> change b	y period History <u>N</u> otes	
Group			•
<u>Subgroup</u>			
		[
Туре	Assets	Bank account 🛛 🗖	
Normal balance	Oebit	Next Cheque No.	000000000
	C Credit	Sales account 🛛 🗖	
			00.000.0000 h
		Created:	00/00/0000 by
		Last modified by:	00/00/0000 Бу
Acct. No.			

In order to be able to set an existing account to the inactive status, the account cannot be in use in Special Accounts, G/L Allocation Details, Payroll Departments, Sales Departments, Customer Details, Vendor Details, Sales Taxes, Currency Manager, or System Setup.

Customer Details Enhancements

Inactive status

In Customer Details, the "On hold" checkbox has been replaced by a drop down list that allows you to specify a status of active, on hold, or inactive. Customers that have been marked inactive cannot be used when processing transactions or orders, and will not appear in customer browses outside of the Customer Details module.

🔄 Customer Details - (Untitled)	
📄 🗟 🗅 🗙 🛍 🔠 📾 🔤 🔤 🔤 📦	٥
Customer No. Name Address Details Ship to Taxes and shipping Info Sales information	Counts Active
Nar	No. (000) 000-0000 Ext. ▼ er (000) 000-0000 ▼
City Toronto We	b page
Postal code Province ON	
Country Canada 💌	
Tel. No. (000) 000-0000 Ext.	
Fax No. (000) 000-0000	Created: 00/00/0000 by Last modified: 00/00/0000 by
	1.

In order to be able to set an existing customer record to the inactive status, the customer must have no balance owing, no open items in Accounts Receivable, and no orders in the sales order file. Two new reports have been added to the Report Suite entitled "Inactive customers – by name" and "Inactive customers – by number".

View Order Details – Printing

The Order Details viewer that can be invoked from the S.O.'s tab in Customer Details now has the ability to print Order Details, Order Confirmation and Quote forms.

Inventory Details Enhancements

Inactive status

In Inventory Details, the "On hold" checkbox has been replaced by a drop down list that allows you to specify a status of active, on hold, or inactive. Items that have been marked inactive cannot be used when processing transactions or orders, and will not appear in inventory browses outside of the Inventory Details module.

💫 Inventory Details -	(Untitled)		
- 🖺 🔓	× 📪 👯 🛄 🖽 🖴 I 🕸	🗢 🖨 🖨	
	rre Pricing Extended Info Summary Image		
Details Inventory type <u>Product code</u>	Normal	Quantities in stock unit of Available qty. On-hand qty. Committed qty. Backorder qty.	measure 0.00000 0.00000 0.00000 0.00000
Unit of measure Stock Default sell Default buy	EA EA EA	On-order qty.	0.00000 0 0
Costing in stock unit Average cost Current cost Margin % Selling price	of measure 0.00000 0.00000 0.00% 0.00%		Created: 00/00/0000 by Last modified: 00/00/0000 by
			li.

In order to be able to set an existing item to the inactive status, the item must have no orders in order file, no purchase orders in purchase order file, no on-hand quantity, must not be used in bills of material, and must not be used as an alternate. A new report has been added to the Report Suite entitled "Inactive items list".

Vendor Details Enhancements

Inactive status

In Vendor Details, the "On hold" checkbox has been replaced by a drop down list that allows you to specify a status of active, on hold, or inactive. Vendors that have been marked inactive cannot be used when processing transactions or purchase orders, and will not appear in vendor browses outside of the Vendor Details module.

Image:
Name Active Address Details Info Purchase information Remit to Address Accounts Payable Receipts Receipts Imactive
Address Contact Contact #1 Image: Contact #1 Image: Contact #1 I
City Toronto Postal code Province ON Country Canada Image: Country Tel. No. (000) 000-0000 Ext. Image: Country Fax No. (000) 000-0000 Image: Created: 00/00/0000 by Last modified: 00/00/0000 by

In order to be able to set an existing vendor record to the inactive status, there must be no balance owing to the vendor, no open items in Accounts Payable, and no orders in the purchase order file. Two new reports have been added to the Report Suite entitled "Inactive vendors – by name" and "Inactive vendors – by number".

Order Entry Enhancements

Generate Purchase Orders from backordered line items

In Order Entry Details, a new "Generate purchase order" button was added to the toolbar. When enabled, this will create a purchase order for each line item that has a backorder quantity.

📅 Order Details - 0000700545							
🗎 • 🖺 🔓 • 🗙			•			0	
Order Number 00000700545		2	<u>P.O. No.</u>				<u>Status</u>
Customer No. ACE	0	1 🕛	Name	A	ce Electronic:	\$	
Ship-to ID Same as bill-	-to	2	Name	A	ce Electronic:	\$	
	To <u>S</u> hip-To <u>N</u> otes	ц.					
Part number	Description				Sell UOM	Order gty.	Unit pric
A CD-204	Compact Disk Player with	Autoskip			EA	1,000.00000	291.5000
A						.,	

The "Generate purchase order" button becomes enabled when one or more line items has backorder quantities, the backordered items have a preferred vendor assigned, and the user has the "Access > Order Entry > Options > Generate purchase orders" option set to "Yes" or "Yes, prompt for ship-to address".

The resulting purchase order(s) will be created using:

- The backordered inventory item's default vendor, with multiple items from the same vendor grouped onto one purchase order
- The sales order backorder quantity as the purchase order quantity
- The same pricing mechanisms that the purchase order module uses to establish unit price
- The "Okay" status

If the user's "Generate purchase orders" option is set to "Yes, prompt for ship-to address", they will be presented with the option of using either their company address, or the customer's ship-to address as the delivery address for the purchase order.

🐨 Ge	enerate Purchase Orders
_ Sel	ect Ship-to Address for Purchase Orders
e	ABC Electronic Components Inc. 123 Main Street Toronto, ON M5P 3N1 Canada
С	North York Audio Specialists 823 Griffin Way North York, ON M3P 2D5 Canada
	OK Cancel Help

A new "P.O. number" column has been added to the listview in the Item Details tab. This column displays the P.O. number that was created for this line item by the "Generate purchase order" function. (Note – this field does NOT get populated when purchase orders are created by the Auto-generate Purchase Order utility)

🐻 Order Details - 0000700545	
0rder Number 0000700545	•
Customer No. ACE Q OV/00/00 ACE OU/00/00	•
Ship-to ID Same as bill-to Q Name Ace Electronics Q Invoice Date 06/17/11	-
Item Details Order Details Bill-To Ship-To Notes	
Sell UDM Order qty. Unit price Cmtd. qty. B.O. qty. Cost price Sales tax 1 Sales tax 2 Extd. price Margin 🖇 P.O. n	umber .
utoskip EA 1.000.00000 291.50000 198.00000 802.00000 200.07000 🔽 🗹 57,717.00 31.37 6 00003	
Entries Subtotal Discount Freight HST (13%) N/A Total Gross Profit 1 57,717.00 12,885.85 0.00 7,128.05 0.00 161,959.20 15,217.29	
Order Number	

For purchase orders created by the "Generate purchase order" function, the sales order number is stored in the purchase order's "Order number" field.

📅 Purchase Order Details - 00	00300297				
📄 - 🖺 🔓 🗙 📄	et 🖬 🚳 🖬	🗏 🗎 🕶 🛛 🏟	🕸 🕸 I	0	
P.O. Number 0000030029	7	Order Number	0000700545		<u>Status</u>
Vendor No. AMCOMP			Antron Comp		
		Buyer			
ltem Details Order Details Ad	dress Ship-To <u>N</u> otes	1			
	₽₽₽₽				
Part number	Description		Buy UOM	Order qty.	Unit price
📥 CD-204	Compact Disk Player	with Autoskip	EA	802.00000	179.33000
A					

Reprint packing slips

For users who have the ability to print packing slips, the "Print packing slip" menu option is no longer disabled once a packing slip has been printed for the order.

😽 Order Details - (0000700545							
- 🗄 🔓	- ×	📫 🗉 👻 🖷			- 10 🗢	🔿 🔅 I	0	
<u>Order Number</u>	0000700545				Print details		Ctrl+P	<u>Status</u>
Customer No.	ACE				Print and post in	voice	Ctrl+I	
Ship-to ID	Same as bill-t	0		ſ	Print order confi	mation	Cul+F	
					Print packing slip	þ	Ctrl+K	
l <u>t</u> em Details O <u>r</u> der		o Ship-To Notes			Print quote		Ctrl+U	
+	¢							
Part number		Description				Sell UOM	Order qty.	Unit price
📥 CD-204		Compact Disk Player	with Auto	oskip		EA	1,000.00000	291.50000
&								

If the user attempts to print a packing slip for an order that has already had one printed, they will be prompted with the following confirmation message:

Packing SI	ір	8
?	The packing slip of this order has already print it again?	been printed. Do you wish to
		Yes No

Disabling the ability to modify orders after packing slips have been printed

When the "User Details > Access > Order Entry > Options > Modify order" option is set to "Until packing slip is printed", the user will be able to modify existing orders until a packing slip has been printed.

Purchase Order Enhancements

Copy Warehouse address

In Purchase Order Details, on the Ship-to tab, a "Copy warehouse address" button has been added that will populate the shipping address with the address of the warehouse that you select.

🗇 Purchase Order Details - 0000300298		
	🗟 ᠇ 🛛 I 🏟 🔅 🔅 I 🗎 🔟	
P.O. Number 00000300298 Image: Colored state Vendor No. Image: Colored state Image: Colored state	Order Number Name Buyer	Status
Item Details Order Det ails <u>A</u>ddra ss <u>S</u> hip-To <u>N</u> otes		
Name		
Address	Contact #1	•
	Name	
	Tel. No. (000) 000-0000 Ext.	•
	Other (000) 000-0000	•
	E-mail	

This button only appears when warehouses are enabled. When a warehouse is chosen that has a different province than the default address, you are prompted to verify that the sales taxes are correct.

Ship to add	iress	23	
?	The province of the selected warehouse please verify the taxes. Do you wish to o		
		<u>Y</u> es <u>N</u> o	Ì

Other Enhancements

Offset customer/vendor balances utility

A utility has been added that allows open items in customer and vendor accounts to offset against each other in one step. This utility can be accessed from the Utilities > Offset customer/vendor balances menu.

Before this utility can be used, a clearing account has to be designated as the "Cust./Vend. Offset" account in Special Accounts.

ecial Accounts ing Accounts	🖹 🕐 🔟			
R Debits & Charges	Special Account	Account Description	Туре	Acct. No.
R Credits & Payments yable accounts	Current Earnings	Current Earnings	Liabilities	35600-
nt-of-Sale Accounts	Accounts receivable	Accounts Receivable - Trade	Assets	11210-
	Accounts payable	Accounts Payable	Liabilities	21120-
	Sales (revenue)	Sales - Other	Income	45000-SALES
	Purchases (expense)	Postage Expense	Expense	82350-
	Cash receipts	Cash and Cheque Receipts	Assets	11130-
	Bank account	Royal Bank	Assets	11120-
	Freight charged	Freight Charged	Income	51900-
	Inventory-on-hand	Inventory at Cost - Miscellaneous	Assets	11288-
	Cost of goods sold	Cost of Goods Sold - Miscellaneous	Expense	71108-
	G.S.T.	G.S.T./H.S.T. Collected	Liabilities	21400-
	P.S.T.	Provincial Sales Tax Payable	Liabilities	21300-
	Layaway deposits	Layaways Payable	Liabilities	21135-
	Accr. Purchases	Accrued Payables	Liabilities	21130-
	Accr. Freight Chgs.	Accrued Freight	Liabilities	21131-
	Accr. Duty+Brkrge.	Accrued Duty & Brokerage	Liabilities	21132-
	Inventory Variance	Inventory Variance	Assets	11321-
	Freight Expense	Freight on Purchases	Expense	82250-
	Trocained Carnings	Fictario Carrings	Lidonidos	35500

In order to access this utility, a user has to have the Access > Utilities > Offset customer/vendor balances option set to Yes.

The left side of the dialog displays open items from the selected customer's Accounts Receivable account. The right side of the dialog displays open items from the selected vendor's Accounts Payable account. The total value of the items that are selected in each list is presented.

••• (Offset custome	r/vendor balances									
Cu	ustomer No.	DAVIS				- [Vendor No.	DAVELE			
Na	ame	Davis Electronics			Q		Name	Davis Electronics Su	pply		
Ad	ddress 231 Brixton Way Saskatoon SK S9T 8N3						Address				
То	otal amount	74,0	57.36				Total amount	80.	845.46		
	🤹 🔯 s	earch 02/15/2011					🗹 🕵 🔯 s	earch 05/06/2011			
	Date /	Transaction type	Reference no.	Item balance		11	Date /	Transaction type	Reference no.	Item balance	
•	15-Feb-2011	INVOICE	0000100465	42,574.98		1	06-May-2011	INVOICE	15442555	57,250.45	
◄	29-Mar-2011	INVOICE	0000100513	9,757.65			20-May-2011	INVOICE	15986644	80,845.46	
◄	23-Apr-2011	INVOICE	0000100535	21,724.73			10-Jun-2011	INVOICE	16262630	58,598.25	

Once one or more items are chosen from the customer and vendor open item lists, the offset can be posted. After clicking the Post button, a message is presented that allows the date, reference and memo to be modified. The amount is the lower of the two totals.

Transaction Entry	1		×
🖂 🛛 🖸			
Туре	Payment	Total amount	74,057.36
Date	06/17/11 👻		
Reference No.	Offset		
Memo	Customer DAVIS/Vendor	DAVELE	
and will be applie	nts of \$74,057.36 will be po d to the flagged transaction vendor offset account in the	s. The payment tran	

One or more payment transactions are posted to the customer's Accounts Receivable account, with the payment debit being posted to a clearing account set up specifically for use by this utility.

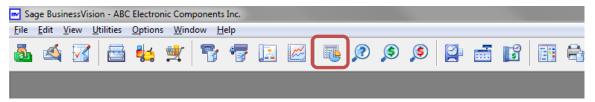
Customer No. Name	DAVIS Davis Electroni	CS	Con	ntact name Allis Npany Tel. No. (306 Npany Fax. No. (306			Last invoice 000010 Credit limit Unlimite	0535 on 23-Apr-201 :d	1
	V Address Notes			02/15/2011 💌					
△ Date	Trans. type	Trans. no.	Reference no.	C)ebit	Credit	Item balance	Due date	User
퉓 15-Feb-2011	INVOICE	0000202512	0000100465	42,57	4.98		0.00	15-Feb-2011	BV*
17-Jun-2011	Payment	0000203139	Offset		42,574.9				BV*
퉓 29-Mar-2011	INVOICE	0000202704	0000100513	9,75	9,757.65		0.00	29-Mar-2011	BV*
17-Jun-2011	Payment	0000203139	Offset		9,757.6				BV*
퉓 23-Apr-2011	INVOICE	0000202812	0000100535	21,72	21,724.73		0.00	23-Apr-2011	BV*
17-Jun-2011	Payment	0000203139	Offset			21,724.73			BV*
30-Apr-2011 30-Apr-2011	🛧 General Ledg	ger - Journal Entr	y Mini Browser						× (×
a 31-May-2011 31-May-2011	Transaction No.	0000203139	Transaction date 17-	Jun-2011 Source	A/R	User BV*			₹× ₹×
•		۲	- 🖴 🛛						_
	Acct. No.		Account Name		Memo		Debit	Crea	<u>dit</u>
	11010	Accor	ints Receivable - Trade	Eus	t. DAVIS			74,057.3	6
Account balances Balances	11210-	110000							

One or more payment transactions are posted to the vendor's Accounts Payable account, with the payment credit being posted to a clearing account set up specifically for use by this utility.

\land Accounts Payabl	le - DAVELE						[
₩; 📭 📰	🚔 I💠 🔶 🖨	I 💿						
Vendor No.	DAVELE		Contact	name Alex Dav	is	Last pay. date 3	1-May-2011	
Name	Davis Electronics Sup	ply	🔍 Compar	ny Tel. No. (306) 495	5-2713 Ext.	Credit limit		80,000
Status	Over credit limit		Compar	ny Fax. No. (306) 533	3-3099			
Open items I Inquiru	Address Remit to addr	ess Notes [1]						
1		- 1	0 1		a 🔍 e a . zł			
	🔄 🛃 📒 🗉) 🧉 🖄 🖂		©		🔹 🕄 Cheque	printing 🔽 Start at c	late 05/06/2011
Date	Transaction type	Transaction no.	Reference no.	P.O. Number	Expense	Payment	Item balance	Due date
🗖 🗳 06-May-2011	INVOICE	0000202907	15442555	0000300253	57,250.45		57,250.45	16-May-2011
🗆 🗳 20-May-2011	INVOICE	0000202969	15986644	0000300279	80,845.46		6,788.10	30-May-2011
17-Jun-2011	Payment	0000203140	Offset	0000300279		74,057.36		
🗖 🗳 10-Jun-2011	INVOICE	0000203083	16262630	0000300269	58,598.25		58,598.25	20-Jun-2011
L T	Concernel Landauran Januar	- LE-t- Mini D		1				
-1- -	General Ledger - Journ	hai Entry Iviini Browser						
T	ransaction No. 00002031	40 Transac	tion date 17-Jun-201	I1 Source A/P	User BV*			
6		🔯 📒 🚔 🛛	?)					
	Acct. No.	Account Name		Memo		Debit	Credi	II
	21120-	Accounts Payable		Vend. DA	VELE	74,057.36		
	21901-	Customer/vendor offse	et clearing account	Vend. DA	WELE		74,057.36	i'
Date Ar								
								_
Vendor No.								///

Business Intelligence

The Business Intelligence utility is a data analysis tool that allows pivot table and pivot chart analysis to be performed on Sales Analysis, Sales Order, Purchase Analysis and Purchase Order data. To access this utility use the button on the main application toolbar, or the entry on the Utilities menu.



The Business Intelligence utility displays a list of modules in the left hand pane, selection criteria in the top pane, the pivot table in the centre pane, and the pivot chart in the right pane. The module, selection criteria and pivot chart panes are collapsible.

Module
States Analysis State Date [06/07/2011] End Date [06/17/2011]] State Date [06/07/2011] End Date [06/17/2011]] Purchase Analysis Include details Include details Include details State Date [06/07/2011] State Date [06/07/2011]] Purchase Analysis Include details Include details Include details Include details Include details Include details Include details Include details Include details Invoice No. 5 For - Customer No. Show Qthers Invoice No. Immoice Proof Noth Customer name Tetail Sales tax 1 Sales tax 2 Gross Profit Percentage Gross Profit Cument Cost Invoice North Immoice Month / Invoice North Immoice Month / Invoice North Immoice Month /
Customer No. June 15 % HARCOM 45 / 762 .22 JACN 36 497 00 FRRAD 33, 108.18 NYAUDI 26, 005.00 TORRAD 24 057 / 51 0 % Others 149,055 78 78 Grand Total 314,520.09 47 %

Business Intelligence Toolbar

The Business Intelligence toolbar has the following buttons:

📑 Bu	isiness	Intellig	ence								
	2	\times	¢	•	è	•		0			
Modu	e						Select	tion Crit	eria		
		Analysis	;			Star	rt Date	e 06/0	1/2011		-
🔧	Sales	Orders						, ie detai			

New layout – creates a new default layout for the module currently selected

Save layout – saves the currently selected layout. Saved layouts are user specific.

Delete layout – deletes the currently selected layout

Refresh – retrieves data based on the selection criteria

Abort search - stops retrieving data

Export data – exports the contents of the pivot table to PDF, XLS, XLSX, or CSV format. There is also an option to export the pivot chart to PDF.

Chart Wizard - controls the formatting of the pivot chart



Module pane –allows you to select the module from which you wish to analyze data. Under each module, one or more saved layouts may be listed that specify columns and rows to be used in the analysis.

Selection criteria – allows you to specify some basic criteria that will be used to retrieve data to be analyzed.

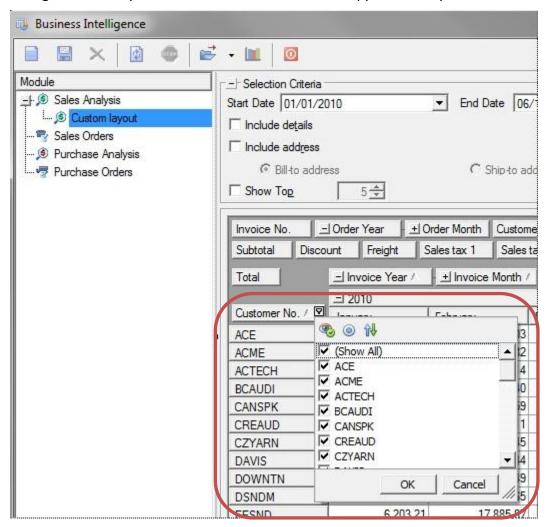
Start date/End date – the date range of the data to be analyzed

Include details – when unchecked, only information from order or invoice headers are included in the results. When checked, information from line item details are included in the results.

Include address – when checked, address information is included in the results

Show top – when checked, only the top number of records specified will be included in the pivot table. Other records outside the top records can optionally be included in a group called "Others". Record grouping is based on the leftmost row header selected by the user.

Filtering – additional filtering can be performed on data item, column and row values. When hovering over a field in the data item, column or row header areas, a small filter icon appears in the top right corner of the field. Clicking the filter icon invokes a filter dialog that allows you to select which values should appear in the pivot table.



Sorting – sorting can be performed column and row values. When right-clicking on a column or row header, an option appears to sort by that column or row.

ence				
🙆 🍩 🖬	- 🔟 🛛	0		
- Order Year	±] Order Month	Customer name	Territory Cod	le
tax 1 Sales tax	2 Gross Pr	ofit Percentage	e Gross Profit	Cur
- Invoice Year /	± Invoice	Month /		
= 2011				ר
June 5,403.	Sort "Cust	tomer No." by Th	is Column	
10,002.	23			
21,909.	25			
9,036.	61			
33,108,	18			
	Order Year Invoice Year June 5,403 10,002 21,909 9,036	Image: Solution of the second state of the second stat	Order Year ± Order Month Customer name tax 1 Sales tax 2 Gross Profit Percentage Invoice Year / ± Invoice Month / June 5,403 Sort "Customer No." by Th 10,002.23 21,909.25 9,036.61	Order Year ± Order Month Customer name Territory Contax 1 Sales tax 2 Gross Profit Percentage Gross Profit Invoice Year / ± Invoice Month /

Drill down – double-clicking on a value in the body of the pivot table opens a dialog that displays the underlying information used to calculate the selected value.

nvoice No.	A CONTRACTOR OF A CONTRACTOR O											
10000 140.	_ Order Yea	r <u>±</u> 0	rder Month	ustomer nam	e Territor	y Code	Salesperso	on No. Terms C	Code Ship Via	Code P.O. 1	Number Subto	otal Discount
reight Sa	ales tax 1 Sa	les tax 2	Gross Profit	Percent	age Gross Pro	fit Cu	ment Cost	Average Cost	Required Date			
Total	_ Invoice	Year /	+ Invoice M	onth /								
	크 2011											
Customer No.	/ April		May	June		2011 To	tal					
VCE		72,500.28	7,0	59.53			79,559.81					
CME	7,133.24 18,035.06 5,40		5,403.50		30,571.80							
CTECH	CH 14 383 88 11 267 61 10 662		10 662 23		36 313 72							
	cords for Total	group by	that column									
Invoice No.	Customer No.	Custon	ner name	Order Date	Invoice Da	te Ter	ritory Code	Salesperson No.	Terms Code	Ship Via Code	P.O. Number	Regu
0000100537	ACTECH	Access	Technologies	04/23/11	04/23/11	HSE		000000007	01	06	ER2765	01/0
0000100564	ACTECH	Access	Technologies	05/15/11	05/15/11	HA	1	000000006	02	04	CH9876	01/0
0000100583	ACTECH	Access	Technologies	06/05/11	06/05/11	TC1	L.	0000000010	01	03	CH11234	01/0

Selective charting – The pivot chart displays values based on selections made in the pivot table.

