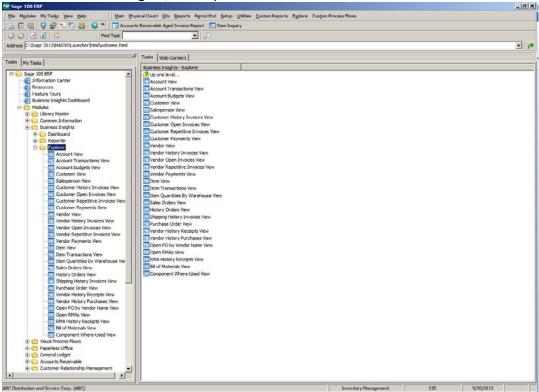
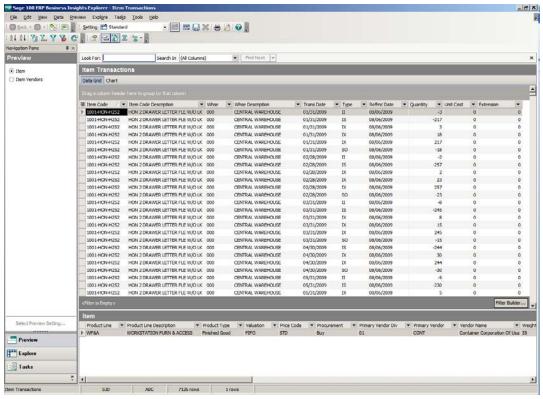
Business Insights Explorer – Item Sales History by Customer

Click on Business Insights, the Explorer.

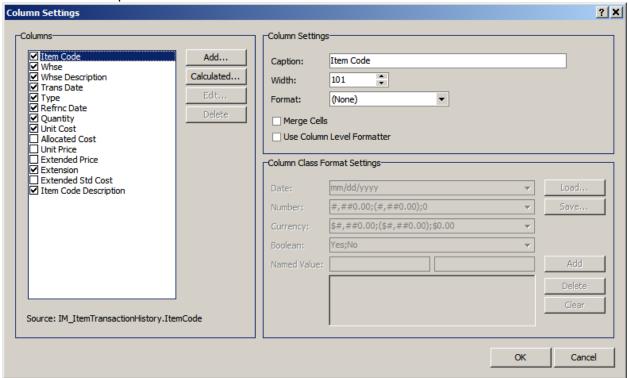


Click on Item Transaction View.

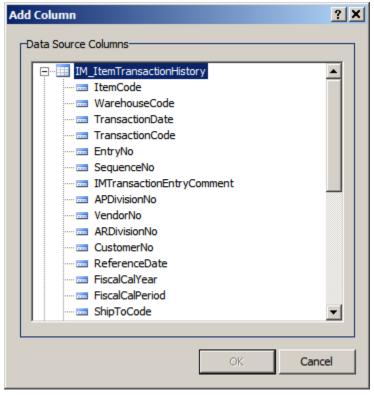


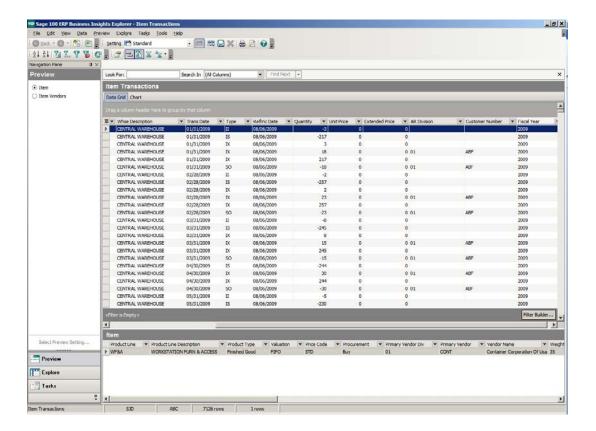
Columns:

To add additional columns, click on the Visible column tool in the left hand corner or Right Click on the column header. Click on Column Settings, select your additional columns and deselect columns you don't want to see. Click unit price, extended price. Remove Unit Cost, Extension, Refrnc Date and Warehouse Description.

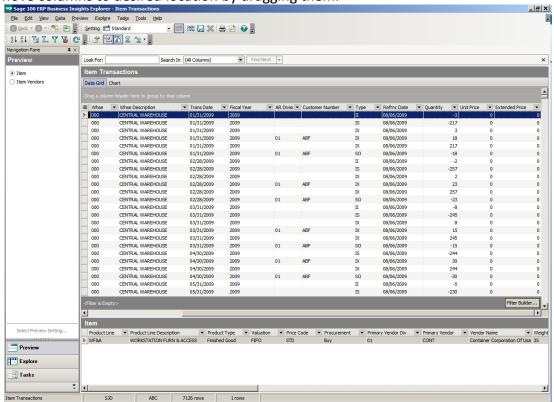


Click the Add button to add additional columns that are not showing by default. Add AR Division, AR Customer No and FiscalCalYear.





Move columns to desired location by dragging them.



Filter:

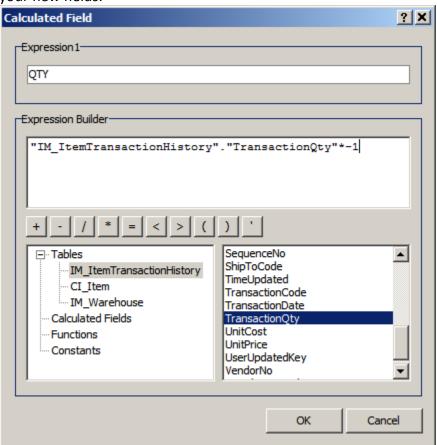
Click down arrow on Column that you would like to filter, such as Fiscal Year.

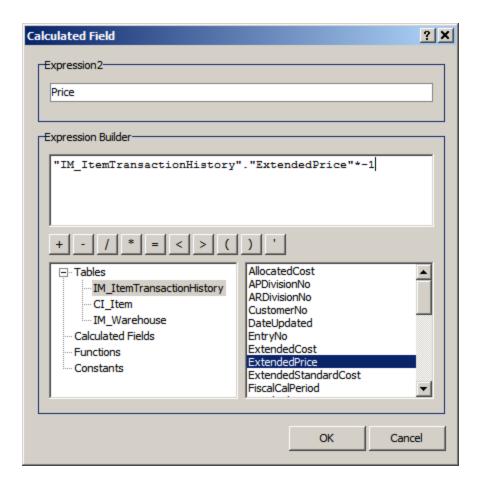


Click down arrow on Type, choose SO. Click down arrow on Customer Number, choose Non-Blanks.

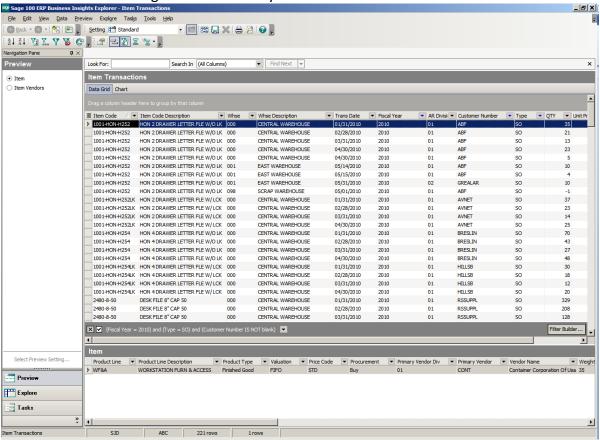


<u>Note:</u> Quantity and Extended Price are negative numbers. Add Calculated fields to get positive numbers. Right click on Column Header, choose Column Settings, then click Calculated Button. Create your new fields.



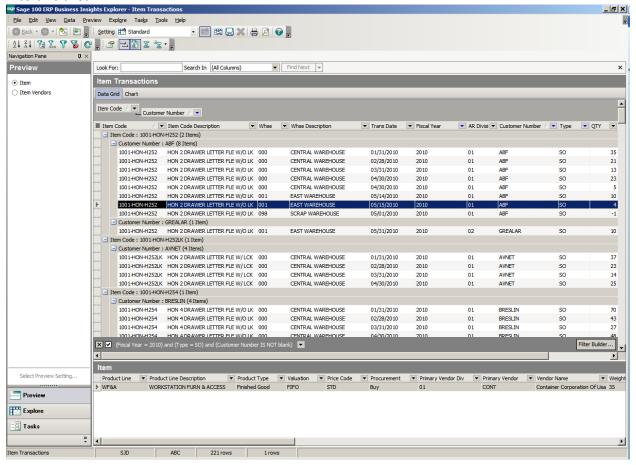


You can remove the negative fields from your screen.



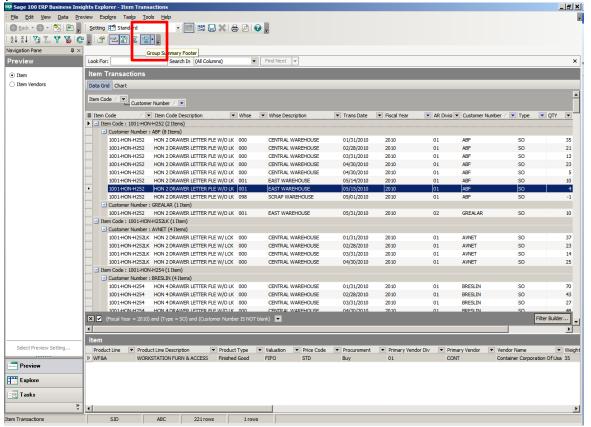
Grouping:

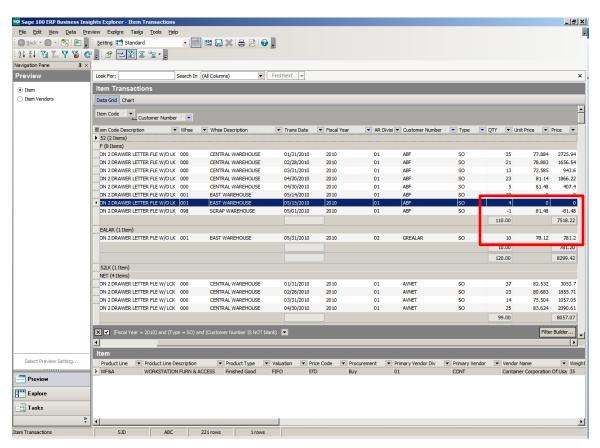
Drag the column you would like to Group (sort) by into the gray area. You can drag multiple columns into this area.



Subtotal:

Click on the Group Summary Tool icon. Then right click in the Summary Column section of the columns you would like to total. Choose Sum.





You can print the report, export to Excel, create graphs, etc. Save your setting for future use by clicking the Save icon. Save it in the Public folder or the Private folder.

