What is Pastel Evolution (BIC)?

Organizations are increasingly suffering from information frustration, having to manage large volumes of data, and needing to report from several databases, using inflexible reporting tools. Information delivery and user empowerment is increasingly taking centre stage in all enterprises with a resultant growth in the end user query and reporting (EUQR) category of the business intelligence market. Pastel Evolution (BIC) is an innovative software reporting solution that offers users in organizations of all sizes a powerful and intuitive reporting tool to take control of their own reports. It introduces a revolutionary approach to leveraging the reporting power of Microsoft Excel and protects and extends organizations existing IT skills and investment.

What are the benefits of using Pastel Evolution (BIC)?

- Work with a standard windows look and feel
- Reduces the need for IT department intervention
- Reduces the need for expensive consultants and specialist software training
- Consistent format (MS Excel) for reporting across multiple data sources
- Business intelligence can become a standard desktop tool
- Avoids inefficiencies in the report development life cycle thereby improving productivity
- Empowers the user thereby improving overall productivity
- Optimizes your return on investment by leveraging your existing IT infrastructure
- Extends MS Excel skills rather than requiring learning of a new set of software skills

Pastel Evolution (BIC) is a cost effective, high value reporting tool that allows people to spend more time doing things that directly translate into business value. It offers flexible access to business intelligence and empowers the user to create and customise operational and analytical reports on a real time basis. Pastel Evolution (BIC) allows an organization to track information more effectively and delivers a rapid return on investment at a moderate total cost of ownership.
System Requirements

Recommended System Requirements

- Microsoft Excel XP or higher. Note: to run Excel Genie reports, you need to have Excel 2007 or higher.
- Hardware: CPU > 1.3 GHz
- Memory: 512MB RAM
- Hard Drive Space: 200MB

Database Connectivity Supported

Pastel Evolution (BIC) uses ODBC and OLEDB technology to gain access to Open Database Systems. Pastel Evolution (BIC) includes direct support for most popular database systems and Connection Types for these are included within the Administrator. For systems where a Connection Type does not exist but where the system has an ODBC driver these can be accessed via the System DSN connection types within the Administrator.

Some of the more common Database types supported are:

- Microsoft SQL Server
- Pervasive
- Oracle
- Sybase
- Microsoft Access
- Microsoft Visual Foxpro
- Dbase
- MySQL
- Sage50
- Paradox
How it Works
Pastel Evolution (BIC) uses an ODBC connection to access data and offers the system administrator and user, separate interfaces to manage the report creation process. Pastel Evolution (BIC) is then integrated with Microsoft Excel which is used as a powerful and familiar desktop reporting platform.

Getting Started Guide

Standard Reports Available
Pastel Evolution (BIC) comes with sample reports that you can use as templates when creating your own reports.

Management Pack
This report displays balances per General Ledger Account number per financial period for the current financial year, previous financial year and current budget year. Income Statement and Balance Sheet layouts are automatically generated, grouped and sub-totalled by mapped financial categories. All layouts can be fully customized using native Excel. Includes a predefined drill down report to drill dynamically to detailed ledger transactions.
Dashboard Analysis

The Dashboard Analysis report contains a one-page summary of key business information. The report features Top 5 Reporting on customers, items, expenses, and contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures from the start of the current financial year.
## General Ledger Transaction Details

**GENERAL LEDGER TRANSACTION DETAILS**

for period 16

<table>
<thead>
<tr>
<th>Master</th>
<th>SubAccount</th>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Movement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Allowed</td>
<td>2003/07/17</td>
<td>INV0021</td>
<td>Discount</td>
<td>Discount</td>
<td>5 655.56</td>
<td>5 655.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/18</td>
<td>INV0007</td>
<td>Discount</td>
<td>Discount</td>
<td>5 555.56</td>
<td>5 555.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/18</td>
<td>INV0045</td>
<td>Lan</td>
<td>Lan Implementation</td>
<td>961.38</td>
<td>0.00</td>
<td>961.38</td>
</tr>
<tr>
<td></td>
<td>2003/07/18</td>
<td>INV0043</td>
<td>Lan</td>
<td>Lan Implementation</td>
<td>2 595.72</td>
<td>0.00</td>
<td>-2 595.72</td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>INV0003</td>
<td>Sales Order</td>
<td>Sales Order</td>
<td>4 342.11</td>
<td>0.00</td>
<td>-4 342.11</td>
</tr>
<tr>
<td></td>
<td>2003/07/18</td>
<td>INV0003</td>
<td>Invoice</td>
<td>Invoice</td>
<td>693.69</td>
<td>0.00</td>
<td>-693.69</td>
</tr>
<tr>
<td></td>
<td>2003/07/30</td>
<td>INV0039</td>
<td>Reporting</td>
<td>Reporting</td>
<td>964.91</td>
<td>0.00</td>
<td>-964.91</td>
</tr>
<tr>
<td>Stock Adjustment</td>
<td>2003/07/13</td>
<td>(bank)</td>
<td>Used to make S/ - 001</td>
<td>221 930.22</td>
<td>221 930.22</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Used to make S/ - 002</td>
<td>34 736.65</td>
<td>34 736.65</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Used to make S/ - 003</td>
<td>105 000.21</td>
<td>105 000.21</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Used to make S/ - 004</td>
<td>116 315.87</td>
<td>116 315.87</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Used to make S/ - 005</td>
<td>163 947.63</td>
<td>163 947.63</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Used to make S/ - 006</td>
<td>114 824.60</td>
<td>114 824.60</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Bill Manufacture</td>
<td>21 229.11</td>
<td>21 229.11</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/14</td>
<td>(bank)</td>
<td>Used to make S/ - 007</td>
<td>6 754.40</td>
<td>6 754.40</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003/07/21</td>
<td>JO80003</td>
<td>Bill Manufacture</td>
<td>27 017.60</td>
<td>27 017.60</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: 811 653.23 | 813 598.02 | -1 979.79
**Sales Master**

This report highlights pertinent sales information including item sales quantities, costs, and gross profits by customer and product.

---

**SALES MASTER**

*For the period from 01 Jan 2003 to 31 Jul 2003*

*Please note: This is a default layout and can be modified to include any of the available fields*

---

<table>
<thead>
<tr>
<th>CustomerCodeName</th>
<th>ProductCodeName</th>
<th>Qty</th>
<th>Unit Price Excl</th>
<th>Total Cost Excl</th>
<th>Total Sales Excl</th>
<th>Gross Profit</th>
<th>GP %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Systems - Best Systems</td>
<td>COM - 003 - External Modem - ISDN</td>
<td>3.00</td>
<td>535.26</td>
<td>1,578.96</td>
<td>1,666.77</td>
<td>28.91</td>
<td>1.85%</td>
</tr>
<tr>
<td></td>
<td>COM - 004 - External Modem - Standard</td>
<td>1.00</td>
<td>385.96</td>
<td>350.88</td>
<td>385.96</td>
<td>35.08</td>
<td>9.09%</td>
</tr>
<tr>
<td></td>
<td>SYS - 001 - Entry Level System - Notebook</td>
<td>4.00</td>
<td>10,614.06</td>
<td>19,298.23</td>
<td>21,228.11</td>
<td>1,929.83</td>
<td>9.09%</td>
</tr>
<tr>
<td>Communication IT - Communication IT</td>
<td>COM - 003 - External Modem - ISDN</td>
<td>3.00</td>
<td>535.26</td>
<td>1,578.96</td>
<td>1,668.77</td>
<td>28.91</td>
<td>1.85%</td>
</tr>
<tr>
<td></td>
<td>SYS - 005 - High Level System - Notebook</td>
<td>10.00</td>
<td>8,587.73</td>
<td>78,070.30</td>
<td>85,677.28</td>
<td>7,808.96</td>
<td>9.09%</td>
</tr>
<tr>
<td>Country Motor Spares - Country Motor Spares</td>
<td>COM - 002 - 17” Cathode Monitor</td>
<td>1.00</td>
<td>2,788.00</td>
<td>873.98</td>
<td>672.96</td>
<td>-201.02</td>
<td>(28.87%)</td>
</tr>
<tr>
<td></td>
<td>PFH - 010 - Lexmark 5000 Laser Printer</td>
<td>1.00</td>
<td>3,842.11</td>
<td>3,947.30</td>
<td>3,947.30</td>
<td>5.47</td>
<td>(0.12%)</td>
</tr>
<tr>
<td></td>
<td>SYS - 001 - Entry Level System - Notebook</td>
<td>1.00</td>
<td>10,614.06</td>
<td>4,824.57</td>
<td>5,307.02</td>
<td>482.45</td>
<td>9.09%</td>
</tr>
<tr>
<td></td>
<td>SYS - 004 - Midlevel System - Notebook</td>
<td>2.00</td>
<td>7,525.32</td>
<td>13,684.22</td>
<td>15,052.63</td>
<td>1,363.41</td>
<td>9.09%</td>
</tr>
<tr>
<td>East Stationers - East Stationers</td>
<td>COM - 001 - External Modem - Standard</td>
<td>1.00</td>
<td>202.63</td>
<td>262.16</td>
<td>262.16</td>
<td>-60.53</td>
<td>(28.87%)</td>
</tr>
<tr>
<td></td>
<td>Noninventory - Credit Note</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-1,200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Noninventory - Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRH - 001 - Epson LX500 Printer</td>
<td>1.00</td>
<td>695.99</td>
<td>701.75</td>
<td>693.99</td>
<td>-7.76</td>
<td>(1.12%)</td>
</tr>
<tr>
<td></td>
<td>PRH - 002 - Epson LX300 Printer</td>
<td>1.00</td>
<td>964.91</td>
<td>877.19</td>
<td>964.91</td>
<td>87.72</td>
<td>9.09%</td>
</tr>
<tr>
<td></td>
<td>TRH - 001 - Transport</td>
<td>1.00</td>
<td>43.86</td>
<td>43.86</td>
<td>43.86</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>End to End - End to End</td>
<td>COM - 004 - External Modem - Standard</td>
<td>1.00</td>
<td>347.37</td>
<td>350.86</td>
<td>347.37</td>
<td>-3.51</td>
<td>(0.12%)</td>
</tr>
<tr>
<td></td>
<td>COM - 006 - Internal Modem - ADSL</td>
<td>3.00</td>
<td>550.61</td>
<td>1,678.66</td>
<td>1,650.63</td>
<td>7.07</td>
<td>0.43%</td>
</tr>
<tr>
<td></td>
<td>SYS - 001 - Entry Level System - Notebook</td>
<td>2.00</td>
<td>5,307.03</td>
<td>9,649.14</td>
<td>10,614.06</td>
<td>964.91</td>
<td>9.09%</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>36.00</td>
<td>54,040.53</td>
<td>137,628.69</td>
<td>152,900.45</td>
<td>12,971.85</td>
<td>8.48%</td>
</tr>
</tbody>
</table>

---

**Inventory Master**

Displays item cost and quantity information over any given date range, as well as relevant item location details.
Purchase Order Master

This report lists relevant purchase information by vendor and item number for any given date range. The report can be filtered by vendor, item number, or unit of measure.

PURCHASE MASTER
For the period from 01 Feb 2003 to 28 Feb 2003

Please note: This is a default layout and can be modified to include any of the available fields.
If the OLAP Module is purchased, the following Cube reports are also included:

**Financial Analysis Cube**
This report allows you to analyze G/L accounts by Account Group and segment over multiple fiscal years.

**Inventory Analysis Cube**
This report allows you to analyze year-to-date stock-on-hand quantities, purchase and sales order quantities, and actual stock values by inventory group.

**Sales Analysis Cube**
This report allows you to analyze sales quantities, gross profits, and amounts by customer, product, and salesperson over multiple fiscal/calendar years.
Accessing the Pastel Evolution (BIC) Reports

To access the reports:

1. From the Pastel Evolution (BIC) Desktop, click on Business Intelligence Centre.

2. Click on Report Manager or Reports to access the reports directly.
Running a Report from the Report Manager

1. Select the report you want to run. For this example, choose **Sales Master** under **Sales**

2. To run the report click on the green Run icon, You can also right-click and select Run or press Ctrl+R

3. Enter Report Parameter. (Date/ Month)

4. Click **OK**

5. The progress Status is displayed on the right of your screen and indicates the process of your report. Depending on the size of your company data, running a report may take some time. You can sometimes cancel the report.
6. Once the process has finished, the report opens in a new Microsoft Excel Workbook.
Copying, Pasting and Renaming Reports

You can copy and paste a report, at any stage, in the report manager. These functions are useful in Pastel Evolution (BIC) because all the Master reports are locked and you need to make a copy of these master reports. Use the copy, paste, and renaming methods so you can create new reports from an existing report and therefore not corrupt the master report.

You may have a sales report that shows a customer analysis on sales; however, you want to create another report that shows sales analyzed by Reps. You can create a copy of the original report, and then rename the copy to Sales by Rep, and then customize the new Sales by Rep report. You have the benefit of re-using all the containers and expressions in the original report without having to create them from scratch.

To create a new report from an existing report

1. Open the Report Manager.
2. Right-click on the report you want to make a copy of; e.g. Sales Master.
3. Select Copy to copy that report to the Clipboard.
4. Now paste the copied report onto a folder.
5. Select a folder. You can choose the same folder that contains the original report or a different folder.

6. Right-click on the selected folder and select Paste.

7. Rename the newly copied report. By default, the report’s name is Copy of <report name>.

   **Note** - You can use the short-cut keys of Ctrl+C to copy the report, and Ctrl+V to paste instead of using the menus.

Right-click on the report and select **Rename** to give the report a different name. You now have an exact duplicate of the original report that will obtain its data from the same place, and deliver it in the same format, until you make any changes to this new report.
Creating and Linking a Report

It is entirely possible to customize the look and layout of the Pastel Evolution (BIC) Standard Reports. Although these reports are designed to encompass the needs of most business organizations, you may want to change the appearance (colors, text style, etc.) to reflect your company image, and perhaps change the order or inclusion of columns to suit your company processes. These changes can be saved for the next time you run the report.

Creating Excel templates enables the user to create a template from an open Excel workbook and link it to an existing report so as to standardize the output format of the chosen report for every run instance in future.

Note: If you are unsure of making changes to any of the Standard Reports, you should create a copy of the report before you make any changes.

Pastel Evolution (BIC) users must make a copy of a report in order to edit the standard reports.

To copy a report

1. Open the Pastel Evolution (BIC) Report Manager.
2. Right-click the report you want to copy and select Copy.
3. Right-click on the report folder in which you want to paste the copy and select Paste. The copy of the report is renamed as Copy of and the original report name.

To create and link the Report

1. Open the Pastel Evolution (BIC) Report Manager.
2. Select and run the report you want to customize.
3. Make the changes to the report; ensure that Sheet1 (where Pastel Evolution (BIC) puts the Raw Data) and Sheet2 (where Pastel Evolution (BIC) puts the report parameters) are unchanged.
4. After completing the changes, leave the workbook open and go back to the Report Manager.

5. Right-click on the report for which the changes were made and select Create and Link Template.
6. Select the workbook with the changes in the window that appears.

7. Click OK.

8. When prompted with the following message, click Yes to link the workbook. Clicking No will not link the workbook.

9. When prompted to specify the template name, change the name of the template. Doing so ensures that the original template is not overwritten with the copy.

10. Click OK.

Once the template has been successfully linked, a message is displayed.
Adding & Creating a New report

To create a new report from existing containers, you must first create a new folder. Remember that folders contain all the reports related to a particular topic. For example, all reports related to Sales. You cannot create sub folders.

Creating a New Report from Existing Containers

This process consists of two steps:

- Adding a folder
- Adding a report

To add a folder

1. Open the Pastel Evolution (BIC) Report Manager.
2. Select Home.
3. Right click and select Add Folder. The Enter a Name for the Folder window opens
4. Enter a name for your folder; e.g., Sales Test.
5. Click OK.

To add a report

1. Select the Folder where you want to add the report; e.g., Sales Test.
2. Right-click and select Add Report.
3. Select the type of report to add when prompted. You will add a standard report.

![Select the type of report to create]

4. Enter a new name for the report; e.g., Sales Report.

![Enter a name for the Report]

5. Click OK and the **Select Data Container** window opens.

![Select Data Container]

6. Select the data container from which you want to source your data; e.g., Sales Details. The **Choose Column fields** window opens.
7. Select the columns you require in your report.

8. (Optional) Click **Select All** to select all of the Expressions.

9. Click **OK**. Your new report is now in your specified folder.

To Run the Report, in the object window select the report you have just created and click on the Run icon on the *Report Manager* Toolbar.

Pastel Evolution (BIC) will launch the report and your data will be rendered to Excel.
Defining Report Properties

Pastel Evolution (BIC) Report Properties

The report type (Standard, Dataless, Sub query or Union) mainly determines which standard tabs are available on the selected Properties window. A typical Properties window of Standard report types has, besides the Properties tab also a tab for each report output property, namely Columns, Filters, Parameters, Sort Fields, and Aggregate Filters.

Report Properties Overview

We will look at the properties and columns of a standard report.

When selecting a report, tabs appear on the right of the screen. These tabs allow you to modify the report’s display output.

Properties Tab

The Properties tab enables you to view and change general report details such as the report name and description. To confirm any change select the **Apply** button on the top right of the properties window.

Columns Tab

The columns window lists the columns that make up the Excel report. You are able to **Add**, **Remove** or change the order of the columns using the buttons on the top right of the window.
Adding Additional Columns

1. Select the **Columns** tab from the Properties window.

2. Click **Add**

3. Select the desired column.

4. Click **OK**.

   The new column appears in the **Columns** window.
Moving and Deleting Columns

Moving Columns

If you want the columns to appear in a certain order in Microsoft® Excel®, you can change their order in the Properties window.

1. From the Properties window, select the Columns tab
2. Select the desired column/s
3. Click Move Up or Move Down

OR

4. Select the desired column/s
5. Drag to the appropriate position.

Deleting Columns

1. From the Properties window, right click on the desired column.
2. Click Delete.
1. From the Properties window, Click on the desired column.

2. Click Remove.
**Exporting Reports**

Reports can be exported from one system and imported into another. The export function creates a compressed file with an `.al` extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension `.alx`

1. From the Object window, right click on the desired report and select **Export Report** or click on **Tools**, **Export Report**.

![Export Report screenshot](image)

2. Select the Export folder when prompted.

3. Click **Save**.

You will get a message to confirm your Export Succeeded.

![Export succeeded message](image)

4. Click **OK**.

To import a Report into Pastel Evolution (BIC) from an export file see **Importing a Report**.
Note: If you are running a Third Party Developer License of Pastel Evolution (BIC) then it is possible for you to protect your export files. See Exporting Reports with Protection in the user’s guide for more details.

Importing Reports

Reports can be exported from one system and imported into another. The export function creates a compressed file with an .al_ extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension .alx.

Report export files (.alx files) and compressed export files (.al_ files - version 3.5 and later) created using the Export Report facility can be imported into Pastel Evolution (BIC). Using this facility, Reports can be created in one Pastel Evolution (BIC) system and distributed to other Pastel Evolution (BIC) systems.

1. Right-click on the Home object in the Object window and Select Import Report or click on Tools, Import Report.

2. Select the report to be imported (with the _al extension) and click Open.

3. In the Import Report window, select the Target Connection (Administrator).

4. Then select the Report Destination (the folder)
5. Click **Import**

6. Click **OK**.

7. Double-click on the **Sales Reports** folder to refresh.

Below is a list of the information that is supplied to you for an import and a description of each element:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>The original name of the Report in the Source Pastel Evolution (BIC) System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created By Company</td>
<td>The Company that created the Export File</td>
</tr>
<tr>
<td>Report Container Source</td>
<td>The Source Container for the Report in the Source Pastel Evolution (BIC) System</td>
</tr>
<tr>
<td>Creation Time</td>
<td>The Date and time that the Export File was created</td>
</tr>
<tr>
<td><strong>Original Template Name</strong></td>
<td>The name of the Report Template in the Source Pastel Evolution (BIC) System</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Template File Size</strong></td>
<td>The size (in bytes) of the Report Template File</td>
</tr>
<tr>
<td><strong>Original Connection Name</strong></td>
<td>The name of the Source Data Connection in the Pastel Evolution (BIC) Source System</td>
</tr>
<tr>
<td><strong>Export Library Version</strong></td>
<td>The Version of the Export Program Library used to create the export file</td>
</tr>
<tr>
<td><strong>Import Library Version</strong></td>
<td>The Version of the Import Program Library being used to perform the import</td>
</tr>
<tr>
<td><strong>Target Connection</strong></td>
<td>The Connection that you have selected as the Source for the new report that will be created by the import</td>
</tr>
<tr>
<td><strong>Target Connection Type</strong></td>
<td>The Source Connection Type of the Connection that you have selected as the Source for the new report that will be created by the import</td>
</tr>
<tr>
<td><strong>Report Destination</strong></td>
<td>The Report Manager Folder into which the new report will be imported</td>
</tr>
</tbody>
</table>
Creating a Simple Pivot Table in Excel

Reasons for Organizing Data into a Pivot Table

Four key reasons for organizing data into a Pivot Table are:

- To **summarize** the data contained in a lengthy list into a compact format
- To find **relationships** within the data that are otherwise hard to see because of the amount of detail
- To **organise** the data into a format that’s easy to chart
- **View** the same data in many **different** ways quickly and easily

Pivot Table reports use functions, allowing you to total, average and count data. These functions also provide subtotals and grand totals automatically, where you choose to show them.

Original Worksheet

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Branch</td>
<td>SalesPerson</td>
<td>CategoryName</td>
<td>ProductName</td>
<td>Date</td>
<td>Quantity</td>
<td>UnitPrice</td>
</tr>
<tr>
<td>2</td>
<td>East Coast</td>
<td>Anderson, P</td>
<td>Confections</td>
<td>Maxakua</td>
<td>01/01/2006</td>
<td>30</td>
<td>16.00</td>
</tr>
<tr>
<td>3</td>
<td>East Coast</td>
<td>Johnson, A</td>
<td>Grains/Cereals</td>
<td>Sicchi di nonna Alice</td>
<td>01/01/2006</td>
<td>70</td>
<td>30.40</td>
</tr>
<tr>
<td>4</td>
<td>East Coast</td>
<td>Peters, K</td>
<td>Grains/Cereals</td>
<td>TunaBobjet</td>
<td>02/01/2006</td>
<td>60</td>
<td>7.20</td>
</tr>
<tr>
<td>5</td>
<td>East Coast</td>
<td>Benders, P</td>
<td>Confections</td>
<td>Parma</td>
<td>03/01/2006</td>
<td>21</td>
<td>13.90</td>
</tr>
<tr>
<td>6</td>
<td>East Coast</td>
<td>Newson, L</td>
<td>Grains/Cereals</td>
<td>Singaporean Hokkien Fried Mee</td>
<td>03/01/2006</td>
<td>40</td>
<td>11.20</td>
</tr>
<tr>
<td>7</td>
<td>East Coast</td>
<td>Lavin, T</td>
<td>Seafood</td>
<td>Boston Crab Meat</td>
<td>07/01/2006</td>
<td>2</td>
<td>14.70</td>
</tr>
<tr>
<td>8</td>
<td>East Coast</td>
<td>Perkins, M</td>
<td>Seafood</td>
<td>Haggis &amp; Biff</td>
<td>07/01/2006</td>
<td>5</td>
<td>15.20</td>
</tr>
<tr>
<td>9</td>
<td>East Coast</td>
<td>Anderson, P</td>
<td>Beverages</td>
<td>Chai</td>
<td>07/01/2006</td>
<td>10</td>
<td>14.40</td>
</tr>
<tr>
<td>10</td>
<td>East Coast</td>
<td>Johnson, A</td>
<td>Dairy Products</td>
<td>Sundried Fullecost</td>
<td>07/01/2006</td>
<td>16</td>
<td>26.60</td>
</tr>
<tr>
<td>11</td>
<td>East Coast</td>
<td>Peters, K</td>
<td>Dairy Products</td>
<td>Queen Cabraces</td>
<td>07/01/2006</td>
<td>30</td>
<td>16.80</td>
</tr>
<tr>
<td>12</td>
<td>East Coast</td>
<td>Benders, P</td>
<td>Beverages</td>
<td>Chai</td>
<td>14/01/2006</td>
<td>24</td>
<td>14.40</td>
</tr>
<tr>
<td>13</td>
<td>East Coast</td>
<td>Newson, L</td>
<td>Confections</td>
<td>Tea Time Chocolate Biscuits</td>
<td>16/01/2006</td>
<td>20</td>
<td>7.30</td>
</tr>
</tbody>
</table>

Pivot Table

<table>
<thead>
<tr>
<th>Sum of ProductSales</th>
<th>East Coast</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Labels</td>
<td>Dairy Products</td>
<td>Beverages</td>
</tr>
<tr>
<td>Anderson, P</td>
<td>2211.8</td>
<td>2916.0</td>
</tr>
<tr>
<td>Benders, P</td>
<td>3782.5</td>
<td>1659.6</td>
</tr>
<tr>
<td>Johnson, A</td>
<td>1888.4</td>
<td>4130.6</td>
</tr>
<tr>
<td>Lavin, T</td>
<td>3815.8</td>
<td>1918.0</td>
</tr>
<tr>
<td>Newson, L</td>
<td>763.6</td>
<td>4981.6</td>
</tr>
<tr>
<td>Perkins, M</td>
<td>6522.6</td>
<td>11289.5</td>
</tr>
<tr>
<td>Peters, K</td>
<td>3665.5</td>
<td>2194.0</td>
</tr>
<tr>
<td>Grand Total</td>
<td>29641.1</td>
<td>29008.25</td>
</tr>
</tbody>
</table>
Pivot Chart

![Pivot Chart Image]
Pivot Tables Excel 2007

Pivot Table Concept and Layout

Excel 2007 Concept and Layout

An important point to remember when working with Pivot Tables is that you are working within a layout slightly different to a normal Microsoft Excel worksheet. A Pivot Table has its own Ribbon and that alone provides functionality specific to the Pivot Table and not to a normal Microsoft Excel cell on the worksheet.

Although one can format a cell using the format tools on the Home tab of the Ribbon, a Pivot Table provides its own format cells option on its Ribbon as it is treated as a separate entity.

A Pivot Table has its own layout and is split up into 4 sections.

Drag fields between areas below:

- Report Filter
- Column Labels
- Row Labels
- Values

Each of the above sections is used to show fields from the Pivot Table source data, each section having its own purpose.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Filter</td>
<td>This section assists in providing a third dimension to your data. It can also provide a more summarised/filtered view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore reduces the number of items within a Pivot Table and in some instances prevents the Pivot Tables number of items limitation from being reached. If you include a page field in your Pivot Table you can choose to display the Pivot Table pages on separate worksheets. Select the show pages button on the drop down menu of the Pivot Table toolbar button. Microsoft Excel will automatically replicate each page’s data on a separate worksheet.</td>
</tr>
<tr>
<td>Column</td>
<td>One would place fields in this section when wanting to group the data</td>
</tr>
</tbody>
</table>
### Labels
- by a specific field e.g. by customer. Your customers will appear in the columns going across.

### Row Labels
- One would place **fields** in this section when wanting to **group** the data by a specific field. E.g. by Customer. Your customers will appear in the rows going down.

### Values
- One would normally place **fields** in this section where their **values** are numbers such as a **qty** or **amount** field e.g. Customer Sales. Calculations such as **sum**, **average**, **min**, **max** etc can be used on such fields. This section has to contain at least one field.

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**Create a Pivot Table Report**

To create a Pivot Table you need to identify these two elements in your data:

- Have a list in Microsoft Excel with data fields (headings) and rows of related data
- Identify which fields are going to go where in your design

**Method**

1. Select any cell in the data list
2. From the **Insert** tab, in the Tables group, select **Pivot Table**

   ![Pivot Table](image)

3. Make sure that **Select a table or range** is selected
4. Make sure your data is listed in the Table/Range box

5. Select where you want the Pivot Table to go, either in an Existing Worksheet or New Worksheet

6. Select OK

7. A blank Pivot Table will now be displayed.
8. In the Field List either select the fields you want in the Row Labels or drag them into the Row Labels area on the Field List box.


Pivot Table Field List

The Pivot Table Field List contains the fields available for your Pivot Table, based on the fields in the data range that the Pivot Table is based on. In addition there are areas where you can add Report Filter (Page Area fields), sections that list the row and column fields and a section for the Data Area fields.
Turn the Field List On/Off

The **Pivot Table Field List** is only visible while you are within the Pivot Table. If you are within the Pivot Table and it is still not visible, right click and select **Show Field List**. You can also turn the field list on and off from the Ribbon.

**Method**

1. Select any cell in the Pivot Table
2. From the **Options** tab, in the **Show/Hide** group, select **Field List**

OR

1. Select any cell in the Pivot Table
2. Right click and select **Show Field List**

**Remove, add and move fields**

When selecting a field from the data area to move or remove, you need to select the field by placing the mouse pointer on the border of the field and clicking when the pointer changes to the normal arrow pointer.

Fields that appear in the Pivot Table will have a tick in their check box on the Field List. Deselecting this check box will remove the field from the Pivot Table.

**Remove a Field**

**Method**

1. From the **Field List** select the check box next to the field you wish to remove
1. From the Field List, select the drop down arrow next to the field
2. Select Remove Field

Add a Field
Method

1. Select the check box next to the field in the Field List

OR

1. Select the Field in the Field List and drag it to the desired area e.g. Report Filter

Move Fields within the Table
Method
1. From the Field List, drag the field to the desired area

OR

1. From the Field List, select the drop down arrow next to the field

2. Select Move Up, Move down etc.

<table>
<thead>
<tr>
<th>Move Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move Down</td>
</tr>
<tr>
<td>Move to Beginning</td>
</tr>
<tr>
<td>Move to End</td>
</tr>
<tr>
<td>Move to Report Filter</td>
</tr>
<tr>
<td>Move to Row Labels</td>
</tr>
<tr>
<td>Move to Column Labels</td>
</tr>
<tr>
<td>Move to Values</td>
</tr>
<tr>
<td>Remove Field</td>
</tr>
<tr>
<td>Field Settings...</td>
</tr>
</tbody>
</table>
Pivot Tables Excel 2003

Pivot Table Concept and Layout 2003

Excel 2003 Concept and Layout

An important point to remember when working with Pivot Tables is that you are working within a layout slightly different to a normal Excel worksheet. A Pivot Table has its own toolbar and that alone provides functionality specific to the Pivot Table and not to a normal Excel cell on the worksheet.

Although one can format a cell using the format menu, a Pivot Table provides its own format cells option on its toolbar as it is treated as a separate entity.

A Pivot Table has its own layout and is split up into 4 sections. With reference to the diagrams below you can see the layouts in two different ways. The one on the left being the layout which is visible on the Excel worksheet, the one on the right being the same layout but with its appearance when working within the Pivot Table Wizard.
Each of the above sections are used to show fields from the Pivot Table source data, each section having its own purpose.

<table>
<thead>
<tr>
<th>The Row Area</th>
<th>One would place <strong>fields</strong> in this section when wanting to <strong>group</strong> the data by a specific field. E.g. by Customer. Your customers will appear in the <strong>rows going down</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Data Area</td>
<td>One would normally place <strong>fields</strong> in this section where their <strong>values</strong> are numbers such as a <strong>qty</strong> or <strong>amount</strong> field e.g. Customer Sales. Calculations such as <strong>sum</strong>, <strong>average</strong>, <strong>min</strong>, <strong>max</strong> etc can be used on such fields. This section has to contain at least one field.</td>
</tr>
<tr>
<td>The Column Area</td>
<td>One would place <strong>fields</strong> in this section when wanting to <strong>group</strong> the data by a specific field e.g. by customer. Your customers will appear in the <strong>columns going across</strong>.</td>
</tr>
<tr>
<td>The Page Area</td>
<td>This section assists in providing a <strong>third dimension</strong> to your data. It can also provide a more <strong>summarized/filtered</strong> view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore <strong>reduces</strong> the number of <strong>items</strong> within a Pivot Table and in some instances prevents the Pivot Tables number of items limitation from being reached.</td>
</tr>
</tbody>
</table>
Create a Pivot Table Report

To create a Pivot Table you need to identify these two elements in your data:

- Have a list in Excel with data fields (headings) and rows of related data
- Identify which fields are going to go where in your design

Method

1. Select any cell in the data list
2. On the Menu bar select Data
3. Select Pivot Table and Pivot Chart Wizard.
4. Make sure that Microsoft Excel list or database is selected as the data to analyze
5. Make sure the kind of report is selected as Pivot Table.

6. Select Next
7. Select the collapse icon in the range box
8. Select the data range on the worksheet that contains the source data.

9. The selected range will appear in the range box.

10. Select the collapse icon again to return to your active worksheet.

11. Select Next.

12. On the next screen, select where you want to place the Pivot Table, select New Worksheet.

13. Choose another cell if you do not want the current cell as the position on the worksheet.
14. Select Layout

The Pivot Table and Pivot Chart Wizard - layout window appears

15. The column headings from the source data will now appear as fields on the right

16. Drag the fields to the relevant positions on the layout
17. Select OK

18. Select Options

19. Select your required options

20. Select OK

21. Select Finish

    The Pivot Table will be now be displayed
Remove, Add and Move fields

When selecting a field from the data area to move or remove, you need to select the field by placing the mouse pointer on the border of the field and clicking when the pointer changes to the normal arrow pointer.

Remove a Field

Method

1. Select a Field and drag it outside of the Pivot Table area and drop it

OR

1. Right click on a Field
   2. Select Hide

Add a Field

Method

1. Select a Field from the Field List
2. Drag it into the Pivot Table area and drop it in the appropriate position

OR

1. On the Pivot Table toolbar select Pivot Table
2. Pivot Table Wizard, select the Layout button
3. Drag the fields to the appropriate position

OR

1. Select the Field in the Field List
2. From the drop down, select the Area you would like to add it to
Getting Support

The Pastel Evolution (BIC) Help Files have been written to provide maximum information and assistance to all Pastel Evolution (BIC) users. Every effort has been made to make Pastel Evolution (BIC) easy to understand and use. The comprehensive help files can be accessed by pressing the F1 button in your Pastel Evolution (BIC) software. For further assistance, please contact:

<table>
<thead>
<tr>
<th>Website</th>
<th><a href="http://www.pastelevolution.co.za">www.pastelevolution.co.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:evolutionsales@pastel.co.za">evolutionsales@pastel.co.za</a></td>
</tr>
<tr>
<td>Support</td>
<td><a href="mailto:evolutionsupport@pastel.co.za">evolutionsupport@pastel.co.za</a></td>
</tr>
<tr>
<td>BIC Training</td>
<td>(011) 304 1400 or (031) 266 9112</td>
</tr>
<tr>
<td>BIC Online Training Academy</td>
<td><a href="http://www.alchemexacademy.com">www.alchemexacademy.com</a></td>
</tr>
</tbody>
</table>