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INTRODUCTION

WHAT IS PASTEL PARTNER (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 Partner (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 Partner (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 Partner (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 Partner (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 2003 and higher. Note: to run BIC 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 Partner (BIC) uses ODBC and OLEDB technology to gain access to Open Database Systems. Pastel Partner (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 Partner (BIC) uses an ODBC connection to access data and offers the system administrator and user, separate interfaces to manage the report creation process. Pastel Partner (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 Partner (BIC) comes with sample reports that you can use as templates when creating your own reports.

Financial Ratio Calculator

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.

Income Statements

Balance Sheets

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

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.
To access the reports:

1. From within Pastel Partner, Click on **View**, **Business Intelligence Centre**, **Launch**, **Report Manager**

Or

1. From within Pastel Partner, Click on **View** **Business Intelligence Centre**, **Run Reports**, and choose the report you would like to run.
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
<table>
<thead>
<tr>
<th>Customer/Name</th>
<th>Product Code/Name</th>
<th>Selling Unit Quantity</th>
<th>Stocking Unit Quantity</th>
<th>Average Selling Unit Cost</th>
<th>Average Selling Unit Price</th>
<th>Freight</th>
<th>TotalSale</th>
<th>TotalCost</th>
<th>GrossProfit</th>
<th>GP %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sandown Surgery</td>
<td>12.45</td>
<td>23.65</td>
<td>50.34</td>
<td>60.75</td>
<td>12.45</td>
<td>343.24</td>
<td>333.94</td>
<td>22.71%</td>
<td>32.48%</td>
</tr>
<tr>
<td>2</td>
<td>Eden Shopping Centre</td>
<td>12.45</td>
<td>23.65</td>
<td>50.34</td>
<td>60.75</td>
<td>12.45</td>
<td>343.24</td>
<td>333.94</td>
<td>22.71%</td>
<td>32.48%</td>
</tr>
<tr>
<td>3</td>
<td>Baywater School Board</td>
<td>12.45</td>
<td>23.65</td>
<td>50.34</td>
<td>60.75</td>
<td>12.45</td>
<td>343.24</td>
<td>333.94</td>
<td>22.71%</td>
<td>32.48%</td>
</tr>
<tr>
<td>4</td>
<td>Shelerese Nursing Home</td>
<td>12.45</td>
<td>23.65</td>
<td>50.34</td>
<td>60.75</td>
<td>12.45</td>
<td>343.24</td>
<td>333.94</td>
<td>22.71%</td>
<td>32.48%</td>
</tr>
<tr>
<td>5</td>
<td>Brown, Jerome</td>
<td>12.45</td>
<td>23.65</td>
<td>50.34</td>
<td>60.75</td>
<td>12.45</td>
<td>343.24</td>
<td>333.94</td>
<td>22.71%</td>
<td>32.48%</td>
</tr>
</tbody>
</table>
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 Partner (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 Partner (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 Partner (BIC) users must make a copy of a report in order to edit the standard reports.

To copy a report
1. Open the Pastel Partner (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 Partner (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 Partner (BIC) puts the Raw Data) and Sheet2 (where Pastel Partner (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 Partner (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
4. Enter a new name for the report; e.g., Sales Report.

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

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 Partner (BIC) will launch the report and your data will be rendered to Excel.
DEFINING REPORT PROPERTIES

Pastel Partner (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.
or

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.

2. Select the Export folder when prompted.

3. Click Save.

You will get a message to confirm your Export Succeeded.

4. Click OK.

To import a Report into Pastel Partner (BIC) from an export file see Importing a Report.

Note: If you are running a Third Party Developer License of Pastel Partner (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 Partner (BIC). Using this facility, Reports can be created in one Pastel Partner (BIC) system and distributed to other Pastel Partner (BIC) systems.

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

![Import Report Image](image)

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>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>The original name of the Report in the Source Pastel Partner (BIC) System</td>
</tr>
<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 Partner (BIC) System</td>
</tr>
<tr>
<td>Creation Time</td>
<td>The Date and time that the Export File was created</td>
</tr>
<tr>
<td>Original Template Name</td>
<td>The name of the Report Template in the Source Pastel Partner (BIC) System</td>
</tr>
<tr>
<td>Template File Size</td>
<td>The size (in bytes) of the Report Template File</td>
</tr>
<tr>
<td>Original Connection Name</td>
<td>The name of the Source Data Connection in the Pastel Partner (BIC) Source System</td>
</tr>
<tr>
<td>Export Library Version</td>
<td>The Version of the Export Program Library used to create the export file</td>
</tr>
<tr>
<td>Import Library Version</td>
<td>The Version of the Import Program Library being used to perform the import</td>
</tr>
<tr>
<td>Target Connection</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>Target Connection Type</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>Report Destination</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>Maximaku</td>
<td>07/01/2005</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>Boncchi di nonna Alice</td>
<td>07/01/2005</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>Tanzibid</td>
<td>06/01/2006</td>
<td>60</td>
<td>7.90</td>
</tr>
<tr>
<td>5</td>
<td>East Coast</td>
<td>Bonniers, P</td>
<td>Confections</td>
<td>Parlim</td>
<td>03/01/2006</td>
<td>21</td>
<td>13.00</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>07/01/2005</td>
<td>40</td>
<td>11.20</td>
</tr>
<tr>
<td>7</td>
<td>East Coast</td>
<td>Lawin, T</td>
<td>Seafood</td>
<td>Boston Crab Meat</td>
<td>07/01/2005</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>Inleged Sill</td>
<td>07/01/2005</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>07/01/2005</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>Gudbrandsdalsost</td>
<td>07/01/2005</td>
<td>15</td>
<td>28.80</td>
</tr>
<tr>
<td>11</td>
<td>East Coast</td>
<td>Peters, K</td>
<td>Dairy Products</td>
<td>Queen Cabrales</td>
<td>07/01/2005</td>
<td>30</td>
<td>16.80</td>
</tr>
<tr>
<td>12</td>
<td>East Coast</td>
<td>Bonniers, P</td>
<td>Beverages</td>
<td>Chai</td>
<td>04/01/2006</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>TeaTime Chocolate Biscuits</td>
<td>18/01/2006</td>
<td>20</td>
<td>7.30</td>
</tr>
</tbody>
</table>

Pivot Table

<table>
<thead>
<tr>
<th>Column Labels</th>
<th>Sum of ProductSales</th>
<th>East Coast</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>2016</td>
</tr>
<tr>
<td>Bonniers, P</td>
<td>3782.6</td>
<td>1659.6</td>
</tr>
<tr>
<td>Johnson, A</td>
<td>1829.4</td>
<td>4130.45</td>
</tr>
<tr>
<td>Lawin, T</td>
<td>3616.8</td>
<td>1916</td>
</tr>
<tr>
<td>Newson, L</td>
<td>7053.8</td>
<td>4819.5</td>
</tr>
<tr>
<td>Perkins, M</td>
<td>6522.6</td>
<td>11288.5</td>
</tr>
<tr>
<td>Peters, K</td>
<td>3966.6</td>
<td>2104</td>
</tr>
<tr>
<td>Grand Total</td>
<td>29641.1</td>
<td>29088.25</td>
</tr>
</tbody>
</table>
Pivot Chart
PIVOT TABLES EXCEL 2007

Pivot Table 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.

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

<table>
<thead>
<tr>
<th><strong>Report Filter</strong></th>
<th>This section assists in providing a <strong>third dimension</strong> to your data. It can also provide a more <strong>summarised/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 items within a Pivot Table and in some instances prevents the Pivot Tables number of <strong>items</strong> limitation from being reached. If you <strong>include a page field</strong> in your Pivot Table you can choose to display the Pivot Table pages on <strong>separate worksheets</strong>. Select the <strong>show pages</strong> button on the drop down menu of the Pivot Table <strong>toolbar</strong> button. Microsoft Excel will automatically replicate each page’s data on a separate worksheet.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column Labels</strong></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><strong>Row Labels</strong></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>rows going down</strong>.</td>
</tr>
<tr>
<td><strong>Values</strong></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>
</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 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 button](image)

3. Make sure that **Select a table or range** is selected

![Create PivotTable dialog](image)

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

9. Repeat for **Report Filter**, **Columns Labels** and **Values**.
**Pivot Table Field List**

**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

OR

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.
PIVOT TABLES EXCEL 2003

Pivot Table Concept and Layout 2003

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 group the data by a specific field. E.g. by Customer. Your customers will appear in the rows going down.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Data Area</td>
<td>One would normally place fields in this section where their values are numbers such as a 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.</td>
</tr>
<tr>
<td>The Column Area</td>
<td>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 columns going across</td>
</tr>
<tr>
<td>The Page Area</td>
<td>This section assists in providing a third dimension to your data. It can also provide a more summarized/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.</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
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