

Using the Report Writer in Caselle

1:45 – 3:00 (Thursday)

11:00 – 12:00 (Friday)

Presenter : Michael J Mandler, CPA

Agenda

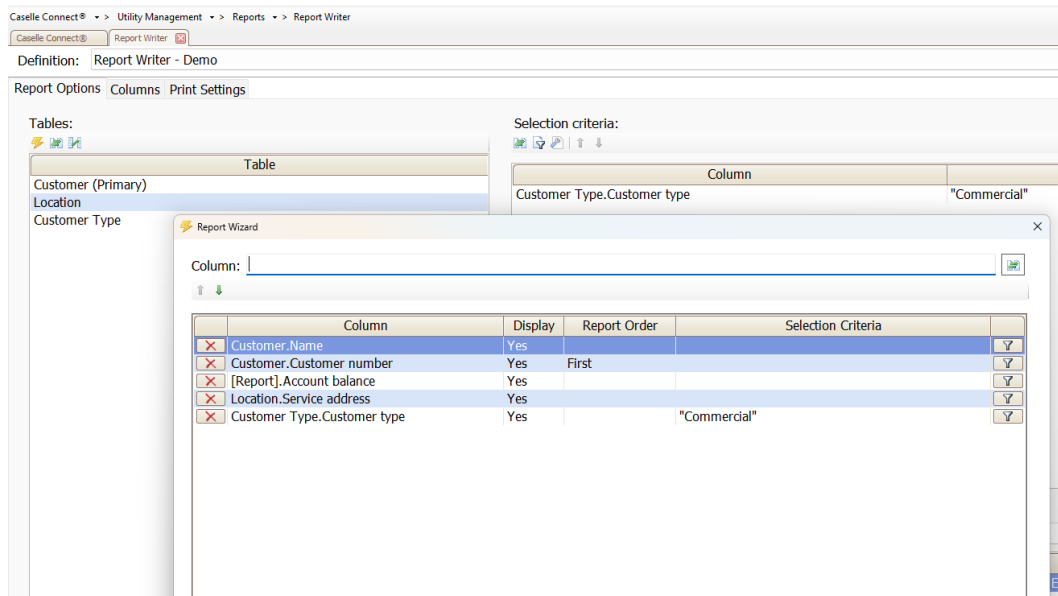
- Objectives and Introduction
 - What Is Report Writer
 - When to Use Report Writer
 - Table Lists vs Report Writer
- Using the Report Writer
- Columns
- Selection Criteria
- Report Order
- Advanced Topics
 - Drill Down
 - Database Joins
 - Exporting Reports
- Wrap Up

Objectives and Introduction

Objectives

- Understand Report Writer in Caselle
- Learn to build, customize, and share reports
- Use Report Writer effectively

What Is the Report Writer



- A tool for building custom reports in Caselle
- Allows pulling data from multiple tables
- Provides filtering, grouping, and formatting options
- Flexible export formats (Excel, CSV, PDF)

When to Use Report Writer

- ✓ When "canned" reports don't meet your needs
- ✓ When you need a listing of data from the system
- ✓ For exporting to Excel/CSV for further analysis

Table Lists vs Report Writer

Title: Table Lists

Report Options Columns Labels Forms Sections Print Settings

Report type

☒ List ☐ Labels ☐ Form

List options

Print blank lines between records

☐ Print a solid line between records

Tables:

Vendor
Remittance

Selection criteria:

Column

Report order:

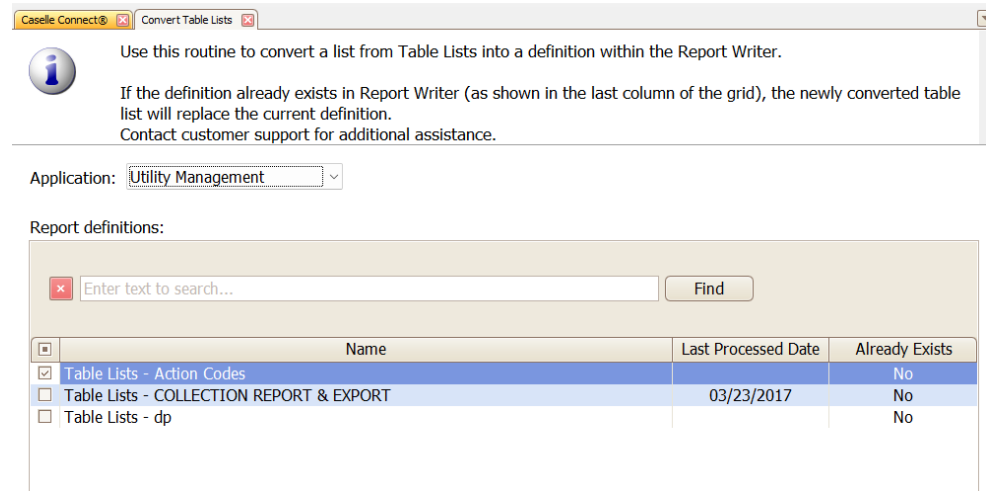
Column

- Table Lists:
 - Select tables then fields
 - More complex to use
 - Only Table Lists currently support labels/forms
- Report Writer:
 - Easier to create with Wizard
 - Cleaner joins & criteria
 - "New" report preview

Table Lists vs Report Writer

- Converting to Report Writer

- System Management | System Tools | Convert Table Lists
- Convert by module
- Individual reports or batches
- Review last processed date for when the report was last run



Application:

Report definitions:

	Name	Last Processed Date	Already Exists
<input checked="" type="checkbox"/>	Table Lists - Action Codes		No
<input type="checkbox"/>	Table Lists - COLLECTION REPORT & EXPORT	03/23/2017	No
<input type="checkbox"/>	Table Lists - dp		No

Using the Report Writer in Caselle

Using the Report Writer

Starting a New Report

- Identify the data that you want on the report

Casele Connect® Modify Existing Customers

Customer: 1.101.01 (Acme Manufacturing) Location: 4661 M

Customer Services Deposits Assistance Meters Contracts Loans Direct Pay Backflow Attachments

Customer 1 Customer 2 Alternate Mailing

Customer number: 110101

Name: Acme Manufacturing

Secondary name:

Address line 1: 1538 South 780 West

Address line 2:

City: Payson

State/Province: UT

Zip/Postal code: 84651 Delivery point:

Country/Region:

Mail route:

Attention: Tom

Telephone 1: (801) 333-9090

Telephone 2: (888) 215-3045

Fax:

Email:

DL number: 842196584

Secondary DL number:

Anycity Corporation			Report Writer - Demo		
Report Criteria:					
Customer Type.Customer type = "Commercial"					
Name	Customer Number	Account Balance	Service Address	Customer Type	
Acme Manufacturing	1.101.01	405.95	4661 Monaco Street	Commercial	
Norma's Hair Salon	1.102.01	206.31	169 S Commerce Ave	Commercial	
Joe's Drive-In	1.103.01	52.03	115 S Commerce Ave	Commercial	
Smith, Dr. Ronald T.	1.104.01	146.27	665 E Parkway	Commercial	
Jones, Dr. Harvey D.	1.105.01	188.05	667 E Parkway	Commercial	
Simpson Reception Center	1.106.01	216.66	710 E Parkway	Commercial	
Crystal's Restaurant	1.107.01	191.61	760 E Parkway	Commercial	
Brown's Garage	1.108.01	180.70	60 N Commerce Ave	Commercial	
Betty's Fabric Shop	1.112.01	469.42	40 N Commerce Ave	Commercial	

Starting a New Report

- Choose tables and fields manually
 - *Or (better yet!) –*
- Use the Report Wizard

Report Wizard

- Simplifies building reports
 - Focus on the fields needed
 - Auto-joins tables from fields selected
 - Reduces need to understand DB structure
 - Advanced users can modify joins

The screenshot shows the 'Report Wizard' dialog box. At the top, there is a 'Column:' text box with a search icon. Below it is a table with the following columns: 'Column', 'Display', 'Report Order', and 'Selection Criteria'. The table contains five rows of data, each with a red 'X' icon in the first column. The rows are: 'Customer.Name' (Display: Yes, Report Order: First, Selection Criteria: [empty]), 'Customer.Customer number' (Display: Yes, Report Order: First, Selection Criteria: [empty]), '[Report].Account balance' (Display: Yes, Report Order: [empty], Selection Criteria: [empty]), 'Location.Service address' (Display: Yes, Report Order: [empty], Selection Criteria: [empty]), and 'Customer Type.Customer type' (Display: Yes, Report Order: [empty], Selection Criteria: 'Commercial'). At the bottom of the dialog are 'Help', 'OK', and 'Cancel' buttons.

Column	Display	Report Order	Selection Criteria
Customer.Name	Yes	First	
Customer.Customer number	Yes	First	
[Report].Account balance	Yes		
Location.Service address	Yes		
Customer Type.Customer type	Yes		"Commercial"

Overview of the Report Designer Screen

Definition: Report Writer - Demo
Filter: All

Report Options: Columns Print Settings

Tables:

Table
Customer (Primary)
Location
Customer Type

Selection criteria:

Column	Value
Customer Type.Customer type	*Commercial

Report order:

Section: Main


Column	Sort	Title	Total	Line	Page	Use
Customer.Customer number	Ascending					Entire field

Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

• Report Design

- Columns = what fields display & how
- Selection Criteria = which records appear
- Report Order = how records are sorted/grouped

 Roadmap: We'll explore Columns → Selection Criteria → Report Order

Working with Columns



Columns Setup

- Add/remove fields
- Reorder with Move Up/Down
- Add Multiple Report Lines

Report Options Columns Print Settings

Section: Main Report width: 6.54" Section width: 6.54" Line width: 6.54" Total lines: 1

Line: All [Advanced options...](#)

Line	Column	Heading	Format	Width	Justification	Total	Font	Borders
<input checked="" type="checkbox"/>	1 Vendor.1099 type	1099 Type	30 ch		Left			
<input checked="" type="checkbox"/>	1 Vendor.Name	Name	40 ch		Left			
<input checked="" type="checkbox"/>	1 [Report].Prior payments amount	Prior Payments Amount	###,###,###.00 ;###,###,##...		Right			

Columns Setup

Column

Column: Vendor.1099 type

Report line: 1

Heading: 1099 Type

Justification: Left

Totals

☐ Sum ☐ Count records

Borders

☐ Left ☐ Right ☐ Top ☐ Bottom

Format

☒ Default: 30 ch

☐ Custom:

Width

☒ Based on format

☐ Specific: Characters

Font

☐ Bold ☐ Italic ☐ Underline

Name:

Size: 0

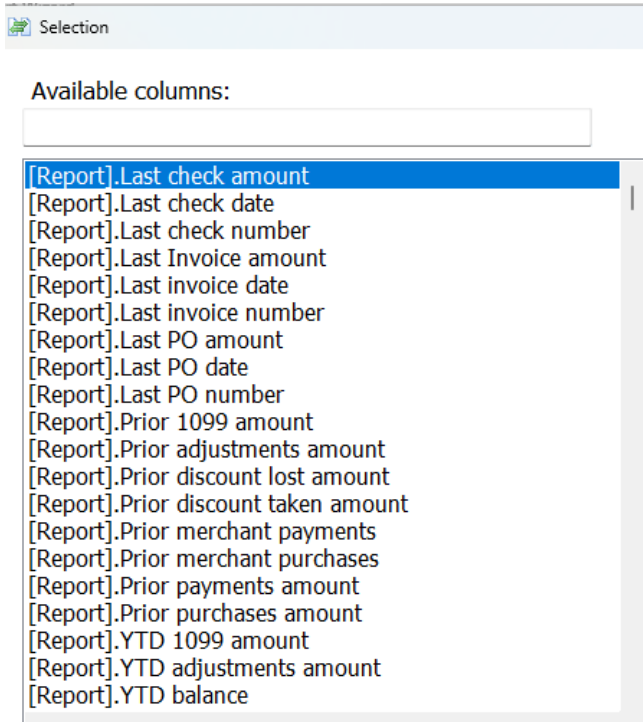
Export

Filler:

Drill-down: None

- Options
 - Customize report headings
 - Fonts
 - Justification/alignment
 - Column Format & Width
 - Totals/counts
 - Drill down

Special Fields



- What are Special Fields?
 - Extra fields Caselle provides
 - Usually for calculated/summary values
 - Available in Criteria, Order, Columns grids
- Identifying special fields
- Examples:
 - Totals vendor payments
 - Utility customer balance or aging buckets
- **Pros:** Summary data related to a record
- **Cons:** Limited to only what Caselle provides

Using the Report Writer in Caselle

Selection Criteria

Selection Criteria

- Filters which records are included
- Standard fields provided
- Can add custom fields

Operators in Criteria

Enter Values

Column: Vendor.Name

{like} %Acme%

All Remove Last Clear Values Operators Prompt for value

Enter value:

Add Value Range

Help

Operators:

- {=} Equals
- {<>} Is not equal
- {>} Greater than
- {>=} Greater than or equal to
- {<} Less than
- {<=} Less than or equal to
- {and}
- {or}
- {is blank}
- {is not blank}
- {sql} A valid SQL statement
- {like} Enclose value with %
- {not like} Enclose value with %

- = Equal to
- <> Not equal to
- > , < Greater/Less than
- - Between (range)
- %Like% (pattern match)
- Is (not) Blank
- Is (not) Null

Value Types

- Single values
- Multiple values
 - Separate with commas
- Ranges
 - Separate with a dash
- Prompt user at runtime

Selection criteria:



Column	Value
Remittance.State/Province	"UT"
Vendor.Vendor type	"Normal","Professional Services"
Vendor.Name	"Acme"-"First State Bank"
Vendor.Created date	{prompt for value}

Boolean Logic – AND/OR

- AND

- Must meet every condition
- Example: Vendor Type = 'Normal' AND State = 'UT'

- OR

- Can meet any condition
- Example: Vendor Type = 'Normal' OR 'Professional Services'

Selection criteria:



Column	Value
Vendor.Vendor type	"Normal", "Professional Services"
Remittance.State/Province	"UT"

Combine “and” and “or” criteria as needed

Best Practices for Criteria

- ✓ Start simple, test step by step
- ✓ Use prompts for reusable reports
- ✓ Be careful with using criteria on special fields
- ✓ Remember the difference between “And” and “Or”
- ✓ Validate your results!!

Using the Report Writer in Caselle

Report Order

Report Order

- Controls sorting (asc/desc)
- Add/remove fields to set hierarchy
- Grouping → Headers & subtotals
- Example: Sort by Vendor Type, then Vendor Name

Report Wizard

Column:

↑ ↓

	Column	Display	Report Order	Selection Criteria	
<input checked="" type="checkbox"/>	Vendor.Vendor number	Yes			<input type="button" value="Y"/>
<input checked="" type="checkbox"/>	Vendor.Name	Yes	Second	All	<input type="button" value="Y"/>
<input checked="" type="checkbox"/>	Vendor.Vendor type	Yes	First	All	<input type="button" value="Y"/>
<input checked="" type="checkbox"/>	Remittance.State/Province	Yes		All	<input type="button" value="Y"/>
<input checked="" type="checkbox"/>	Vendor.Created date	No		All	<input type="button" value="Y"/>

Sections

- Defines layout sections
- Control headers, details, totals
- Page breaks & lines between groups
- Note: Sections are in a separate tab in "old" style reports

Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Report Order in Action

Before:

- Flat vendor list
- No particular order to the records

Report order:






Section:

Main

Column	Sort	Title	Total	Line	Page
--------	------	-------	-------	------	------

Report sections:

Section	Print	Headings	Detail	Totals
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Anycity Corporation		Report Writer - Vendor Listing by Type		
Vendor Number	Name	Vendor Type	Prior Payments Amount	YTD Payments Amount
100	Ace Hardware & Lumber	Normal	4,339.96	3,308.86
110	Acme Equipment Rental	Normal	292.28	3,132.90
120	ACS Collections	Prof Services	.00	65.32
130	AMCO Equipment & Steel	Normal	.00	.00
140	Anycity Auto Repair	Normal	2,786.89	808.80
150	Anycity Office Supply	Normal	554.24	624.90
160	Anycity Service Contractors	Normal	66,310.49	64,780.95
170	Anycity Tire & Lube	Normal	389.04	2,163.43
180	Ashcroft & Company, LLC	Normal	2,492.00	5,928.00
190	AT&T	Normal	293.74	1,741.28
200	Big A Auto Parts	Normal	982.41	1,004.10
210	Blue Stakes Location Center	Normal	52.25	118.80
280	First State Bank	Normal	22,681.62	75.00
290	Fred's Foodmart	Normal	1,615.85	17.25
300	Garden Nursery & Turf	Normal	285.53	556.75
310	Geneva Rock Products, Inc	Normal	.00	.00
320	Giles, Edward	Normal	828.00	200.00
330	Global Engineering Co	Normal	140,096.95	39,214.53
340	Internet Technology Services	Normal	603.90	345.00
350	Interstate Rock Products	Normal	74,767.45	7,067.05
360	National Sanitary Supply Co	Normal	323.43	303.60
370	Plumbers Supply Co Inc	Normal	.00	3,621.20
380	Postmaster	Normal	1,455.52	1,041.00
390	Public Safety Supply Co	Normal	11,917.00	2,594.55
400	Qwestar Gas	Normal	257.29	296.79
410	Quill Corp	Normal	.00	206.61
420	Safety Supply & Sign Co Inc	Normal	442.55	.00
430	Scholzen Products Co Inc	Normal	25,045.38	11,311.21
440	Shaffer Electric	Normal	3,186.68	20,945.60
450	Software Inc	Normal	1,208.00	1,393.00
460	Sports 'R' Us	Normal	20.00	120.00
500	State Power Company	Normal	8,412.11	3,709.62
510	State Retirement Systems	Normal	11,325.90	.00
520	State Water Quality Division	Normal	90.00	90.00
530	Anycity Times, The	Normal	1,201.03	112.35
540	Mortgage Company, The	Normal	2,763.92	690.98

Report Order in Action

After:

- Grouped by Vendor Type with headers
- Subtotals
- Sorted by vendor name within each group

Report order:

Section: Main

Column	Sort	Title	Total	Line	Page	Use
Vendor.Vendor type	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
Vendor.Name	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Anycity Corporation Report Writer - Vendor Listing by Type

Vendor Number	Name	Vendor Type	Prior Payments Amount	YTD Payments Amount
Contractor				
220	Bryce Jensen, Attorney	Contractor	.00	5,120.50
230	Carl's Custodial Service	Contractor	1,580.00	900.00
Total Contractor:				6,020.50
			2	2
Normal				
100	Ace Hardware & Lumber	Normal	4,339.96	3,308.86
110	Acme Equipment Rental	Normal	292.28	3,132.90
630	AFLAC	Normal	.00	.00
130	AMCO Equipment & Steel	Normal	.00	.00

Advanced Topics

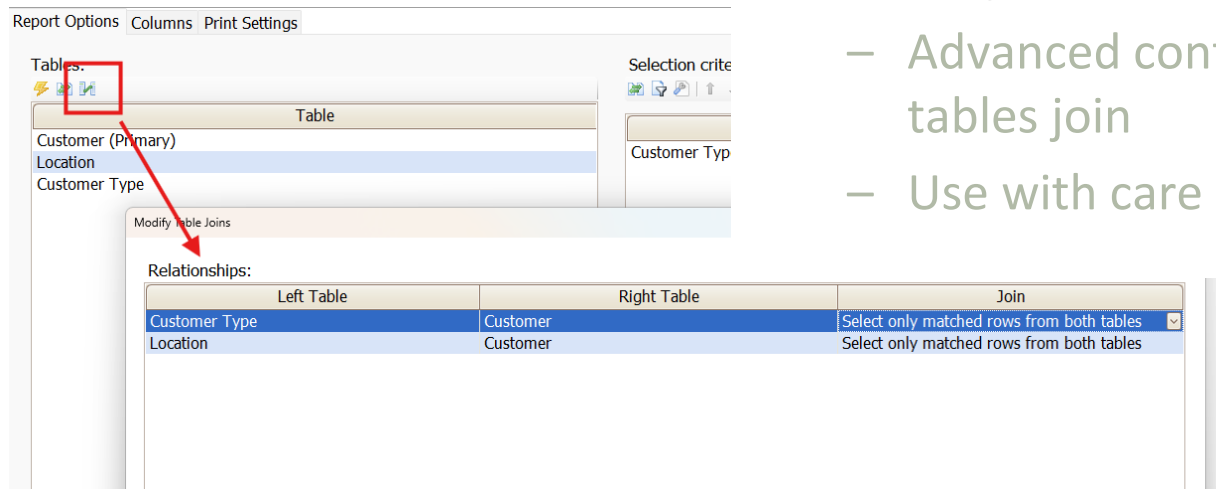
Drill-Down Reports

- Click to open related details
 - Totals link to breakdowns
 - Name/ID fields link to Inquiry screens
- Behavior is controlled by Caselle

Anycity Corporation		Report Writer - Vendor Listing by Type	
Vendor Number	Name	Vendor Type	Prior Pa
Normal			
100	Ace Hardware & Lumber	Normal	
110	Acme Equipment Rental	Normal	
630	AFLAC	Normal	
130	AMCO Equipment & Steel	Normal	
140	Anycity Auto Repair	Normal	
150	Anycity Office Supply	Normal	

Database Joins

- Data stored in related tables
- Wizard auto-joins
- Modify Joins
 - Advanced control over how tables join
 - Use with care when needed!



Exporting Reports

The screenshot shows the 'Report Writer - Demo' window in Caselle Connect. The 'Report Options' tab is active, and the 'Export' sub-tab is selected. Under 'Output options', 'Print', 'Save as', and 'Export' are checked. In the 'Export' section, 'File type' is set to 'Delimited', 'File name' is 'Customers.csv', and 'List one' is set to 'Record' per line. Under 'Delimited options', 'Field delimiter' is set to a comma, 'Surround character' is set to double quotes, and 'Line break character' is set to a carriage return. Under 'Include', 'Column headings' is checked, while 'Selection criteria' and 'Multiple line text' are unchecked. There is also an 'Upload file to' option with a dropdown menu.

- Save As
 - PDF = Archive/publish
 - RTF (Word)/Excel -
- Export
 - CSV format preferred for analysis
 - Data only to Excel
- Email directly from preview

Using the Report Writer in Caselle

Wrap-Up

Best Practices

- Start with Wizard
- Keep formatting simple
- Limit fields with selection criteria
- Sort, group, total as needed
- Save your report to reuse
- Validate your results!!

Resources & Help

- Caselle help screens & knowledge base
- Internal documentation
- Practice, practice, practice!!

Thank you

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