Stamina Software Pty Ltd

TRAINING MANUAL

Viságe Reporter - Examples

Version: 2 *12th October 2011*

Report Examples

This document provides instructions on how to set up a number of different Report Formats in Viságe Reporter.

The examples provided here will provide you with instructions on how to create your own Viságe Reports.

CONTENTS

Report Example 1 – Journal Edit List

In this example we will be creating a Report to print the details of a Journal Edit List. The report will consist of the Report Name, Entity Name where the report was generated from, Date and Time, Page Number and Report Title plus column headings with rows of data below each column heading, plus a total at the end of the report.

This report could print on one page or could expand to print too many pages. The Column headings will print on every page, the details will print on every page and the totals will only print at the end of the report.

Navigate to the Design Option -> Reports -> Reports in Viság̃e or enter *vReportMaint* in the Quick access bar at the top right of your designer screen.

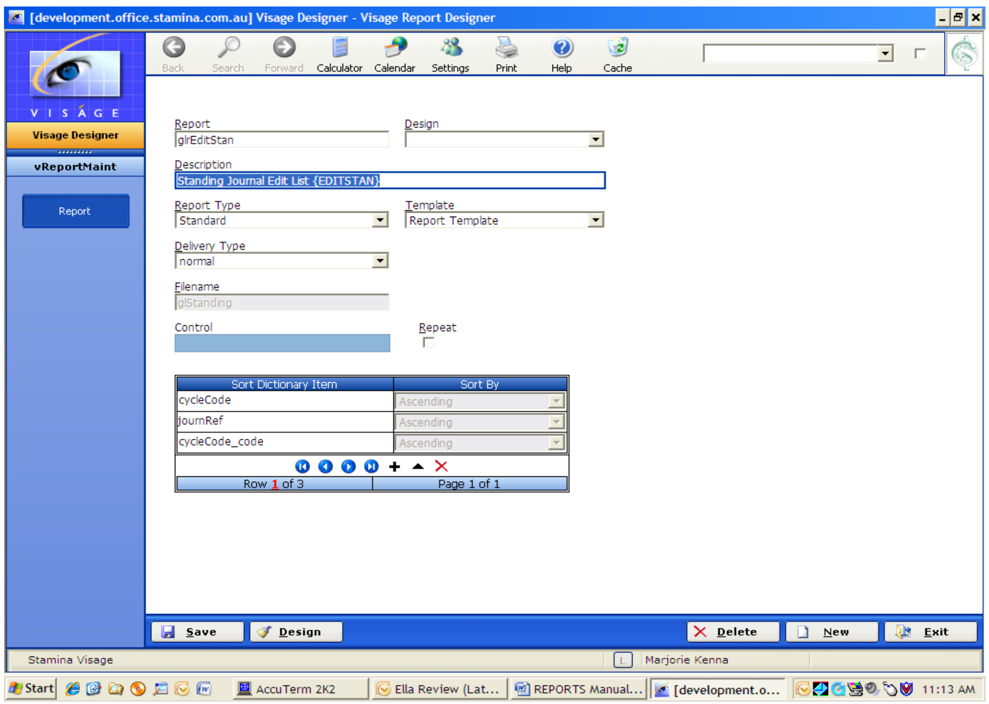


Figure 1: Example of Screen 1 - vReportMaint for glrEditStan Report

1. **Report** – Enter a name for your report.
2. **Design** – Not used in this example, so left blank. This field can be used if you have a base report that you want to modify for a new client. Eg. If you have a report but you want to change it slightly – you would enter the report name in the Report Name field, then enter the client name in the Design field. When calling the report it would be referenced as reportname$designname. Where if the report did not have a design name it would be references simply as report name.
3. **Description** – Enter a meaningfully description for the report.
4. **Report Type** – Select Standard.
5. **Template** – In this example we are using a Template called - Report Template. This template has been set up previously and will allow us to display the Report Name, Entity

Name, and Requested by user name, and Date, Time and Page number on our report without having to set these fields up each time we create a report.

The template details will appear on Screen 2 of Report Designer. A Template can only be changed from the original template design. It cannot be modified from a report that is using the template.

6. **Delivery Type** – Select normal.

7. **Filename** – Enter file name to be used as the basis of your report. In this example the file name is glStanding.

8. **Control** – Not set on our report.

9. **Repeat** – Not set on our report.

10. **Sort Dictionary Item** – Is set by selecting individual fields that are added to the report on the next screen of Report Designer. After you add a field to your report, you then have an option of setting the sort order in ascending or descending order by that field.

    The sort order is then displayed in this table.

Report Properties

Prior to commencing the design of your report, take some time consider the layout/design of your report.

View Report Properties

- Position mouse in a vacant spot on Screen 2
- Click Mouse
- Select Properties

Page Details

- Set all page related options according to the paper size and layout of the report to be printed. Eg. Paper size, Border, Width, Orientation and Margins.

Add Label to Sec

- Select the section where you want the labels for the DB Fields to appear when you start dropping the DB fields onto your report.

  If you do not make this selection prior to dropping DB Fields onto your report, only the data portion of the field will appear. You would then have to add the Field Labels to your report by adding the Standard -> Label or Text element to the report for each DB Field.

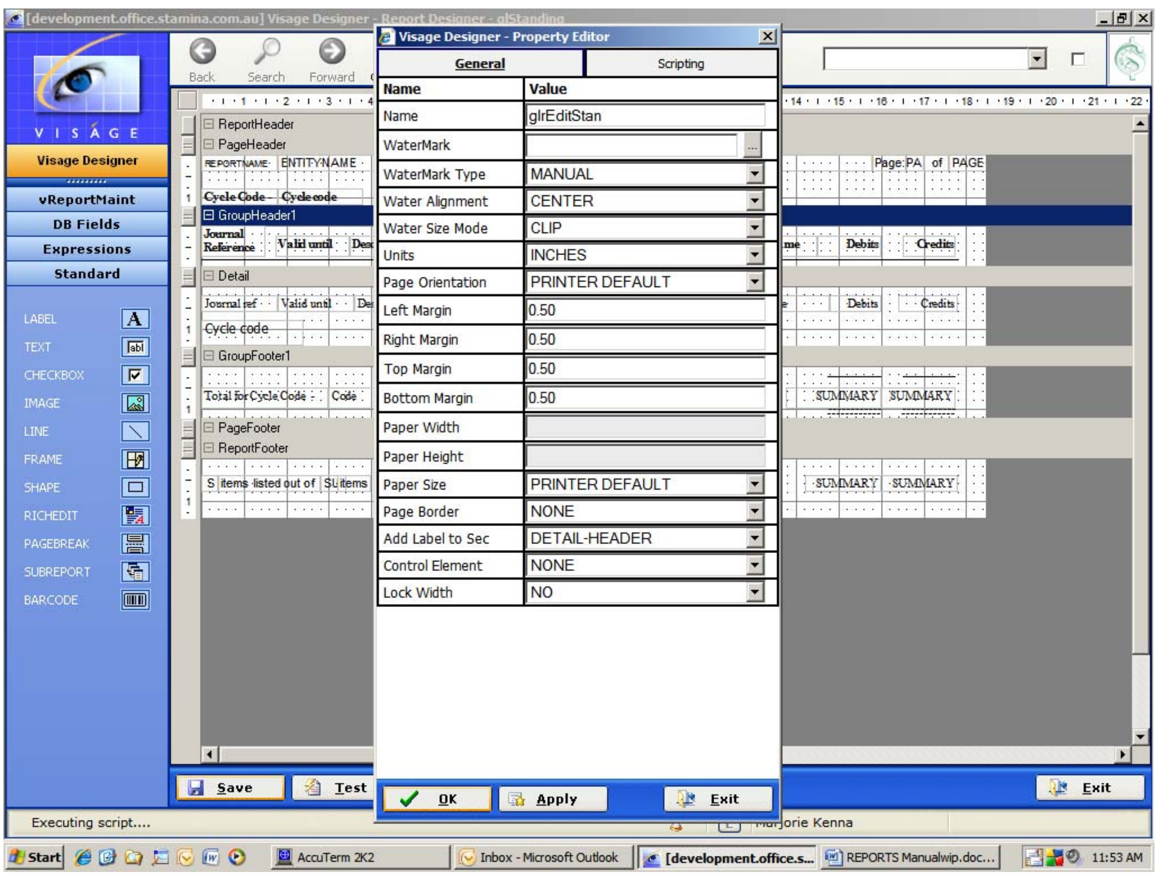


Figure 2: Example of Screen 2 – Report Design Properties

Page Header

Because we have the same details appearing on all pages of this report, we have set this report to use a Report Template called – *Report Template*. This *Report Template* contains the details appearing on the top line of this report. We cannot make any changes to the *Report Template* from this report, but any changes made to *Report Template* directly will be immediately reflected in this report. Using the Report Template saves us time in having to add the same fields to this report.

Section Properties
Can Grow: Yes
Can Shrink: Yes

Group Header1

A Group Header is required because this report is grouped on General Ledger Cycle Code. We want all details relating to each General Ledger Cycle Code to be grouped together on our report.

Section Properties
Can Grow: Yes
Can Shrink: Yes
Grp Keep Together: Select First Detail.
Keep Together: No
New Page: After – when do you want a new page to be generated?
Repeat: - Set to Every Page to get the details appearing in the Group Header to print on every page.
GroupBy Element: Select the item for the Cycle Code, to group this report by Cycle Code.

Detail

As the name suggests this section contains the details of the report. This section can be one line or many pages. It should be set to Yes for can shrink and can grow. If you have allowed a small amount of space for this section on your report set up and the details for your report are many pages – those details will not display fully. They will display to fill the allowed space only.

Section Properties
Can Grow: Yes
Can Shrink: Yes

Group Footer 1

This section contains the totals for the item selected in the Group Header 1 eg. General Ledger Cycle Code, plus the details code and name for each General Ledger Cycle.

On this section we have added an Expression called Summary from the Expressions options available.

We want to total each Debit and Credit Amount to show a Total per General Ledger Cycle Code.

Summary Element Properties
Multi Line: Yes
Word Wrap: Yes
Element: Select the element you want to perform the calculations on. In our example we want to total the Debits and Credits. We would select the element for Debit and create another Summary Element set select the element for Credit.
Summary Distinct: No
Summary Function: Sum
Summary Running: Group
Summary Type: Sub Total

Section Properties
Can Grow: Yes
Can Shrink: Yes
Keep Together: Yes

Report Footer
Details in this section will print at the end of the report only. They will not print on every page. If you want something to print on the bottom of every page, you should add a Page Footer and set the details you want to print on every page in this section.

Section Properties
Can Grow: Yes
Can Shrink: Yes
Keep Together: Yes
Print at Bottom: No

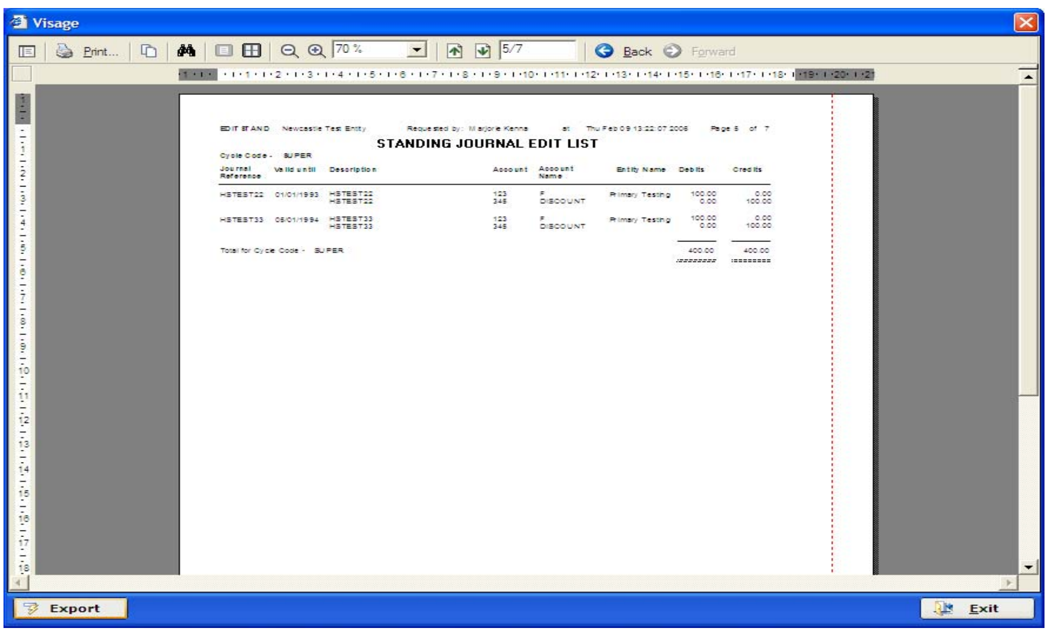


Figure 3: Report Generated from above vReportMaint Report.

For this report we have Report Name, Entity Name, Date and Time, Page Number and Report Title, plus column headings with rows of data under each column heading, then a total at the bottom of the report.

This report could be one page or could be many pages. The Headings will print on every page, the details will print on every page and the totals will only print at the end of the report.

Report Example 2 – AR Document

In this example we will be creating a Tax Invoice from the AR Document process.

Navigate to the Design Option -> Reports -> Reports in Viságe or enter *vReportMaint* from the Quick Access bar at the top right of screen.

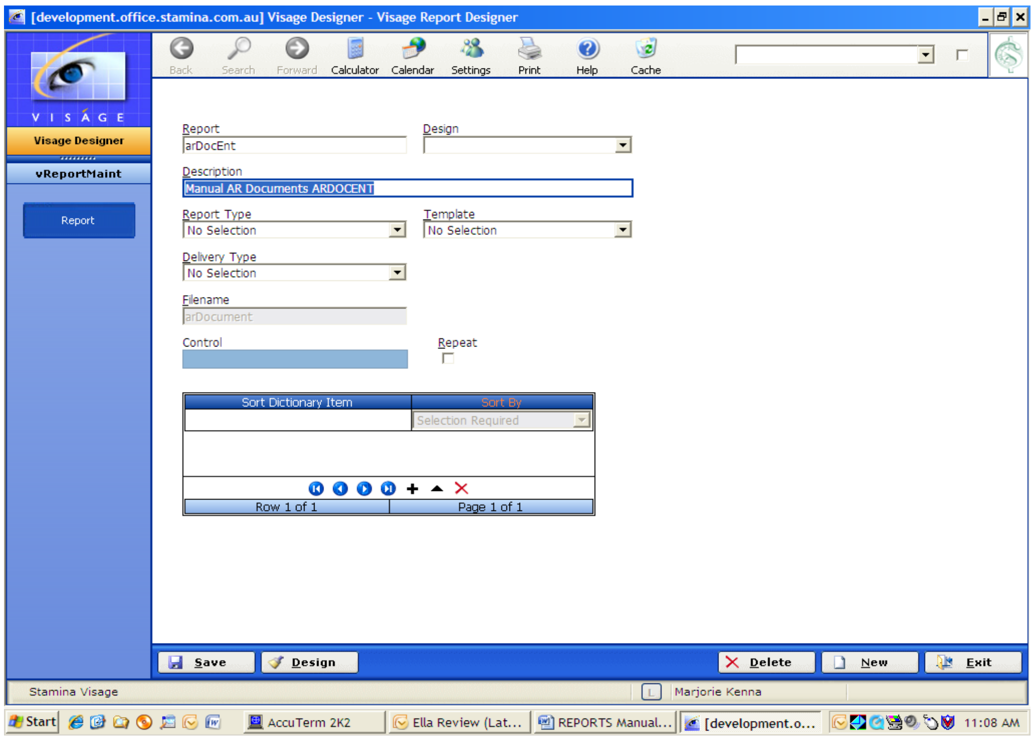


Figure 4: Screen 1 – vReportMaint for arDocEnt Report

1. **Report** – Enter a name for your report.

2. **Design** – Not used in this example so left blank. This field can be used if you have a base report that you want to modify for a new client. Eg. If you have a report but you want to change it slightly – you would enter the report name in the Report field, and then enter the client name in the Design field. When calling this report it would then be referenced as reportname$designname. Where if the report did not have a design name it would be referenced simply as reportname.

3. **Description** – Enter a meaningful description for the report

4. **Report Type** – Not used in this example so leave selection as No Selection.

5. **Template –** Not used in this example, so left blank here - BUT if you have similar details on a number of reports eg. Date, ReportName, Entity Name etc. that are repeated on each report, you could set up a template and reference the template as this point. This would save you time in setting up these same details each time a report is created. The Template details will then appear on Screen 2 of Report Designer. A Template can only be modified from the original template design. It cannot be modified from other reports that are using that template.

6. **Delivery Type –** Not used here, so left blank here

7. **Filename –** Enter file name to be used as basis of your report. In this example the file name is arDocument.

8. **Control –** Not set on our report. This gets set from next screen.

9. **Repeat -** Not set on our report.

10. **Sort Dictionary Item –** Table will be completed when items are selected from next screen.

Report Properties

Prior to commencing the design of your report, take some time to consider the layout/design of your report.

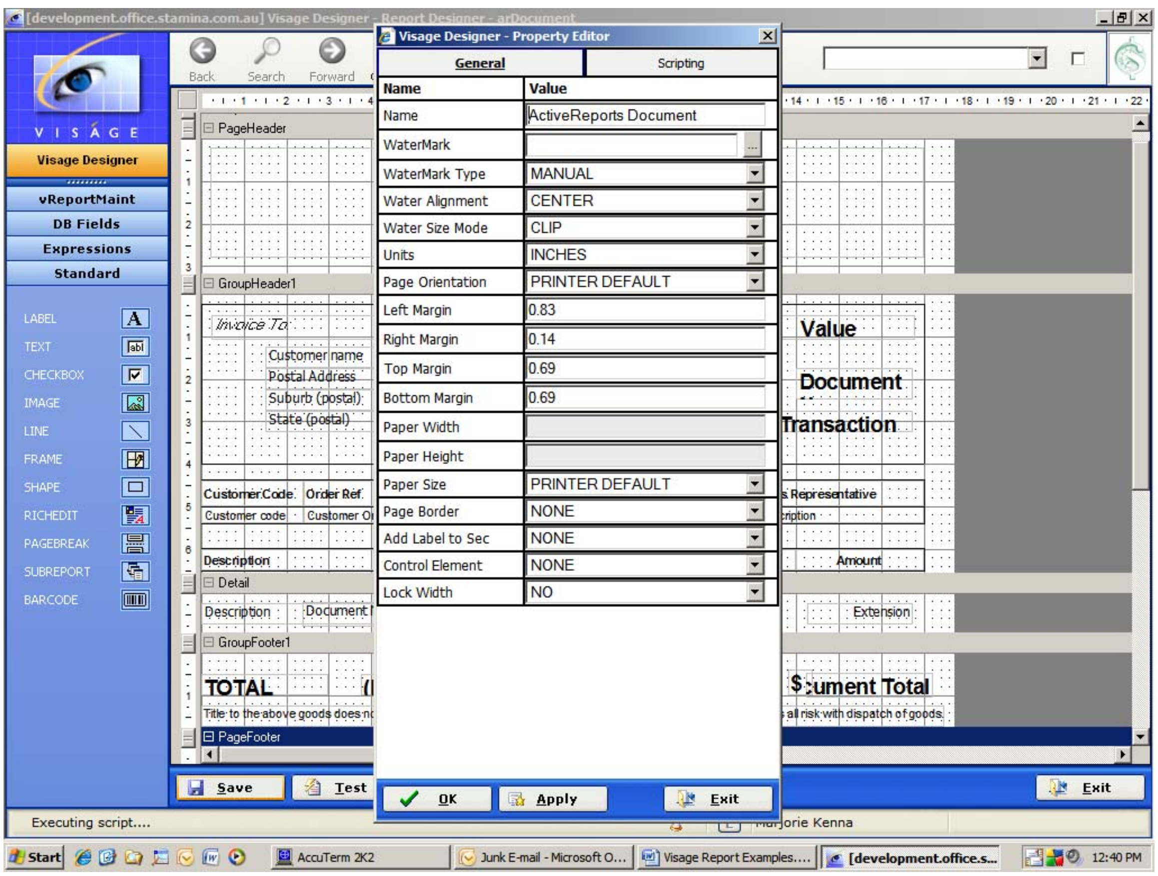


Figure 5: Report Properties for the Invoice/ AR Document Report

View Report Properties

- Position mouse in a vacant spot on Screen 2
- Click Mouse

- Select Properties

Page Details

- Set all page related options according to the paper size and layout of the report to be printed. Eg. Paper size, Border, Width, Orientation and Margins.

Add Label to Sec

- Select the section where you want the labels for the DB Fields to appear when you start dropping the DB fields onto your report.

  If you do not make this selection prior to dropping DB Fields onto your report, only the data portion of the field will appear. You would then have to add the Field Labels to your report by adding the Standard -> Label or Text element to the report for each DB Field.

Page Header

For our report this section contains a ReportIcon from the Expressions Tab. A Report Icon is an image file and is referenced in the Entity Profile for the relevant Entity under the Report Icon option. You must have previously captured the Icon via the Icon Capture option.

Add ReportIcon to Page Header

- Click Expression Button on Navigation Bar.
- Drag and drop ReportIcon to Page Header section of the report.
- Size and position as required.

Group Header1

A Group Header is required because this report is grouped on Document/Invoice Number.

We want all details relating to each Document/Invoice Number to be grouped together on our report.

Set options for GroupHeader1 as indicated in Figure 6.

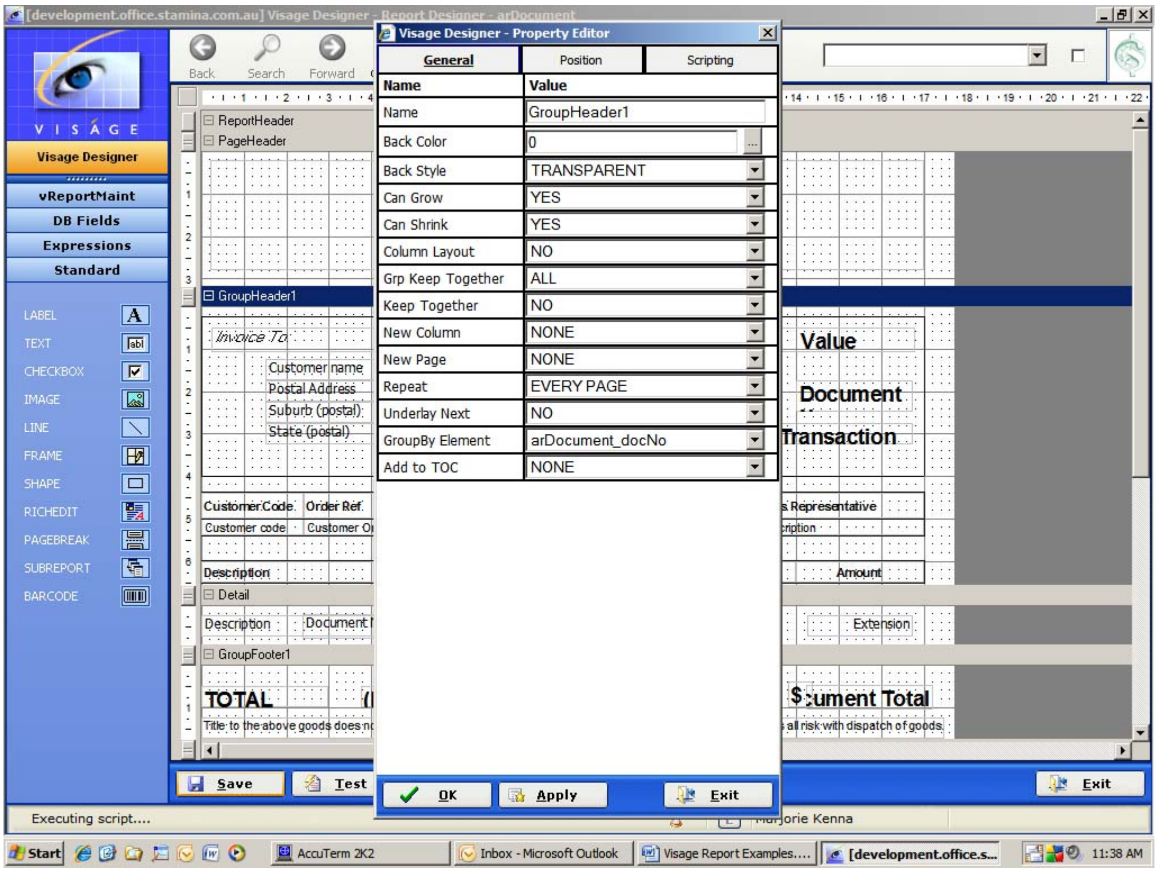


Figure 6: Section Properties of the Group Header1 of your report.

Detail

As the name suggests this section contains the details of the report. This section can be one line or many pages.

Set the options for this section as indicated in Figure 7 below.

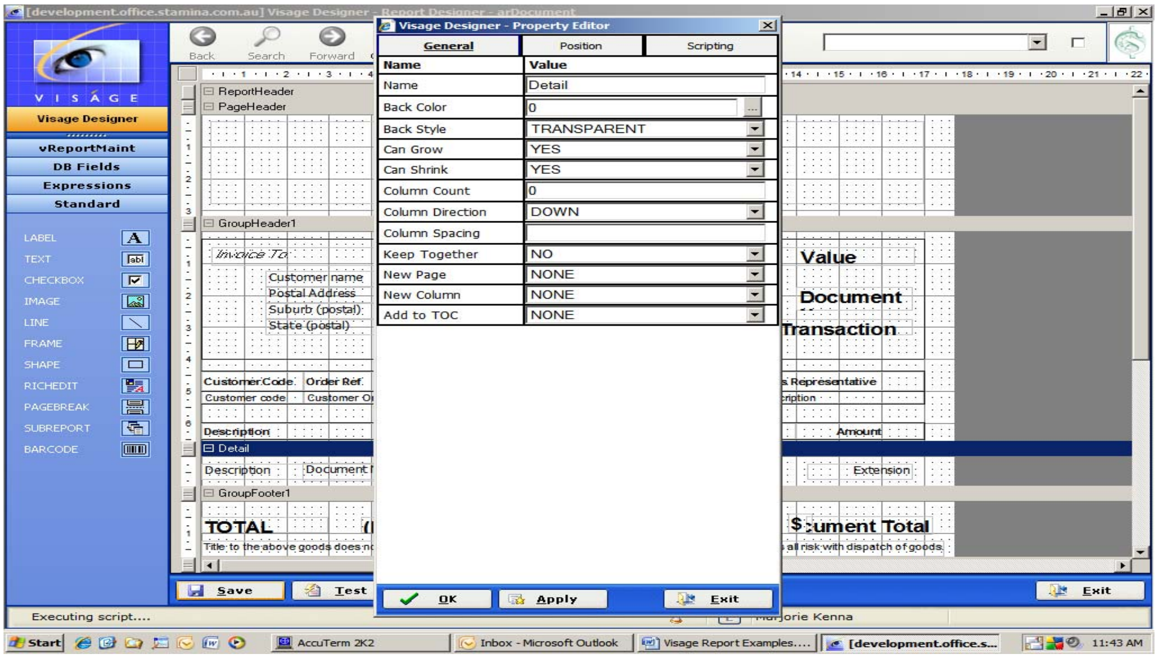


Figure 7: Section Properties for Detail section of your report

Group Footer 1

This section contains the totals for the Document/Invoice. Add the relevant fields to this section and set the Section Properties as indicated in Figure 8.

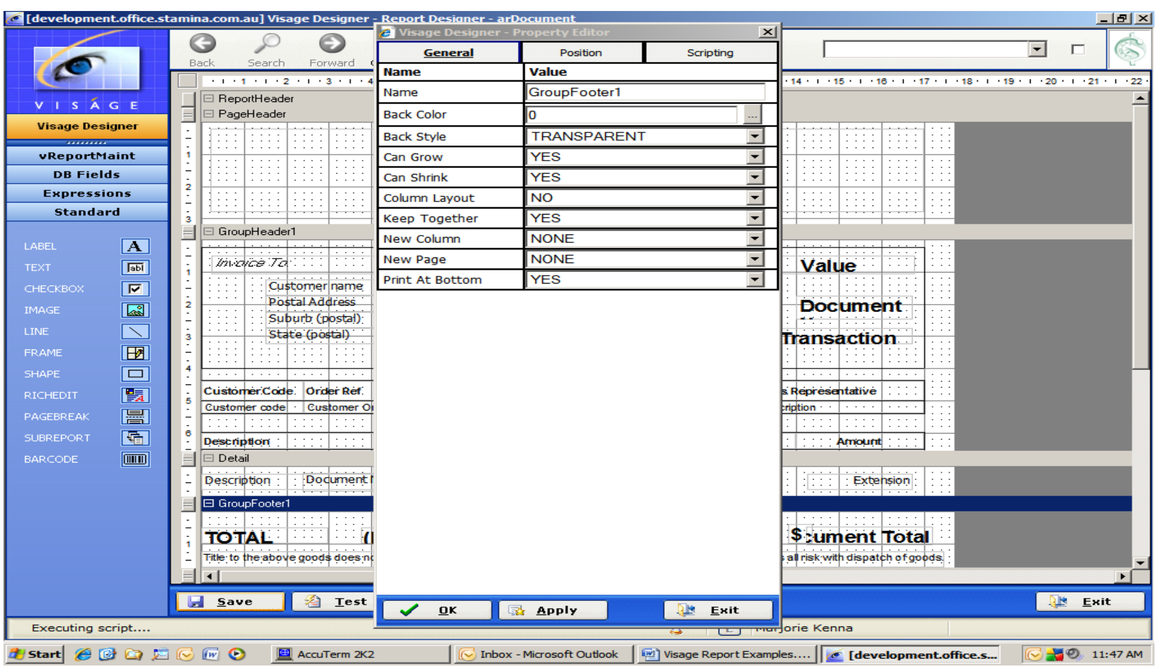


Figure 8: Section Properties for the GroupFooter1 section of your report

Page Footer
This section will print at the footer of each page of the report.

Set the options for this section as indicated in Figure 9.

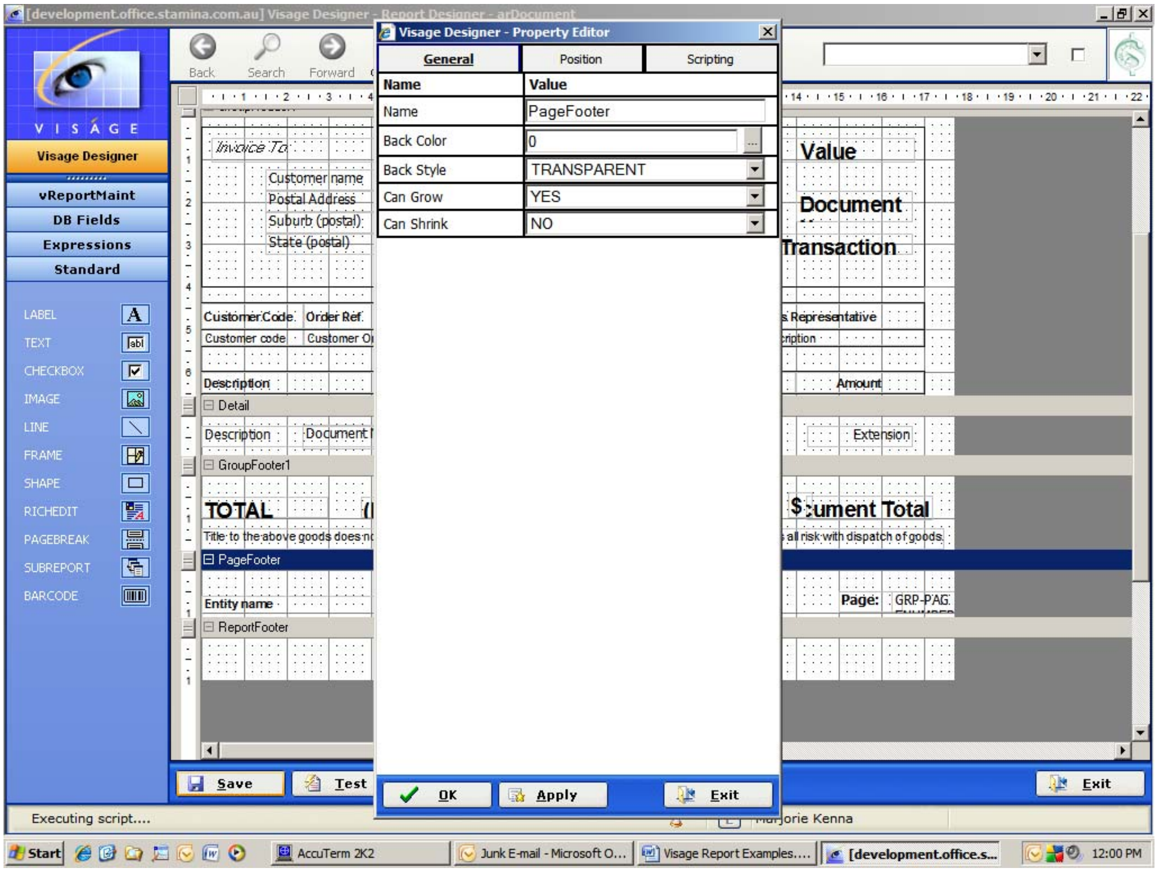


Figure 9: Section Properties for the PageFooter section of your report

REPORT OUTPUT

The below screen image will show you how the Invoice will look when printed to your designated printer.

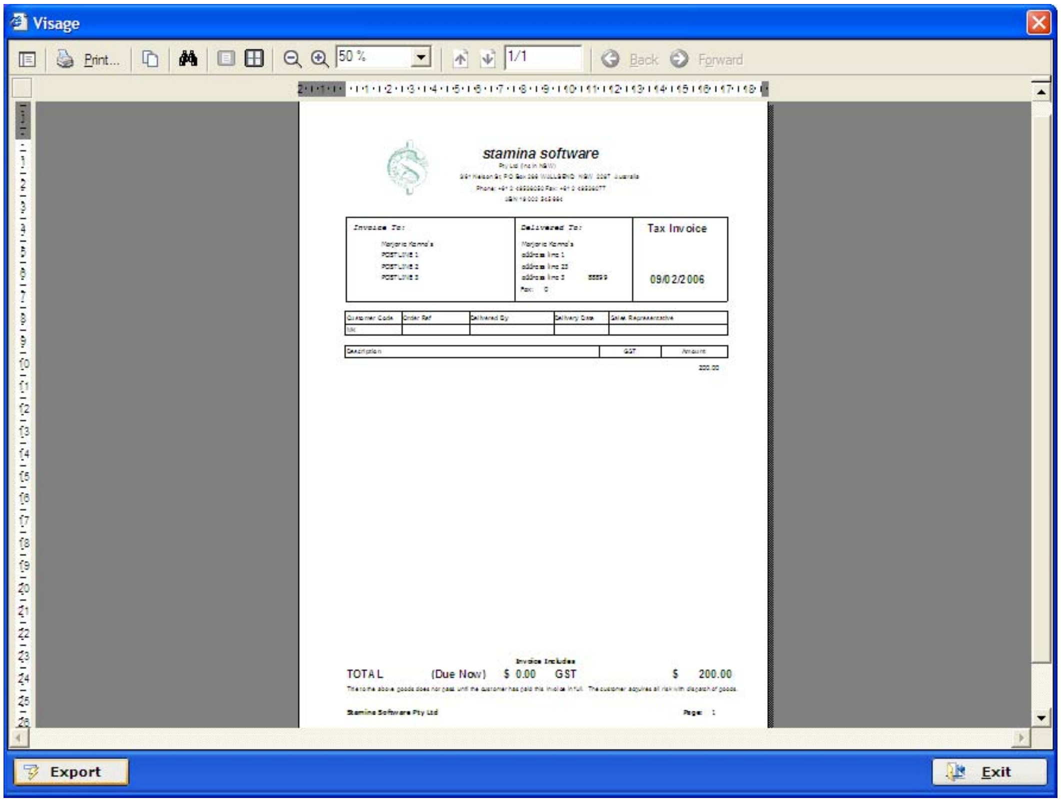


Figure 10: Report generated from the Invoice / AR Document Report

Report Example 3 – Purchase Order

In this example we will be creating a Purchase Order Report to print your Purchase Orders from the ORDERS Process.

Navigate to the Design Option -> Reports -> Reports in Viságe or enter vReportMaint in the Quick Access selection top right of screen.

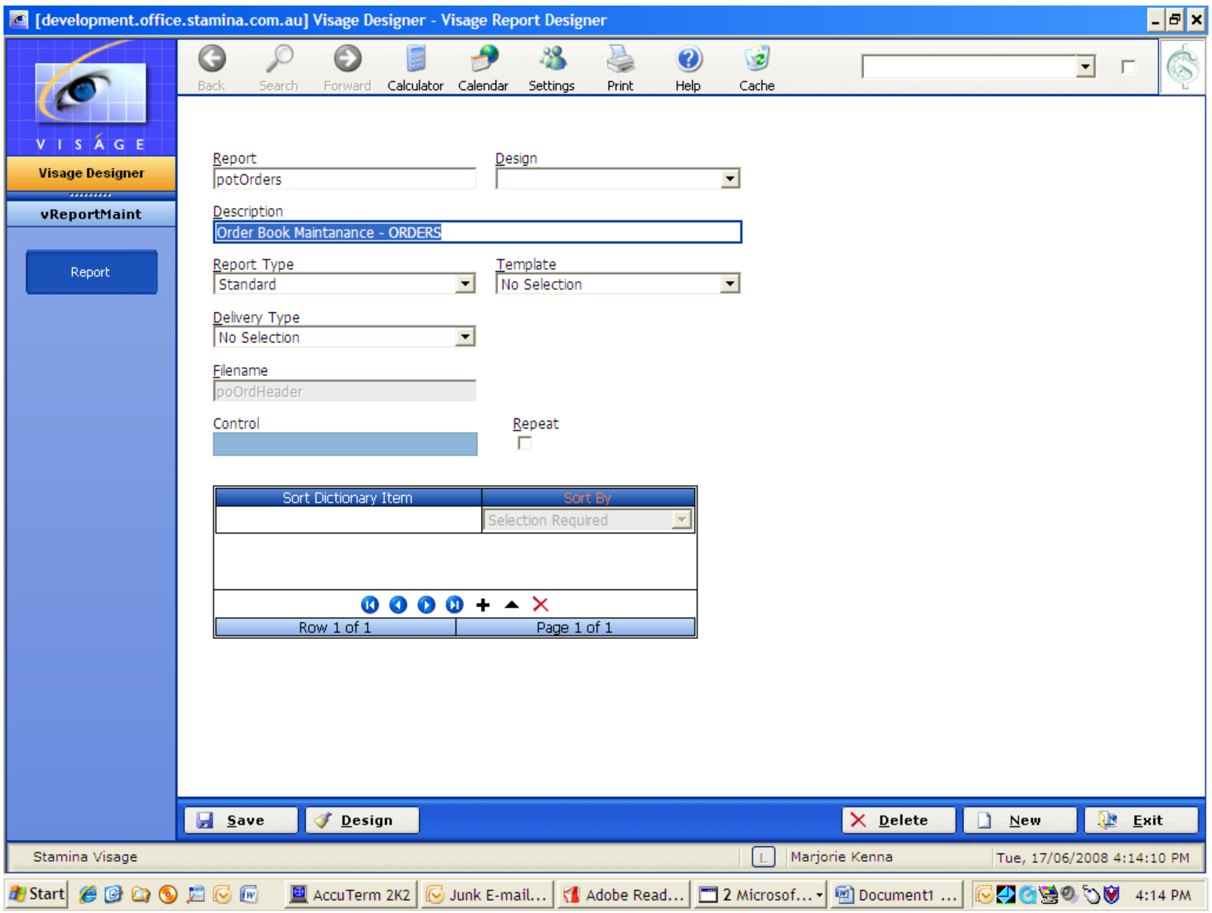


Figure 11: Screen 1 - vReportMaint for potOrders Report

1. **Report –** Enter a name for your report.

2. **Design** – Not used in this example so left blank. This field can be used if you have a base report that you want to modify for a new client. Eg. If you have a report but you want to change it slightly – you would enter the report name in the Report field, and then enter the client name in the Design field. When calling this report it would then be referenced as reportname$designname. Where if the report did not have a design name it would be referenced simply as reportname.

3. **Description -** Enter a meaningful description for the report.

4. **Report Type** – Select Standard.

5. **Template –** Not used in this example, so left blank here - BUT if you have similar details on a number of reports eg. Date, ReportName, Entity Name etc. that are repeated on each report, you could set up a template and reference the template as this point. This would save you time in setting up these same details each time a report is created. The Template details will then appear on Screen 2 of Report Designer. A Template can only be changed from the original template design. It cannot be adjusted from other reports that are using that template.

6. **Delivery Type –** Not used here, so left blank here

7. **Filename –** Enter file name to be used as basis of your report. In this example the file name is poOrdHeader.

8. **Control –** Not set on our report. This gets set from next screen.

9. **Repeat -** Not set on our report.

10. **Sort Dictionary Item –** Table will be completed when items are selected from next screen.

Report Properties

Prior to commencing the design of your report, take some time to consider the layout/design of your report.

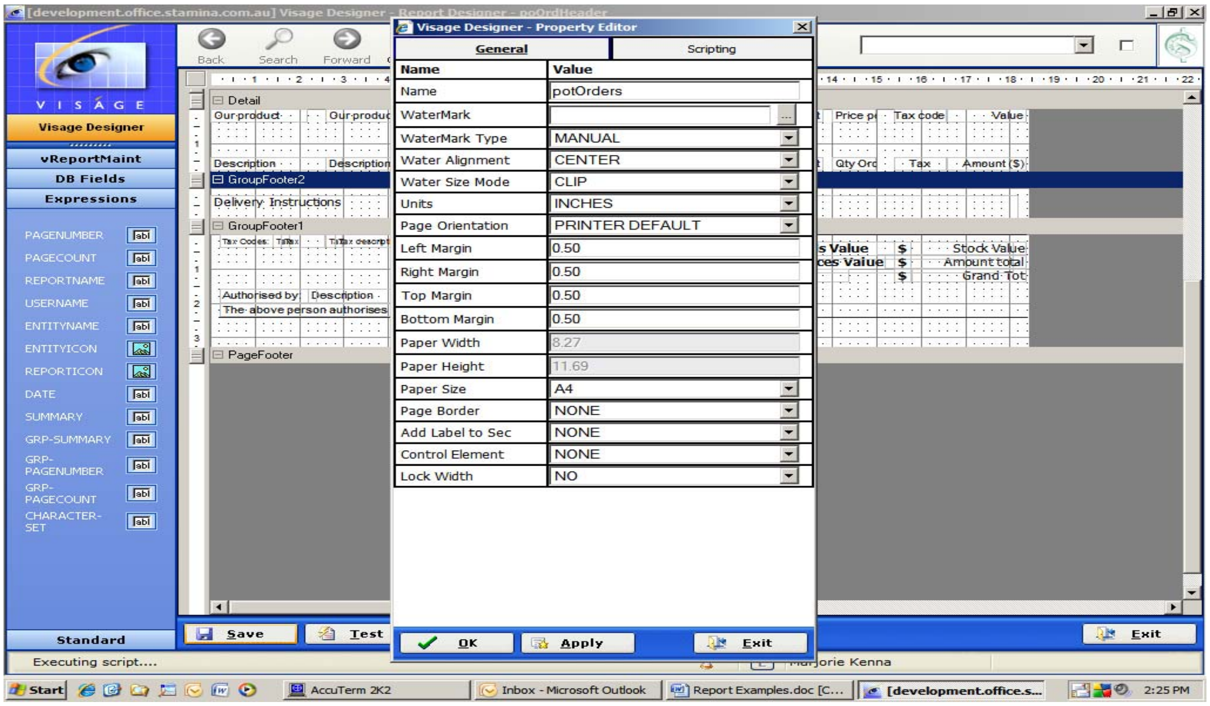


Figure 12: Report Properties

View Report Properties

- Position mouse in a vacant spot on Screen 2.
- Click Mouse
- Select Properties

Page Details:

- Set all page related options according to the paper size and layout of the report to be printed. Eg. Size, Border, Width, Orientation and Margins.

Add Label to Sec:

- Select the section where you want the labels for the DB Fields to appear when you start dropping the DB fields onto your report.

  If you do not make this selection prior to dropping DB Fields onto your report, only the data portion of the field will appear. You would then have to add the Field Labels to your report by adding the Standard -> Label or Text element to the report for each DB Field.

Report Sections

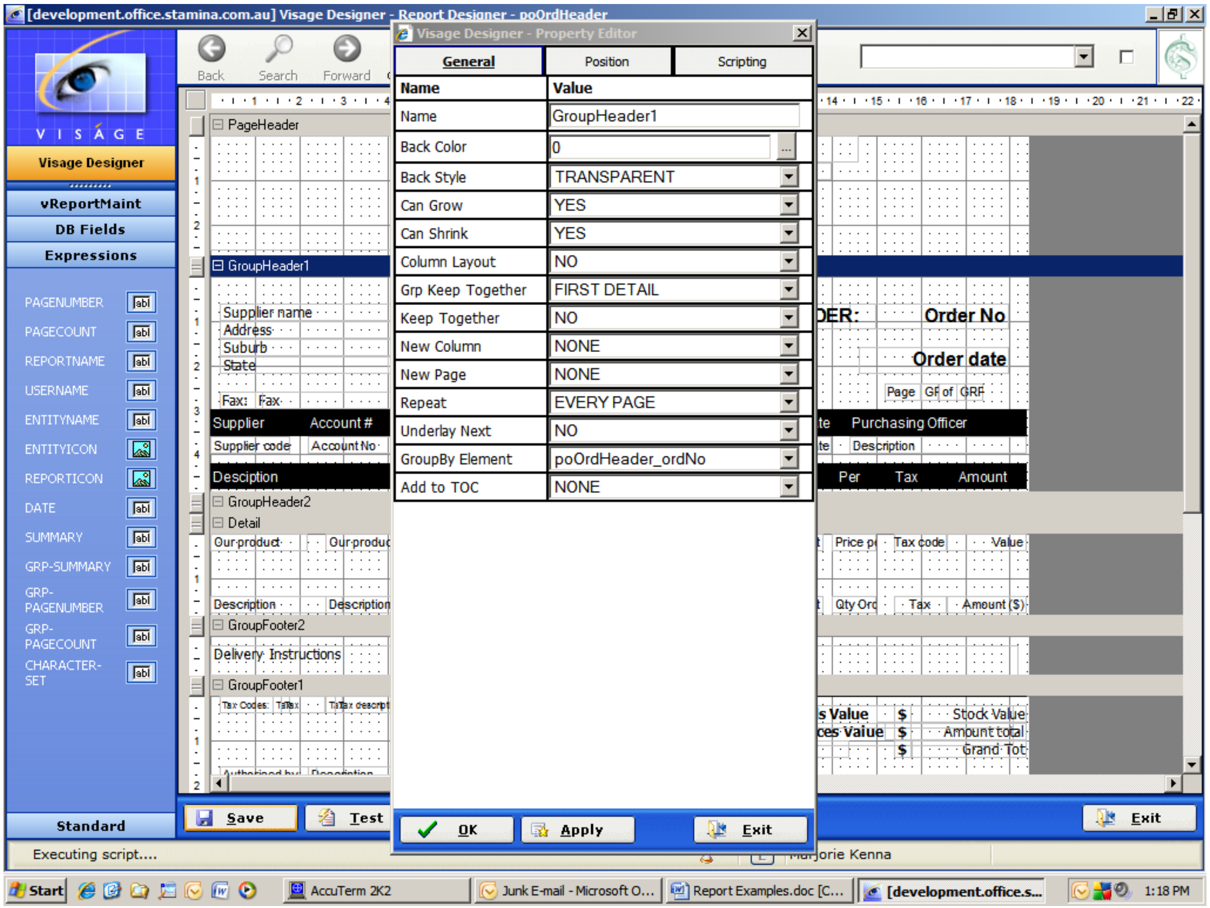


Figure 13: GroupHeader1 Section Properties

1. **ReportHeader –** Contains everything you want to print on the first page of your report **ONLY.** In this example we have deleted the Report Header.

   - **Delete Report Header –** Position cursor anywhere in the Report Header section.
     - Right click the mouse button.
     - Select the Delete Section option.
     - Left click the mouse button to confirm deletion.
     - Report Header and Report Footer is deleted.

2. **PageHeader –** Contains everything you want to print on the top of each page of your report. In this example we will add the fields for the Company Name, Address, Contact Details, ABN plus the Reporter Icon.
   - Add – DB Fields to Section – Left click on DB Fields button in Navigation Bar. Drag and drop the fields onto you report.
   - Add - Reporter Icon – Left click on Expressions in Navigation Bar. Drag and drop the REPORTERICON image to the required location in the PageHeader section of the report.

3. **GroupHeader1 –** Contains details of how this report is grouped.
   - Click the mouse and highlight the GroupHeader1 Section.

- Position mouse anywhere in GroupHeader1 Section
- Right click mouse then left click mouse to select SecProperties option
- Select the GroupBy Element option and locate the poOrdHeader_ordNo field
- Set other options in this Property Editor as indicated
- Click ok

The Purchase Order will then be grouped by Order No field. Within each group the common factors are Supplier Name, Address Details, Order Date and Order Number, together with Page Number. Add these fields onto your report.

4. **GroupHeader2 –** If you then wanted to group the report by another field, you would enter the details in this section. In our example, we have not set any details for the GroupHeader2 section. We will use the GroupFooter2 section to add Delivery Instructions to the Purchase Order. If there is a GroupHeader there must be a corresponding GroupFooter. You cannot have a GroupFooter without a GroupHeader.

5. **Detail -** Contains the details of your report.

    - Add the fields for: Product Code, Product Description, Price, Quantity, Tax eg the lines of the Purchase Order

6. **GroupFooter2 –** In our example add the Delivery Instructions field.

7. **GroupFooter1 –** In our example add the fields for - Totals of the Goods, Services, GST, and Grand Total.

    - Set Properties of GroupFooter1 as indicated below.

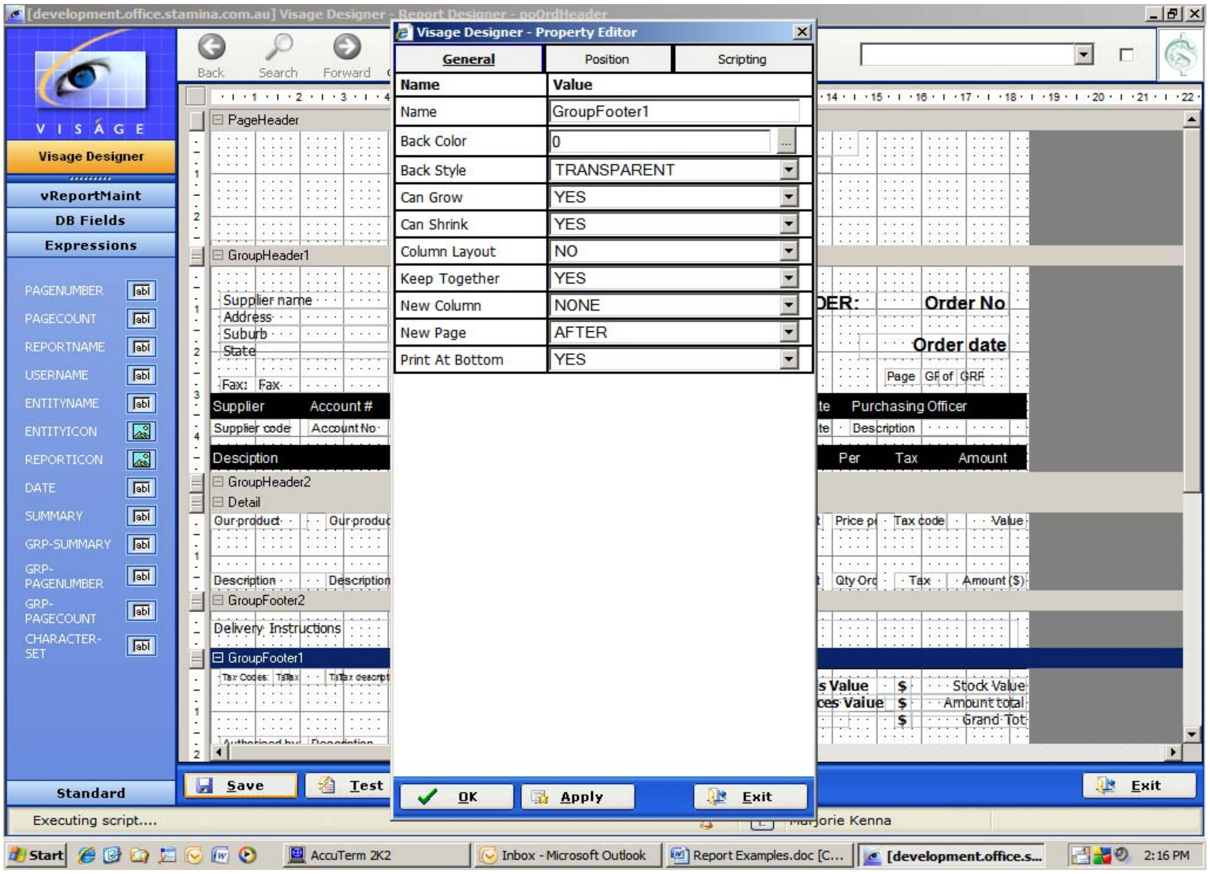


Figure 14: GroupFooter1 Properties

8. **PageFooter –** Contains everything you want to print on the bottom of each page of your report. You might want to add the Page number here instead of in the Group Header.

9. **ReportFooter** – Contains everything you want to print on the Report Footer. Report footer will always print on the last page of your report.

   If you do not have anything appearing in the Report Header or Report Footer, you can delete this section.

   If you have something appearing in the Report Footer and nothing appearing in the Report Header, you can set the Report Header size to Nil and add in the fields to print in the Report Footer.

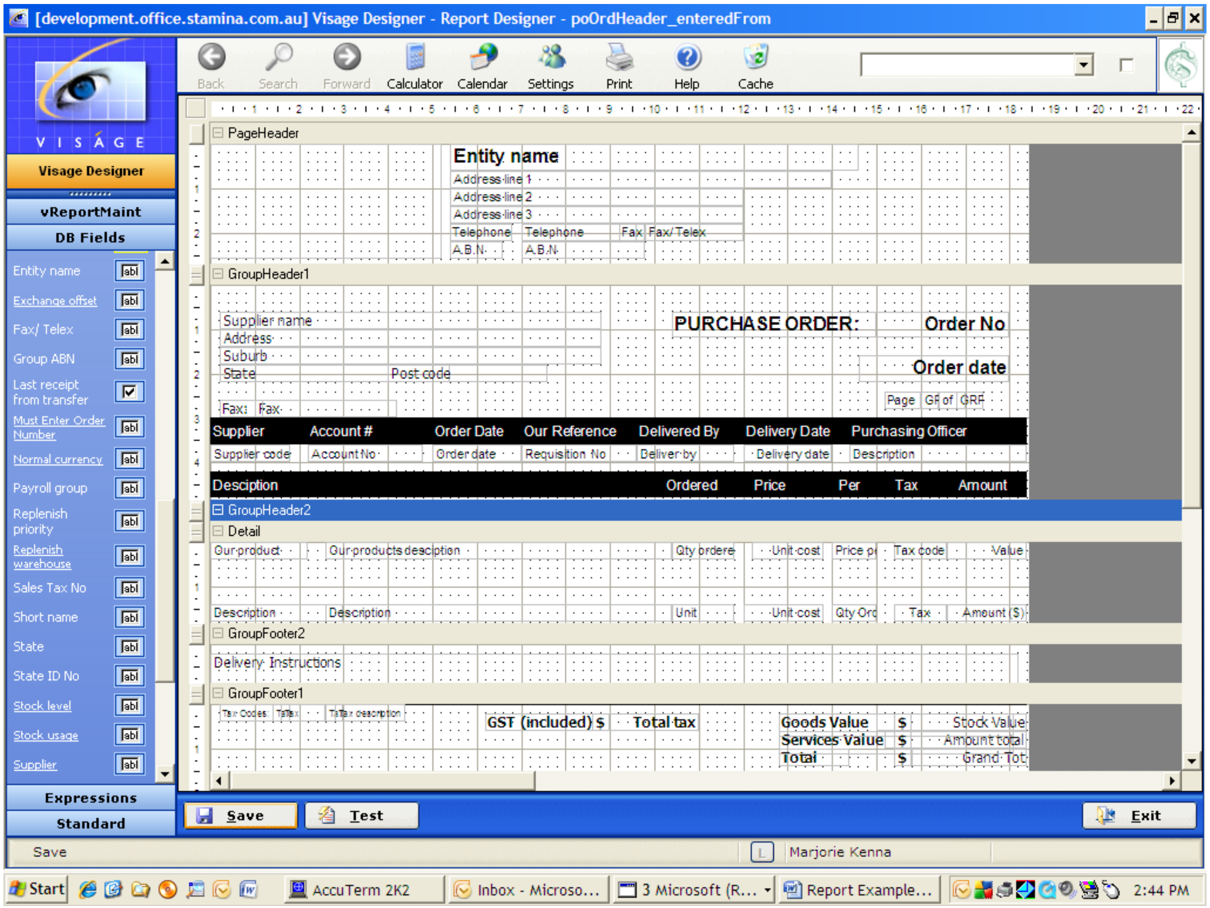


Figure 15: Screen 2 of vReportMaint for potOrders Report

REPORT OUTPUT

Below are screen images of how a two Page Purchase Order and a single Page Purchase Order would look like from the report you have created in this example.

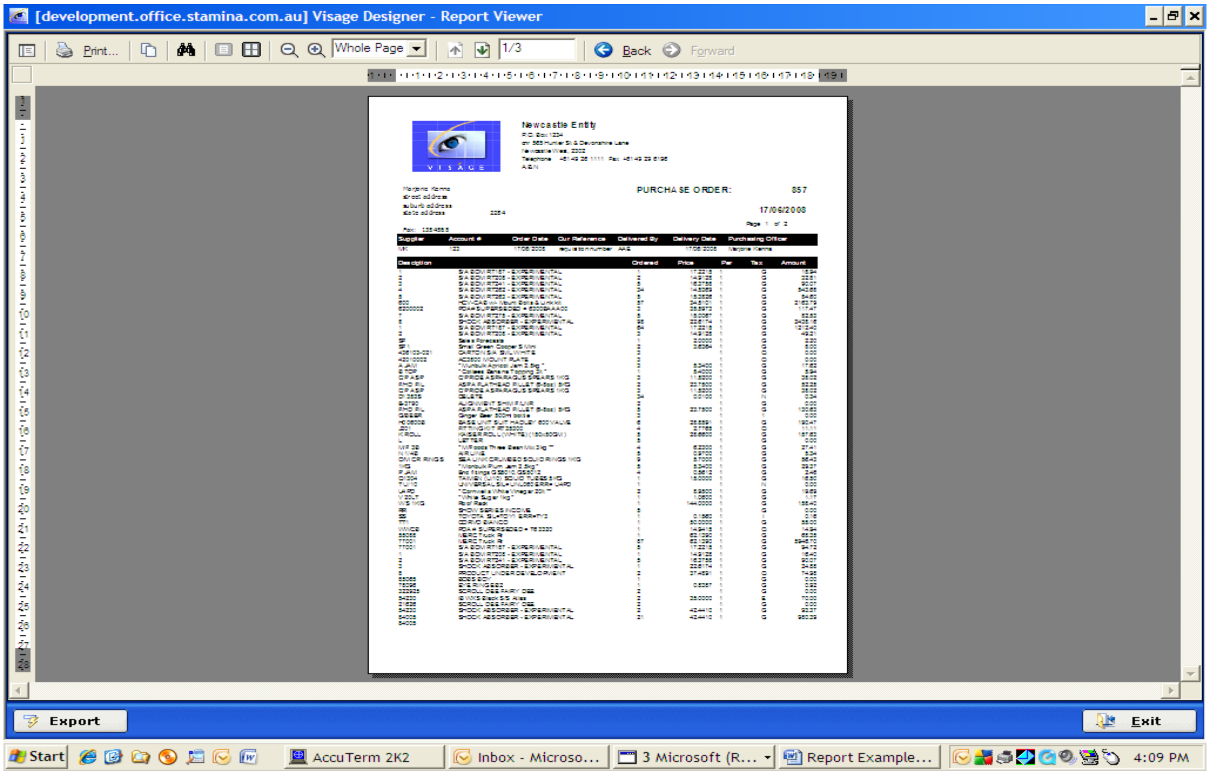


Figure 16: Page 1 of a two Page Purchase Order

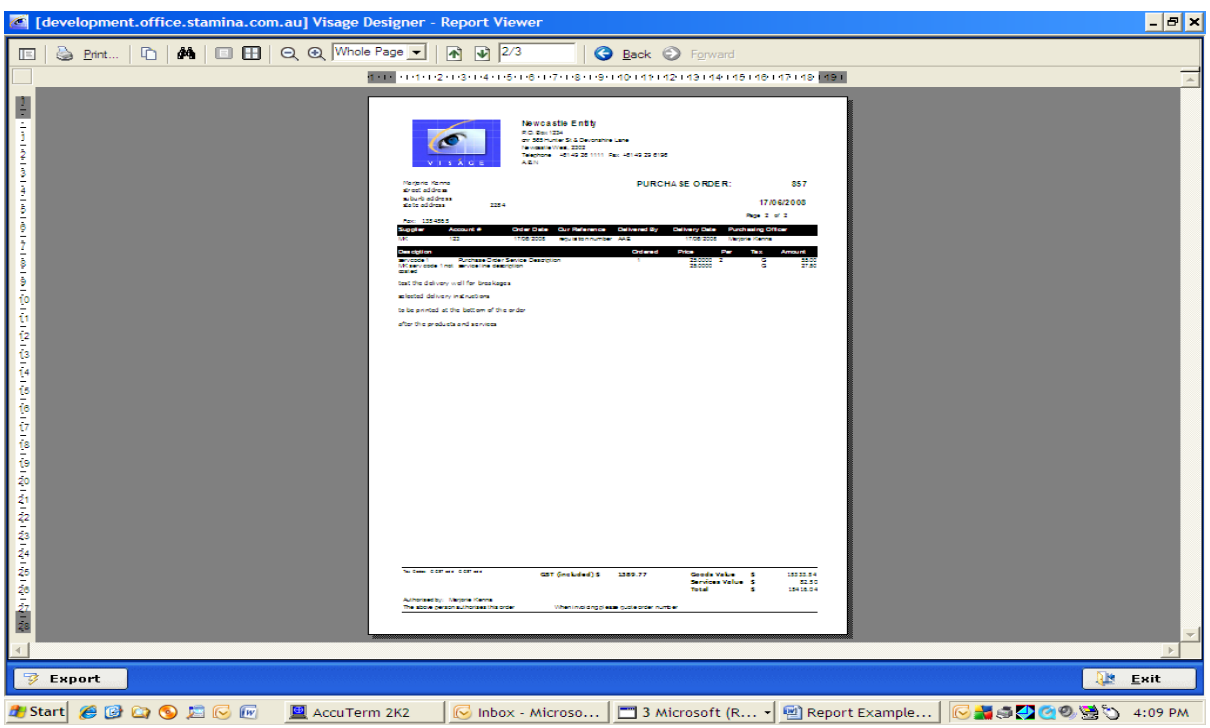


Figure 17: Page 2 of the two Page Purchase Order from Figure 12.

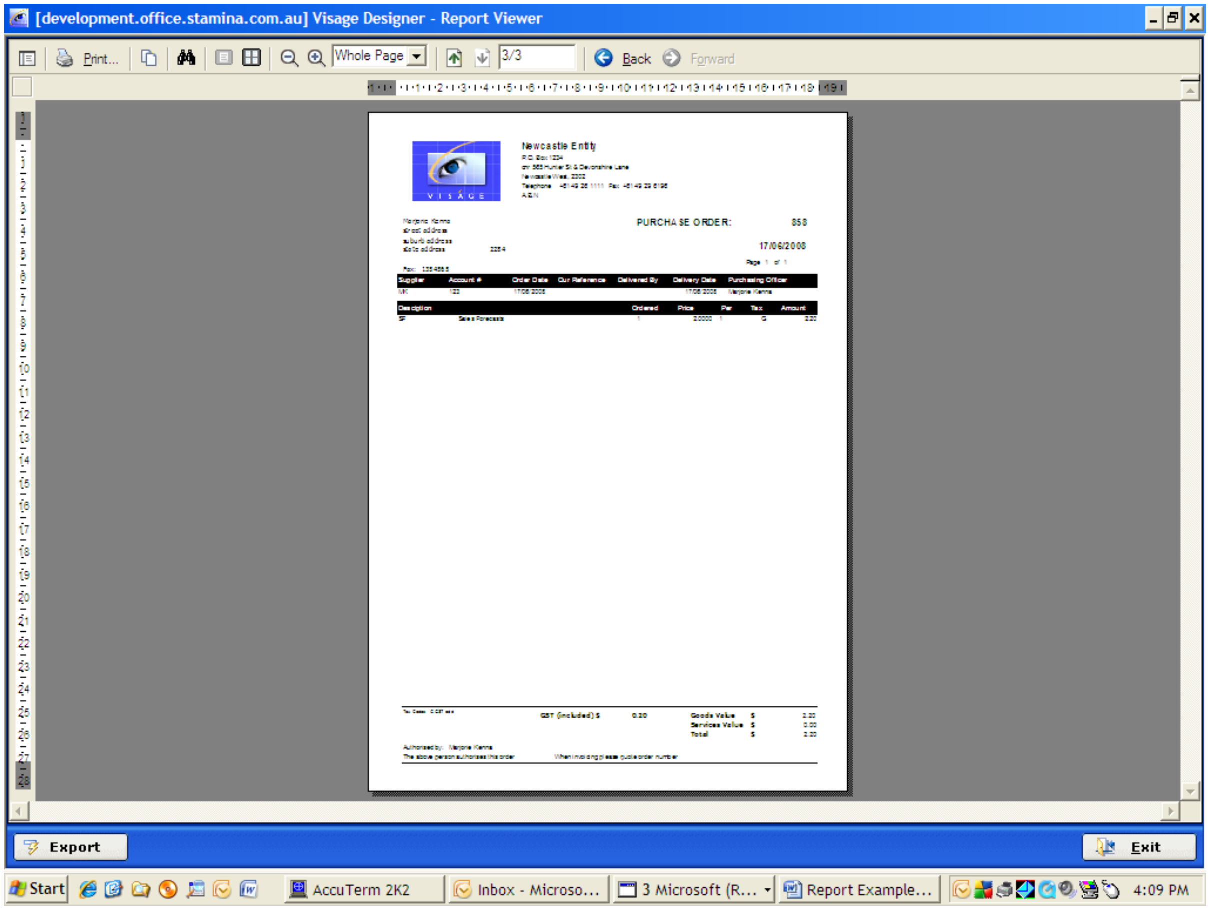


Figure 18: Copy of a single page Purchase Order

Report Example 4 – List of Bank Accounts

To generate a Report to Print Bank Account details where one Bank Account has many Statement Import Transactions associated with the account – follow these steps.

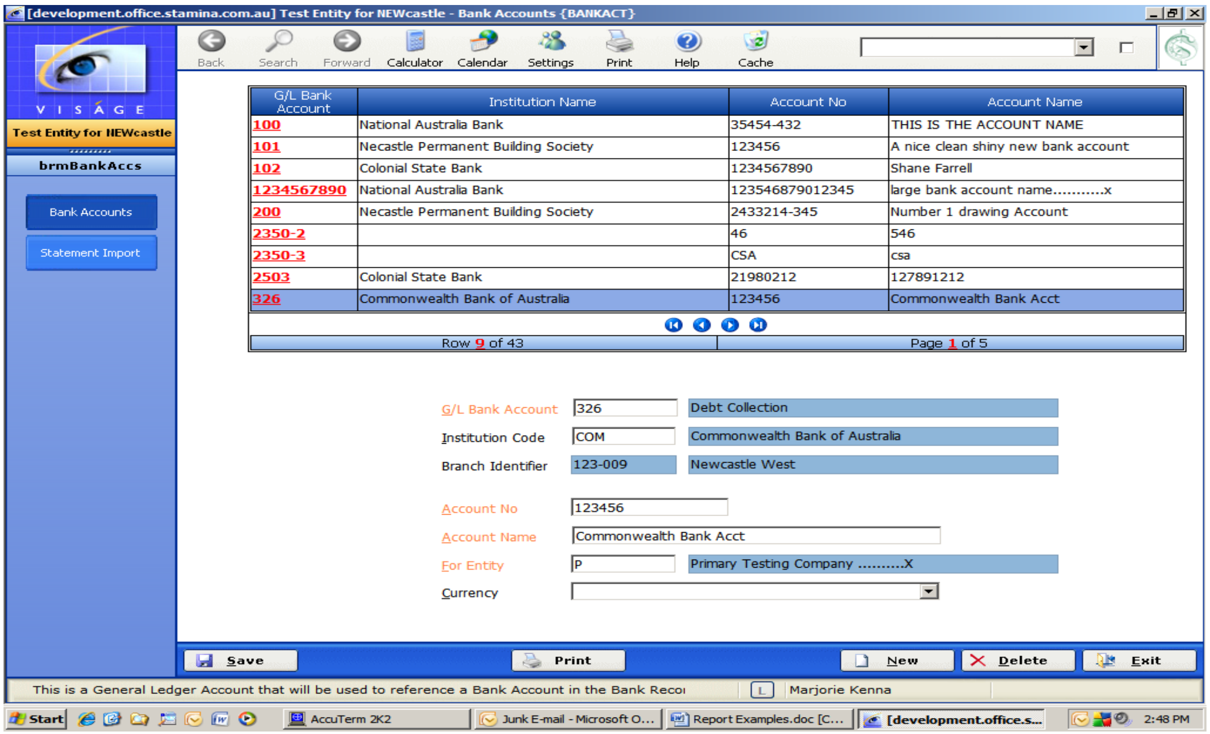


Figure 19: Bank Account Details screen

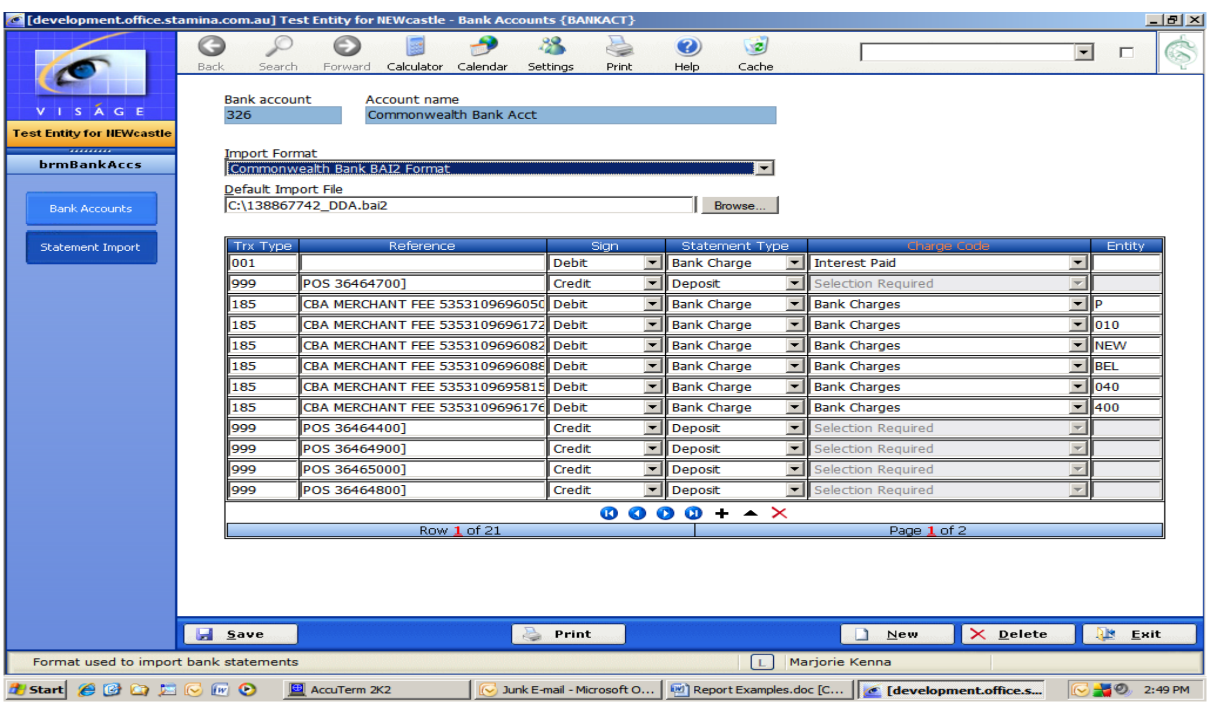


Figure 20: Import Transactions associated with selected Bank Account

Report Example 4 - List of Bank Accounts Report

Navigate to the Design Option -> Reports -> Reports in Viságe or enter vReportMaint in the Quick Access section at the top right of screen.

1. **Report** – Enter name for your report.
2. **Design** – Not used in this example, so left blank.
3. **Description** – Enter a meaningful description for the report. In this example we have used Bank Account List.
4. **Report Type** – Set to Standard in this example.
5. **Template** – In this example we are using the Default Report Template. This template has been set up previously and will allow us to display the Report Name, Entity Name, and Requested by username, Date, Time and Page numbers each time this Template is used.
6. **Delivery Type** – Not used in this example, so left blank.
7. **Filename** – Enter file name to be used as a basis of your report. In this example the file name being used is brBankAccs.
8. **Control** – Set on Screen 2 of vReportMaint to trxtype in this example.
9. **Repeat** – Not set on this report.
10. **Sort Dictionary Item** – Set on Screen 2 of vReportMaint to glBankAcc_code in Ascending Order.

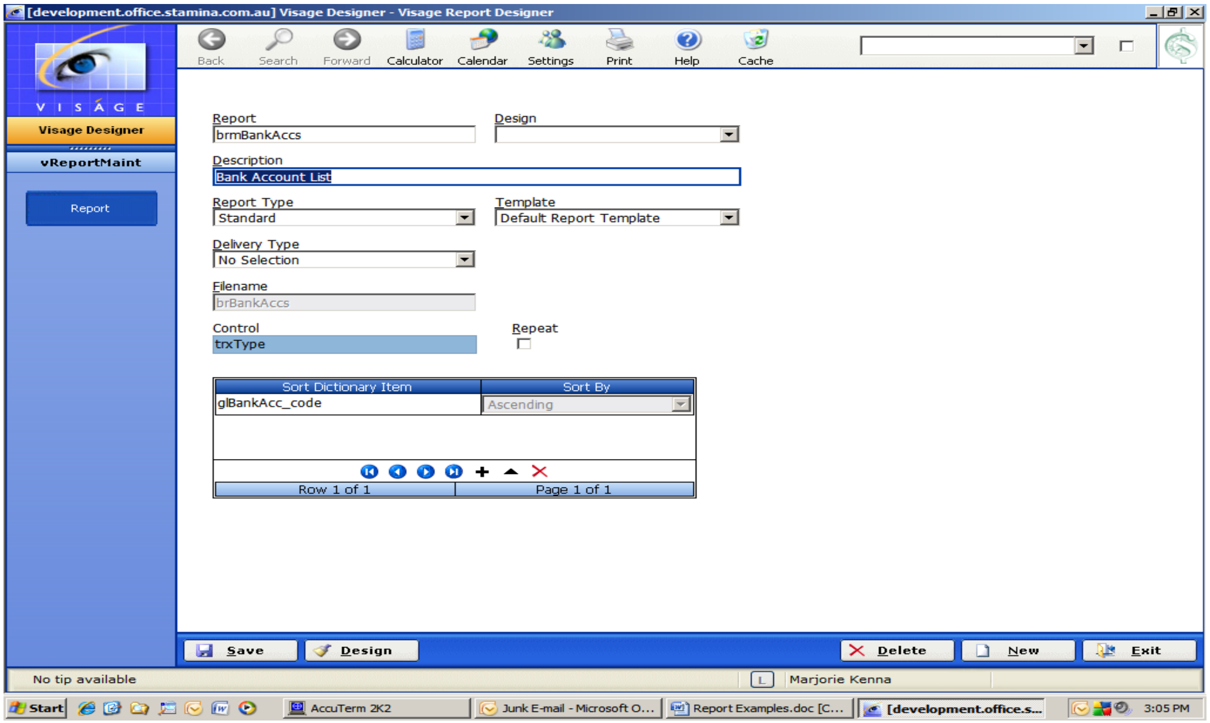


Figure 21: vReportMaint Screen 1 for the Bank Accounts Report

Report Properties

Prior to commencing the design of your report, take some time to consider the layout/design of your report.

View Report Properties

- Position mouse in a vacant spot on Screen 2.
- Click Mouse
- Select Properties

Page Details:

- Set all page related options according to the paper size and layout of the report to be printed. Eg. Size, Border, Width, Orientation and Margins.

Add Label to Sec:

- Select the section where you want the labels for the DB Fields to appear when you start dropping the DB fields onto your report.

  If you do not make this selection prior to dropping DB Fields onto your report, only the data portion will display. You would then have to add the Field Labels to your report by adding the Standard -> Label or Text element to the report for each DB Field.

Control Element:

- Set the Control Element to brBankAccs_trxtype in this example.

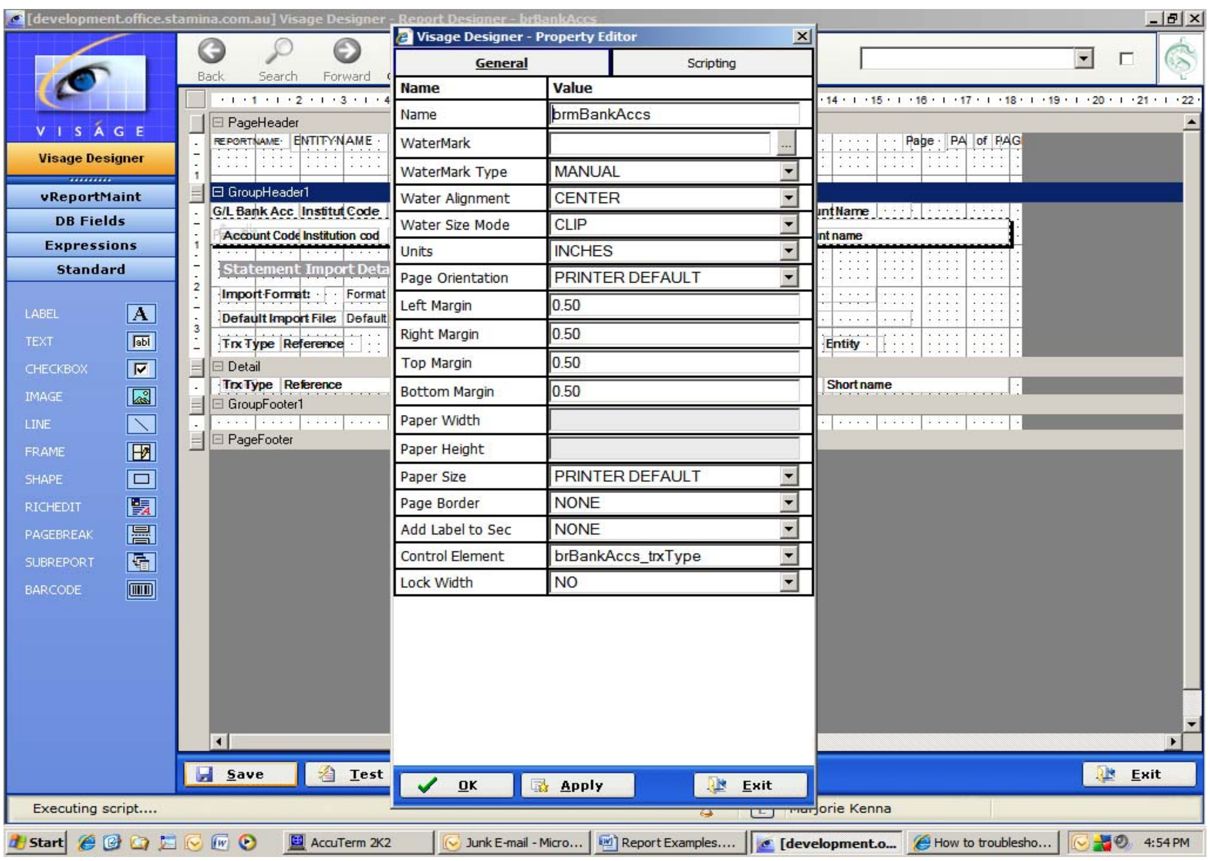


Figure 22: Report Properties

Report Sections

1. **ReportHeader** – Not used in this report, so you can delete this section.

2. **PageHeader** – The first line of this PageHeader contains the fields for ReportName, EntityName, Requested by, Date and Page Number. These details come from the Default Report Template being referenced from Screen 1 of this report setup. Details on a Template cannot be changed from a report. Changes to Templates can only be carried out from amending the actual Template. Any changes in a Template are then reflected in the reports where that template is being referenced.

   - Click on Standard button in the Navigation Bar.

   - Drag Label Element to top of screen – and set up as Figure 19. The Report Style of ReportSmallFontBold has been set up previously. If you do not have this style, select your own style for the heading or alternatively set up a new Style in the Style Menu.

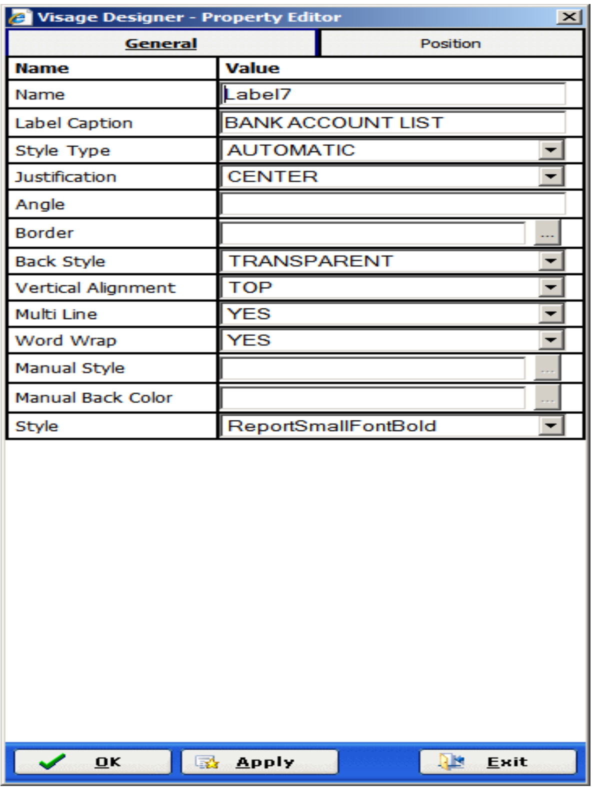


Figure 23: Label Element for name of report

   - Click ok and position as required.

3. **GroupHeader1 –** Contains details of how the report is grouped plus details of what will appear in the Group.

    - Add the fields for each of these elements to the GroupHeader1 section of the report.

    - The fields – Account Code, Institution Code, Branch Name, Branch ID, Account No and Account Name has been added to a Frame after the frame has been added to the report

    - **Add a Frame**
        - Click on the Standard button in the Navigation Bar
        - Drag Frame Element to GroupHeader1 section of the report
        - Position and format as required.

    TIP!!! Add the frame first, and then add the fields into the Frame.

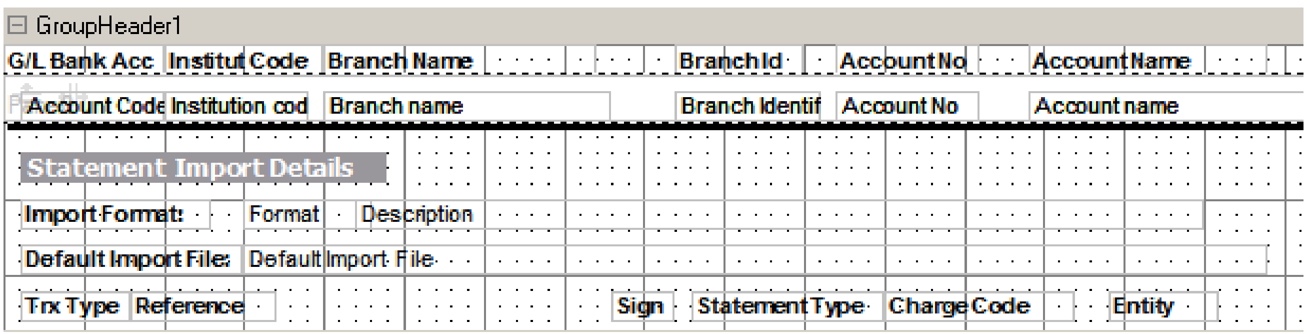


Figure 24: GroupHeader1 section of the Bank Account's Report

- Position mouse in the GroupHeader1 Section.

- Right click mouse then left click mouse to select SecProperties option.

- Set the GroupBy Element option to brBankAccs_glBankAcc_code

- Set other options in the Property Editor as indicated.

- Click ok.

The report will then be grouped by Bank Account Code field.

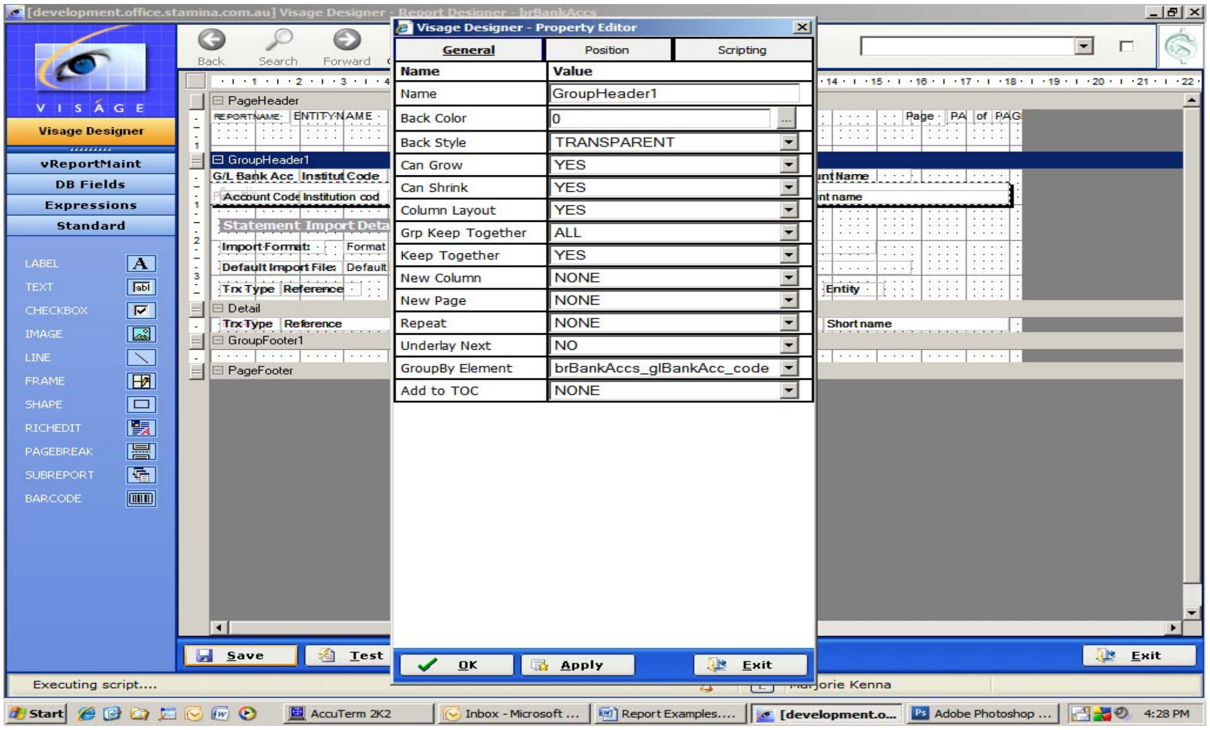


Figure 25: GroupHeader1 Section Properties

4. **Detail** – Contains the details of your report.

   - Add the fields for: Trx Type, Reference, Sign, Statement Type, Charge Code and Entity from DB Fields to the detail section of the report. Position and format as required.

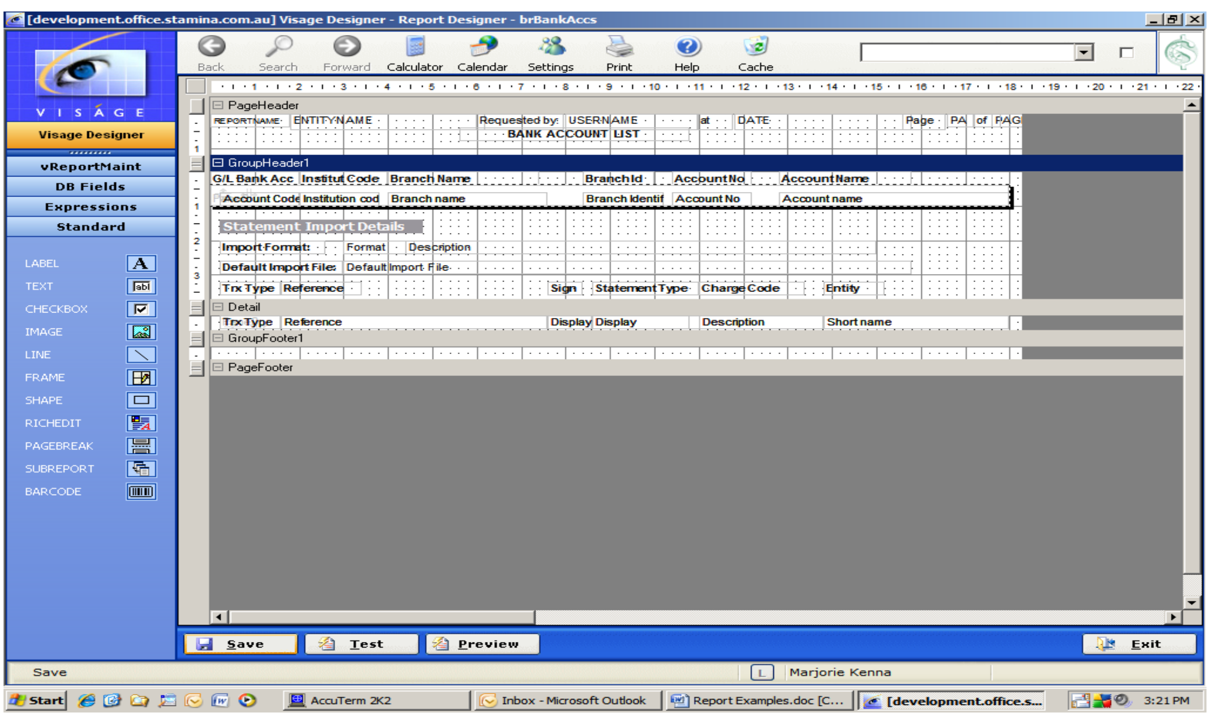


Figure 26 : vReportMaint Screen 2 for the Bank Accounts Report

Set Sort Order of the Report

If you were only ever printing this report for a single bank account you would not need to worry about setting up Sort Order.

However if you have cause to print this report for more than one bank account you would want to set the sort order of the report.

In this example we will be setting the sort order to be the Bank Account field.

- Select the field for the Bank Account field.
- Right click and select Properties
- Set the Sort Order to Ascending
- Click ok

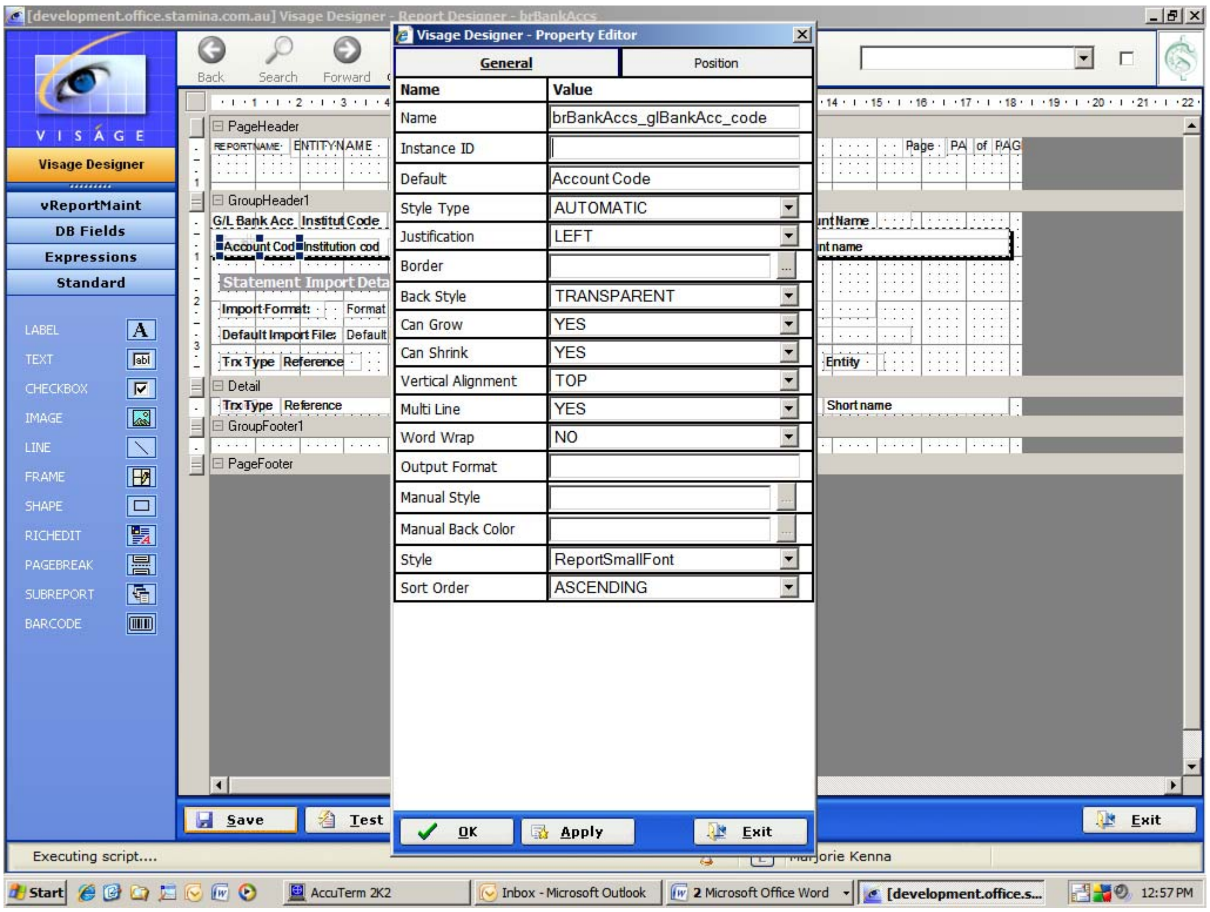
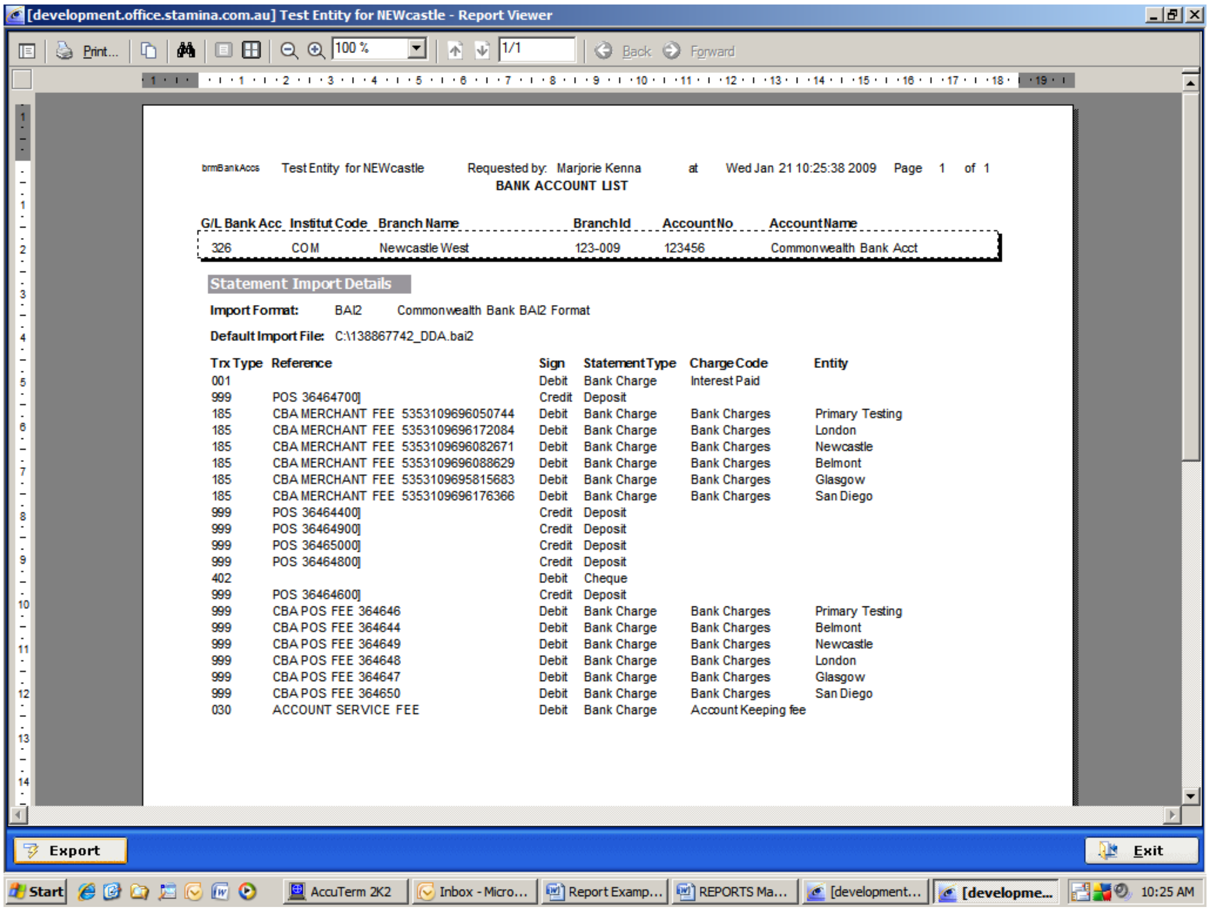


Figure 27: Setting sort order to Bank Account Code field

REPORT OUTPUT

Below is an example of the output generated from the Report you have just created.



brmBankAccs Test Entity for NEWcastle Requested by: Marjorie Kenna at Wed Jan 21 10:25:38 2009 Page 1 of 1

BANK ACCOUNT LIST

G/L Bank Acc	Institut Code	Branch Name	Branch Id	Account No	Account Name
326	COM	Newcastle West	123-009	123456	Commonwealth Bank Acct

Statement Import Details

Import Format: BAI2 Commonwealth Bank BAI2 Format

Default Import File: C:\138867742_DDA.bai2

Trx Type	Reference	Sign	Statement Type	Charge Code	Entity
001		Debit	Bank Charge	Interest Paid	
999	POS 36464700]	Credit	Deposit		
185	CBA MERCHANT FEE 5353109696050744	Debit	Bank Charge	Bank Charges	Primary Testing
185	CBA MERCHANT FEE 5353109696172084	Debit	Bank Charge	Bank Charges	London
185	CBA MERCHANT FEE 5353109696082671	Debit	Bank Charge	Bank Charges	Newcastle
185	CBA MERCHANT FEE 5353109696088629	Debit	Bank Charge	Bank Charges	Belmont
185	CBA MERCHANT FEE 5353109695815683	Debit	Bank Charge	Bank Charges	Glasgow
185	CBA MERCHANT FEE 5353109696176366	Debit	Bank Charge	Bank Charges	San Diego
999	POS 36464400]	Credit	Deposit		
999	POS 36464900]	Credit	Deposit		
999	POS 36465000]	Credit	Deposit		
999	POS 36464800]	Credit	Deposit		
402		Debit	Cheque		
999	POS 36464600]	Credit	Deposit		
999	CBA POS FEE 364646	Debit	Bank Charge	Bank Charges	Primary Testing
999	CBA POS FEE 364644	Debit	Bank Charge	Bank Charges	Belmont
999	CBA POS FEE 364649	Debit	Bank Charge	Bank Charges	Newcastle
999	CBA POS FEE 364648	Debit	Bank Charge	Bank Charges	London
999	CBA POS FEE 364647	Debit	Bank Charge	Bank Charges	Glasgow
999	CBA POS FEE 364650	Debit	Bank Charge	Bank Charges	San Diego
030	ACCOUNT SERVICE FEE	Debit	Bank Charge	Account Keeping fee	

Figure 28: Example of Report showing the Bank Account with the Statement Import Details

Report Example 5 – Create a Report Template

A Report Template can be utilised when you need a number of documents/reports to have the same look and feel about them. Instead of setting up these 'same' details a number of times on each report you can create a Report Template and use that Template as a basis for all of your reports.

If any changes are required in the future eg. change phone number, new address, change of company logo you only need to change the Template and those changes are then reflected in all of the documents based on the Template.

In this example we will create a Report Template that has a Company Logo, Company address and contact details that could be used when designing Invoices, Credits, Purchase Orders and Statements.

Navigate to Report Design Option -> Reports -> Reports or enter vReportMaint in the Quick Access bar, top right of screen and press enter.

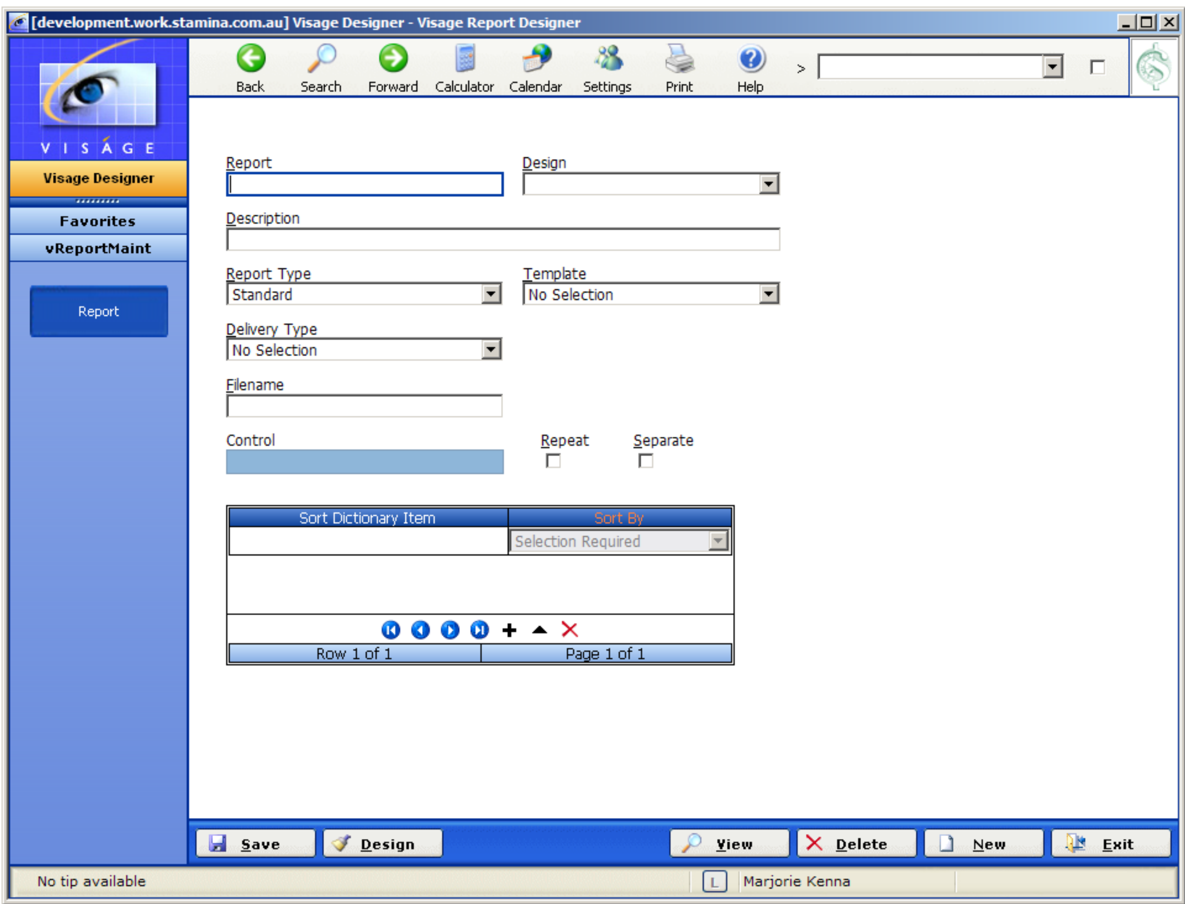


Figure 29: Blank Reporter screen

You will notice that when you select the Report Type of Template a number of fields on this screen will disappear.

This is because those fields are not required when creating a Template Report.

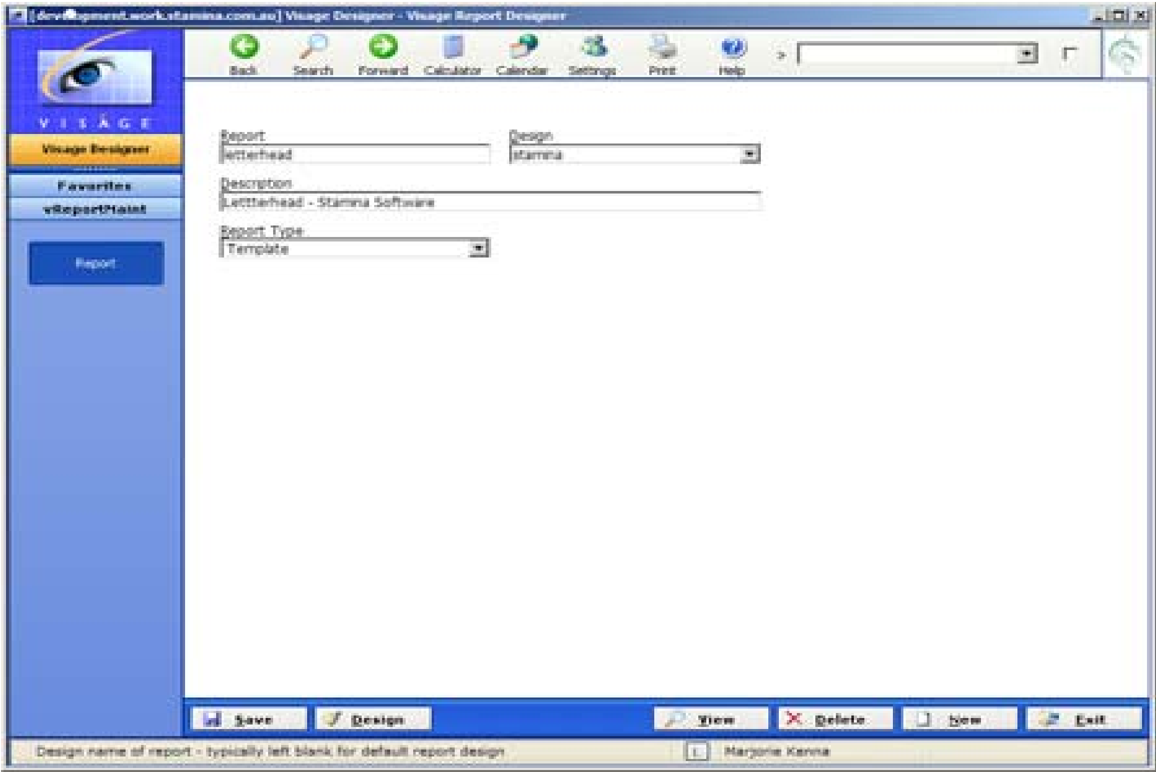


Figure 30: Screen 1 of Letterhead Report Template

1. **Report** – Enter a meaningful name for your Template.

2. **Design** – Used in this example so that a number of letterhead templates can be created for different companies.

   Using the Design option allows you to set up a Report Template called letterhead for any number of different companies. Each of the Report Templates will be referenced by reportname$reportdesign eg. letterhead$stamina, letterhead$xyz

   If you only ever need to set up one Template called letterhead, you can leave the Design field blank.

3. **Description** – Enter a meaningful description for the Template.

4. **Report Type** – Select Template.

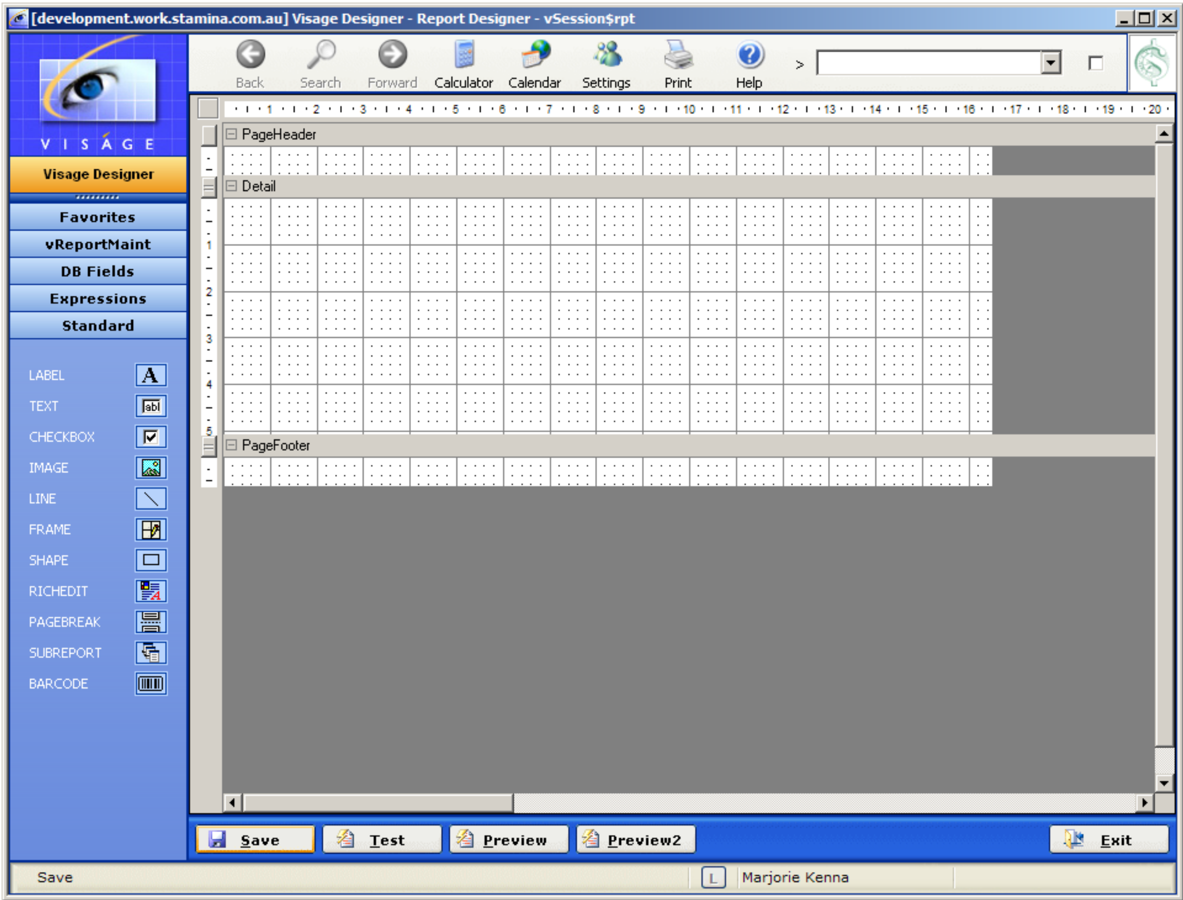


Figure 31: Blank Report Template design screen

Prior to commencing the design of the report, take some time to consider the layout/design of your report and what, where and when you want details to be printed. Eg. Print at the start of the report only, print on every page of the report, print something on page 1 of the report but print something different on page 2 and 3 etc.

In the example you will set up here: The Company logo, name and address details will print at the top of every page.

Add Image to Page Header

- Select Image from Standard Options bar
- Drag Image element to required location on screen. Position and size as required.
- Right click Image element and select Properties

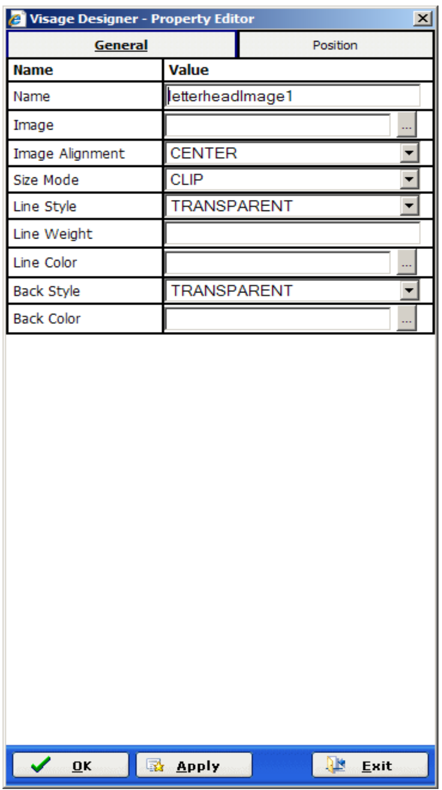
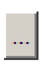


Figure 32: Image Properties

Click on  button and select your required image.

Please note: The Image must have been imported in Viságe previously.
Use Application -> Icon Capture (vIconMaint) to import Images into Viságe.

- **Image Alignment** – Select the alignment suitable to your image.
- **Size Mode** – Select valid option of Stretch, Clip or Zoom – suitable to your image.

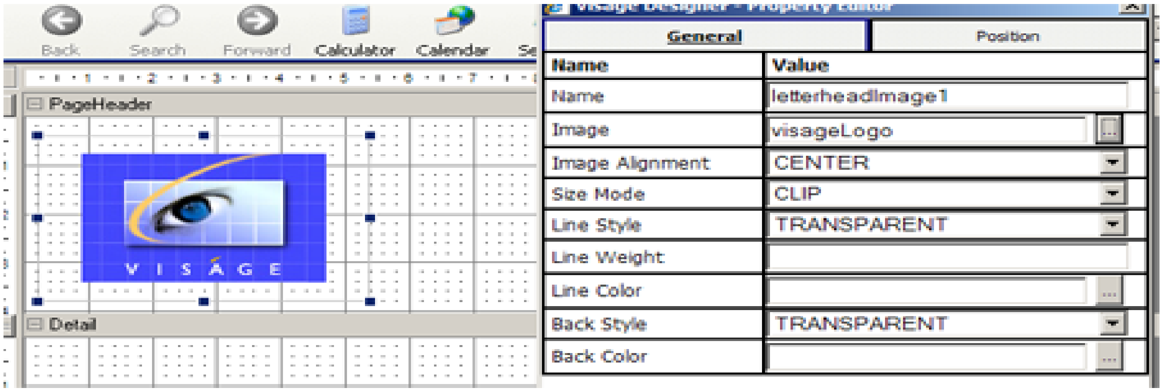


Figure 33: Size mode set to Clip

The Clip option will position the image in the Image element as it was captured in Viságe. If the Image size is small and the image element is larger the image will appear as Figure 33.

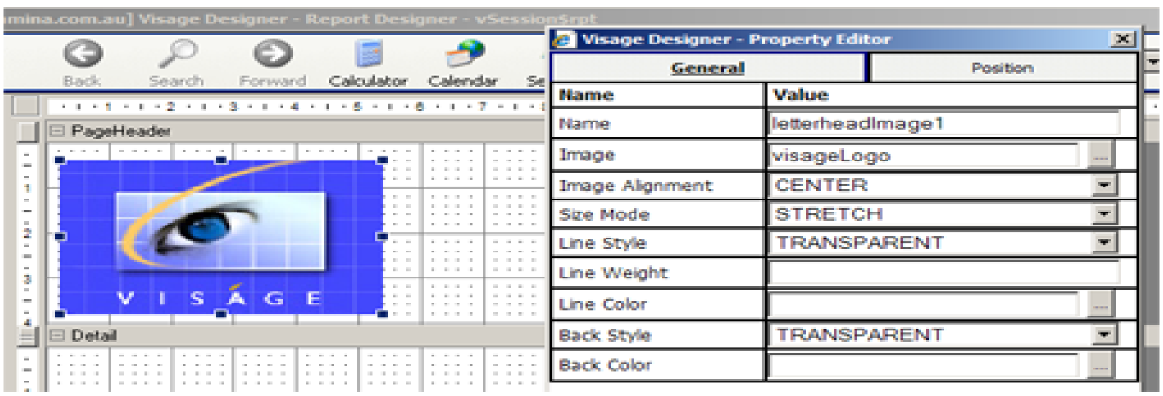


Figure 34: Size mode set to Stretch

The Stretch option will adjust the Image to fill the Entire Image element, Height and Width as displayed in Figure 34.

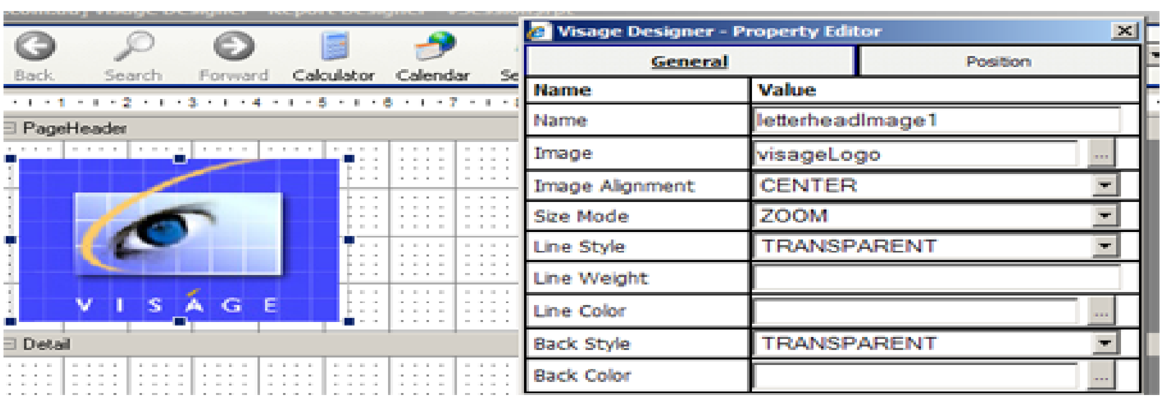


Figure 35: Size mode set to Zoom

The Zoom option will adjust the image to fit to the Height of the Image element as displayed in Figure 35.

- **Line Style** – If you require a Line around your image make your selection from here. This can be left as default for no line to appear.

- **Line Weight** – If you have set a Line Style in the previous field you can set the Line Weight here. Eg. 1 of thin line, 2 for slightly thicker line etc. Leave this field blank if there is no Line Style set in the previous field.

- **Line Colour** – If you have set a Line Style you can set the colour of the Line here. Leave this field blank if there is no Line Style set.

- **Back Style** – If you require a background colour to be set for this image, select Normal here. If you do not require any background colour to be set, leave this as Transparent.

- **Back Colour** – Only required where you have set the Back Style to Normal. You can then select a colour for your background.

Add any additional Labels/Text elements to your Template and format as required.

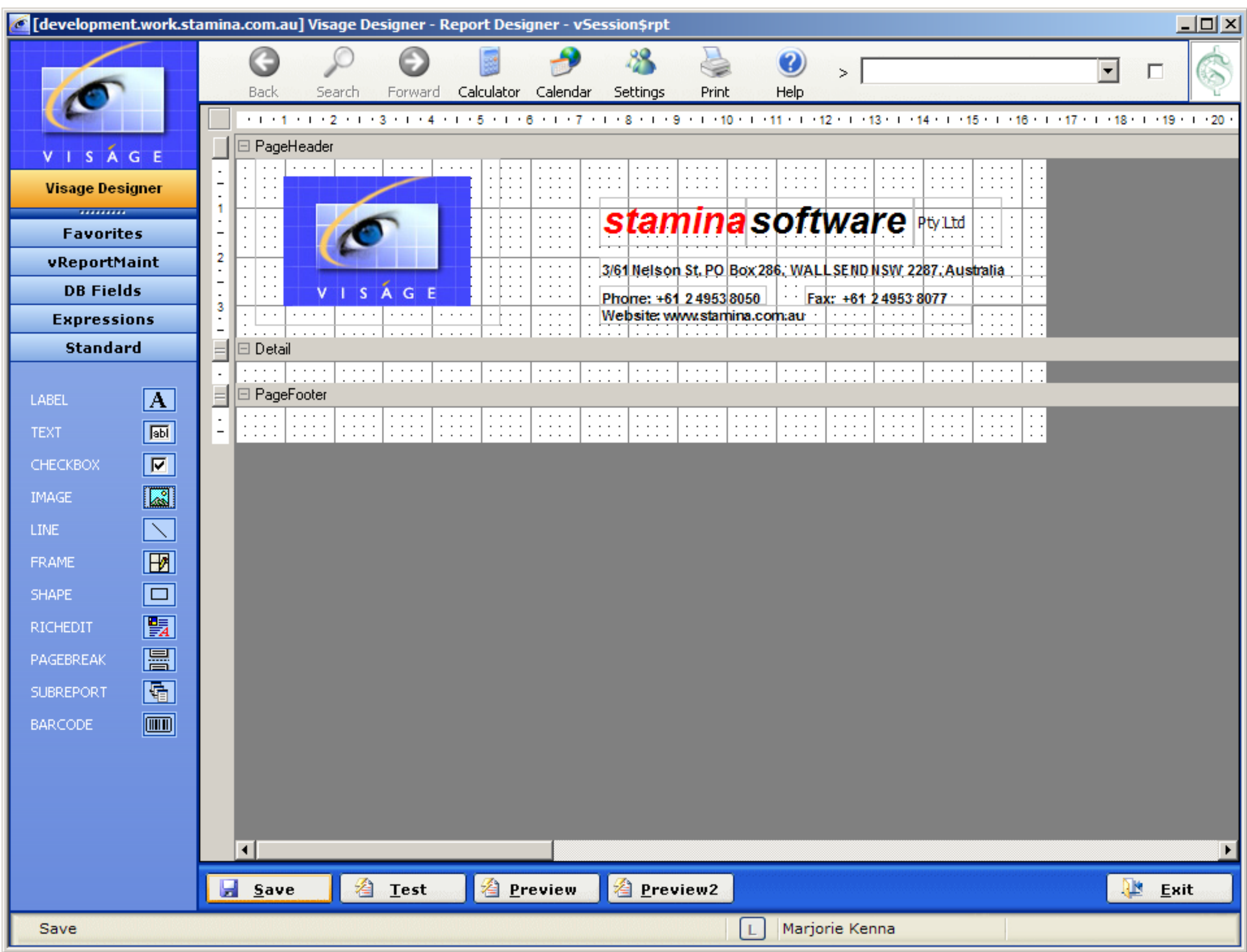


Figure 36: Report Template with Company Logo , Name, Address and contact details

Click **Save** button to save your report.

In a previous example you created a Purchase Orders Report – Report Example 3 (see Page 16)

If you had set up this report to use the Template – letterhead$stamina the details from the Template would be displayed on the Purchase Orders Report.

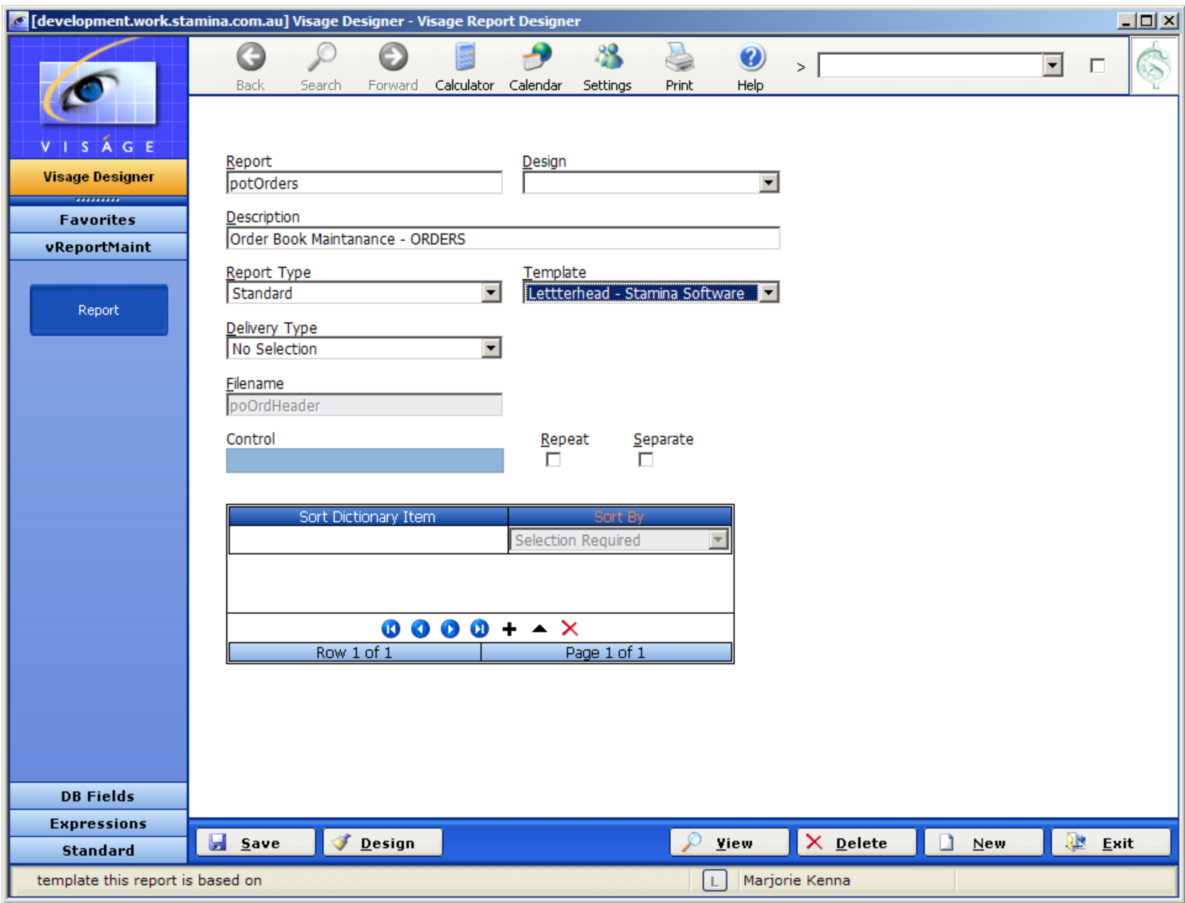


Figure 37: Purchase Orders Report using Template

PLEASE NOTE!!! – Elements from a Template cannot be modified from a report.

You must load up the Template, make the required modifications and save the Template.

Any modifications made in a template will be reflected in **ALL** reports that are based on that Template.

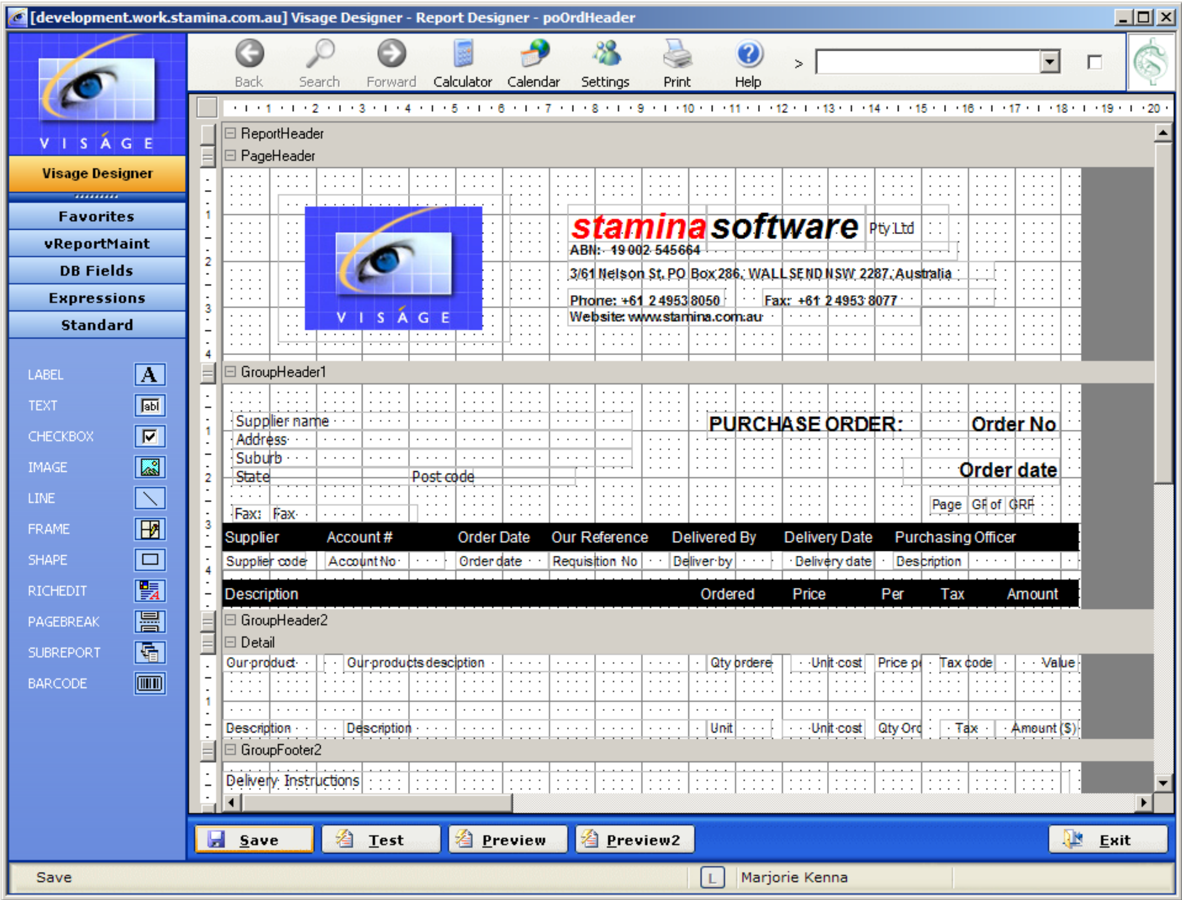


Figure 38: Details displayed on Page Header are from Template.