CASTAWAY

1. Reporting Screen

The Reporting screen is the hub for all your reports and reporting designs. The **Taskbar** is split into 5 sections:

- **Overview:** Navigate for a high-level overview of all your reports
- Reports: Choose Castaway generated and custombuilt reports
- **Boards:** To create and select Dashboards
- **Design:** Design the look of your reports
- **Publish:** Print and change print settings, and Export reports to Excel

C	ASTAWAY	Sam	plers Wine	Compan	у										?	ŝ
File	Setup Fore	ecast	Reporting	Window								II 4) ĝ		C	3
≡◀	Reports	<	Profit & Loss	× Balance	Sheet	Casl	n Flow		Ratio a	nd Statistics	5	P&L Das	shboard	F	Ratios Dash	boa >
	Profit & Loss	6	>		From Jul 2015	Т	Jun 2016		Month C	uarter I	Year Cu	stom	Report On	Projected	\sim	Q
Overview	Balance Sheet														_	-
	Cash Flow	^	Samplers Wine	Company												
	Funds Flow		Profit & Loss (Pr													
Reports	> Custom Reports		Shopfronts													
~	> Other Reports		July 2015 - June 2016	5												
Boards	> Variance Reports				Jul 15	Aug 15	Sep 15	0ct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun
	> 12 Month Variance Reports				Actual	Aug 15	Sepiro	00015	1404 15	Dec 15	jan io	10010	Mar TO	7.0110	widy 10	Jun
	> Year on Year Reports	√x	Sales/Day [CUST	OM_VAR_5] [CUS	T 11,580	11,065	11,433	11,065	13,867	13,419	12,532	10,879	10,177	10,517	10,177	1
Design	> Perspectives Reports		Local Wine Sales	[PL.SALES.SUBT												
m	> Schedules		Red Wine Sales	- Local [SalesEle	95,234	75,000	75,000	75,000	75,000	75,000	60,000	60,000	60,000	60,000	60,000	6
Publish	Element Properties Report		White Wine Sale	es - Local [SalesEl	103,113	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	4
			Sparkling Sales	- Local [SalesElem	160,623	13,000	13,000	13,000	26,000	26,000	26,000	13,000	13,000	13,000	13,000	1
			Total Local Wine	Sales [PL.SALES.	358,970	133,000	133,000	133,000	146,000	146,000	131,000	118,000	118,000	118,000	118,000	11
			Local Wine Costs	[PL.COSTS.SUBT												
			Red Wine - Loca	ll [StockElement.9	0 0	24,000	24,000	24,000	24,000	24,000	15,000	15,000	15,000	15,000	15,000	1
			White Wine - Lo	cal [StockElemen	t 0	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	1
			Sparkling - Loca	l [StockElement.1	0	3,250	3,250	3,250	6,500	6,500	6,500	3,250	3,250	3,250	3,250	_
			Total Local Wine	Costs [PL.COSTS	. 0	44,750	44,750	44,750	48,000	48,000	39,000	35,750	35,750	35,750	35,750	3
			Local Wine Sales	GP [PL.GP.SUBT	358,970	88,250	88,250	88,250	98,000	98,000	92,000	82,250	82,250	82,250	82,250	8
			Local Wine Sales	GP % [PL.DIV.GN	1 100.00%	66.35%	66.35%	66.35%	67.12%	67.12%	70.23%	69.70%	69.70%	69.70%	69.70%	69
			Imported Wine S	ales [PL.SALES.S												
			Red Wine Sales	- Imported [Sales	0	100,000	100,000	100,000	100,000	100,000	87,500	87,500	87,500	87,500	87,500	8
			White Wine Sale	s - Imported ISal	٥	50.000	50.000	50.000	50.000	50.000	50 000	50 000	50.000	50,000	50.000	5

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2. Report Controls

Report View Bar

Click on the **Report View icon located** on the top left corner of the **Reporting Workspace** to expand the options. When selected, the options will only apply to the Report in which you are viewing.



Reporting Periods

Set the Report period in the **Reporting workspace toolbar**.

Click on the **Calendar** icon to define the reporting period (This is not available when the Reports are set to Custom).



You can set your report to display custom columns by clicking on **Custom**. To select the **months**, **quarters** or **years** you would like to show, click on the respective checkboxes.

Profit & Loss X Bala	ance Sheet		Cash Fl	ow		Ratio an	d Statistics		P&L Dashb	oard	Ra	atios Dashboi	ard
χ <u>ο</u> ρ≢Ø⊑N∎‡	<		From J	ul 2015	To Ju	2016	Mo	nth Qua	rter Yea	r Custor	m Rep	ort On Proj	jected
=										1			
Samplers Wine Company								6					
Profit & Loss (Projected)								Custo	m Repo	rt Colur	nns		
Shopfronts								Select	distinct o	olumns f	or this re	port.	
July 2015 - June 2016													
	lul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16		Custor	n Colum	nns		15 - Jun
	Actual	Aug 15	Seb 12	00015	100 15	Dec 15	Jan Io) 🗹 Jul 1	15 - Jun '	16		16
									 Image: A start of the start of	ul 15			ual/Proj
Sales/Day [CUSTOM_VAR_5] [CUST	11,580	11,065	11,433	11,065	13,867	13,419	12,532			Aug 15			11,437
Local Wine Sales [PL.SALES.SUBT										Sep 15			
Red Wine Sales - Local [SalesEle	95,234	75,000	75,000	75,000	75,000	75,000	60,000			jul 15 - S	Sep 15		330,234
White Wine Sales - Local [SalesEl	103,113	45,000	45,000	45,000	45,000	45,000	45,000			Oct 15			598,113
Sparkling Sales - Local [SalesElem	160,623	13,000	13,000	13,000	26,000	26,000	26,000			Nov 15			342,623
Total Local Wine Sales [PL.SALES.	358,970	133,000	133,000	133,000	146,000	146,000	131,000			Dec 15			770,970
										Oct 15 -	Dec 15		
Local Wine Costs [PL.COSTS.SUBT											Dec 15		
Red Wine - Local [StockElement.9	0	24,000	24,000	24,000	24,000	24,000	15,000			an 16			210,000
White Wine - Local [StockElement	0	17,500	17,500	17,500	17,500	17,500	17,500						192,500
Sparkling - Local [StockElement.1	0	3,250	3,250	3,250	6,500	6,500	6,500	3,250	3,250	3,250	3,250	3,250	45,500
Total Local Wine Costs [PL.COSTS.	0	44,750	44,750	44,750	48,000	48,000	39,000	35,750	35,750	35,750	35,750	35,750	448,000
Local Wine Sales GP [PL.GP.SUBT	358,970	88,250	88,250	88,250	98,000	98,000	92,000	82,250	82,250	82,250	82,250	82,250	1,322,970
Local Wine Sales GP % [PL.DIV.GM	100.00%	66.35%	66.35%	66.35%	67.12%	67.12%	70.23%	69.70%	69.70%	69.70%	69.70%	69.70%	74.70%
Imported Wine Sales [PL.SALES.S													
Red Wine Sales Imported (Sales													

Report On

The **Report On** feature becomes available when Actuals have been enabled in the file. You can select to **Report On** either the **Projected Report**, the **Original Budget** or the **Revised Budget**.

Search Report

Click on the **Search Report icon** (Magnifying symbol?). Enter the name of the element and click on the **Search** button. The elements with the entered keywords will appear highlighted in the report.

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3. Custom Reports

You can save different versions of your reports to avoid having to reset report layouts by creating **Custom Reports**.

Click on the + symbol at the corner of the report's tab you would like to customise and enter a name for the report. Custom Reports can be accessed via **Reports > Custom Reports**.



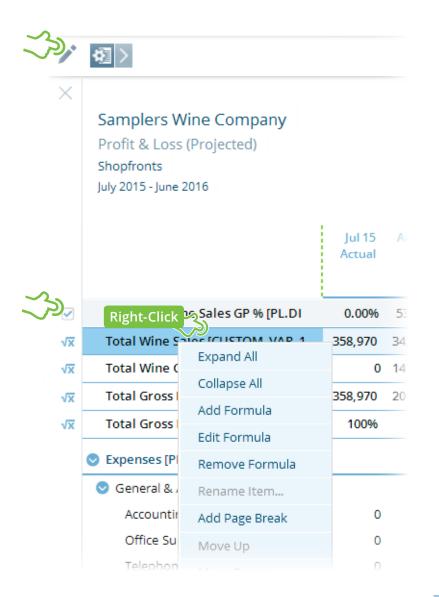
To delete a **Custom Report**, go to **Reports > Custom Reports**, select the report you want to delete and click on the **Trash** icon.

4. Report Formulas

Castaway has **Inbuilt Formulas** displayed in the Reports. To see the inbuilt formulas click on the **Report Edit pencil**.

To hide an **Inbuilt formula** click the check-box in the . To add your own formula click on the **Add Formula** icon \sqrt{X} . To add an additional **Custom Formula** or to remove it right-click the formula's report line and make your selection from the **right-click menu**. To save and view your changes, click the X button at the top of the side panel.

Rename Inbuilt Formulas by **right-clicking** the Formula's Report line and select **Rename Item** you can revert the change by clicking on **Reset** to return to its default name.



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5. Adding Custom Report Formulas

Click on the **New Formula** button enter in the **Formula Display Name** and a **Formula Description** if desired. The **Formula Description** will not appear in your report but may be useful for your own reference.

Click on the Formula Definition tab to define the formula.

Select an existing report formula from the list or create a new custom report formula.

Report Type

PL

PL

PL

PL

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Select the **Report Type** to show the **Report Members** that are needed. Highlight the necessary **Report Member** or enter in Value data, then click on the **Add button** (or double click on the **Report Member** name) to move it into the Formula box.

Select the appropriate calculation signs as required. The formula will not be valid until **Good!** Appears at the bottom of the Formula box.

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CUSTOM_VAR_1

CUSTOM_VAR_2

CUSTOM_VAR_3

CUSTOM VAR 4

CUSTOM VAR 5

Navigate the tabs below to	edit or build your own custom formulas for use in rep	porting.
Display Formula	a Definition	
Formula Display Name	Wine Sales Local	
Formula Description	Sales within the country of origin	
Visible When	Formatting	Period Total
 Always visible Negative 	 Show as Percentage Display Negated 	Sum Average First Period Calculate
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O Never visible	Number of decimal places	O Maximum Period
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Custom Formula Wiz Navigate the tabs below to	t ard 9 edit or build your own custom formulas for use in rep	
Navigate the tabs below to	edit or build your own custom formulas for use in rep	
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Custom Report Formulas

Formula Type Profit & Loss

Name

Formula List

Sales/Day

Total Wine Sales

Total Wine Costs

Total Gross Profit

Total Gross Profit %