

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 custom-built 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

	Jul 15 Actual	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun
Sales/Day [CUSTOM_VAR_5] [CUST]	11,580	11,065	11,433	11,065	13,867	13,419	12,532	10,879	10,177	10,517	10,177	1
Local Wine Sales [PL.SALES.SUBT]												
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
White Wine Sales - 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 - Local [StockElement.9	0	24,000	24,000	24,000	24,000	24,000	15,000	15,000	15,000	15,000	15,000	1
White Wine - Local [StockElement	0	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	1
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	
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.GM]	100.00%	66.35%	66.35%	66.35%	67.12%	67.12%	70.23%	69.70%	69.70%	69.70%	69.70%	66.35%
Imported Wine Sales [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 Sales - Imported [Sal	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	5

2. Report Controls

Report View Bar

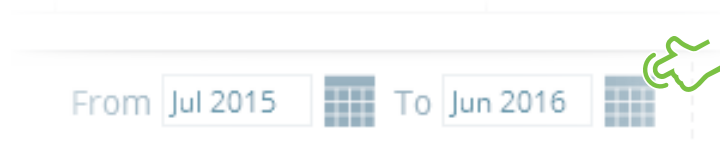
Click on the **Report View icon** located on the top left corner of the **Reporting Workspace** to expand the options. When selected, the options will only apply to the Report in which you are viewing.



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.

Custom Report Columns
Select distinct columns for this report.

- Custom Columns
- Jul 15 - Jun 16
 - Jul 15
 - Aug 15
 - Sep 15
 - Jul 15 - Sep 15
 - Oct 15
 - Nov 15
 - Dec 15
 - Oct 15 - Dec 15
 - Jan 16

	Jul 15 Actual	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16
Sales/Day [CUSTOM_VAR_S] [CUST]	11,580	11,065	11,433	11,065	13,867	13,419	12,532
Local Wine Sales [PL.SALES.SUBT]							
Red Wine Sales - Local [SalesEle]	95,234	75,000	75,000	75,000	75,000	75,000	60,000
White Wine Sales - Local [SalesEle]	103,113	45,000	45,000	45,000	45,000	45,000	45,000
Sparkling Sales - Local [SalesElem]	160,623	13,000	13,000	13,000	26,000	26,000	26,000
Total Local Wine Sales [PL.SALES]	358,970	133,000	133,000	133,000	146,000	146,000	131,000
Local Wine Costs [PL.COSTS.SUBT]							
Red Wine - Local [StockElement.9]	0	24,000	24,000	24,000	24,000	24,000	15,000
White Wine - Local [StockElement]	0	17,500	17,500	17,500	17,500	17,500	17,500
Sparkling - Local [StockElement.1]	0	3,250	3,250	3,250	6,500	6,500	6,500
Total Local Wine Costs [PL.COSTS]	0	44,750	44,750	44,750	48,000	48,000	39,000
Local Wine Sales GP [PL.GP.SUBT]	358,970	88,250	88,250	88,250	98,000	98,000	92,000
Local Wine Sales GP % [PL.DIV.GM]	100.00%	66.35%	66.35%	66.35%	67.12%	67.12%	70.23%
Imported Wine Sales [PL.SALES.S]							
Red Wine Sales - Imported [Sales]	0	100,000	100,000	100,000	100,000	100,000	87,500

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**.

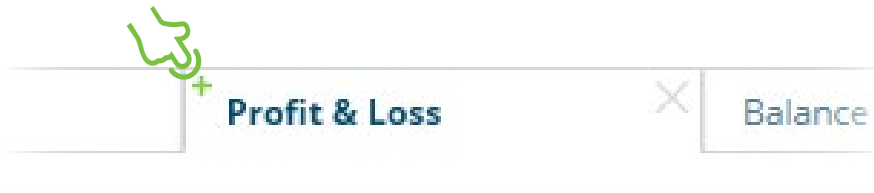
Search Report

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.

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.

Samplers Wine Company
Profit & Loss (Projected)
Shopfronts
July 2015 - June 2016

	Jul 15 Actual	Aug 15 Actual
Net Sales GP % [PL.DI]	0.00%	53
Total Wine Sales [CUSTOM VAR 1]	358,970	34
Total Wine C	0	14
Total Gross I	358,970	20
Total Gross I	100%	
Expenses [P		
General &		
Accountin	0	
Office Su	0	
Telephon	0	

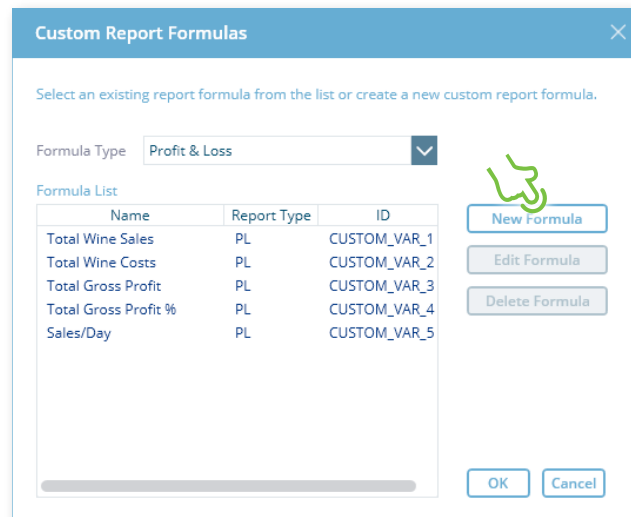
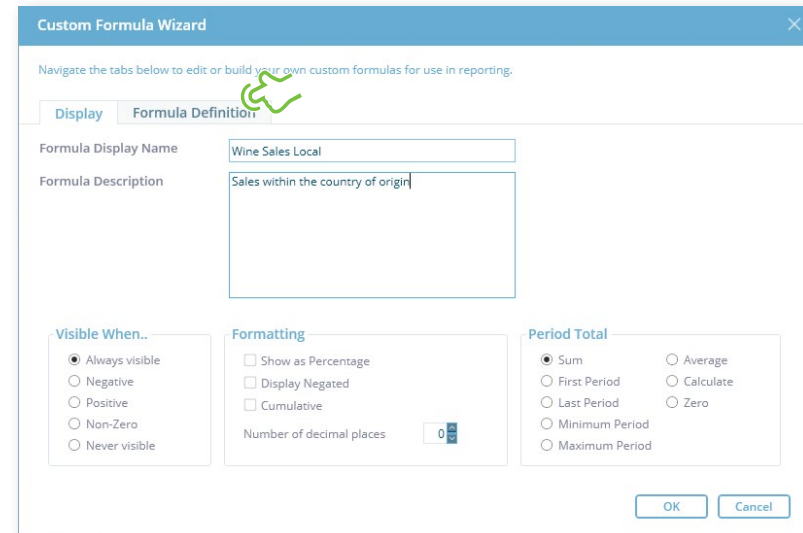
5. Adding Custom Report Formulas

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 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.



Double-Click to add to the formula pane

