



## Tip of the Month – June 2003

### **Creating a Distribution Breakdown Report**

Have you ever wanted to run a report that displays all of the distributions for a payables document and is easily exported to Excel? Below are instructions to do just that using Explorer.

#### **Open Explorer and do the following:**

1. Open the Account Transactions Folder
2. Click on the 'Columns' button
3. Click 'Add'
4. Add the following columns:
  - a. Originating Master ID
  - b. Originating Master Name
  - c. Originating Document Number
  - d. Originating Posted Date
  - e. Any other columns you want to see.
5. Enter the following Search Criteria
  - a. Series = 'Purchasing'
  - b. Click on 'order by' and insert Originating Master ID and then insert Originating Document Number.
  - c. Close the Search Window
6. Click on favorites and save the Search
7. Click 'Excel'
8. Result: A distribution breakdown of all Payables transactions. It will have one row for each distribution for each transaction