

## Thinking outside the Box with Multiview's Detail Reports

### Goals for this Session:

The items we'll be covering will include

- Starting a detail report from scratch.
- Starting a report by making your own copy of an existing Multiview detail report and making edits.
- Hierarchical detail reports and what makes them different.

Interspersed in this document are sections called **Try it Yourself**. These steps you should be able to go back into your saved report later to try the additional editing or formatting tasks that will improve your detail report design.

### Starting a new detail report:

#### 1. Goals

In this session we are going to start a simple AP Voucher Only report grouped by company and vendor. Even a basic report like this can seem complicated at first but, like anything, it gets easier with practice! Nonetheless, before creating a new report it helps to have an idea of what you want the report to accomplish.

- Who is this report for?
- What needs to be included or excluded from this report?
- What parameters will change from run to run?
- How should it be sorted and grouped?
- Will it be shared? Or are you the only user of this report?

### Steps: New Report

#### 2. Navigate to the My Reports Form

#### 3. Creating a New Report

- In the toolbar just above the grid, under the Report Designer button, select "New Report..."
- The New ViewPoint Report Wizard will open. Click on the Detail radio button and select Next
- Select the AP Voucher Only report source and click Next
- Select New Report From Scratch and click Next
- In this Detail Report Options window enter your desired report name and change the Detail Report Template from Multiview Letter Portrait to Multiview Letter Landscape then click Next.
- Click Finish to confirm your new report – the report editor will open

*Report Source: A view consisting of a table or combination of tables that determine what data can be seen and used in a report.*

#### 4. Edit Report Tools

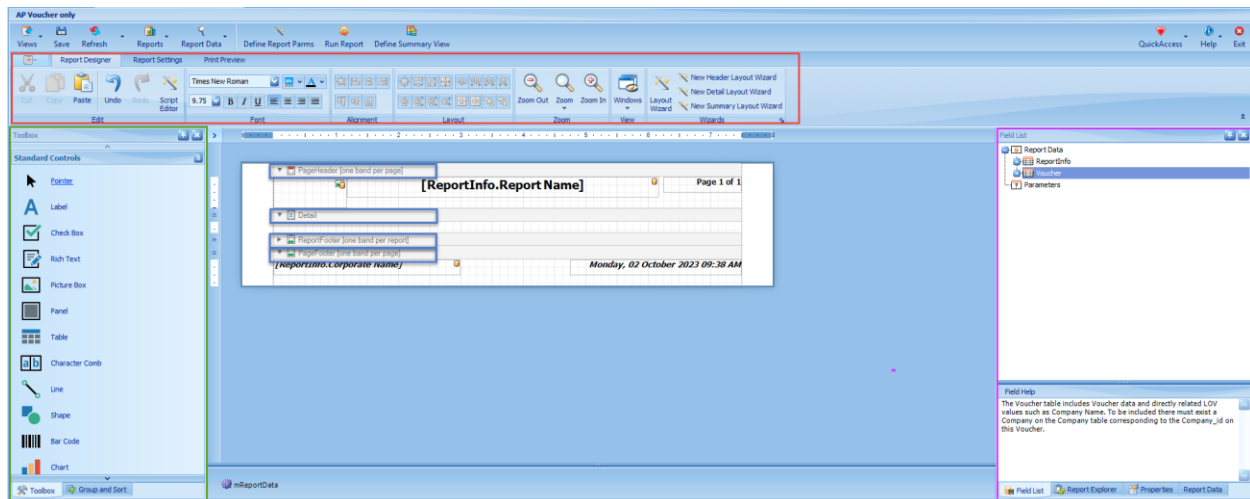
This screen may look a bit intimidating at first glance but it contains several tools that will help you build or edit a report.

Note the default report template consists of:

- Page Header - contains
- Detail Band
- Report Footer
- Page Footer

Note the location of:

- Field List, Report Explorer, Property Grid and Report Data panels on the right side of the screen
- Tool Box and Group and Sort panels on the left side of the screen
- Designer, Settings and Print Preview tabs



#### 5. Adding Fields to a Report

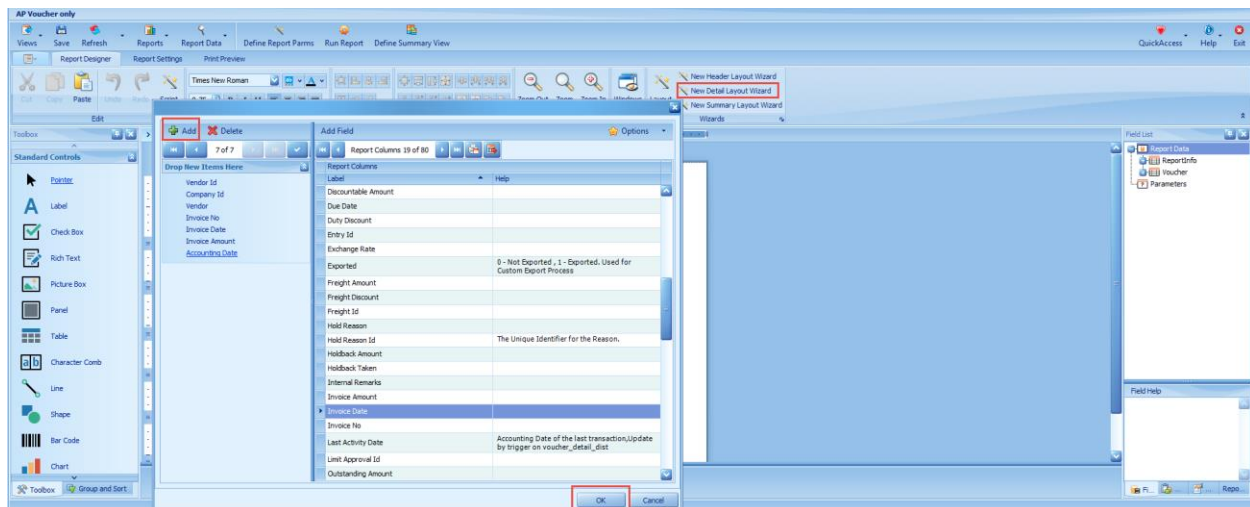
- Click and drag the line dividing the Detail and Report Footer bands to widen the Detail band
- Click on the Detail band to make it active
- Click the New Detail Layout Wizard from the toolbar (Note: Make sure the detail band is selected when you press this button!)
- A new window will open. Select the fields you want from the right side of the window and click on the green plus sign "Add" to add them to a listing on the left side of the window. It will help to click the Label column to sort the fields alphabetically first. The fields we want to add are:

Vendor Id

**Hint:** The gold star options buttons works here the same way it does everywhere in Multiview. Click and on the options tab add the auto filter row to allow you to search quickly for fields.

Vendor  
 Company id  
 Invoice No  
 Invoice Date  
 Invoice Amount  
 Accounting Date

- Make sure the fields appear in the order you want them to display on the report. You can rearrange the order by dragging and dropping. For example, place your Invoice date and accounting date together by moving Invoice Amount to the top of Invoice Date.
  - Click OK at the bottom of the wizard
  - Notice that two tables have been added to your report. One in the Page Header band that will serve as column headers and one in the Detail band that will pull in the transaction details for the associated fields.
- \*Note:* You can also add fields one at a time by dragging and dropping them from the Field List tab on the right, however using the wizard is much faster as it adds the titles automatically and creates equal spacing between columns.



## 6. Changing Fields in a Report



- Once you've selected your fields it is still possible to change them. Click on [Vendor Id] in the details panel to select the cell.
- You will notice once you select the cell there will be a little box show up with a symbol inside (☐). This is called a smart tag. A smart tag displays important information about the chosen object. Click on it to bring up a list of options.

- Change the data binding field from Vendor Id to Voucher Status.
- We changed the data field but now we must also change the column title associated with that field. In the Page Header band, double click on the cell with the text “Vendor Id” and type “Voucher Status”. Alternatively, you can click on the smart tag for this table cell and change the text there.
- Select the Print Preview tab to view changes to the report. Click OK twice

\*Note: Normally, it is NEVER a good idea to leave the parameters blank when running a report. Just like clicking query only when you use your search criteria window in other forms this makes Multiview bring back ALL records in that table. With large databases this could create a huge strain and crash the application. In Report Designer mode however ViewPoint is setup to only collect the first 100 records it finds. This is not the case for running a regular report so always be careful.

## 7. Formatting the Report (Part 1)

We now have the basics of a report but it isn't appearing quite like we might want it. Let's make some quick improvements:

- Minimize the space between the records by clicking on the line dividing the Detail and Report Footer bands and dragging it up right under the fields.
- Make both the Voucher Status field and label boxes slightly narrower – this will in turn make the Vendor boxes slightly wider.
- Underline the field titles by selecting them and pressing the  button on the toolbar – you can do them all at once by holding down your Ctrl key and clicking each one.
- Let's format our Invoice and Accounting Dates to remove the time stamp by clicking the smart tag on each field and selecting the Format String  button.
- Format the Invoice Amount field to a currency format – using “c” option will give your amounts over 1,000 commas as well. Let's also right justify this field and its associated label.
- Select the Print Preview tab to view your changes.

\*Note Part 2 and 3 will follow at the end of this section. These are ‘Try yourself’ section that you can apply at this point.

## 8. Grouping and Sorting a Report

A group is a collection of related rows of data and typically has a header and footer that contain summary info. A sort is a way of ordering the data included in the report.

- Click on the Group and Sort Panel on the right - widen the Group and Sort Panel by dragging and dropping the right edge of the panel towards the middle of your screen.
- Select Add a Group. From the list of options select Company Id
- Check the show header and show footer boxes for Company Id

- Select Add a Group a second time. From the list of options select Vendor Id
- Check the show header and show footer boxes for Vendor Id
- Select Add a Sort. From the list of options select Invoice Date
- It is not necessary to check the boxes for header and footer on your sort.  
\*Note: It's best practice to check the show header and show footer boxes for each group you add. If you added the company header but forgot the footer and then you added the vendor group and did add both a header and footer you would then have a misalignment in the header and footer numbering – group header 1 would be for the company group but group footer 1 would be for the vendor group. If you don't use them you can hide them but making sure to add both a header and footer to a group keeps the numbering in sync.
- If you make a mistake, select the group or sort that you want to remove and delete or use the Undo button in the tool bar.
- Adjust the group and sort panel back to its normal size
- Close up the spaces between the new group headers and group footers so you can see them all.
- Click on the Tool Box Panel
- Select Label from the list of standard controls and use it to draw 3 text boxes in the group header 1 band
- In the first box, double click inside the text box and type "Company:"
- In the second box, drag in the Company Id field from the Field List Panel
- In the third box, drag in the Company field from the Field List Panel
- Select Table from the list of standard controls and drag it into the group header 2 band. Notice that a table by default creates three cells (3 columns, 1 row) which is the equivalent of making 3 labels except this time they are already lined up.
- In the first cell, type "Vendor:"
- In the second cell, drag in the Vendor Id field from the Field List Panel
- In the third cell, drag in the Vendor field from the Field List Panel – you might also want to widen this last box
- Select the Print Preview tab to view changes made to the report.
- Now that we are grouping by vendor we don't also need that field in the detail section. Let's highlight both the field and label boxes and delete – preview your changes.

## 9. Adding Group Totals

- Click on the Tool Box Panel
- Use the label function to create a new text box in the Group Footer 2 band
- Double click inside the label and type "Vendor Total:"
- From the Field List Panel, drag and drop the Invoice Amount field into Group Footer 2 and align under your Invoice Amount detail field.
- Highlight the Invoice Amount field in the Group Footer 2 band and click on its smart tag

- Make sure that the Bound Field shows “Voucher.Invoice Amount”. If it doesn’t, use the drop down to select Invoice Amount from the list of fields.
- Edit the Summary RunningFunction to Group and confirm the Summary Func is set to Sum
- For Format String, choose number and n2 as the type then press OK.

## 10. Defining Report Parameters and Filters

The report parameters define what the report user may provide as run-time parameters.

The report data filters are not available as parameters and define what information displays on the report.

- Click on the Report Settings tab. Here you can define two different parameters:
- *Define Report Parameters*. These are fields you want the end user to be able to select as part of the submission screen. The wizard allows you to choose the available parameters, whether or not they are required for submission purposes, and what kind of operator can be used with it (between, equals, is one of, etc.)
- Let’s add Company ID to this definition
- You can change the parameter selected to be required if appropriate – we won’t in our report. The default display is also available to set.
- *Edit Voucher Data Filter* - These filters can include or exclude certain detail from being pulled into a report. For example, a filter can be added where the voucher status equals on hold so that regardless of the chosen parameters of the end user, the report will only display vouchers on hold.
- Change our operator on Voucher Status to be Is Not and select Closed – then we’ll know this report is only giving us vouchers that haven’t been paid.
- Save – now notice when you select to preview your new parameter window pops up to allow you to either leave blank or only query on certain companies.

## 11. Sharing Your Report

- After your final save exit the Edit Report form and you’ll see this new detail report listed in your My Reports grid.
- Add to the library for others to use just like you would any analytics, queries or pivots you’ve designed.

## 12. Try It yourself!

### 12.1. Formatting the Report (Part 2)

The report is now grouped by Company Id and Vendor Id but the header bands may not be displaying as nicely as we’d like. Let’s make some quick improvements:

- Move the labels in line by clicking and dragging them around in their respective headers. Use the pink lines as guides to line your labels up with each other.

- To move items around as a group, click and drag across all labels (you must click outside the label as a starting point). This will select all fields at once so you can move them as a unit. Remember that two sided arrows adjust the size of an object, while four sided arrows are used to move an object.
- Make other changes such as bolding of the group header fields – and also remove any space between Group Header 2 band and the Detail band.
- Preview your changes.

## 12.2. **Formatting the Report (Part 3)**

- Repeat the steps for adding the Invoice Amount Total to add a Company Total in Group Footer 1.
- Experiment with other tools that might make the format of you report look better:
- Use the shape option to draw boxes around your footer sums – note that the elliptical shape is drawn by default so click the smart tag right away to change it to rectangle.
- Perhaps you want to now change your report from landscape to portrait. This can be edited on the print preview tab. Now when you return to Report Designer you'll see elements in red telling you they are now outside of the page margins. It's best to try to move elements before switching – occasionally if an element is outside the print margins you cannot access it in Report Designer so you much switch back to landscape to recover it and then change again to portrait.
- Make any other changes and preview!
- The default report template includes a picture box for a company logo in the Page Header band of the report.
- Select the picture box in the Page Header and click on its smart tag
- Bring up the LOV for Image
- Your logo file must be a bmp file and reside on the Multiview server in the Interface\Images folder. This is true of whether you are on premise or on the cloud however if you are a cloud client you will need to have support save your file to the cloud server for you.

## **Editing a Copy of an Existing Multiview Detail Report:**

Let's look at an existing hierarchical detail report in Multiview, GL Entry Analysis. We're basically happy with this report but wish the Vendor RADs were included on each line. We will make our own copy and edit the report – we'll also introduce a couple new concepts of detail report writing.

### **Adding RADs to the GL Entry Analysis Report**

- From the My Reports screen click Report Design -> New Report

- The New ViewPoint Report Wizard will open. Choose detail and click the Next button
- Select the “GL\_ENTRY\_ANALYSIS\_R2” report source id then hit Next
- Select “GL Entry Analysis” and then hit Next
- Name the report “GL Entry Analysis – Your Name” then hit Next
- Click Finish to confirm your new report
- Press Ok. A new form will open called Edit Report – Your Report Name
- Before we begin editing, click on the Print Preview tab to view our starting point. Enter the following parameters:

| • Field      | • Operator    | • Value (From) | • Value (To)       |
|--------------|---------------|----------------|--------------------|
| • From Date  | • Equals      | • May 1 2023   | •                  |
| • To Date    | • Equals      | • May 31 2023  | •                  |
| • Company Id | • Equals      | • 01           | •                  |
| • Account No | • Is Child Of | • 01           | • Prepaid Expenses |

- The report will partially look like this:

**GL Entry Analysis - Sam**

Page 1 of 5

|                         |                 |  |                                     |
|-------------------------|-----------------|--|-------------------------------------|
| <b>Business Unit</b> 01 |                 | <b>Management Operations</b>                   |                                     |
| <b>Account</b> 155005   |                 | <b>Prepaid Insurance</b>                       |                                     |
| <b>Comp.</b>            | <b>Entry Id</b> | <b>Date</b>                                    | <b>Comments</b>                     |
| 01                      | 46537           | 12-May-2023                                    | AP Batch Posting for batch 01 32978 |
|                         |                 | <b>Remarks</b>                                 | <b>Amount</b>                       |
|                         |                 | Doral Inn Hotel / 80022 / 01 125327 /          | 6,003.00                            |
|                         |                 | <b>Unit 01 account 155005 Opening Balance</b>  | -785.45                             |
|                         |                 | <b>Current Activity</b>                        | 6,003.00                            |
|                         |                 | <b>Closing Balance</b>                         | 5,217.55                            |
| <b>Account</b> 155006   |                 | <b>Prepaid Insurance Installments</b>          |                                     |
| <b>Comp.</b>            | <b>Entry Id</b> | <b>Date</b>                                    | <b>Comments</b>                     |
| 01                      | 46539           | 14-May-2023                                    | AP Batch Posting for batch 01 32981 |
|                         |                 | <b>Remarks</b>                                 | <b>Amount</b>                       |
|                         |                 | Doris Moller Enterprises / 80024 / 01 125329 / | 629.00                              |
|                         |                 | <b>Unit 01 account 155006 Opening Balance</b>  | 2,562,875.75                        |
|                         |                 | <b>Current Activity</b>                        | 629.00                              |
|                         |                 | <b>Closing Balance</b>                         | 2,563,504.75                        |
| <b>Account</b> 155007   |                 | <b>Prepaid Tank Insurance</b>                  |                                     |
| <b>Comp.</b>            | <b>Entry Id</b> | <b>Date</b>                                    | <b>Comments</b>                     |
| 01                      | 46539           | 14-May-2023                                    | AP Batch Posting for batch 01 32981 |
|                         |                 | <b>Remarks</b>                                 | <b>Amount</b>                       |
|                         |                 | Doris Moller Enterprises / 80024 / 01 125329 / | 3,000.00                            |
|                         |                 | <b>Unit 01 account 155007 Opening Balance</b>  | 514.65                              |
|                         |                 | <b>Current Activity</b>                        | 3,000.00                            |
|                         |                 | <b>Closing Balance</b>                         | 3,514.65                            |

- The end result we want is this:

**GL Entry Analysis - Sam**

Page 1 of 5

| Business Unit                          | 01       | Management Operations          |                                     |  |           |              |
|--|----------|--------------------------------|-------------------------------------|--|-----------|--------------|
| Account                                | 155005   | Prepaid Insurance              |                                     |  |           |              |
| Comp.                                  | Entry Id | Date                           | Comments                            | Remarks  | VEND RAD  | Amount       |
| 01                                     | 46537    | 12-May-2023                    | AP Batch Posting for batch 01 32978 | Doral Inn Hotel / 80022 / 01 125327 /          | 01-019015 | 6,003.00     |
| Unit 01 account 155005 Opening Balance |          |                                |                                     |  |           | -785.45      |
| Current Activity                       |          |                                |                                     |  |           | 6,003.00     |
| Closing Balance                        |          |                                |                                     |  |           | 5,217.55     |
| Account                                | 155006   | Prepaid Insurance Installments |                                     |  |           |              |
| Comp.                                  | Entry Id | Date                           | Comments                            | Remarks  | VEND RAD  | Amount       |
| 01                                     | 46539    | 14-May-2023                    | AP Batch Posting for batch 01 32981 | Doris Moller Enterprises / 80024 / 01 125329 / | 01-063732 | 629.00       |
| Unit 01 account 155006 Opening Balance |          |                                |                                     |  |           | 2,562,875.75 |
| Current Activity                       |          |                                |                                     |  |           | 629.00       |
| Closing Balance                        |          |                                |                                     |  |           | 2,563,504.75 |
| Account                                | 155007   | Prepaid Tank Insurance         |                                     |  |           |              |
| Comp.                                  | Entry Id | Date                           | Comments                            | Remarks  | VEND RAD  | Amount       |
| 01                                     | 46539    | 14-May-2023                    | AP Batch Posting for batch 01 32981 | Doris Moller Enterprises / 80024 / 01 125329 / | 01-063732 | 3,000.00     |
| Unit 01 account 155007 Opening Balance |          |                                |                                     |  |           | 514.65       |
| Current Activity                       |          |                                |                                     |  |           | 3,000.00     |
| Closing Balance                        |          |                                |                                     |  |           | 3,514.65     |

- Return to the Report Designer tab
- In the GroupHeader 2 band, first shrink the size of your Comments and Remarks boxes. This will allow us to add a cell but still keep it within the page parameters. We can resize again after adding. To add click on the cell labeled "Remarks". Right click within this cell and select Insert -> Column to the Right.
- In order to keep our column titles in line with our detail (or transaction) section, we need to repeat the same formatting in the detail band. In the Detail1 band, right click in the cell for Remarks and again select Insert -> Column to the Right.
- Adjust column widths as necessary in both the GroupHeader2 band and Detail1 band. Use the pink lines to guide you and ensure that your column widths line up between the header and the detail sections.
- Now that we have a new cell in the GroupHeader 2 band, type "VEND RAD". This will be our column heading.
- In the Detail1 band, drag in the "VEND RAD" from the Field List Panel into the added column cell.
- Click the Print Preview tab (the parameters should be saved from the last time) and press OK twice to submit.

**Try It yourself!**
**Changing the Aging Buckets on an AR Aged Reconciliation Report**

- From the My Reports screen click Report Design -> New Report
- The New ViewPoint Report Wizard will open. Choose Detail and hit the Next button.
- Select the "AR\_AGING\_R2" report source id then hit Next.
- Select "AR Aged Trial Balance – By Due Date – Sorted by Customer" and then hit Next.
- Add your name to the end of the report name then hit Next.

- Click Finish to confirm your new report.
- Before we begin editing, click on the Print Preview tab to view our starting point. Enter the following parameters:
  - Starting Company Id Equals 06
  - Ending Company Id Equals 06
  - Aged As of Date Equals Today

**AR Aged Trial Balance - By Due Date - Sorted by Customer - SAMIKSHA**

Page 1 of 22

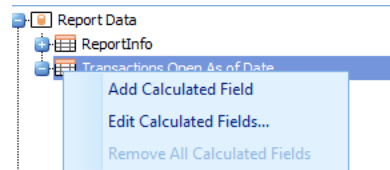
Aged by Due Date as of: October 02, 2023

**Company:** 06      Multiview Operations Inc      **Base currency:** US  
**Customer:** 1011700      KSM Property Management Inc.

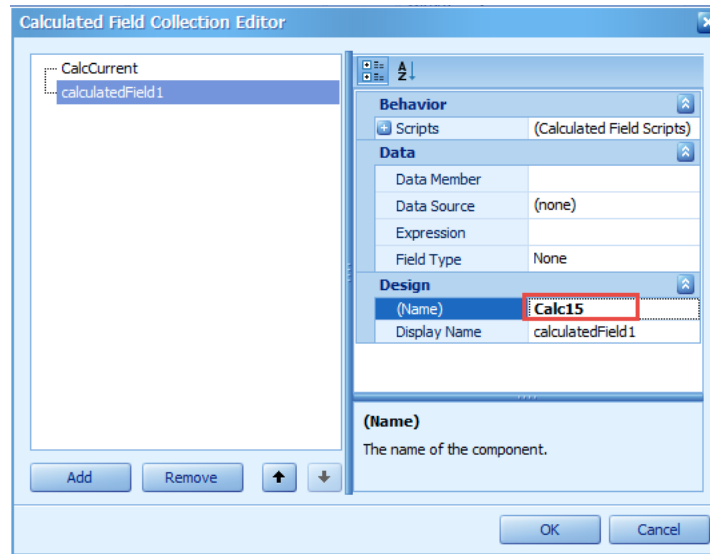
| <u>Reference No</u>        | <u>Type</u> | <u>Trans Date</u> | <u>Due Date</u> | <u>Outstanding Amount</u> | <u>Base OS</u> | <u>0-30</u> | <u>31-60</u> | <u>61-90</u> | <u>Over 90</u> | <u>Days Outst.</u> |
|----------------------------|-------------|-------------------|-----------------|---------------------------|----------------|-------------|--------------|--------------|----------------|--------------------|
| 246604                     | INVN        | 14-May-2019       | 14-Jun-2019     | 521.13                    | 521.13         | 0.00        | 0.00         | 0.00         | 521.13         | 1571               |
| <b>Total for customer:</b> |             | 1011700           |                 |                           | <u>521.13</u>  | <u>0.00</u> | <u>0.00</u>  | <u>0.00</u>  | <u>521.13</u>  |                    |

**Customer:** 1012500      Stryker

- Return to the Report Designer tab
- In the field list, click on the '+' next to the "Transactions Open As of Date table". Then right click and select "Add Calculated Field"



- In the field list, right click and select "Edit Calculated Fields". A new window will pop up.
- Start by changing the Name of the calculated field to "CalcCurrent". Note that calculated field names cannot contain spaces. These fields will appear alphabetically in the field list so I like to name mine all starting with Calc followed by a descriptive word to keep them together.
- Next, click next to the Expression field to bring up the Expression Editor. This is where we will enter our formula for the calculated field.
- Our expression will be `Iif([Days_Outstanding]<=0,[Amount_Outstanding_Base],0 )` Enter the expression and press OK.
- Press Add to add a second calculated field. Name it Calc15
- Because this calculated field was added from the calculated field editor and not from right clicking in the field list, we need to tell it what data table we are creating a calculated field for. (This is because calculated fields cannot use fields from different data tables if the report source is hierarchical).



- Choose Data Member “Transactions Open As Of Date” and Data Source “Report Data”
- Next, click next to the Expression field to bring up the Expression Editor. This is where we will enter our formula for the calculated field.
- Our expression this time will be `lif([Days_Outstanding]>0 And [Days_Outstanding]<= 15,[Amount_Outstanding_Base],0 )`
- Enter the expression and press OK.
- Continue to add calculated fields using similar formulas for as many aging buckets as you want to report on.
- Now that we have changed the aging calculations, we need to add them to the report. Start by re-labelling the 0-30 field in the GroupHeader 2 band “Current” and the 31-60 field “0-15”.
- Next, drag the CalcCurrent field into the Detail band beneath the Current column.
- Drag the Calc15 field into the Detail band beneath the 0-15 column.
- Print Preview to view the report changes.

**AR Aged Trial Balance - By Due Date - Sorted by Customer - SAMIKSHA**

Page 1 of 22

 Aged by Due Date as of: **October 02, 2023**

|                            |             |                                     |                 |                           |                 |                          |             |              |                 |                    |
|----------------------------|-------------|-------------------------------------|-----------------|---------------------------|-----------------|--------------------------|-------------|--------------|-----------------|--------------------|
| <b>Company:</b>            | 06          | Multiview Operations Inc            |                 |                           |                 | <b>Base currency:</b> US |             |              |                 |                    |
| <b>Customer:</b>           | 1011700     | KSM Property Management Inc.        |                 |                           |                 |                          |             |              |                 |                    |
| <b>Reference No</b>        | <b>Type</b> | <b>Trans Date</b>                   | <b>Due Date</b> | <b>Outstanding Amount</b> | <b>Base OS</b>  | <b>Current</b>           | <b>0-15</b> | <b>61-90</b> | <b>Over 90</b>  | <b>Days Outst.</b> |
| 246604                     | INVN        | 14-May-2019                         | 14-Jun-2019     | 521.13                    | 521.13          | 0.00                     | 0.00        | 0.00         | 521.13          | 1571               |
| <b>Total for customer:</b> |             |                                     | 1011700         |                           | <u>521.13</u>   | <u>0.00</u>              | <u>0.00</u> | <u>0.00</u>  | <u>521.13</u>   |                    |
| <b>Customer:</b>           | 1012500     | Stryker                             |                 |                           |                 |                          |             |              |                 |                    |
| <b>Reference No</b>        | <b>Type</b> | <b>Trans Date</b>                   | <b>Due Date</b> | <b>Outstanding Amount</b> | <b>Base OS</b>  | <b>Current</b>           | <b>0-15</b> | <b>61-90</b> | <b>Over 90</b>  | <b>Days Outst.</b> |
| 259171                     | INVN        | 04-Jul-2019                         | 03-Aug-2019     | 1,050.00                  | 1,050.00        | 0.00                     | 0.00        | 0.00         | 1,050.00        | 1521               |
| <b>Total for customer:</b> |             |                                     | 1012500         |                           | <u>1,050.00</u> | <u>0.00</u>              | <u>0.00</u> | <u>0.00</u>  | <u>1,050.00</u> |                    |
| <b>Customer:</b>           | 1055603     | Howard Jones Insurance Services Inc |                 |                           |                 |                          |             |              |                 |                    |

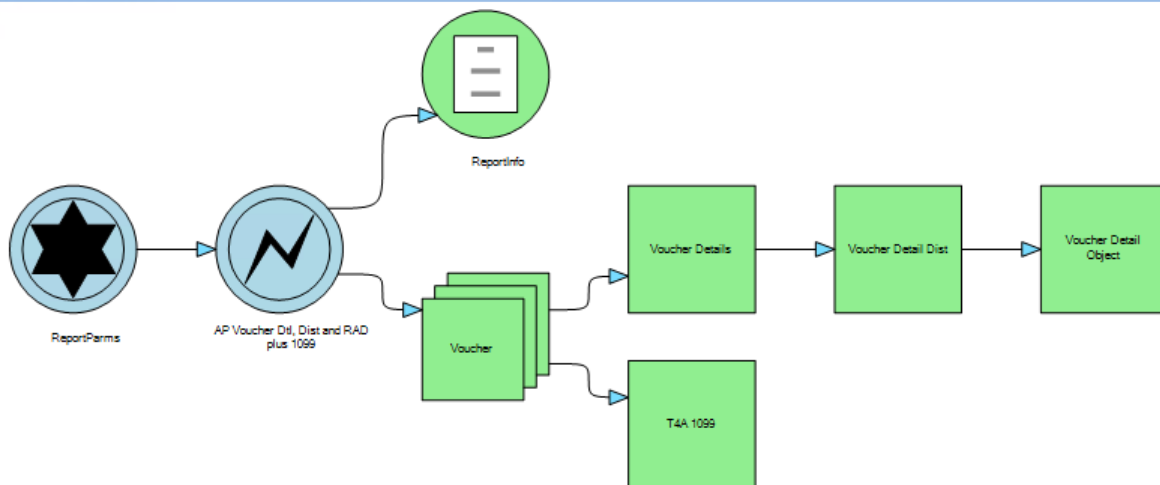
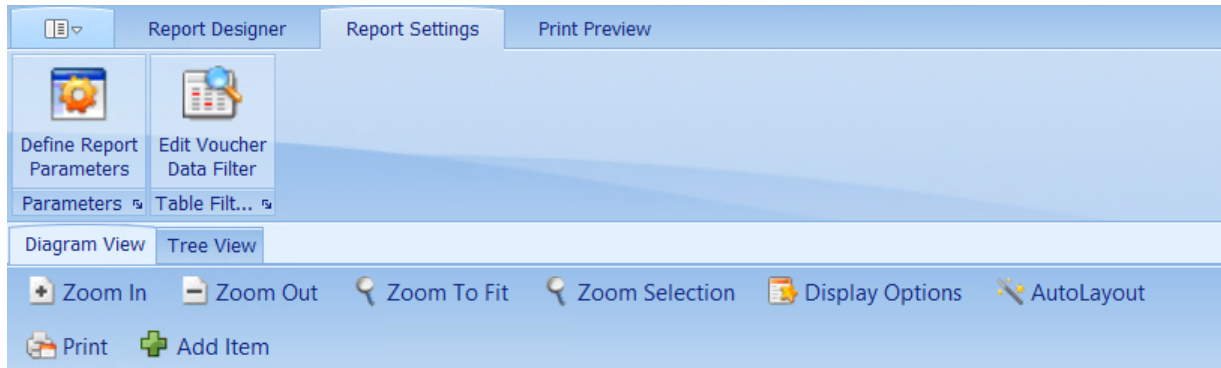
## Understanding Hierarchical or Multi-Level Reports:

### What is a hierarchical report?

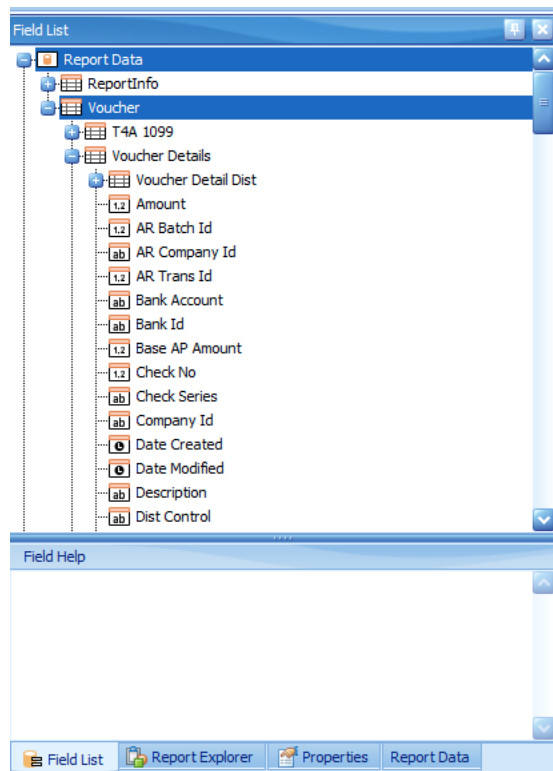
Hierarchical reports are reports that are composed of multiple data tables and consequently have parent-child relationships. A good example of this would be in accounts payable. Think about the different sections of the voucher entry screen. First you enter a voucher header, then voucher details, then the voucher distribution, then RADs. Each layer of the entry is stored in a separate table. Additionally, each “parent” record can have several “children” records. For example, a voucher can have more than 1 line of detail; a line of detail can have more than 1 line of distribution and so on. Because the complexity of the relationship increases in a hierarchical report, so does its construction.

### How can I identify a hierarchical report source?

There are 2 easy ways to recognize when working with a hierarchical report source. The first is to look at the ‘Report Settings’ tab. This shows a diagram view of the tables that make up the report source. In this example, we are looking at AP Voucher Dlt, Dist and RAD plus 1099 in this report the “Voucher” table is the parent of both “Voucher Details” and “T4A or 1099”. “Voucher Details” is the parent of “Voucher Detail Dist” and so on.



The other method is to look at the field list panel. Every '🔍' sign in the field list panel identifies the name of a data table. When you look at the fields in that list and see another '🔍', that identifies that a data table exists within the first data table (i.e. parent-child or multi-level relationship). So in this case, there is a Voucher table (the parent) and if you scroll down there is also a Voucher Details table (the child) and then under Voucher Details a Voucher Detail Dist table (the grandchild) and a Voucher Detail Object table (the great-grandchild). The tree view of the field list helps the user identify how many levels of tables there are.



## Why do hierarchical report sources exist?

An end user may wonder why the data can't just be stored in 1 table instead of many. Wouldn't that make report designing easier? The truth is if the data were stored in 1 table instead of many, it actually makes it more difficult to get the required information out of a report. The data is stored the way it is (in separate tables) in order to provide flexibility and meet the needs of the end user. An example should help clarify this concept.



#### Thinking outside the Box wit Multiview Detail Reports

Time: 9 am – 5 pm

Date: Monday, October 16, 2023

Time: 8 am – 4 pm

Date: Tuesday, October 17, 2023

Time: 8 am – 12 pm

Date: Tuesday, October 18, 2023

## Help and Other Resources

There are several resources available to help you learn more about our product and find answers when you have questions. Visit [Multiview ERP Customer Support](#) for more information.

## Contact

Contact our North American-based support office and speak with expert staff – we will try to respond to all support calls within one hour.

Monday – Friday

8:00 am to 8:00 pm EST

1-800-463-8439