## **Creating a Pivot Table Report**

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Here's a quick set of instructions for creating a Pivot style Report in Order Time.

- Go to the REPORTS Tab, Click on the NEW REPORT button. Then select the type of Report you're making like an ITEMS Report.
- Add your Tables by dragging them over to the TABLES tab. Then make sure to set your Report Type in the top-right to Pivot.
- When you're doing the Columns, drag your Columns of choice over and make sure to select the PIVOT TYPE. It can only be a ROW, PIVOT, or DATA. More on that below.

<b>OrderTime</b>							All Orders Demo Logout
🛪 Home 🛷 Sales	🗮 Purchasing	Q <sup>®</sup> Production	🗑 Warehouse	🖨 Reports			
Reports + Customize Report							
New Report							Type Pivot View Save As Cancel
Tables	Tables	Columns Filters	Sort By				
Max Qty	^						
Measure	TABLE	COLL		CAPTION	SECTION	SUMMARY FUNCTION	ACTION
Modified By	ltems	Nam	e			None	0
Modified Date/Time							
Name							
Name / Number							
Note							
Origin							
Pack Size							
Price							
Price Level Id							
Proxy Id							
Published Scope							
Purchase Description	~	Table Items					
		Column Name					
		Caption					
		Section					
		Section		~			
	P	fivot type Row		v			
		Row					
		Pivot					
		Data					
Powered by NumberCruncher							Terms of Use   Priva

ROW is what goes on the left

PIVOT is what goes on the top and it is pivoted by

DATA is the info in the columns

## The DATA column MUST have a Summary Function.

late is this year									E	xport Print	Customize Report	Save Save	As Dele
тем	2020-01-31	2020-02-29	2020-03-31	2020-04-30	2020-05-31	2020-06-30	2020-07-31	2020-08-31	2020-09-30	2020-10-31	2020-11-30	2020-12-31	TOTAL
hips- Salt and Vinegar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
lair Dryer- Green/Yellow	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
tem B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
tem C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
/l & M - Peanut	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
lerds- Grape	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
tope Candy- Strawberry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1										

ables Colum	ins Filters							
TABLE					COLUMN		CAPTION	
Ship Doc/Customer	Return Line Items				Ext.			
Customers & Leads					Full Name		Customer	
Ship Doc & Custom	er Return				Date			
Table	Ship Doc/Custom	r Return Line It	tems					
ummary Function	Sum	er Return Line It	tems	X	1	]		
ummary Function Show prior year	Sum	er Return Line It	tems			]		
ummary Function Show prior year Column	Sum	r Return Line It	tems			]		
ummary Function Show prior year	Sum	er Return Line It	tems			]		

As you're going along make sure to hit the SAVE button at the top-right every so often to save the progress of your selections.

Click the VIEW button to see the results of your Pivot Table. If you have any questions, send us a ticket by emailing support@ordertime.com