



An Excel(lent) Venture: Incorporate Excel into Your Operation

Charles Owen
Chief Experience Officer
March 31, 2020

WHAT YOU'LL LEARN

- Why view data in Excel
- Paladin and Excel
- Excel options in Paladin
 - Invoice/Quote module
 - Customers module
 - Inventory module
 - EDI
 - PaladinN sight™
 - PO module
 - Reports module
 - Statements
 - Paladin Configuration
 - Data Viewer Inventory Export
 - ODBC

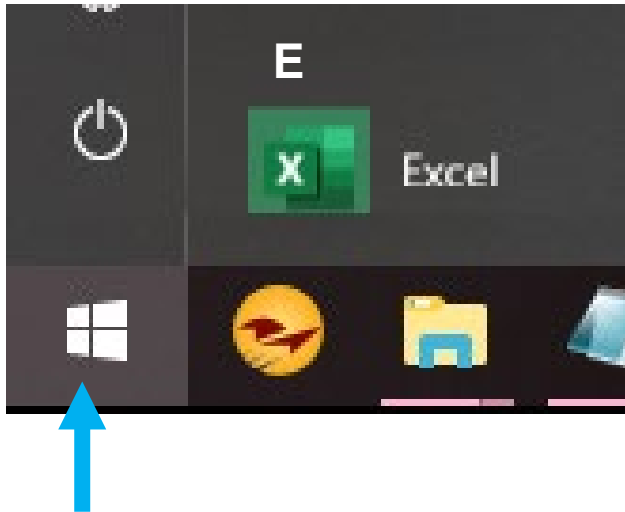
Why view data in Excel



Excel

- Put your data to work with Excel analysis tools
- Share data with others via email or print
- Import data into other programs
- Save data for later reference or research

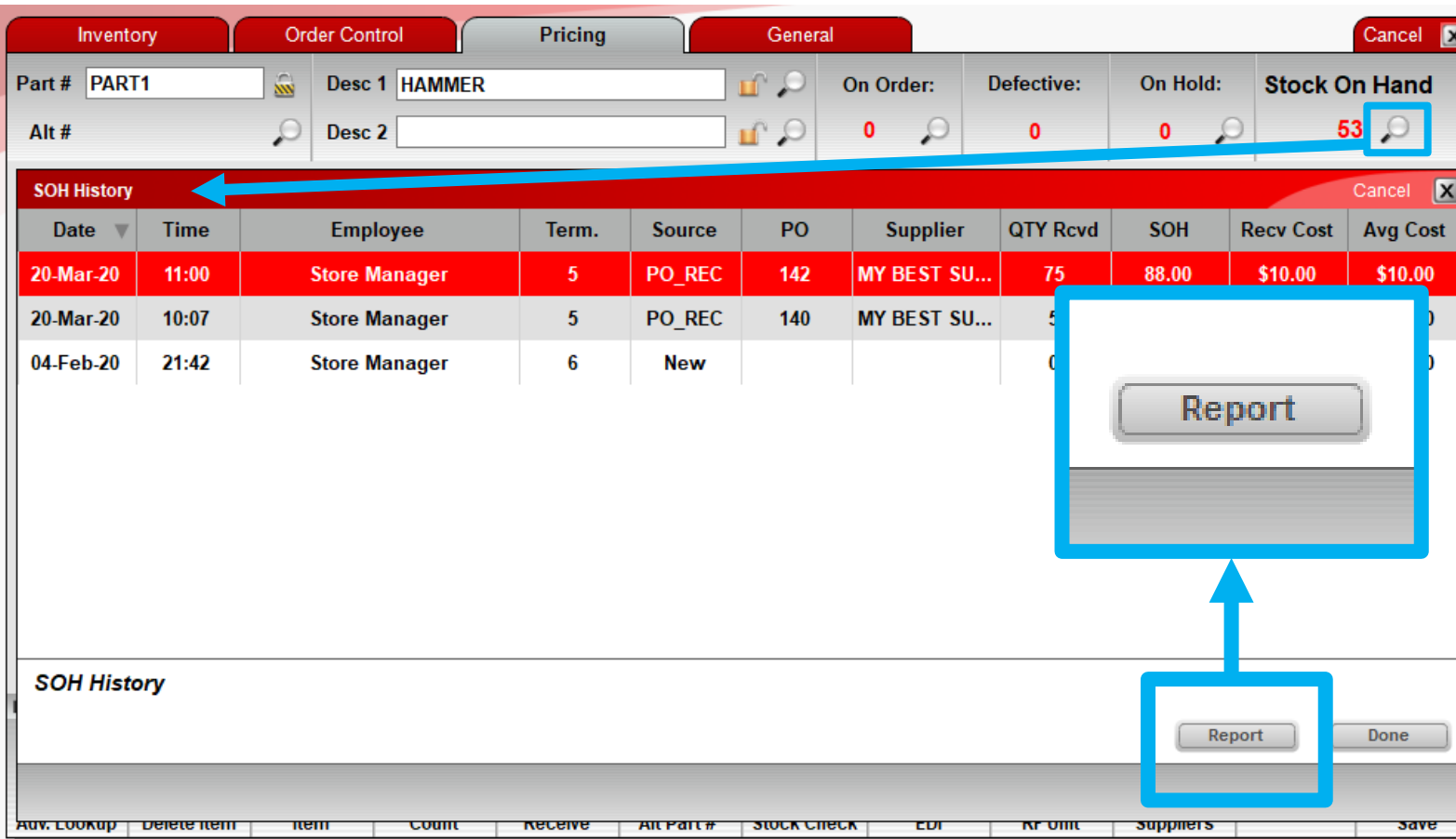
Important Requirement



- To export Paladin data, Microsoft Excel must be installed on the computer you are using.
- Microsoft Excel is included in Office 365 subscriptions.
- To determine if Excel is installed on your computer, click the Start button, and then search for Excel.

Paladin and Excel

- Paladin viewers show detailed data and appear when you click a magnifying glass.
- **View in Excel** and **Report** buttons in viewers export the data to Excel.
- Exported data often includes more information that you see in Paladin.



The screenshot shows the Paladin inventory system interface. The 'General' tab is active, displaying fields for Part # (PART1), Desc 1 (HAMMER), and Stock On Hand (53). A magnifying glass icon is positioned over the Stock On Hand field, which has triggered the opening of a detailed 'SOH History' viewer. This viewer displays a table of inventory history with the following data:

Date	Time	Employee	Term.	Source	PO	Supplier	QTY Rcvd	SOH	Recv Cost	Avg Cost
20-Mar-20	11:00	Store Manager	5	PO_REC	142	MY BEST SU...	75	88.00	\$10.00	\$10.00
20-Mar-20	10:07	Store Manager	5	PO_REC	140	MY BEST SU...	5			
04-Feb-20	21:42	Store Manager	6	New			0			

A 'Report' button is highlighted in the viewer, and another 'Report' button is shown in a separate window below it, indicating the process of exporting data to Excel.

<div> <div>Outs</div> <div>Review</div> <div>Losses</div> <div>Overstock</div> <div>Cancel</div> </div>									
You can't do business from an empty wagon... <div>Limit To Supplier: 0 - None</div>									
Delete	Loc	Dept	Part #	Description	52+ WK QTY	Weeks Out of Stock	Lost Revenue	Lost Profit	
	-1	128	166CT	1X6-6 CEDAR TONE	12,836.00	33.00	4,501.29	2,156.99	^
	-1	128	168PP	1X6 - 8' COMMON B...	454.00	30.00	587.60	248.60	
	-1	128	11010CIRCSAWN	1X10-10' DF CIRCLE...	32.00	48.00	528.00	156.54	
	-1	128	2610T	2X6-10' TREATED	194.00	31.00	396.00	98.89	
	-1	128	FARMPACK	FARMER PACK	15.00	32.00	300.00	100.00	
	-1	128	2612T	2X6-12' TREATED	312.00	36.00	288.64	72.16	
	-1	128	2128T	2X12-8' TREATED	13.00	44.00	235.56	58.92	
	-1	130	TRCWG	TUFF RIB COL WIL...	7.00	50.00	222.25	47.25	
	-1	102	ST10	10" X 12' SONO TU...	6.00	50.00	213.78	42.78	v
<div> <div>F1</div> <div>F2</div> </div>		<div> <div> <div>% Out of Stock</div> <div>2.57 %</div> </div> <div> <div># Out of Stock</div> <div>288</div> </div> <div> <div>4 Week Lost \$</div> <div>\$9,621.24</div> </div> <div> <div>Lost Profit</div> <div>\$4,253.04</div> </div> </div>							
<div> <div>Delete</div> <div>Excel Report</div> </div>									

Paladin and Excel

- When you export data, the Excel spreadsheet will open outside of Paladin
- If the Excel spreadsheet doesn't immediately appear, look for an Excel icon in your Windows task bar to open it.



Invoice/Quote module

Inventory Customer History **Special Order** Paladin Data Corp Ir Store Manager Cancel

Customer: JOHN SMITH ☒ Invoice ☐ Part ☐ Part + Customer ☐ Invoice Reprint

Invoice: All Invoices... Find >>

Qty	Part Number	Description	Invoice #	Price Sold	Qty Sold	Date Sold	SOH	Price
0.00	P7890	1 GALLON DECK STAIN	730041	\$21.99	50.00	12-Jun-18	682.00	\$21.49
0.00	B2444	3 IN PAINT BRUSH	730041	\$7.99	8.00	12-Jun-18	422.00	\$7.99
0.00	1234	HAMMER	730000	\$22.89	1.00	07-Jun-18	818.00	\$22.89
0.00	P7890	1 GALLON DECK STAIN	730000	\$21.49	1.00	07-Jun-18	682.00	\$21.49
0.00	CHARITY1	SMITHVILLE FIRE DEPARTME	730000	\$0.95	1.00	07-Jun-18	0.00	\$0.00
0.00	1234	HAMMER	729933	\$22.89	1.00	05-Apr-18	818.00	\$22.89
0.00	CHARITY1	SMITHVILLE FIRE DEPARTME	729933	\$0.83	1.00	05-Apr-18	0.00	\$0.00

Report Summary Report Detail

Recent History
Double-click a row for more detailed transaction information.

Report Summary Report Detail

F8 Add Items to Invoice

Sales History in Advanced Lookup

On the **History** tab, a customer's invoice history can be exported using two options:

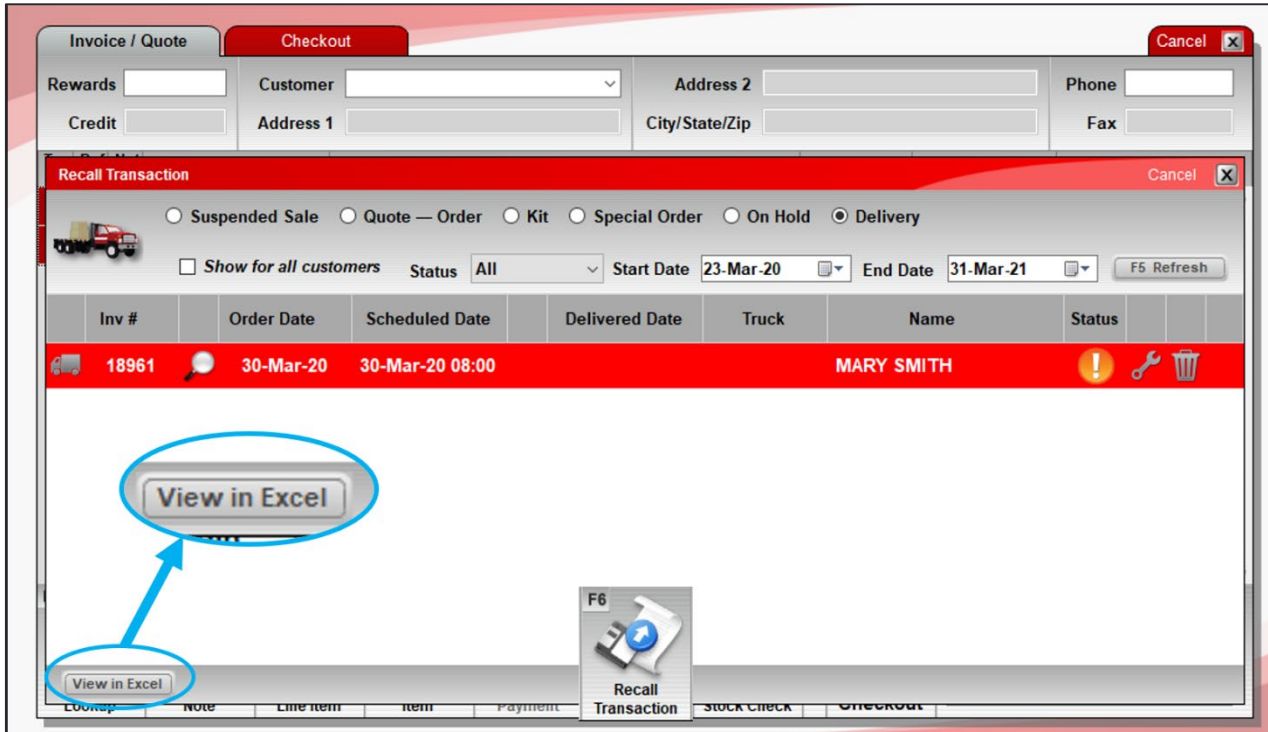
- **Report Detail:** View line item details for each item purchased by the customer in Excel.
- **Report Summary:** View a summary of the items a customer recently bought in Excel.

ReportDetail.xlsx - Excel Lisa Leibfried

	A	B	C	D	E	F	G	H
1	Part Number	Description	Invoice #	Price Sold	Qty Sold	Date Sold	Current SOH	Current Price
2	P7890	1 GALLON DECK STAIN	730041	21.99	50	12-Jun-18 5:54:22 PM	682	21.49
3	B2444	3 IN PAINT BRUSH	730041	7.99	8	12-Jun-18 5:54:22 PM	422	7.99
4	1234	HAMMER	730000	22.89	1	07-Jun-18 5:52:06 PM	818	22.89
5	P7890	1 GALLON DECK STAIN	730000	21.49	1	07-Jun-18 5:52:06 PM	682	21.49
6	CHARITY1	SMITHVILLE FIRE DEPARTMENT	730000	0.95	1	07-Jun-18 5:52:06 PM	0	0.00
7	1234	HAMMER	729933	22.89	1	05-Apr-18 12:52:42 PM	818	22.89
8	CHARITY1	SMITHVILLE FIRE DEPARTMENT	729933	0.83	1	05-Apr-18 12:52:42 PM	0	0.00

Sheet1

Stored Transactions



Invoice / Quote Checkout Cancel

Rewards Customer Address 2 Phone
Credit Address 1 City/State/Zip Fax

Recall Transaction Cancel

☐ Suspended Sale ☐ Quote — Order ☐ Kit ☐ Special Order ☐ On Hold ☒ Delivery

☐ Show for all customers Status: All Start Date: 23-Mar-20 End Date: 31-Mar-21 F5 Refresh

Inv #	Order Date	Scheduled Date	Delivered Date	Truck	Name	Status
18961	30-Mar-20	30-Mar-20 08:00			MARY SMITH	!

View in Excel

F6 Recall Transaction

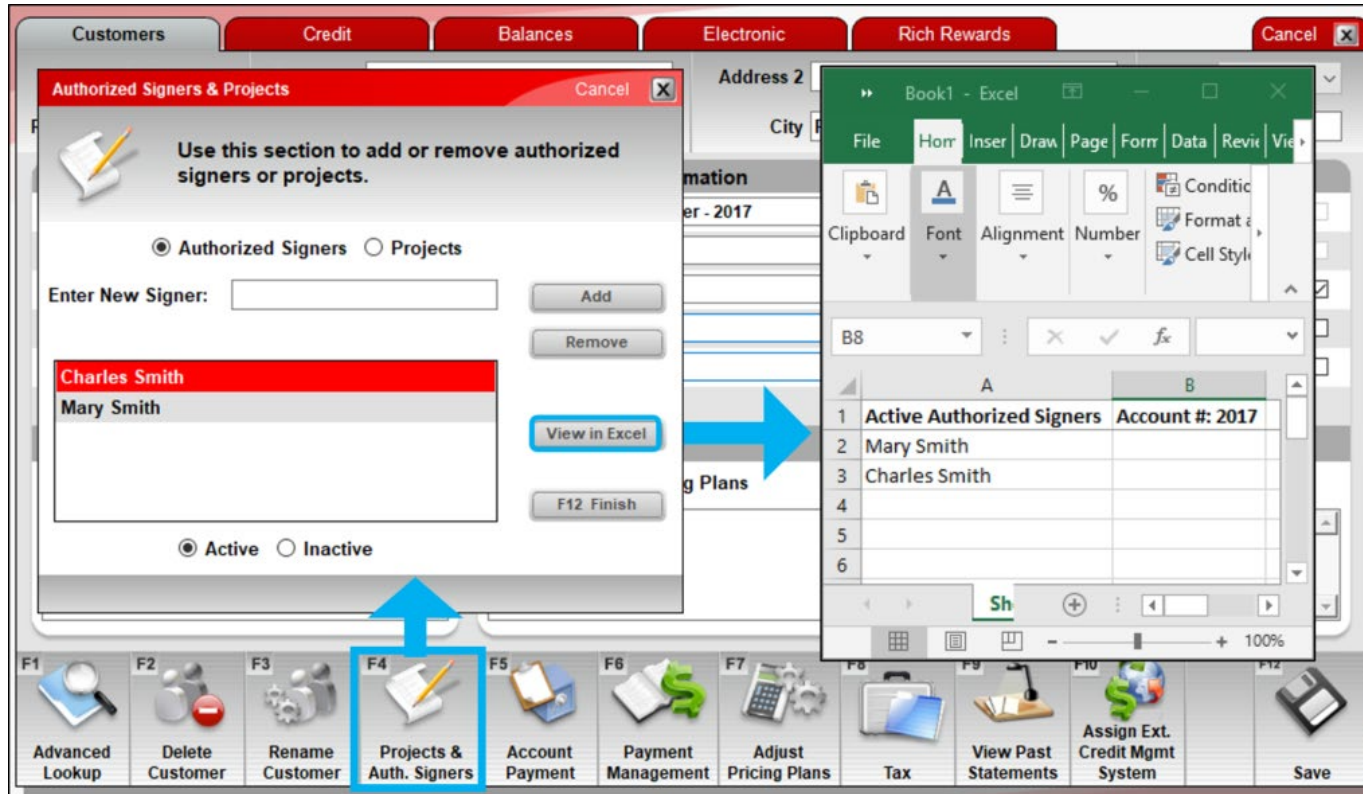
Lookups Note Line Item Item Payment STOCK CHECK CHECKOUT

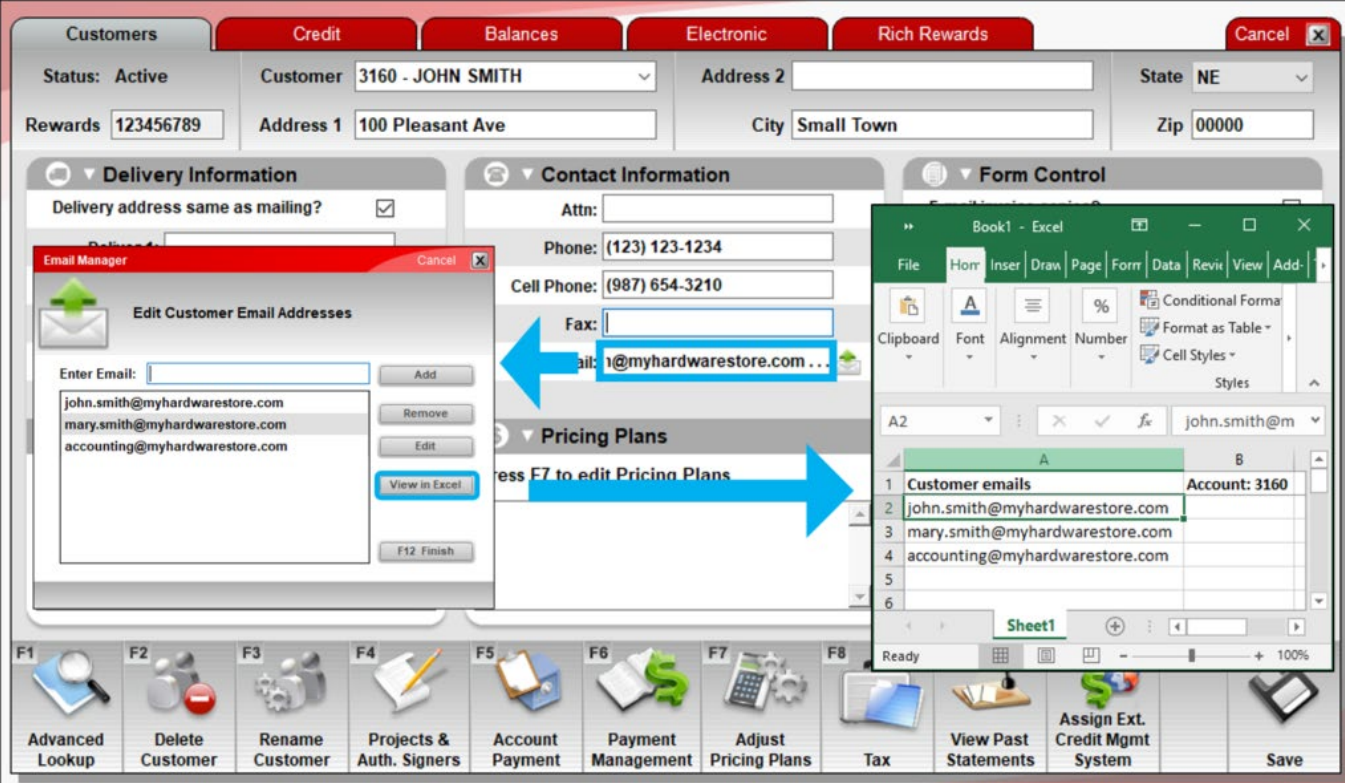
- A list of stored transactions can be exported to Excel for these transaction categories:
 - Quote – Order
 - Kit
 - Special Order
 - On Hold
 - Delivery

Customers module

Authorized Signers and Projects

View customer data, such as projects and authorized signers, in Excel with the **View in Excel** feature .



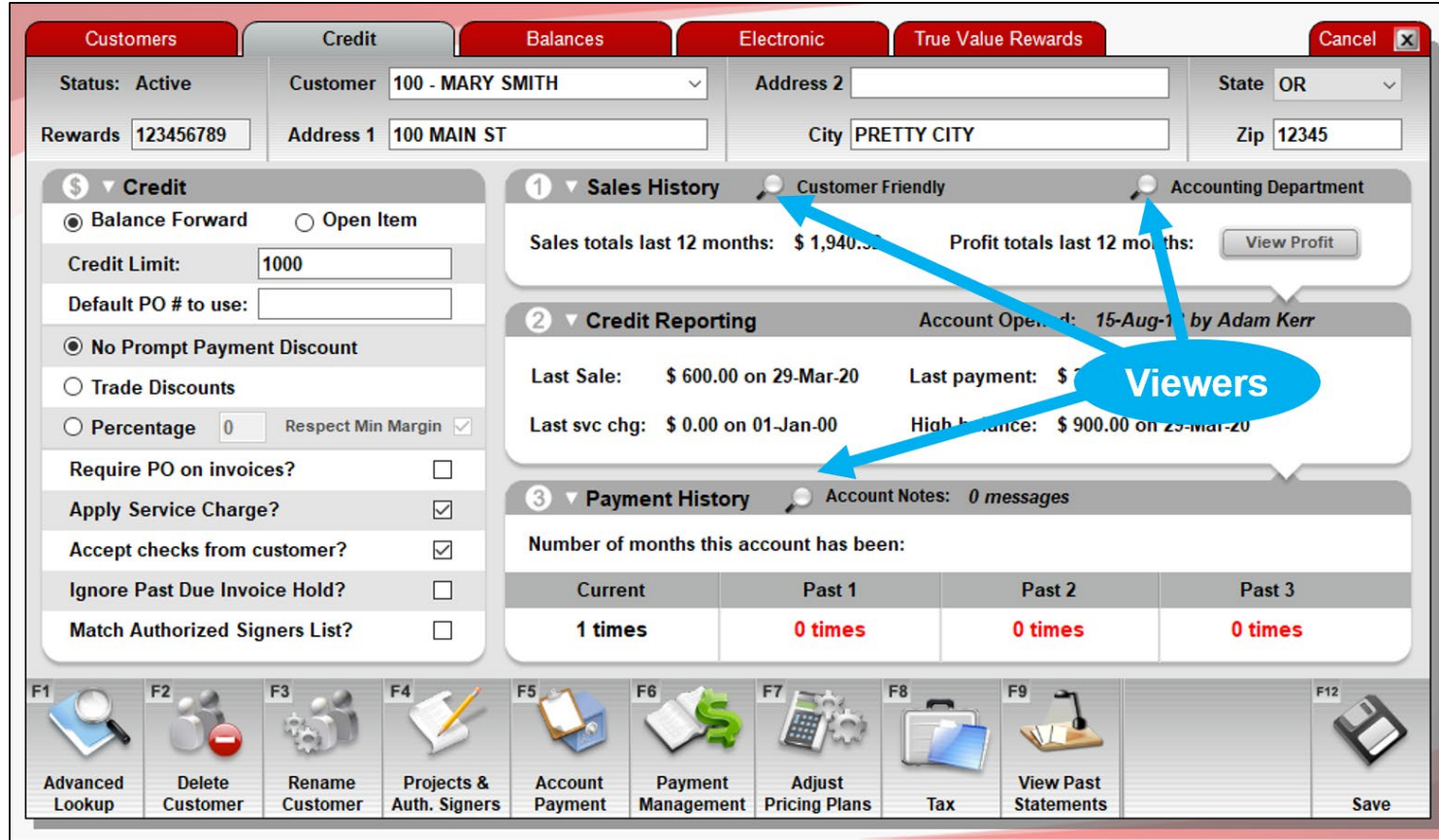


The screenshot displays a software interface for managing customer data. At the top, there are tabs for Customers, Credit, Balances, Electronic, and Rich Rewards. The main form shows customer details for "3160 - JOHN SMITH", including address, city, state, and zip code. A "Delivery Information" section is also visible. An "Email Manager" window is open, showing a list of email addresses for the customer. A blue arrow points from the "Email Manager" window to an Excel spreadsheet, indicating the export process. The Excel spreadsheet shows a list of customer emails and their account numbers.

Customer emails	Account: 3160
john.smith@myhardwarestore.com	
mary.smith@myhardwarestore.com	
accounting@myhardwarestore.com	

Customer Emails

The **View in Excel** feature automatically creates an Excel spreadsheet with the customer's emails.



Customers | Credit | Balances | Electronic | True Value Rewards | Cancel

Status: Active | Customer: 100 - MARY SMITH | Address 2: | State: OR | Rewards: 123456789 | Address 1: 100 MAIN ST | City: PRETTY CITY | Zip: 12345

Credit

☒ Balance Forward ☐ Open Item

Credit Limit: 1000

Default PO # to use:

☒ No Prompt Payment Discount

☐ Trade Discounts

☐ Percentage 0 ☒ Respect Min Margin

Require PO on invoices? ☐

Apply Service Charge? ☒

Accept checks from customer? ☒

Ignore Past Due Invoice Hold? ☐

Match Authorized Signers List? ☐

1 Sales History ☒ Customer Friendly ☐ Accounting Department

Sales totals last 12 months: \$ 1,940.50 Profit totals last 12 months: [View Profit](#)

2 Credit Reporting Account Opened: 15-Aug-11 by Adam Kerr

Last Sale: \$ 600.00 on 29-Mar-20 Last payment: \$ 700.00 on 29-Mar-20

Last svc chg: \$ 0.00 on 01-Jan-00 High balance: \$ 900.00 on 29-Mar-20

3 Payment History ☒ Account Notes: 0 messages

Number of months this account has been:

Current	Past 1	Past 2	Past 3
1 times	0 times	0 times	0 times

Viewers

Advanced Lookup **Delete Customer** **Rename Customer** **Projects & Auth. Signers** **Account Payment** **Payment Management** **Adjust Pricing Plans** **Tax** **View Past Statements** **Save**

Customer Data Viewers

Magnifying glass icons open up viewers with data history that can be exported into Excel for analysis and sharing.

Sales History Viewer Example

When you open the **Customer Friendly** sales history viewer, use the **Report** button to view the data in Excel.



Customers | **Credit** | **Balances** | **Electronic** | Cancel

Status: Active | Customer: 100 - MARY SMITH | Address 2: | State: OR |
 Rewards: 123456789 | Address 1: 100 MAIN ST | City: PRETTY CITY | Zip: 12345

Recent Sales History | Sales History | Customer Friendly | Accounting Department

Projects: All | ☐ Show Inactive Projects

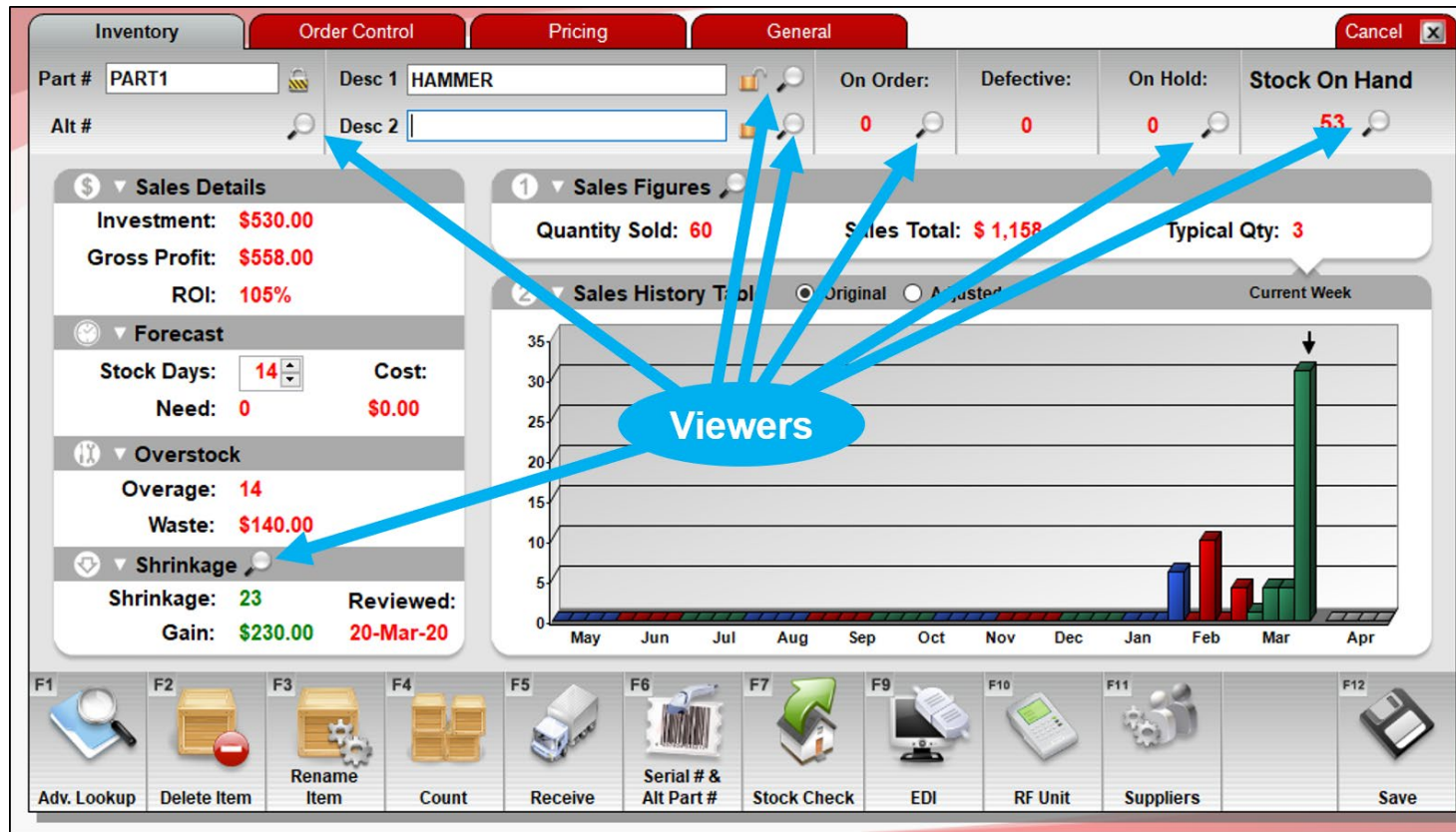
	Date	Employee	Term.	Inv #	PO #	Total	Balance	Pmt Type
	30-Mar-20 00:56	Paladin Support	6	18961		\$20.00	\$0.00	CASH
	29-Mar-20 23:41	Paladin Support	6	18960		\$600.00	\$600.00	CHARGE
	23-Mar-20 14:12	Paladin Support	6	18957		\$20.00	\$0.00	CASH
	23-Mar-20 14:10	Paladin Support	6	18956			\$0.00	CASH
	23-Mar-20 14:02	Paladin Support	6	18955			\$0.00	CASH
	23-Mar-20 13:03	Paladin Support	6	18953			\$0.00	CASH
	11-Mar-20 13:47	Paladin Support	6	18945	Pay on deliv...	\$300.00	\$300.00	CHARGE
	11-Mar-20 13:45	Paladin Support	6	18944	Payment	-\$300.00	-\$300.00	ROACASH
	11-Mar-20 13:19	Paladin Support	6	18943	Pay on deliv...	\$300.00	\$300.00	CHARGE

Report

Void | Report | Email | Done

Inventory module

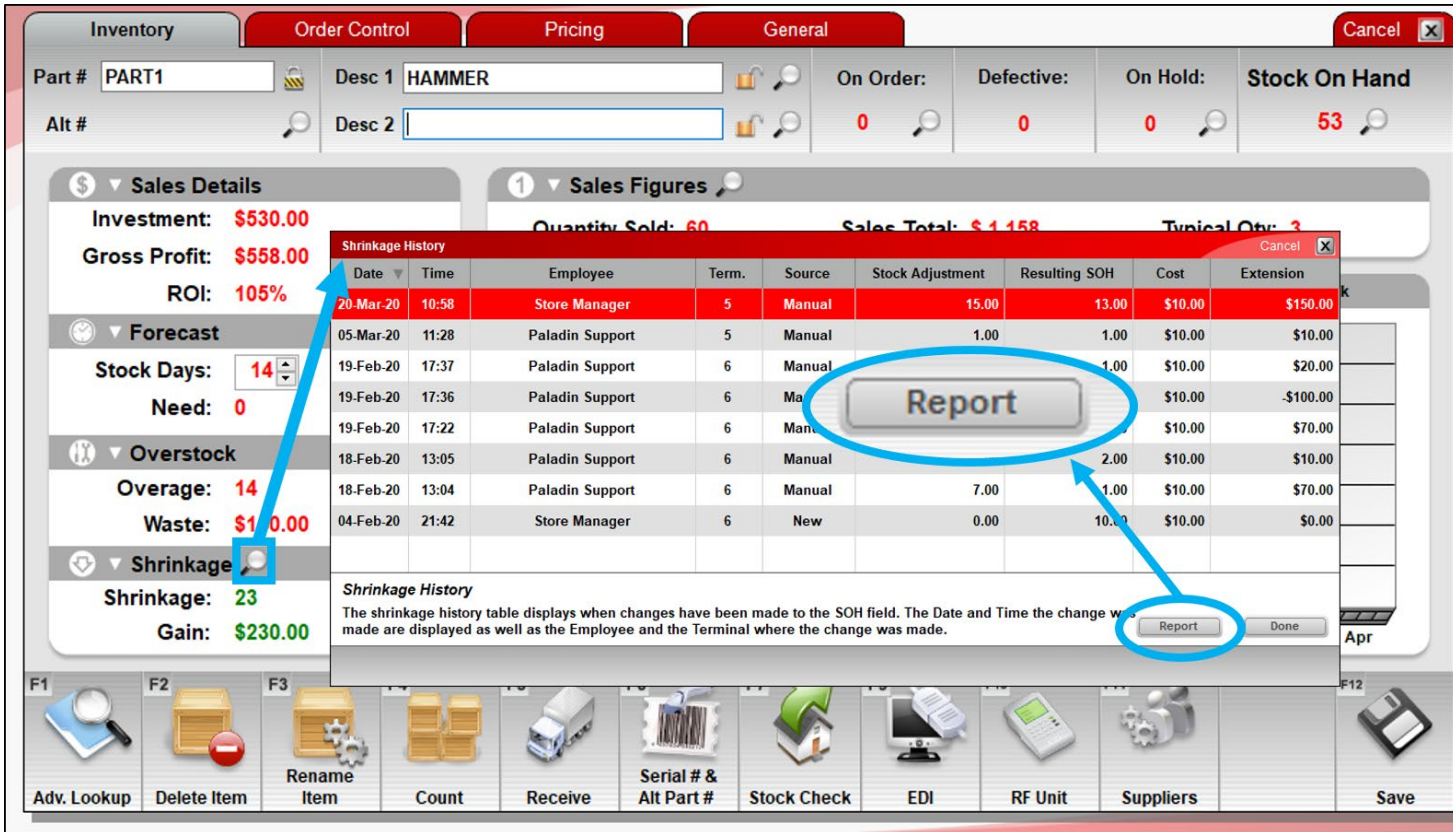
Inventory Tab Viewers



- Magnifying glass icons open up a viewer with detailed data that can be exported into Excel for analysis and sharing.
- This picture shows the viewers available from the **Inventory** tab in the **Inventory** module.

Shrinkage Viewer Example

In this example, shrinkage data can be exported into Excel from the Shrinkage viewer with the **Report** button.



Inventory | **Order Control** | **Pricing** | **General** | **Cancel**

Part # **PART1** | Desc 1 **HAMMER** | On Order: **0** | Defective: **0** | On Hold: **0** | Stock On Hand: **53**

Alt # | Desc 2 |

Sales Details
Investment: \$530.00
Gross Profit: \$558.00
ROI: 105%

Sales Figures
Quantity Sold: 60 | Sales Total: \$1,158 | Typical Qty: 3

Forecast
Stock Days: 14
Need: 0

Overstock
Overage: 14
Waste: \$1,000.00

Shrinkage
Shrinkage: 23
Gain: \$230.00

Shrinkage History

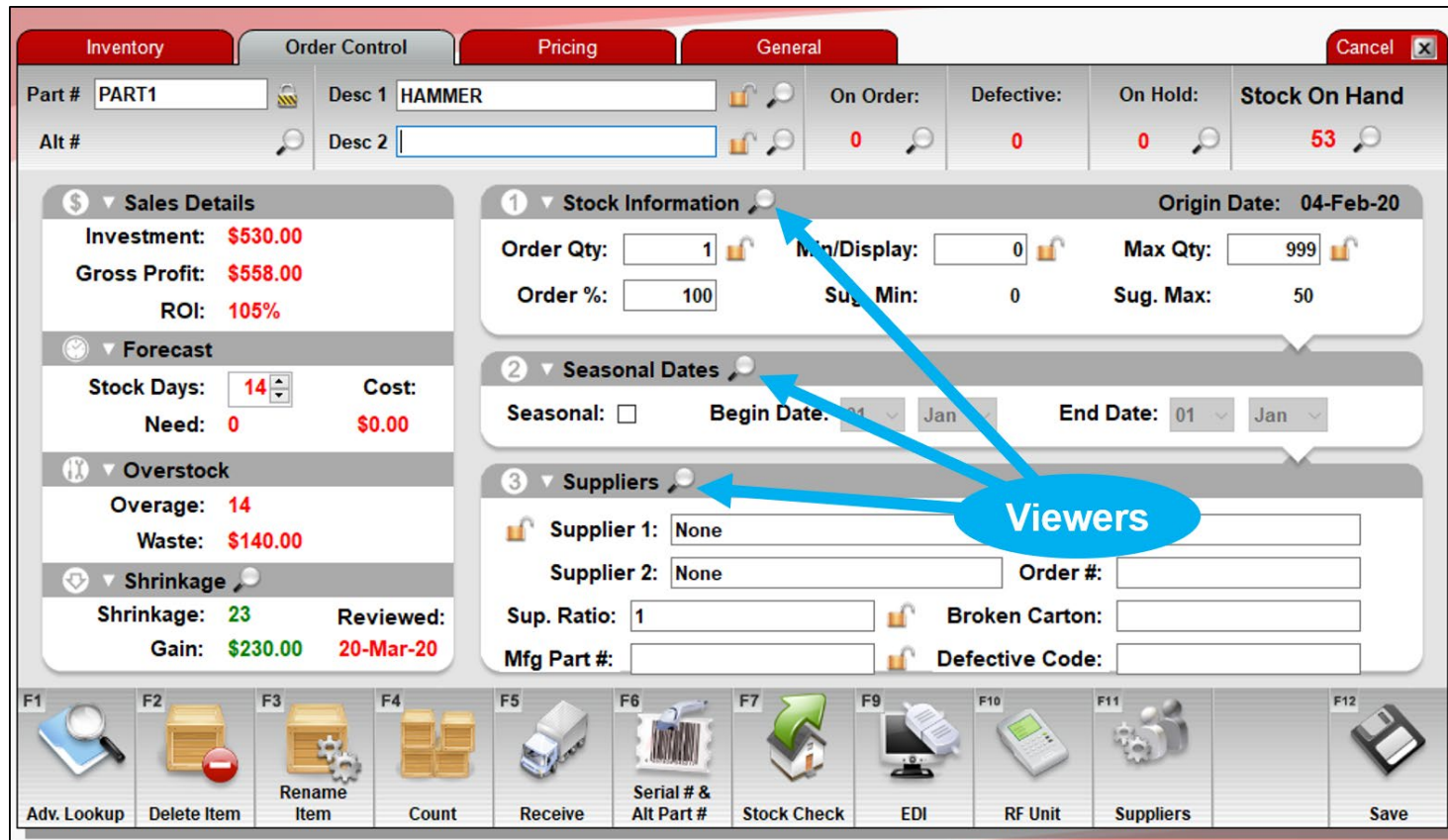
Date	Time	Employee	Term.	Source	Stock Adjustment	Resulting SOH	Cost	Extension
20-Mar-20	10:58	Store Manager	5	Manual	15.00	13.00	\$10.00	\$150.00
05-Mar-20	11:28	Paladin Support	5	Manual	1.00	1.00	\$10.00	\$10.00
19-Feb-20	17:37	Paladin Support	6	Manual	1.00	1.00	\$10.00	\$20.00
19-Feb-20	17:36	Paladin Support	6	Manual	1.00	1.00	\$10.00	-\$100.00
19-Feb-20	17:22	Paladin Support	6	Manual	1.00	1.00	\$10.00	\$70.00
18-Feb-20	13:05	Paladin Support	6	Manual	2.00	2.00	\$10.00	\$10.00
18-Feb-20	13:04	Paladin Support	6	Manual	7.00	1.00	\$10.00	\$70.00
04-Feb-20	21:42	Store Manager	6	New	0.00	10.00	\$10.00	\$0.00

Report | **Done**

Shrinkage History
The shrinkage history table displays when changes have been made to the SOH field. The Date and Time the change was made are displayed as well as the Employee and the Terminal where the change was made.

Adv. Lookup | **Delete Item** | **Rename Item** | **Count** | **Receive** | **Serial # & Alt Part #** | **Stock Check** | **EDI** | **RF Unit** | **Suppliers** | **Save**

Order Control Tab Viewers



Inventory | **Order Control** | Pricing | General | Cancel

Part # Desc 1 On Order: 0 Defective: 0 On Hold: 0 Stock On Hand: 53

Alt # Desc 2

Sales Details

Investment: \$530.00

Gross Profit: \$558.00

ROI: 105%

Forecast

Stock Days: 14 Cost: \$0.00

Need: 0

Overstock

Overage: 14

Waste: \$140.00

Shrinkage

Shrinkage: 23 Reviewed: 20-Mar-20

Gain: \$230.00

Stock Information Origin Date: 04-Feb-20

Order Qty: 1 Min/Display: 0 Max Qty: 999

Order %: 100 Sug. Min: 0 Sug. Max: 50

Seasonal Dates

Seasonal: ☐ Begin Date: 01 Jan End Date: 01 Jan

Suppliers

Supplier 1: None Supplier 2: None Order #:

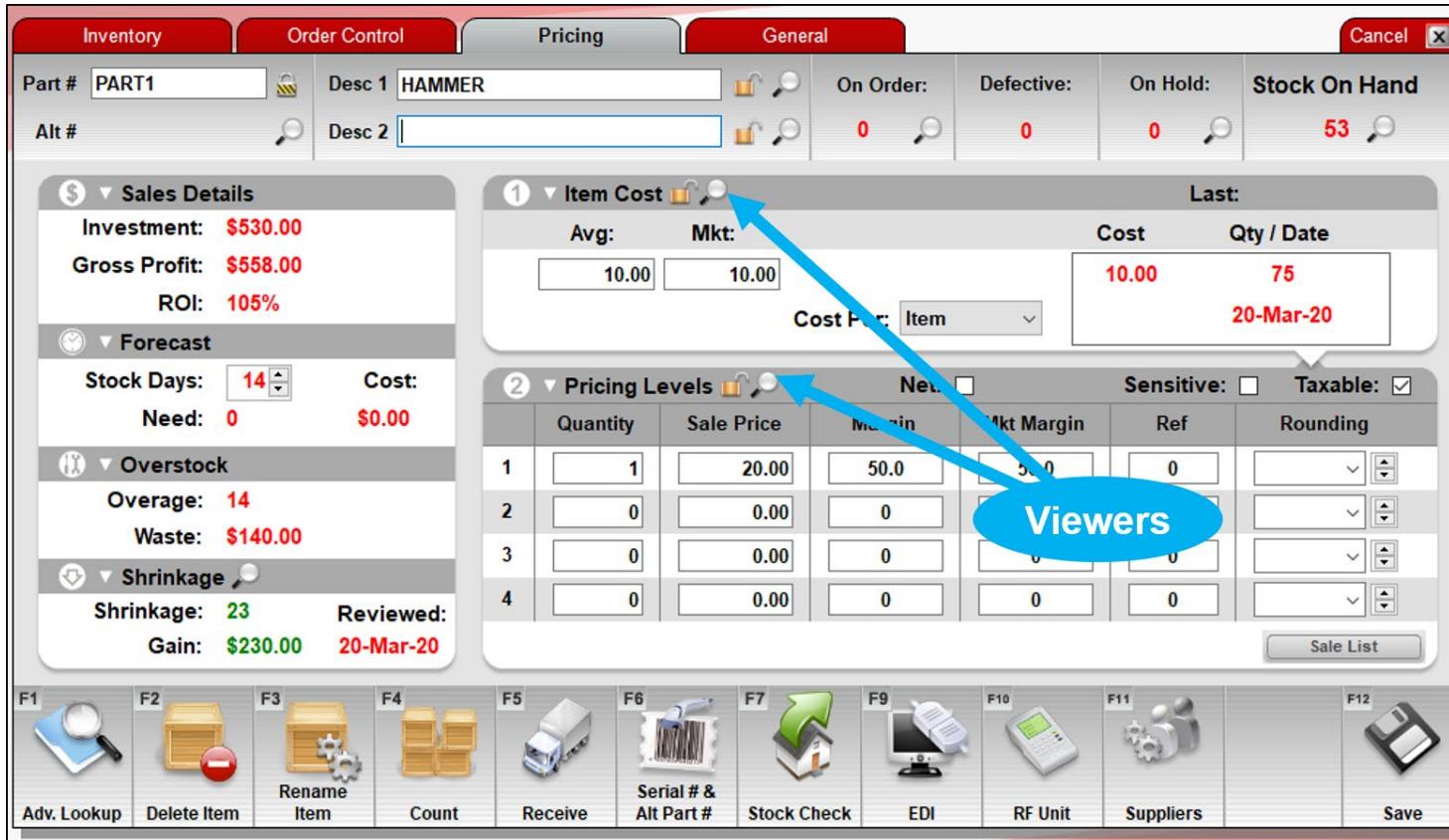
Sup. Ratio: 1 Broken Carton:

Mfg Part #: Defective Code:

F1 Adv. Lookup F2 Delete Item F3 Rename Item F4 Count F5 Receive F6 Serial # & Alt Part # F7 Stock Check F9 EDI F10 RF Unit F11 Suppliers F12 Save

- This picture shows the viewers available on the **Order Control** tab in the **Inventory** module.
- Each viewer has a **Report** button.

Pricing Tab Viewers



Inventory Order Control **Pricing** General Cancel

Part # PART1 Desc 1 HAMMER On Order: 0 Defective: 0 On Hold: 0 Stock On Hand 53

Alt # Desc 2

Sales Details

Investment: \$530.00
Gross Profit: \$558.00
ROI: 105%

Forecast

Stock Days: 14 Cost: \$0.00
Need: 0

Overstock

Overage: 14
Waste: \$140.00

Shrinkage

Shrinkage: 23 Reviewed: 20-Mar-20
Gain: \$230.00

Item Cost

Avg: 10.00 Mkt: 10.00
Cost Qty / Date
10.00 75
20-Mar-20

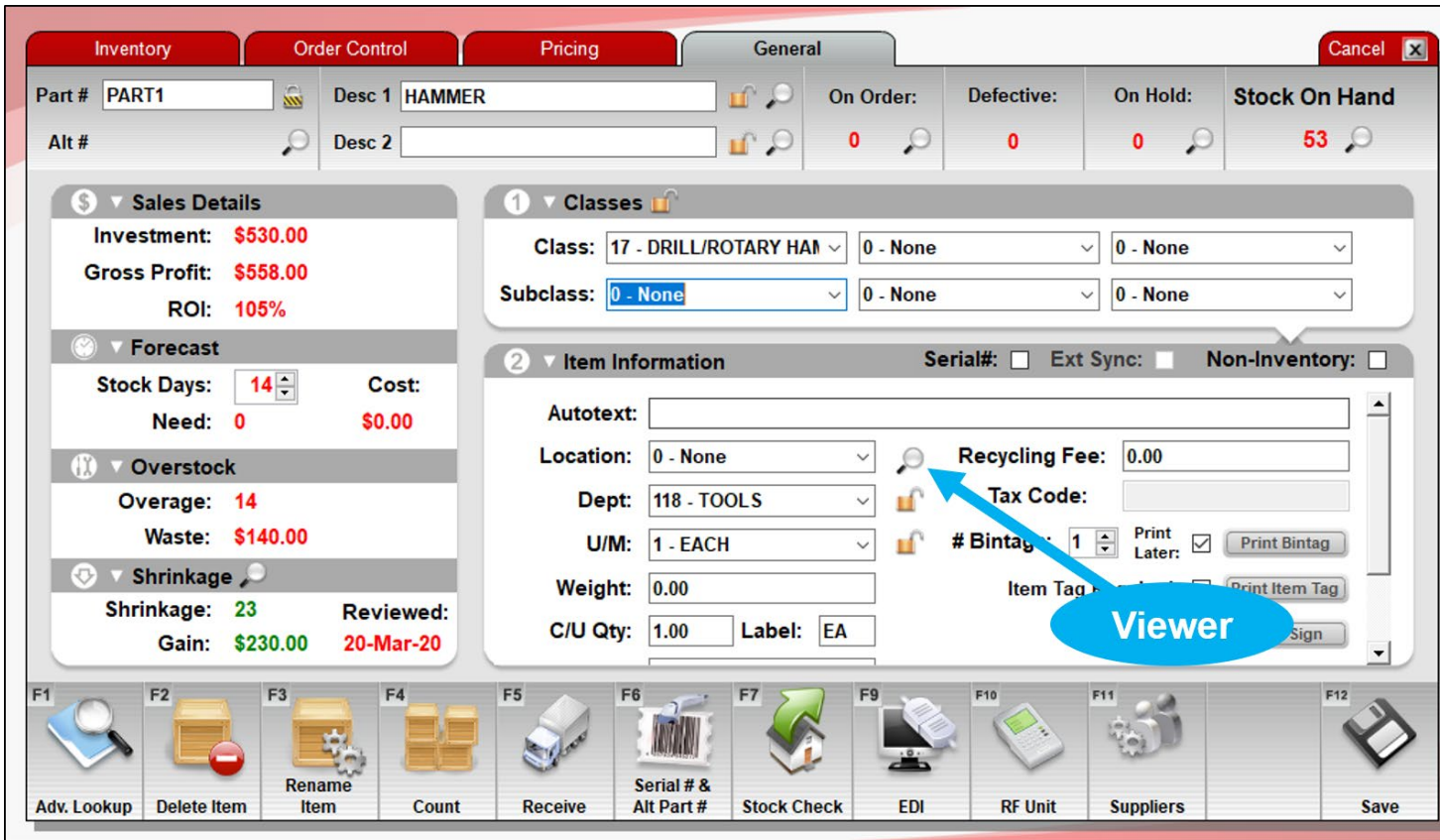
Pricing Levels

	Quantity	Sale Price	Margin	Mkt Margin	Ref	Rounding
1	1	20.00	50.0	50.0	0	
2	0	0.00	0	0	0	
3	0	0.00	0	0	0	
4	0	0.00	0	0	0	

Adv. Lookup Delete Item Rename Item Count Receive Serial # & Alt Part # Stock Check EDI RF Unit Suppliers Save

- This picture shows the viewers available on the **Pricing** tab in the **Inventory** module.
- Each viewer has a **Report** button.

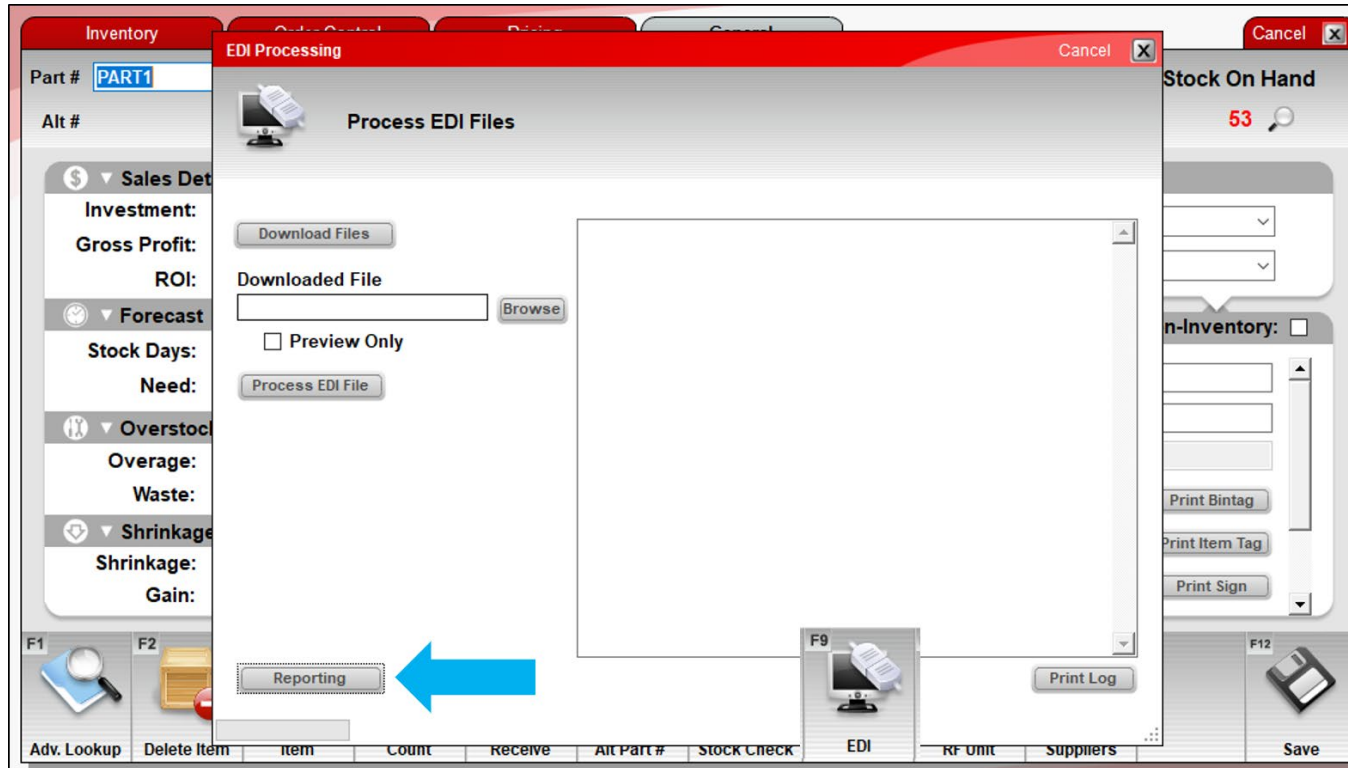
General Tab Viewer



The screenshot displays the 'General' tab of an inventory management software. The top navigation bar includes 'Inventory', 'Order Control', 'Pricing', and 'General'. The 'General' tab is active, showing fields for 'Part #', 'Desc 1', 'Desc 2', 'On Order', 'Defective', 'On Hold', and 'Stock On Hand'. Below these are sections for 'Sales Details' (Investment, Gross Profit, ROI), 'Forecast' (Stock Days, Need, Cost), 'Overstock' (Overage, Waste), and 'Shrinkage' (Shrinkage, Gain, Reviewed). The 'Classes' section shows 'Class' and 'Subclass' dropdowns. The 'Item Information' section includes 'Autotext', 'Location', 'Dept', 'U/M', 'Weight', 'C/U Qty', 'Label', 'Recycling Fee', 'Tax Code', '# Bntag', 'Print Later', 'Print Bntag', 'Item Tag', 'Print Item Tag', and 'Sign'. A blue arrow points to the 'Recycling Fee' field, which is labeled 'Viewer' in a blue oval. The bottom toolbar contains 12 function keys (F1-F12) with icons and labels: Adv. Lookup, Delete Item, Rename Item, Count, Receive, Serial # & Alt Part #, Stock Check, EDI, RF Unit, Suppliers, and Save.

- This picture shows the viewer that is available on the **General** tab in the **Inventory** module.
- The viewer has a **Report** button.

EDI

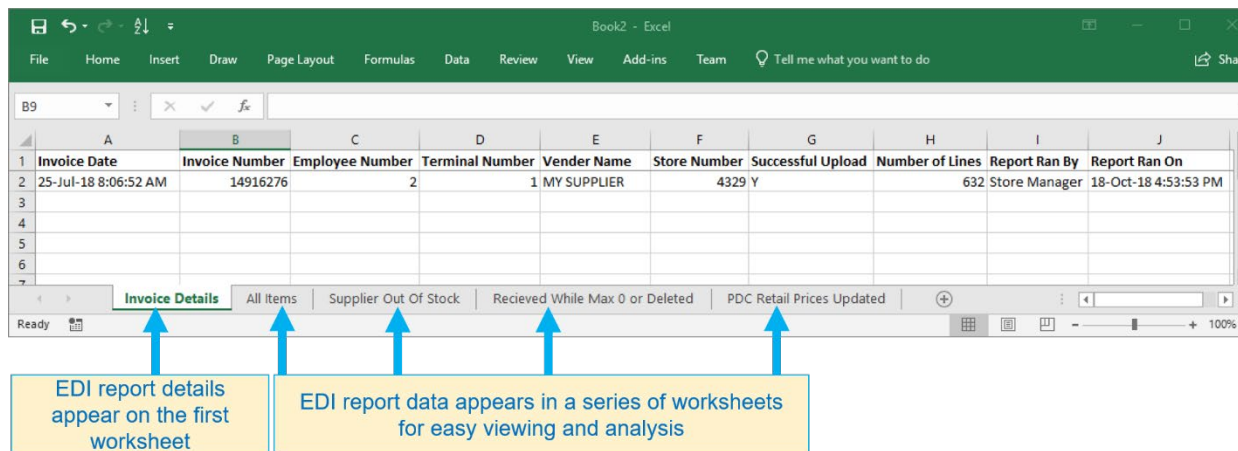
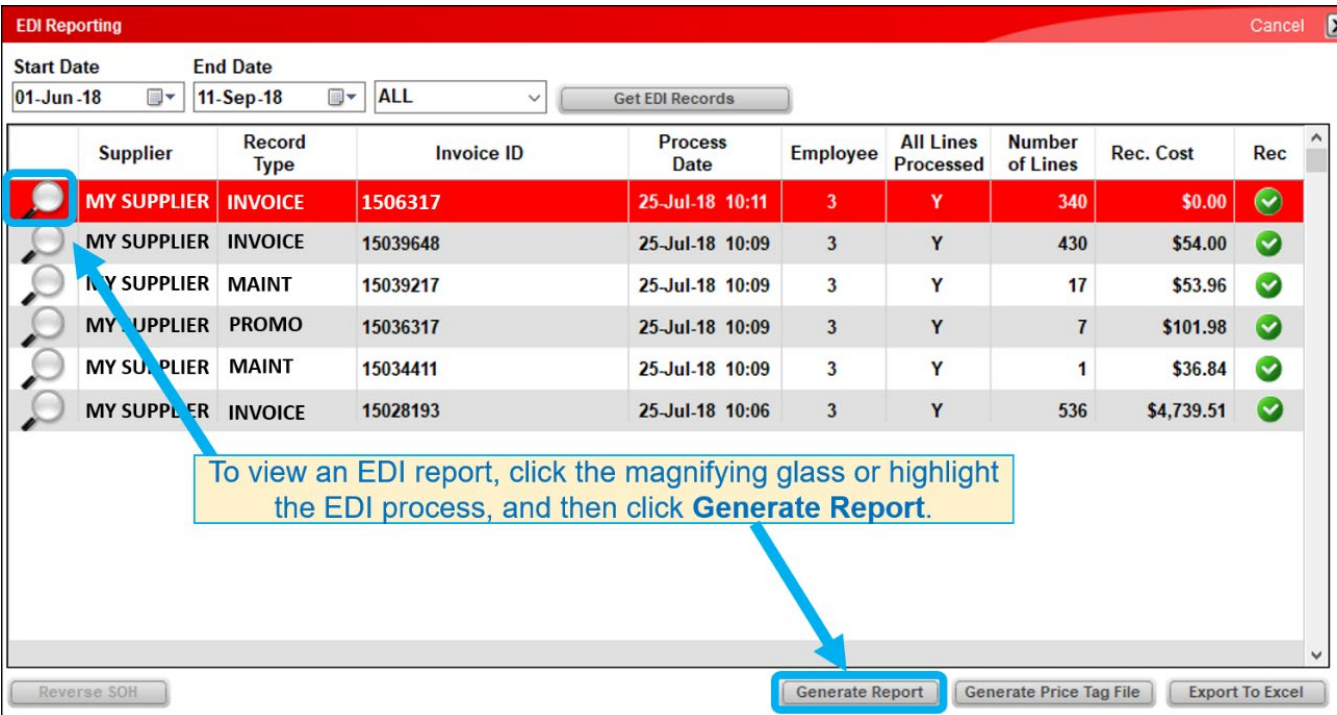


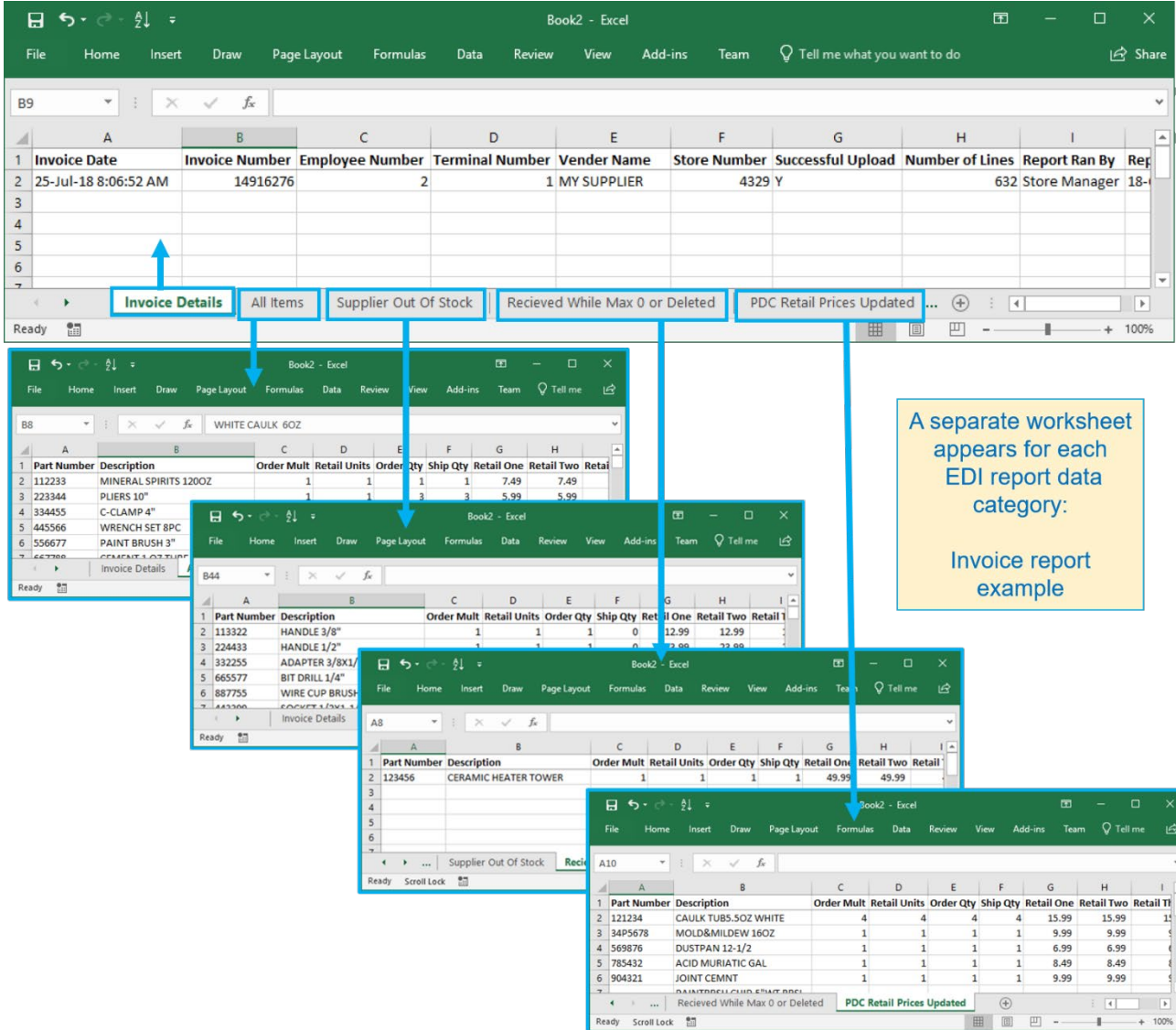
Accessing EDI Reports

- EDI Reports can be accessed from the **EDI Reporting** window.
- To get there, in the **Inventory** module, click **EDI** or press F9.
- Then, in the **EDI Processing** window, click **Reporting**.

EDI Reports

- In the **EDI Reporting** window, you can view EDI processing details in Excel in two ways:
 - Click a file's magnifying glass.
 - Highlight the file, and then click **Generate Report**.
- In this window, the **Export to Excel** feature will export the list of EDI files displayed.





The screenshot displays an Excel spreadsheet titled 'Book2 - Excel' with a green ribbon. The main tab is 'Invoice Details', which contains the following data:

Invoice Date	Invoice Number	Employee Number	Terminal Number	Vender Name	Store Number	Successful Upload	Number of Lines	Report Ran By	Rep
25-Jul-18 8:06:52 AM	14916276		2	1 MY SUPPLIER	4329	Y	632	Store Manager	18-

Below the main tab, several other tabs are visible, each representing a different category of EDI report data:

- All Items**: Shows a list of items with columns for Part Number, Description, Order Mult, Retail Units, Order Qty, Ship Qty, Retail One, and Retail Two.
- Supplier Out Of Stock**: Shows a list of items with columns for Part Number, Description, Order Mult, Retail Units, Order Qty, Ship Qty, Retail One, and Retail Two.
- Received While Max 0 or Deleted**: Shows a list of items with columns for Part Number, Description, Order Mult, Retail Units, Order Qty, Ship Qty, Retail One, and Retail Two.
- PDC Retail Prices Updated**: Shows a list of items with columns for Part Number, Description, Order Mult, Retail Units, Order Qty, Ship Qty, Retail One, and Retail Two.

A separate worksheet appears for each EDI report data category:

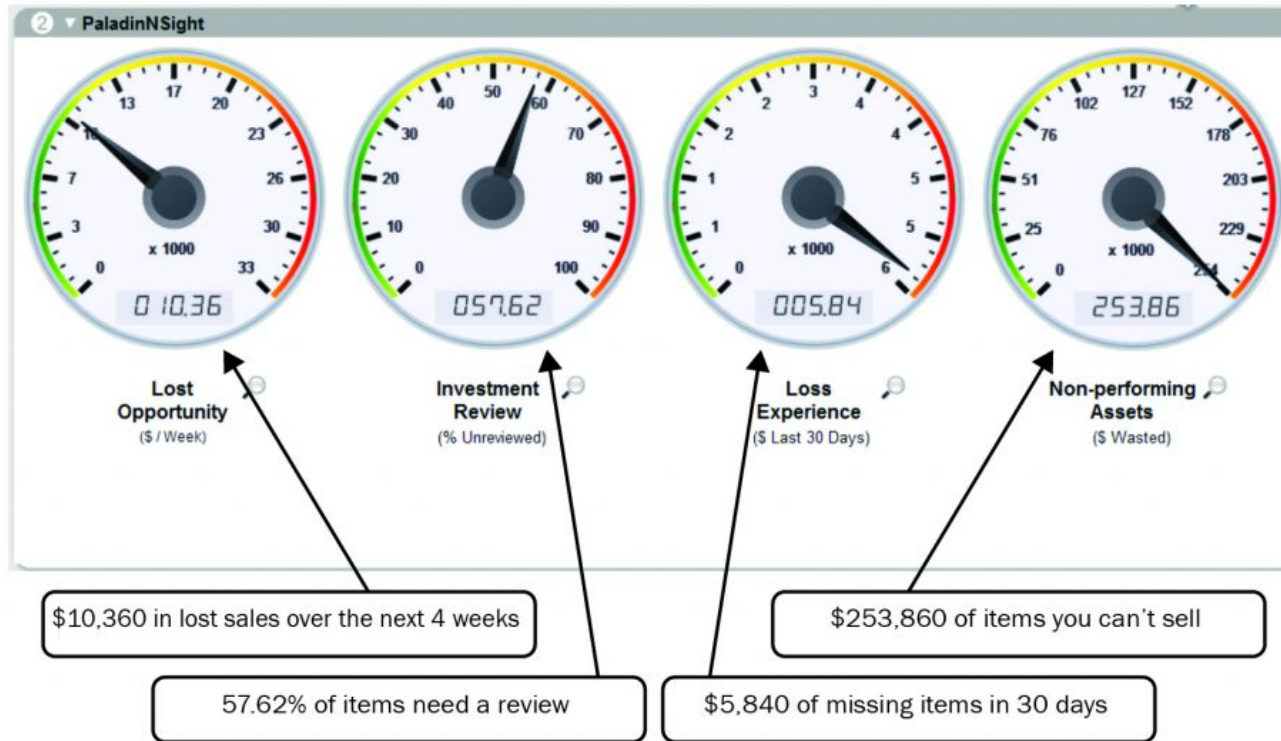
Invoice report example

EDI Reports

EDI Excel reports provide detailed data for the EDI process, organized by tab.

PaladinNsight™

How PaladinN Sight™ tells you about your business



PaladinN Sight™

- PaladinN Sight™ dashboard and tools let you view the state of your inventory for:
 - Outs
 - Investment review (counts)
 - Losses
 - Slow-movers (overstock)
- You can export data from PaladinN Sight™ at the department/location level and individual item level.

PO module

Recall PO

When you recall a saved PO that has not be sent to the supplier, use the **View in Excel** feature to open an Excel spreadsheet with the PO item details.

Name	Memo	Date	Emp #	Supplier Id
Autosave-6-Store Manager		25-Mar-20 23:22	29	0
Autosave-5-Store Manager		24-Mar-20 14:15	29	0
Autosave-6-Palad		24-Mar-20 09:02	1	0
Autosave-5-Pa		20-Mar-20 15:11	1	0

Receive PO Confirm Receive Cancel

PO # Supplier Address 2 Phone
 EDI ☐ Address 1 City/State/Zip Fax



Find PO Cancel

1 PO Details
 Enter the PO details below:
☐ All POs
☐ Open POs
☒ Closed POs
 Supplier: 12 - MY BEST SUPPL
 PO #: All
 From Date: 29-Feb-20
 To Date: 30-Mar-20
 Part #:

2 Matching Purchase Orders

PO #	Vendor	PO Date	# Items	PO Cost	Rcvd Cost	Closed
147	MY BEST SUPPLIER	26-Mar-20	2	\$150.00	\$153.00	<input checked="" type="checkbox"/>
146	MY BEST SUPPLIER	24-Mar-20	1	\$50.00	\$50.00	<input checked="" type="checkbox"/>
145	MY BEST SUPPLIER	23-Mar-20	1	\$1,000.00	\$1,000.00	<input checked="" type="checkbox"/>
144	MY BEST SUPPLIER	23-Mar-20	1	\$100.00	\$100.00	<input checked="" type="checkbox"/>
143	MY BEST SUPPLIER	20-Mar-20	2	\$150.00	\$153.00	<input checked="" type="checkbox"/>
142	MY BEST SUPPLIER	20-Mar-20	1	\$1,000.00	\$750.00	<input checked="" type="checkbox"/>
141	MY BEST SUPPLIER	20-Mar-20	1	\$300.00	\$150.00	<input checked="" type="checkbox"/>
140	MY BEST SUPPLIER	20-Mar-20	1	\$100.00	\$50.00	<input checked="" type="checkbox"/>
139	MY BEST SUPPLIER	11-Mar-20	1	\$1,250.00	\$1,250.00	<input checked="" type="checkbox"/>
138	MY BEST SUPPLIER	05-Mar-20	1	\$0.00	\$100.00	<input checked="" type="checkbox"/>

Rcvd Items Report **Rcvd POs Report**

F5  F6 
 PO | Receive Find PO

File Copy PO Cancel B/O Revise PO F12 Open

Receive PO

When you receive a purchase order, you have two Excel options:

- **Received Items Report:**
Export received item details for the highlighted PO.
- **Received POs Report:**
Export the PO information displayed in the **Find PO** window.

Reports module

Reports Cancel X

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

Items Sold Report Cancel X

1 Report Settings

Selection	Beginning	Ending
PartNumber		zzzzzzzzzzzzzzzz
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	0 - L 0	999999999
Search Between	23-Mar-20	30-Mar-20

2 Additional Settings


View in Excel ☐

Create working Purchase Orders from this data ☐

Include alternate part numbers in search ☐

3 Sorting Options

There are no sorting options for this report

 F12 Run Report

Reports with Excel Option

Many reports have an Excel option and include:

- Items Sold Report
- Slow Movers Report Master Report
- Defective Parts
- Comparative Revenue Reports
- Report Revenue from a Promotion
- Customer Sales Ranking
- Customer Profit Ranking

Comparative revenue reports for department groups

AutoSave ☐ Off excel repor...

File Home Insert Draw Page Form Data Review View Add-ins Help Team Search

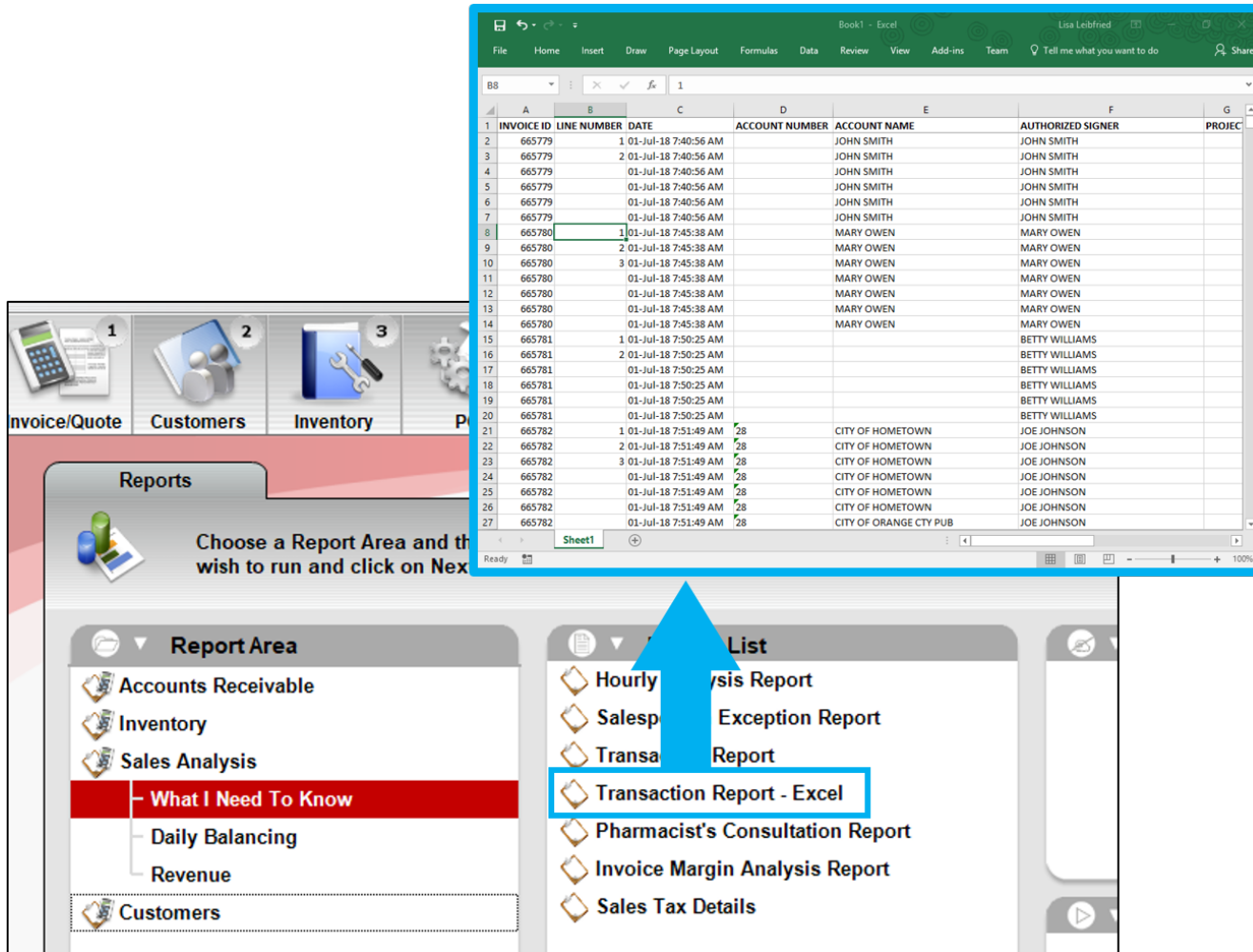
A3 10

	A	B	C	D	E	F	G	H
1			This Period					
2	DEPT ID	DEPT NAME	NUMBER OF ITEMS	SALES COST	REVENUE	MARGIN		NUMBER OF ITEMS
3	10	HAND TOOLS	102	642.01	1197.65	46.4%		0
4	20	FASTENERS	44	208.95	560.05	62.7%		0
5	30	PAINT & SUNDRIES	207	1531.56	2793.56	45.2%		0
6	50	HOUSEWARES	51	352.99	623.59	43.4%		0
7	Totals		404	2735.51	5174.85	47.1%		0
8								
9								

Comparative Revenue Group Undefined Group 2 **Group 7** ... +

Ready Display Settings 100%

- Recent enhancement to Excel version of Comparative Revenue report.
- View revenue by department groups on different tabs in the Excel spreadsheet.
- Group IDs are assigned to departments by the store in Paladin Configuration.
- Group IDs are optional.



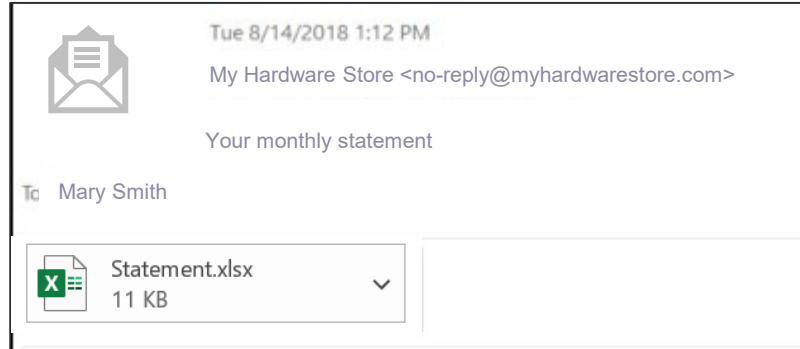
The screenshot displays the University software interface. On the left, a sidebar contains icons for 'Invoice/Quote', 'Customers', 'Inventory', and 'Reports'. The 'Reports' section is expanded, showing a 'Report Area' with options like 'Accounts Receivable', 'Inventory', 'Sales Analysis', 'What I Need To Know', 'Daily Balancing', 'Revenue', and 'Customers'. A 'List' panel on the right shows various reports, with 'Transaction Report - Excel' highlighted. A blue arrow points from this report to an Excel spreadsheet window in the background. The spreadsheet, titled 'Book1 - Excel', shows a table with columns: INVOICE ID, LINE NUMBER, DATE, ACCOUNT NUMBER, ACCOUNT NAME, AUTHORIZED SIGNER, and PROJECT. It contains data for multiple invoices, including those from 'JOHN SMITH', 'MARY OWEN', 'BETTY WILLIAMS', and 'JOE JOHNSON'.

Excel-only Reports

Some reports only open in Excel.

- New Inventory Items
- Alternate Part Number List
- Discontinued Item Report
- Inventory Count List
- Autotext Items
- Hourly Analysis Report
- Transaction Report –Excel
- Invoice Margin Report
- Sales Tax Details
- Customer File Export
- Rich Rewards Loyalty Balance

Statements



Excel Email Statements

- Emailed monthly statements include an Excel attachment.
- The Excel spreadsheet gives statement information and itemizes a customer's charges by project.

AutoSave On Example Excel Statement-LisaMockup.xlsx

	A	B	C	D	E	F	G	H
1	YOUR HARDWARE STORE	31-Dec-19 8:46:53 PM						
2	Date and Time	Invoice ID	Description	Amount	Project ID	Project Name		
3			OPENING BALANCE	0.00				
4	30-Nov-19 1:29:12 PM	323212		3095.80				
5	3-Dec-19 1:57:17 PM	391312	PAYMENT	-3095.80				
6			PROJECT TOTAL	0.00				
7								
8	10-Dec-19 10:43:56 AM	452443		1234.23	432	Fire station restoration		
9	20-Dec-19 10:44:30 AM	533465		5678.23	432	Fire station restoration		
10			PROJECT TOTAL	6912.46				
11								
12	12-Dec-19 10:44:17 AM	482922		4321.88	231	Jane Doe kitchen remodel		
13	29-Dec-19 10:44:47 AM	680354		5663.29	231	Jane Doe kitchen remodel		
14			PROJECT TOTAL	5663.29				

Ready Display Settings 100%

Paladin Configuration

Classes

☒ Active ☐ Deleted

ID	Name	Default Dept
1	PRICING AND SALES SUPPLIES	
2	RETAIL MATERIALS/PRODUC...	
3	FORMS/CORRESPONDENCE/...	
4	RETAIL/FINANCIAL SUPPLIES	
5	PROMOTIONAL STORE MERC...	
6	RETAIL APPAREL	
7	MERCHANDISING SUPPLIES	
8	PROMOTIONAL/DEPARTMEN...	

Name: SALES SUPPLIES
Class ID: 1
Default Dept: 0 - None

Save
Reset

New Remove

Export

Book4 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Add-Ins Help Team

A2 1

Id	Name	DefaultDept
1	PRICING AND SALES SUPPLIES	0
2	RETAIL MATERIALS/PRODUCT KNOWL	0
3	FORMS/CORRESPONDENCE/MEMBER AC	0
4	RETAIL/FINANCIAL SUPPLIES	0
5	PROMOTIONAL STORE MERCHANDISE	0
6	RETAIL APPAREL	0
7	MERCHANDISING SUPPLIES	0
8	PROMOTIONAL/DEPARTMENTAL DISPL	0

Sheet1

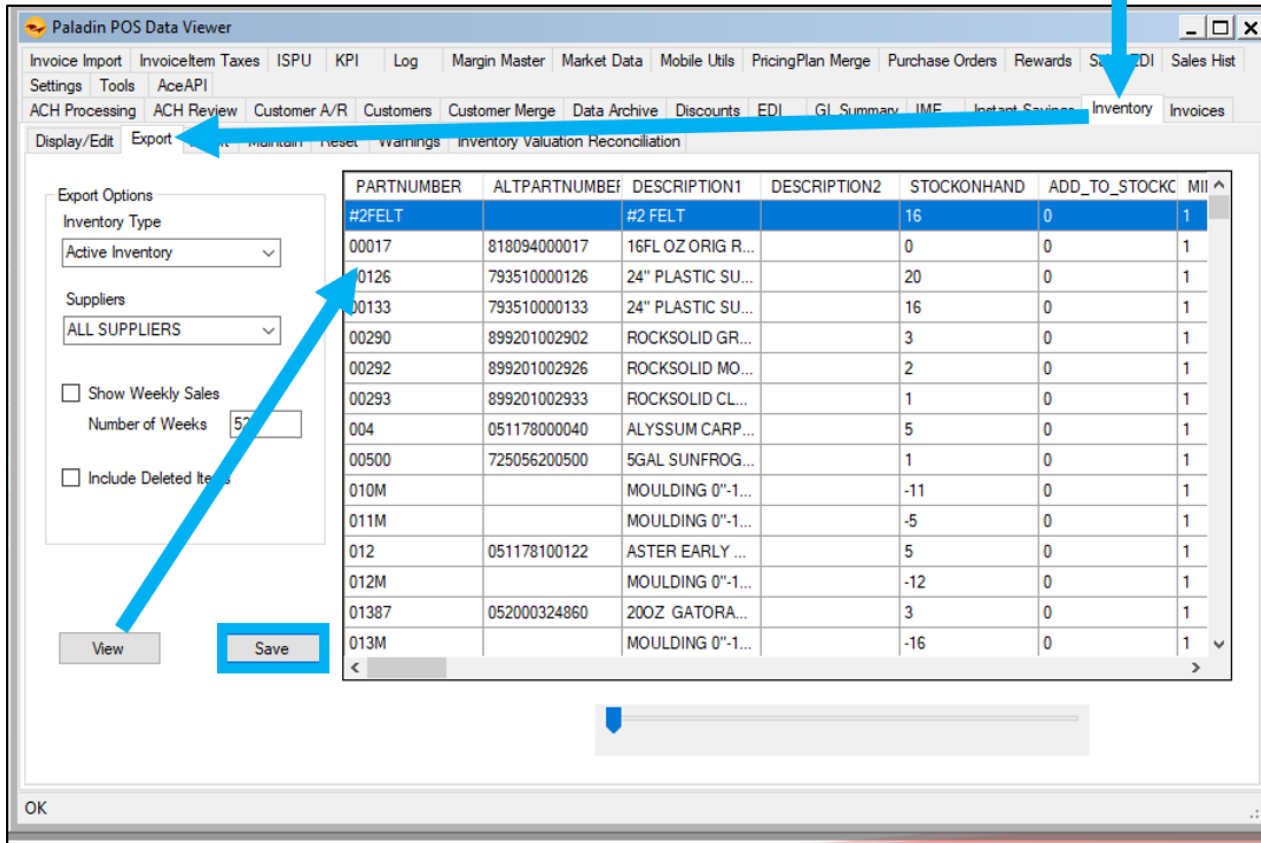
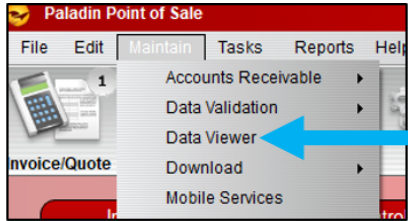
Ready Display Settings 100%

Export Paladin settings

In the **Paladin Configuration** window (**File > Setup**), you can use the **Export** feature to view these lists in Excel:

- Employees
- Departments
- Classes
- Suppliers
- Locations
- Units of Measure

Data Viewer Inventory Export



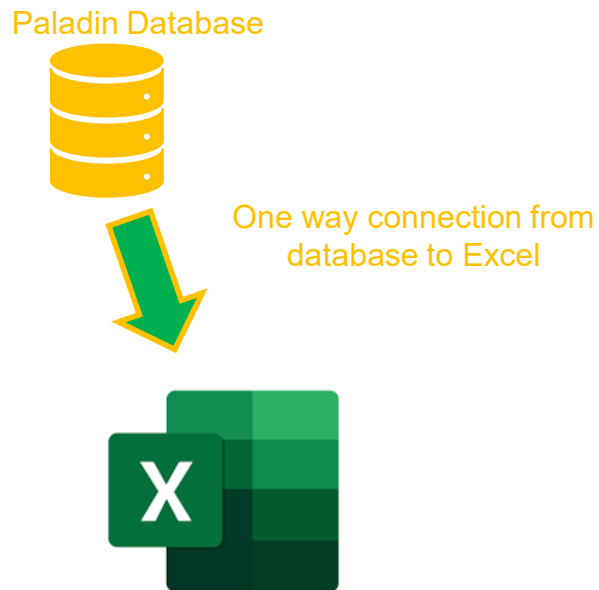
Export your inventory into Excel

To export your inventory data into Excel:

1. Go to **Maintain > Data Viewer**.
2. Click the **Inventory** tab, and then click the **Export** sub-tab.
3. Select your preferred options, and then click **View**.
4. After the inventory data appears, click **Save** to export it to a file that you can import into Excel.

ODBC

Custom Excel Reports with ODBC (advanced)



- Paladin supports Open Database Connectivity (ODBC) programming.
- ODBC lets you programmatically access your POS data using Excel
- Why Use Excel & ODBC?
 - Quickly create custom reports
 - Access POS data in a column and row format
 - Batch changes to data are expedited
- To learn more, view our webinar:
 - Search for ODBC in our Webinars library (portal.paladinpos.com/webinars)

Q+A



Check out our [Winter 2019-2020 Release Guide](#)
on the Help Portal.

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