



# Did you know?

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## Alphatax Report Viewer function

Alphatax comes out-of-the-box with a number of predefined reports which, when coupled with some configuration, can enable you to extract relevant information to produce your reports in a number of formats.

Alphatax reporting will run off the data present in your administration screen, so by using the options in your Selective Display you can already filter your reporting output. (See more about this in our [June 2016 Newsletter](#)).

Alternatively, by selecting the Reports Option from within the Administration menu you will have the options to export to PDF or Excel or to **Open the Report in Report Viewer**.

While the first two options are self-explanatory, the **Report Viewer** may need a bit more detail. It is a tool which allows you to manipulate the layout of your reports, but it also allows you to save and re-use your preferred settings. The options include being able to:

- Hide rows or columns.
- Create and save filtering settings.
- Sort the report and reorder the display as required.
- Define the format for the report as a whole, as well as for selected columns, titles, headers and footers.
- These can all be done independently.
- Compare multiple reports at the same time.
- Export the report data to Excel.

Importantly, these settings can be saved for future use, so Report Viewer makes an excellent time-saving tool for manipulating your report output.

By adding Report Viewer to Report Designer you will have a flexible and powerful reporting tool enabling you to access and output information from all areas of Alphatax.

This is a brief overview of the **Report Viewer** function. Report Designer is an additional licensed function that will give you that extra functionality to create and amend your own reports. Both work together.

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Further information is available within the Alphatax Help, or you can contact us at [support@taxsystems.com](mailto:support@taxsystems.com) or on +44 (0)1784 777 666.