



# EDIFICE BUSA Reporting

## POWERFUL

With EDIFICE'S powerful BUSA Reporting you can create your own individualized reports that let's you see your information anytime.

## FLEXIBLE

Building a report is flexible and offers many features including sorting, filtering, grouping and calculations, allowing you to choose the information that you want to see.

## EMAIL

Email BUSA information directly to your customers using customizable email templates that are a snap to set up all from within BUSA Reporting! With BUSA's EMAIL capability, you can efficiently communicate electronically with your customers any time!



- Create individualized, custom reports from simple lists to complex reporting
- Reports can have calculations using aggregate functions for summing, counts, averages, maximums and minimums
- Reports & settings can be re-used and copied any time
- Schedule reports to run any time or on a specified frequency – hourly, daily, monthly, annually
- Report history at your fingertips

## BUSA Reporting

BUSA is a powerful reporting system *within* EDIFICE Enhanced that allows you to create your own individualized reports for quickly generating information. Building a report is flexible and offers many features that allow you to hone in on the information you want. You can report on any EDIFICE information. EDIFICE tables can easily be joined for extracting information!

Report information can be filtered, sorted and organized to suit your purposes. There are aggregate functions such as count, sum and average available as well. Advanced functions include the ability to create substrings of data fields and concatenate fields. In addition to the information displayed on the screen, report data can be printed and exported to Microsoft Excel, Microsoft Word or saved as a PDF.

## Information When You Need it

Reports and their settings can be saved and are listed under the Executive Reports view. This allows you to recall the report, run it, change any settings (if you need) and even schedule the report to run automatically! Scheduling a report to run and save automatically on a specified frequency (hourly, daily, monthly or even annually) at a specified time of day or night, allows you to have more time to focus on other important tasks!



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