MYOB EXO Business

Advanced Reporting

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This training manual has been developed by the MYOB Enterprise Division - Professional Services Team for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary for advanced reporting in your EXO Business system.

This manual has been designed for the following MYOB products:

- EXO Business Analytics
- Sales Analysis

MYEBAR

EXO Business Advanced Reporting

EXO Business Analytics, Sales Analysis

Course duration: 4 hrs

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Edition: **8.5**

Participants

This course is aimed at:

- Users of EXO Business.

Prerequisites

Basic PC experience is required.

Understanding of EXO Business processes and procedures.

Instructional method

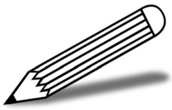
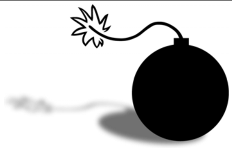
The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples. Each unit concludes with a Review Task.

Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) is shown in ***bold and italics***.
- Keyboard keys are shown as TAB, CTRL, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

Symbols used in this manuals

Symbol	Name	This symbol tells you...
	**Practice task** **Review task**	… to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	**Written Review task**	… to complete written questions to review the content covered in the unit.
	**Optional Challenge**	… to complete this task if you have finished early and are looking for an extra challenge.
	**Tip**	… about helpful tips
	**Note**	… to take note of an important message.
	**Warning**	… about potential problems to be aware of.
	**Important**	… to pay attention to an important notice.
	**New**	… where features are new for EXO Business.
	**Reference**	… where to go to find more information.
	**Skills Checklist**	… to tick off a list of skills that you have learnt during the unit.

Objectives

In this course you will learn how to set up reports using the EXO Business Analytics and Sales Analysis Matrix modules.

Upon completion of this course you will be able to:

- Set up and maintain widgets
- Add widgets to relevant modules and user menus
- Dock and save dashboards
- Create & save Sales Analysis reports
- Add reports to drop down menus
- Schedule reports

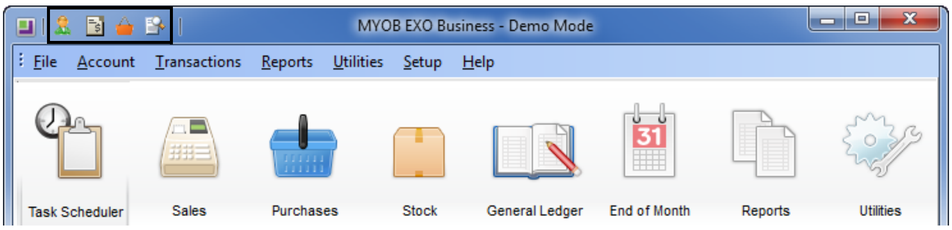
Navigational & Function Keys

MYOB EXO Business can be navigated by keyboard or mouse, however a combination of both is generally used. The standard keyboard convensions for Windows are used, with a few MYOB EXO Business-specific options.

Windows Navigation Keys	
TAB	Moves from field to field, column to column
SHIFT+TAB	Moves backwards from field to field, column to column
ENTER	On open dialogue boxes, automatically select the OK button.
ARROW KEYS	Moves around a grid, or up and down a list.
PAGE UP, PAGE DOWN	Moves between the “sections” of some screens, such as moving from the invoice header to the body to the end.
ALT + (Underlined Letter)	ALT key plus the underlined letter on a field label activates that function, e.g. ALT + N within a the debtor account screen creates a New Debtor.

Shortcut Menus

A shortcut menu is available at the top of the main window of each EXO Business module. This menu offers quick access to commonly used functions, e.g. accessing the Debtors Masters, accessing the Stock Masters, creating a new Sales Order, etc. Any menu item that has a shortcut key assigned will automatically appear in the shorcut menu.



Shortcut Menus

Contents

EXO Business Analytics

1

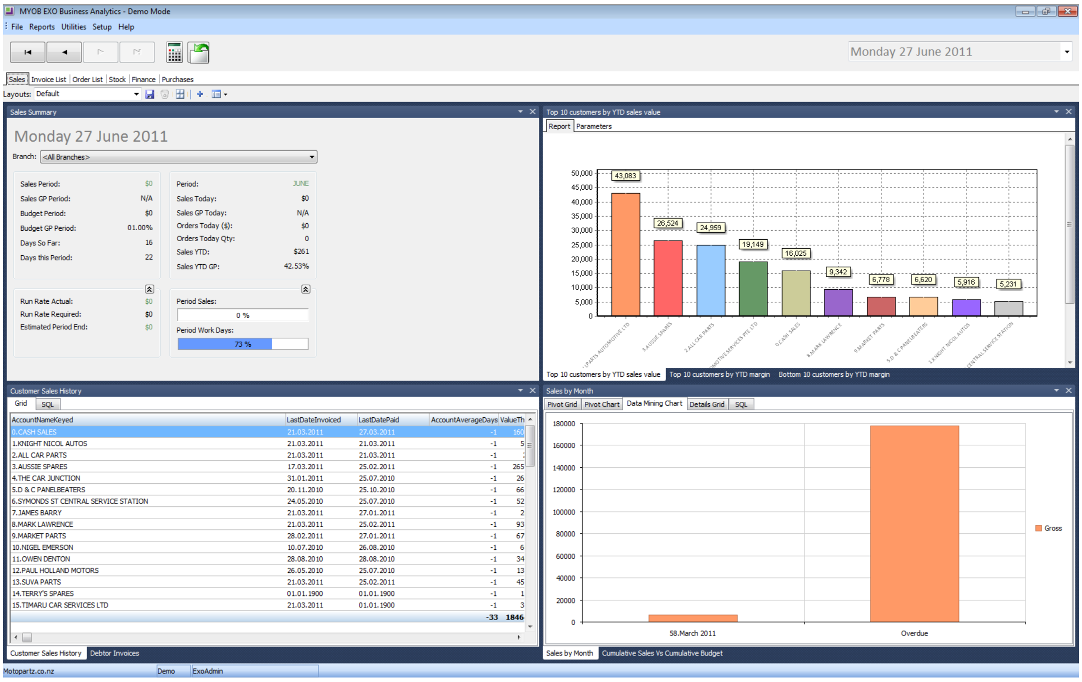
This unit will teach you how to utilise Business Analytics.

By the end of this unit, you will be able to:

- Setup and maintain widgets
- Add widgets to relevant modules and user menus
- Dock and save dashboards
- Configure Business Analytics

Overview

EXO Business Analytics is a separate module that presents a customisable overview of the organization's business status. It is intended for use by management to monitor business performance. EXO Business Analytics extracts data from various sources in the EXO Business system and then displays it in a consolidated format. This allows managers to quickly get a complete picture of the entire business.



Business Analytics Main Screen

Use the  buttons to navigate between snapshots, or select a specific snapshot from the dropdown menu on the right.

Click on the  button to re-calculate the figures for the currently selected snapshot.

Click on the  button to refresh the display.

The tabs on EXO Business Analytics are fully customisable. Each tab displays a collection of Dashboard widgets. The following types of widgets are available:

- Clarity widget - widgets that display a Clarity report.
- URL widget - widgets that display the target of a URL, e.g. a web page or a local file.
- Pivot widget - widgets that display SQL data in a pivot table.
- Grid widget - widgets that display SQL data in a standard ExoGrid.

- Check List widget - widgets that display a structured list of items that can be checked off as part of a process.
- Form widget - special-purpose widgets created by MYOB, which cannot be edited or customised.

Tabs can be hidden from view on a per-user basis by configuring the Hide tabs in the EXO Analytics User-level profile setting.

Two optional custom tabs can be defined by specifying values for one or both of the Analytics custom tab 1 caption and Analytics custom tab 2 caption User-level profile settings (if no captions are specified, the custom tabs do not appear).

Setting up Widgets

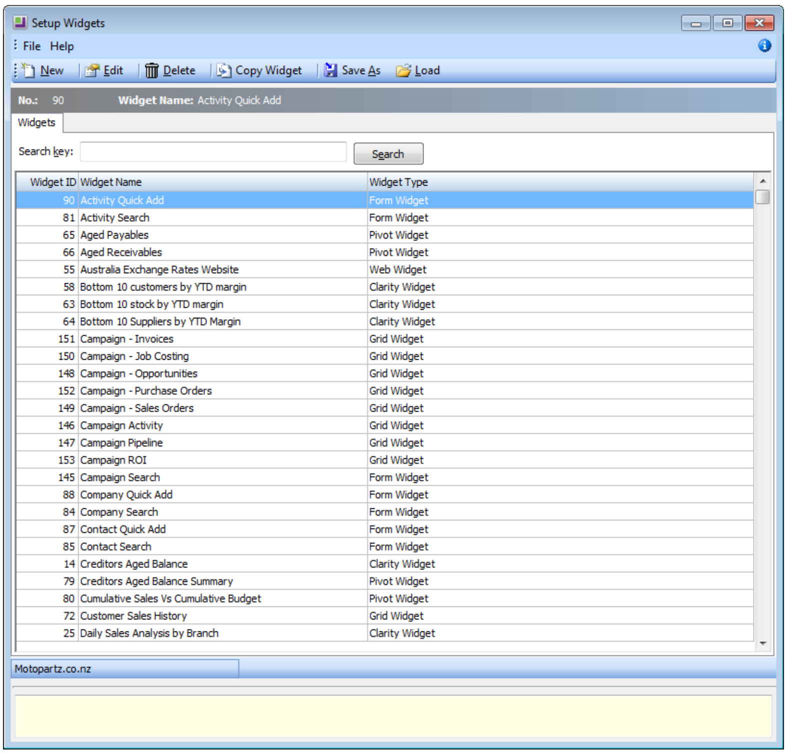
Creating a new widget

To create a new widget:

1 Select **Setup Widgets** from the **Setup** menu.

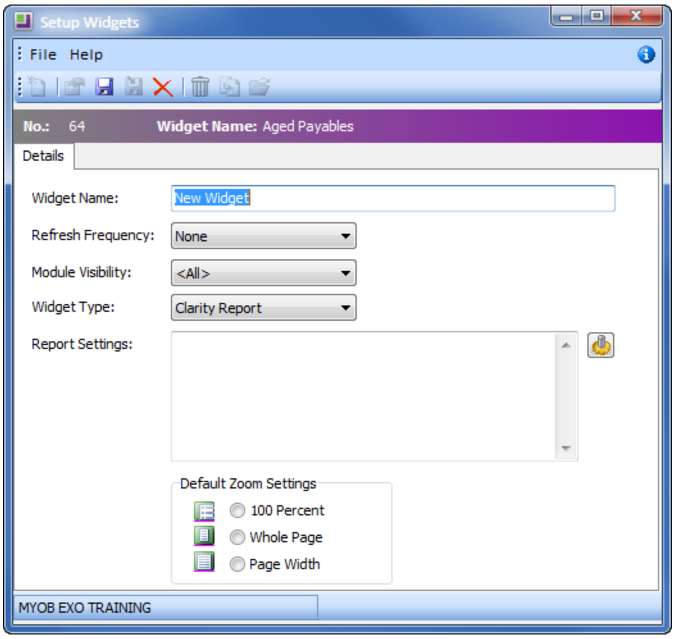
NOTE

Widgets can also be set up in EXO Business Config in the Admin > Dashboards > Setup Widgets section.



Set Up Widgets Menu

2 Click the  button.



Create a new Widget

3 Enter a **name** for the widget.

4 Select the **Refresh Frequency**, which determines how often the data in the report is automatically refreshed.

5 Select the EXO Business module in which this widget should be available. Choose from:

- All
- EXO Business
- EXO Job Costing
- EXO Business Analytics
- EXO Business CRM
- EXO Accountant’s Assistant

6 Select a Widget Type:

Clarity Report	Select this type to create a widget that displays a Clarity report.
URL	Select this typ to create a widget that displays the target of a URL, e.b. a web page or a local file.
Pivot Table	Select this option to create a widget that displays data in a pivot table.
Grid	Select this option to create a widget that displays data in a standard ExoGrid.
Check List	Select this option to create a configurable check list that allows you specify steps when they are not started, in progress, under review or completed
Form	This is not a selectable option. This is solely used for system widgets that are hard coded.

7 Specify what information the widget should display:

Clarity Report	Click on the button to select a report file. Once a report is selected, this button opens a window to set any necessary report parameters.
URL	Enter the URL to display into the **URL** field.
Pivot Table or Grid	Enter an SQL statement to select the data to display into the **SQL** field. You can also add in URL links to allow user to have increased click through functionality.
Check List	With this type of widget another tab called Checklist Setup will appear. This allows you configure the check list that you are going to use. This is only currently designed to be used with Accountant's Assistant.

8 For Clarity widgets, select the **Default Zoom Settings**. This determines how large the report appears inside its frame.

9 Click **Save**.

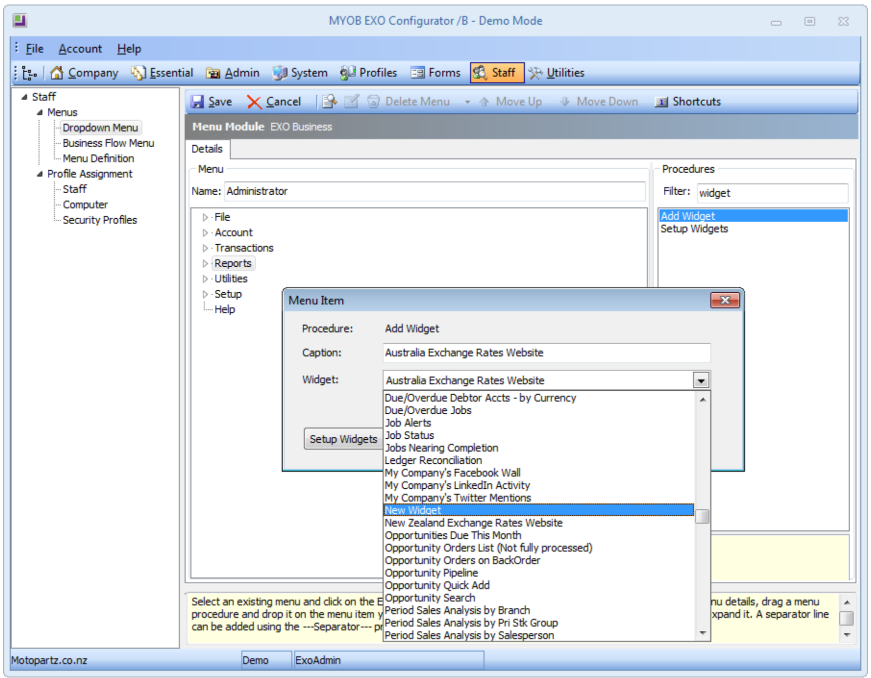
Saving and Loading Widgets

Widgets can be saved to a file by clicking the Save As ( ) button on the Setup Widgets window toolbar . Widgets are saved as a file with the .WDG extension. Widget files can then be loaded into the Setup Widgets window by clicking the Load ( ) button.

Assigning Widgets to Menus

The most important thing after creating your widget is to assign it to the relevant menus. This is done in a similar way to adding procedures in Drop Down menus. It also means that you are controlling 'who' can see 'what' widgets.

1. Go to the Staff Tab > Menu > Drop Down Menus
2. Next pick the module using the dropdown list that you are going to adding the Widget to. Please note that you only have certain modules that currently support widgets.
3. Double click on the **Menu Name** that you are working with.
4. In the Procedures Filter field type in Add Widget to find the correct procedure type. Now drag the name across to the reports sub folder for this module. It appears down the bottom of the list but as it a hidden procedure type it won't show up in the drop down list we using the system normally.
5. Next it will display a box for the menu item with a drop down selection list of all widgets available for this module. If the one you require is missing it will be to do with the module visibility that has been set up on the widget itself.

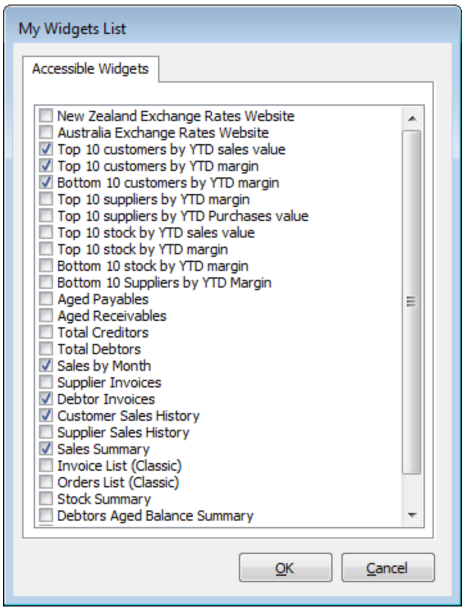


Assigning Widgets

6. Once you have selected the widget you require, hit **Save**. It will then prompt you to whether you would like to add it to any other Menus for this module.

To add a widget to an EXO Business Analytics tab:

1. Click the Add Widgets ( ) button.
2. This opens the My Widgets List window, where you can select the widgets to appear on the tab:



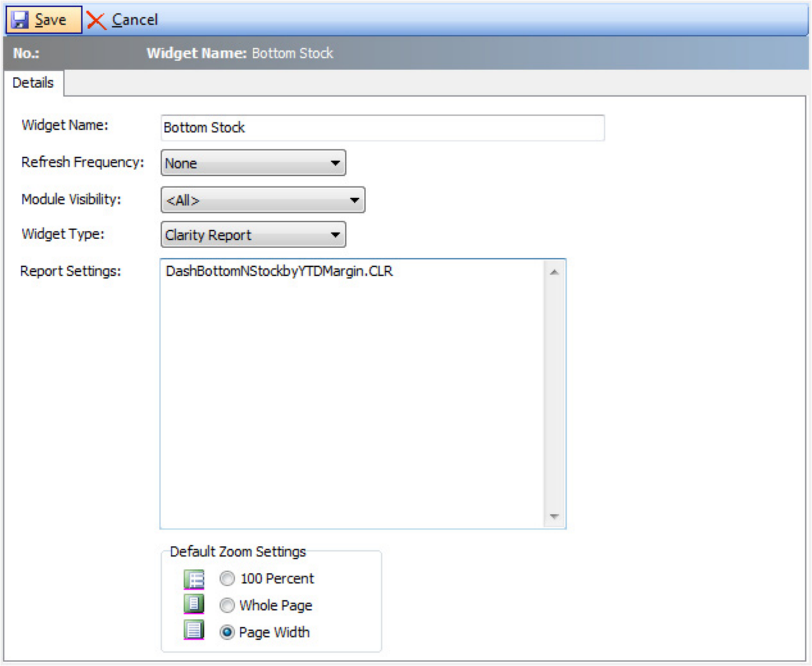
Add Widgets Menu

Widgets only appear in this menu if they have been added to the relevant drop down menu using the **Drop Down Menu Designer**. Once widgets have been added on this list, they can be enabled or disabled using the Setup Widgets dropdown menu ( ).

Clarity Widgets

These behave in a similar fashion to a Clarity report that is fired via a drop down menu item or a button on the Business Flow menu.

Enter the pre built reports name i.e. DRTInvListing.clr into the Report Settings box. You can add the report parameters in here if you want it pre populated when the user runs it.



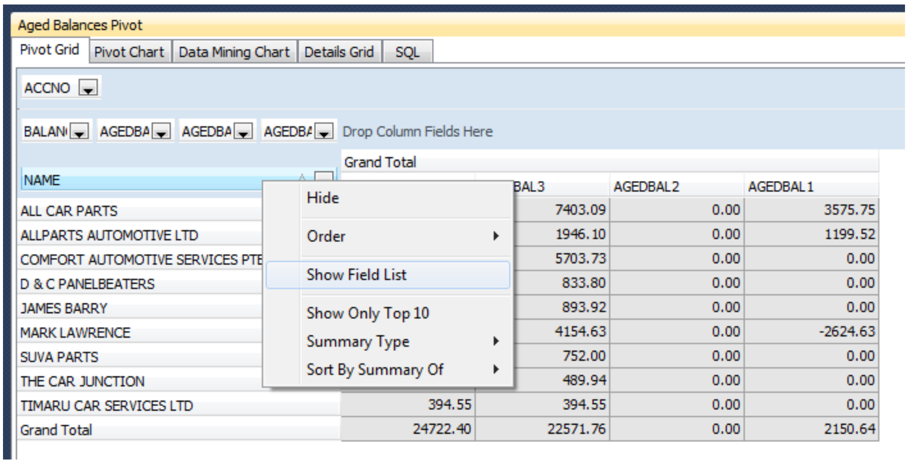
Clarity Widget

If the Clarity widget has Parameters then you get the opportunity to alter them using Parameters tab on the widgets.

Pivot Widgets

To add in a way to get dashboard style reporting in a simpler format the Pivot widget was added. It allows you to create an SQL query to find the fields that you want to build you bespoke report on. You can drop the fields into the relevant pivot placing similar to normal pivot reporting.

By right clicking on the fields you have control over showing Top 10 ranges or Ordering or even hiding fields for later.



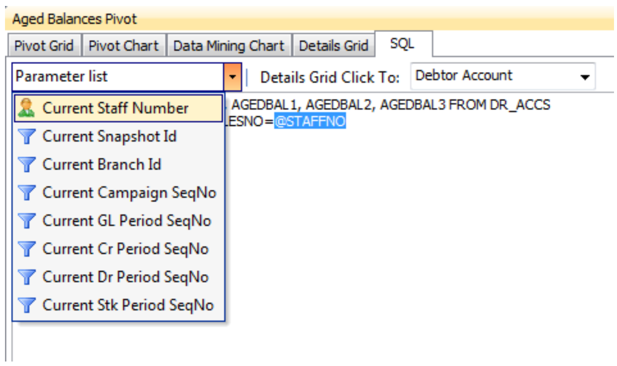
Pivot Grid Tab Options

Selecting cells will then give you an ‘on the fly’ report using the Pivot Chart tab.This will reset each time the report is opened.

The Data Mining Tab will show all content of the fields but give you the added advantage of drilling into an account for finer detail.

In order to get even further information though you can select certain cells on the Pivot Grid then link across onto the Details Grid. This provides you with an EXO Grid with basic drill down functionality, that is defined on the SQL tab

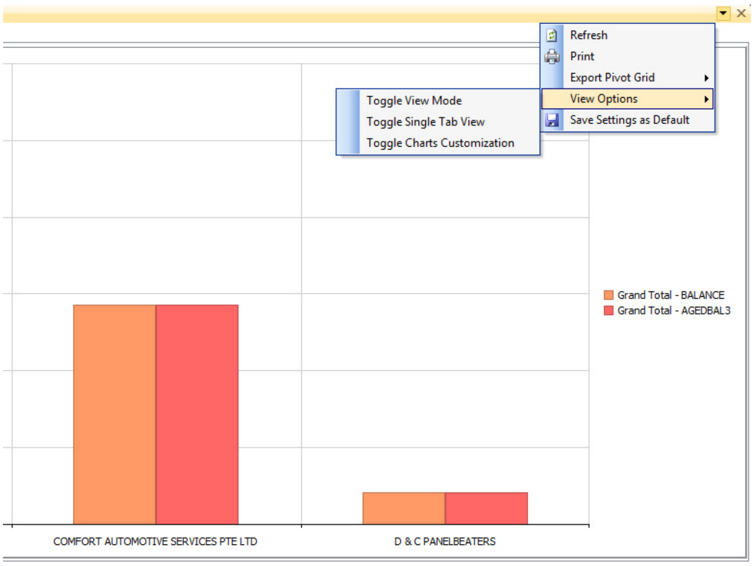
Located on the SQL tab as well is the Parameter List Drop down which lets you bring through linkable information live from the system. This helps to make your widgets system orientated. Options like Current SnapshotID, Staffno, Current Dr PeriodSeqNo aid in up to date widgets that can utilised on both Pivot and Grid widgets alike.



SQL Tab Parameters

Finally with Pivot Widgets only in the top right hand corner you can select whether you want the widget in Split level or Normal view. Split Level keeps the Pivot chart always active above the other tabs instead on them all being side by side.

Using the side by side option can be useful for locking the user down to just on tab using the Toggle Single Tab View.

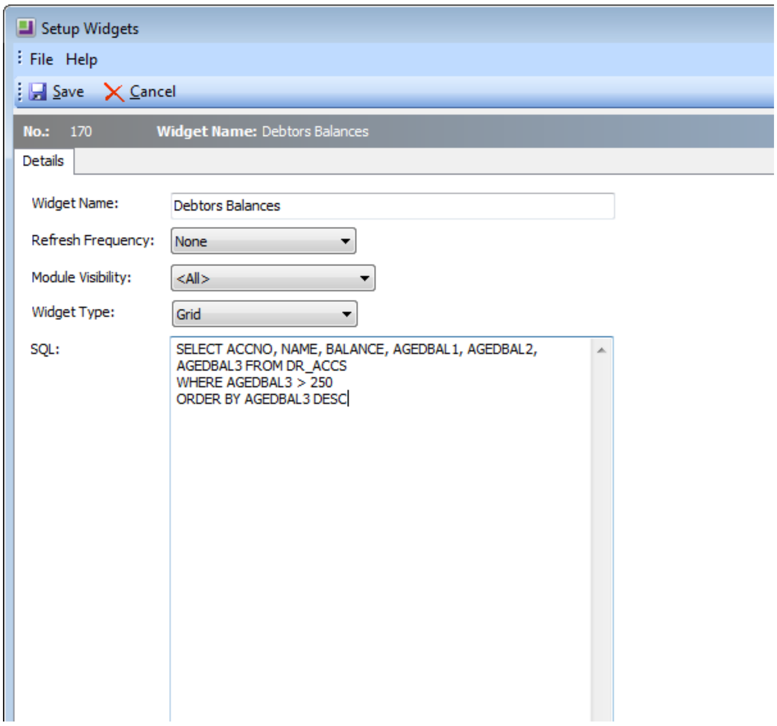


Pivot Grid Options

Grid Widgets

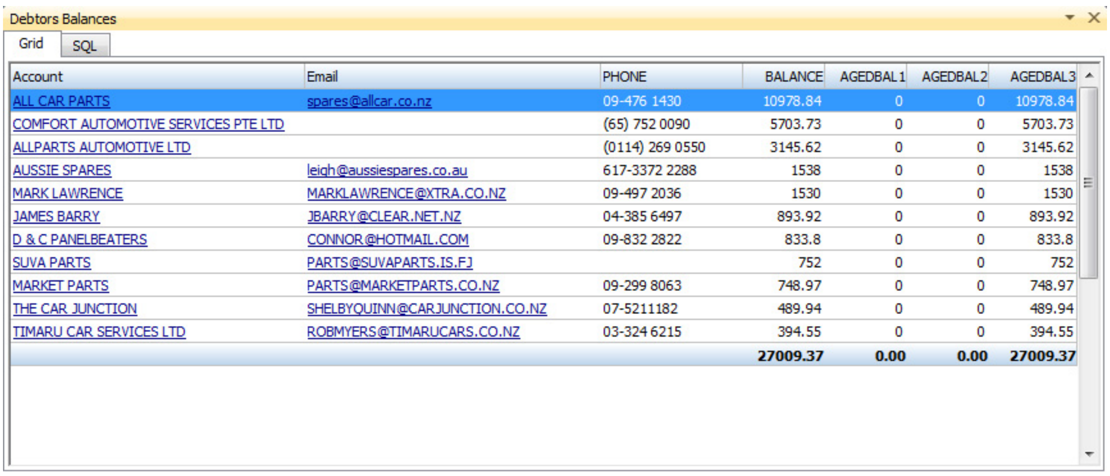
A grid widget gives you the ability to create a bespoke EXO Grid that can shows the information you require. It can then have the functionality of URL style links that will allow you to drill down into different parts of the system.This is only from 8.5 onwards.

Add your query into the SQL box then save the widget. Below is an example of a simple Debtors Aged Balance grid widget



Simple Grid Widget Set Up

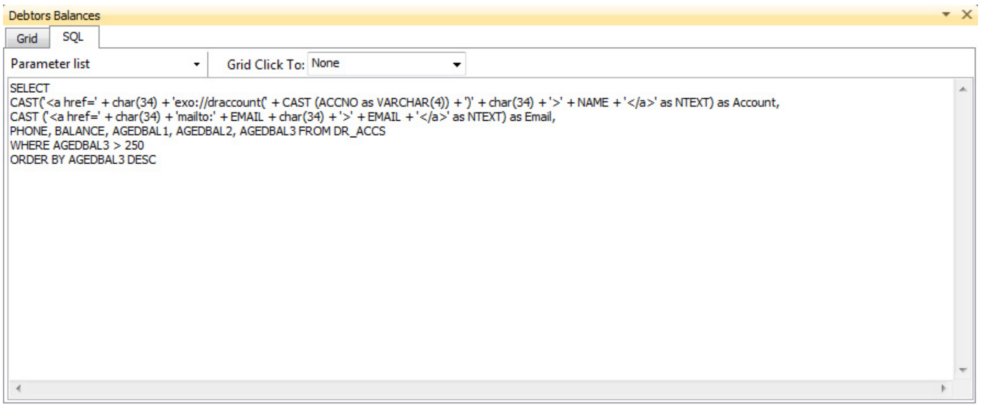
You can then get more complex using URL links as click through options. It does help if you have a little HTML background to write these, but it isn’t a necessity. If you look at the widget detailed below you can see links that directly allow you to go to the Debtor record or email the main Debtor email address.



Account	Email	PHONE	BALANCE	AGEDBAL1	AGEDBAL2	AGEDBAL3
ALL CAR PARTS	spares@allcar.co.nz	09-476 1430	10978.84	0	0	10978.84
COMFORT AUTOMOTIVE SERVICES PTE LTD		(65) 752 0090	5703.73	0	0	5703.73
ALLPARTS AUTOMOTIVE LTD		(0114) 269 0550	3145.62	0	0	3145.62
AUSSIE SPARES	leigh@aussiespares.co.au	617-3372 2288	1538	0	0	1538
MARK LAWRENCE	MARKLAWRENCE@XTRA.CO.NZ	09-497 2036	1530	0	0	1530
JAMES BARRY	JBARRY@CLEAR.NET.NZ	04-385 6497	893.92	0	0	893.92
D & C PANELBEATERS	CONNOR@HOTMAIL.COM	09-832 2822	833.8	0	0	833.8
SUVA PARTS	PARTS@SUVAPARTS.IS.FJ		752	0	0	752
MARKET PARTS	PARTS@MARKETPARTS.CO.NZ	09-299 8063	748.97	0	0	748.97
THE CAR JUNCTION	SHELBYQUINN@CARJUNCTION.CO.NZ	07-5211182	489.94	0	0	489.94
TIMARU CAR SERVICES LTD	ROBMYERS@TIMARUCARS.CO.NZ	03-324 6215	394.55	0	0	394.55
			27009.37	**0.00**	**0.00**	**27009.37**

URL Grid Widget

One thing that is hugely helpful when creating Grid or Pivot widgets is the SQL tab in the widget itself. From here you can see what query has been written and test additional features.



URL Widget SQL Details

After altering the SQL though you do have the option in the top right hand corner to **Save as Default**, which will write the query information back to the original widget set up.

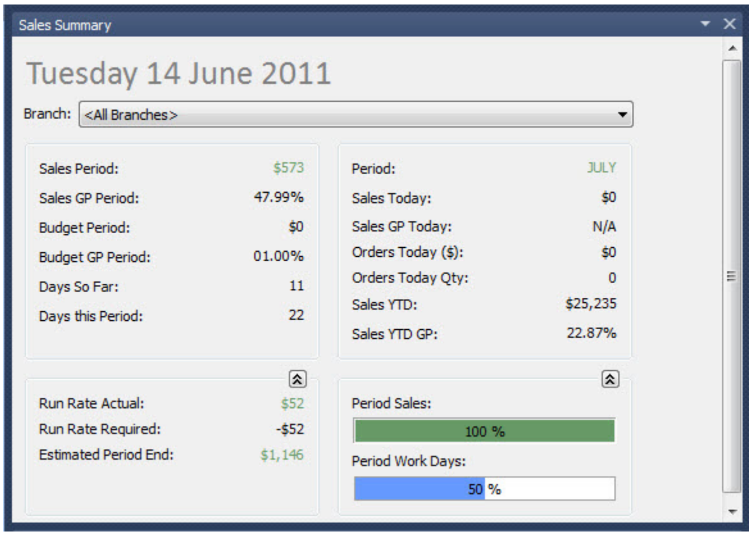
There are three profiles that relate to both Pivot and Grid widgets. The first makes the SQL Tab inactive for certain or all users. The second two relate to what words can be written into the SQL tab. As the tab has no limitation on coding then Restrict Widget SQL profile is advised to be active when giving the tab to users

System Widgets

The following system widgets are available in EXO Business Analytics:

- Sales Summary
- Invoice List (Classic)
- Order List (Classic)
- Stock Summary
- Invoice Lines
- Invoice List
- Orders List

Sales Summary



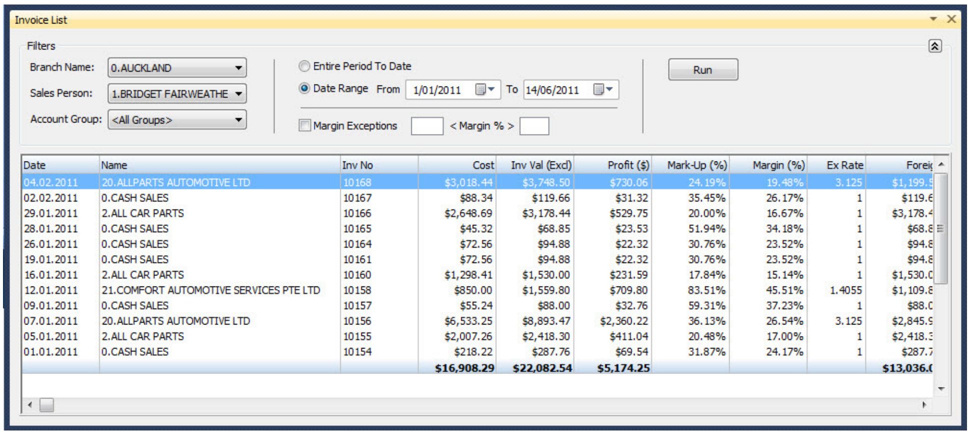
Sales Summary

This widget displays the sales performance of the business. The **Run Rate** figures indicates what the business is doing on a daily basis and what the business must achieve to reach its period budget. These figures take into account any weighting that is set up. Refer to *'Setting up EXO Business Analytics'* on page 17 for defining weighting.

The report uses colour to indicate whether the business is ahead (green) of or behind (red) the budget.

Invoice List (Classic)

This widget allows users to search for Debtors Invoices.



Invoice List

For example:

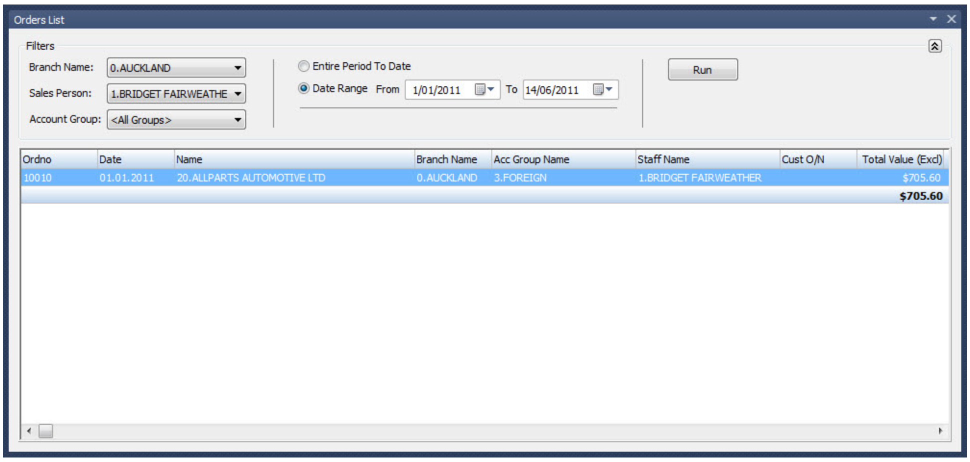
By setting the expected minimum and maximum margins, users can quickly locate invoices that fall outside the expected range. This range may include stock items that are over-discounted or that have a cost that is greater than expected.

To search for invoices, use the **Branch**, **Sales Person** and **Account Group** dropdown lists, the **Entire Period by Date/Date Range** and **margin Exceptions** options to filter the information.

Click on the **Run** button to return all invoices that match the selected criteria.

Orders List (Classic)

This widget allows users to search for Sales Orders.



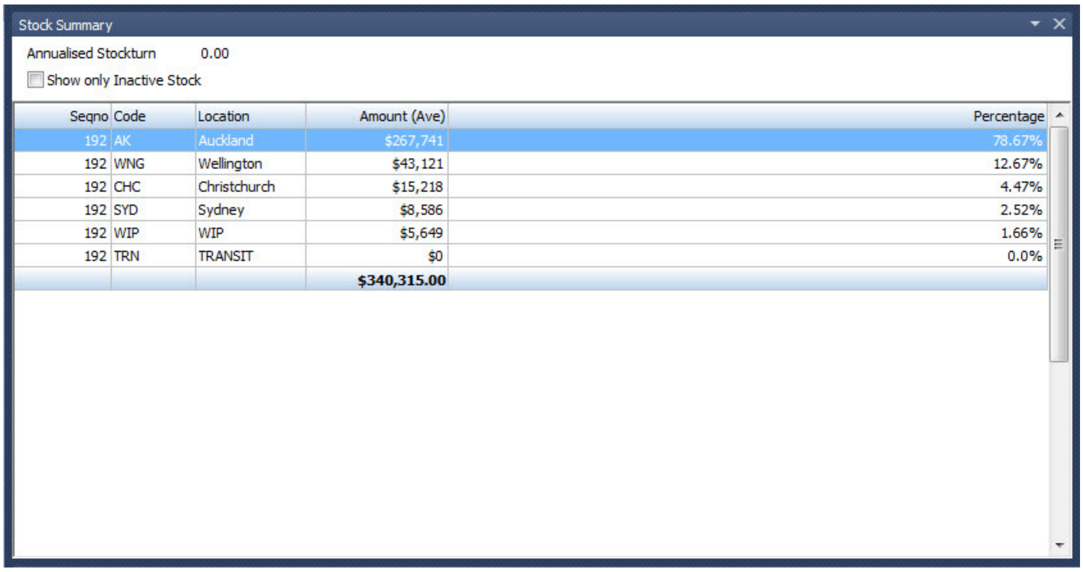
Orders List

The list of orders can be filtered by **Period**, **Account Group**, **Sales Person, Branch Name** and **Date Range**.

Click on the **Run** button to return all orders that match the selected criteria.

Stock Summary

This widget displays the valuation of stock by location.



Seqno	Code	Location	Amount (Ave)	Percentage
192	AK	Auckland	$267,741	78.67%
192	WNG	Wellington	$43,121	12.67%
192	CHC	Christchurch	$15,218	4.47%
192	SYD	Sydney	$8,586	2.52%
192	WIP	WIP	$5,649	1.66%
192	TRN	TRANSIT	$0	0.0%
			$340,315.00	

Stock Summary

Users can select a location and obtain a stock list by stock item for the selected location.

The **Show only Inactive Stock** option displays a list of stock items that have been set to the Inactive status (by clearing the **Active** tick box on the Stock Item Details window).

Stock items are listed only if the item quantity is greater than zero.

The **Annualised Stock Turn** calculates the stock turn based on the current cost of sales on a period-to-date basis, using the current closing stock level. This value is then converted into an annualised estimate of current stock turn.

Setting up EXO Business Analytics

The EXO Business Analytics module's Setup menu contains options that define the Financial Period. A Financial Period is made up of a financial year, which in turn is made up of periods (usually 12). Periods are made up of days. Days can be workdays or non-workdays and can have a weighting applied to them. This weighting affects the run rates. A run rate is the amount of daily sales achieved to date or required to reach the monthly sales target.

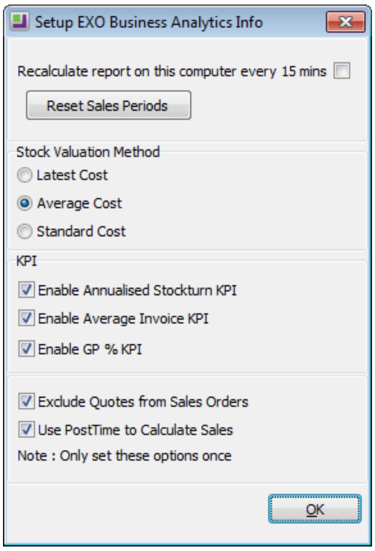
Five setup windows are available from the Setup menu:

- Preferences
- Year
- Periods
- Budget
- Days

Preferences

EXO Business Analytics > Setup > Setup Info

The options on this window are read-only and are displayed for informational purposes. These values are set in EXO Business Config.



Setup EXO Business Analytics Info Menu

Recalculate report on this computer every 15 mins

Enable this option to receive the most up-to-date information every 15 minutes. Ideally, in a network situation, this option should be selected by only one user, to avoid load on the network. Any other users should click the Refresh button on the main EXO Business Analytics window to view the latest information.

TIP

To improve with spped on opening turn off the profile “Recaculate refresh on start up”. Utilise the profile “Recalculate report on this computer every 15 min” or run a sql script on stored procedure Manrep_snapshot,, allowing updates not to impact the day to day processing.

Stock Valuation Method

This option determines the stock values for the stock in the Stock tab. Select the valuation method that is most useful for decision-making.

KPI

Select whether or not to display the following Key Performance Indicators:

- Annualised Stockturn, displayed on the Stock tab.
- Average Invoice Age, displayed on the Finance tab.
- Sales GP percentages, displayed on the Sales and Orders tab. (If this option is disabled, "N/A" is displayed.)

Exclude Quotes from Sales Orders

Enabling this option removes quotes from the Sales Today numbers and includes them when the quote is converted to a sales order.

NOTE

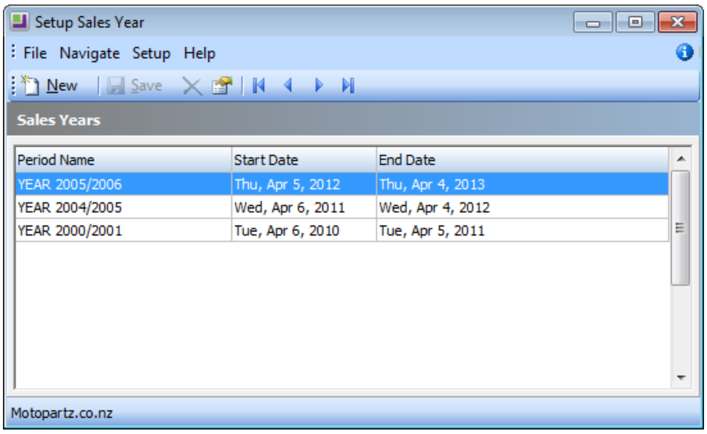
This is only applicable where the system is using extended sales order statuses.

Use PostTime to Calculate Sales

This option will calculate sales from the transaction table based on when the transaction has been posted as opposed to the transaction date entered by the user.

Year

EXO Business Analytics > Setup > Setup Years



Setup Sales Year

The Sales Year Setup window defines Financial Years.

Click on the  button to establish a new Financial Year. Double-click on an existing year to edit it.

The **Period Name** can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

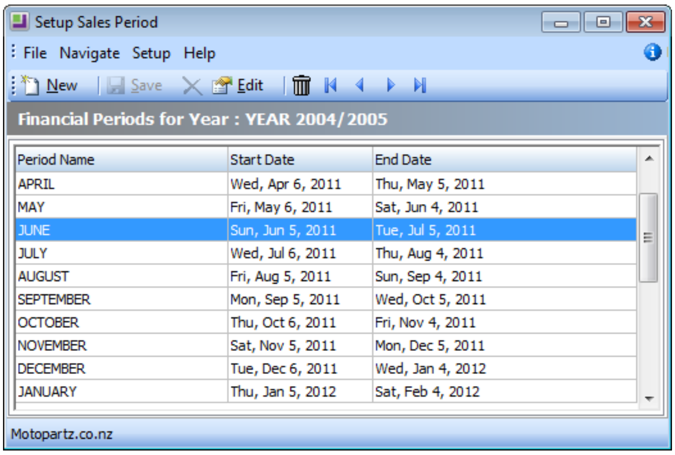
If there is no data recorded for the selected financial year, it can be deleted by clicking on the  button.

Select **Periods** from the Setup menu to open the Periods window for the select year.

Select **Budget** from the Setup menu to open the Budget window for the select year.

Periods

EXO Business Analytics > Setup > Setup Periods



Setup Sales Period

The Sales Period Setup window defines the period Start and End dates within the selected financial year. These periods are completely user-defined, but cannot overlap one another.

Click the New button to establish the periods within the financial year.

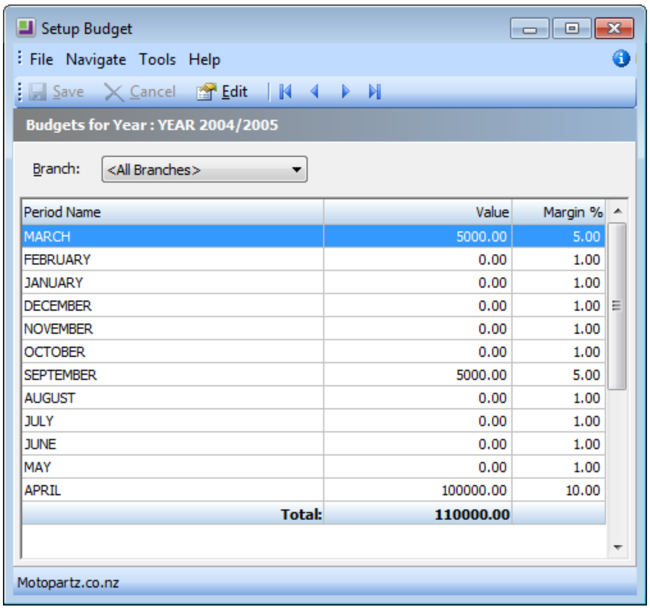
Double-click on an existing period to edit it or select a period and click the Edit button.

The **Period Name** can be changed to something more appropriate if necessary. Start and End dates for the beginning and end of the year can be changed.

If there is no data recorded for the selected financial year, it can be deleted by clicking on the button.

Budget

EXO Business Analytics > Setup > Setup Budget



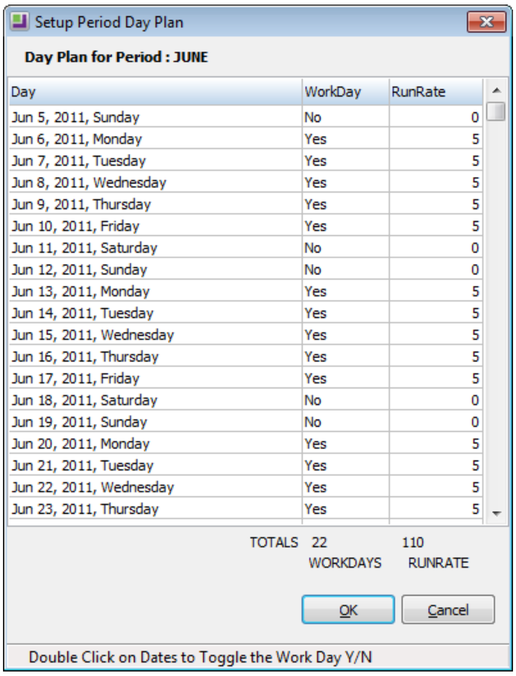
Setup Budget

The Budget Setup window lets you set up the budgets and margins for each period. The total of these periods represents the budget for that financial year. You can set budgets and margins for each branch, or for all branches at once.

Double-click on a period to edit the **Value** and **Margin** for that period.

Days

EXO Business Analytics > Setup > Setup Days



Setup Period Day Plan

The Days Setup window is a day planner that determines workdays and the weighting to be applied to each workday.

> *For example:*
>
> A retail business will most likely have a heavy weighting to Saturday, if a large amount of the week's total sales are conducted on a Saturday.

Double-click on the **WorkDay** value for a day to toggle between ***Yes*** and ***No***.

Enter the weighting for each day in the **RunRate** column.

Customising EXO Business Analytics

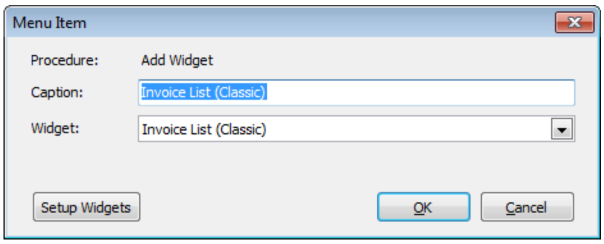
A number of options are available for customising the layout of widgets on each tab of the EXO Business Analytics module.

Selecting Widgets to Display

Users can select the widgets to display on a tab using the and buttons. The widgets available for selection is determined by the staff member's dropdown menu definition, as set up in EXO Business Config.

When setting up menus in EXO Business Config at **Staff > Menus > Dropdown Menu**, select "EXO Business Analytics" in the **Program** dropdown to set up the menu for EXO Business Analytics. The menu for EXO Business Analytics is set up in the same way as any other.

To add a widget to the menu (and therefore make it available for selection in the interface), drag the Add Widget item to menu. When adding this item to a menu, the Menu Item window appears allows you to choose the specific widget to add:



Setup Widgets Detail

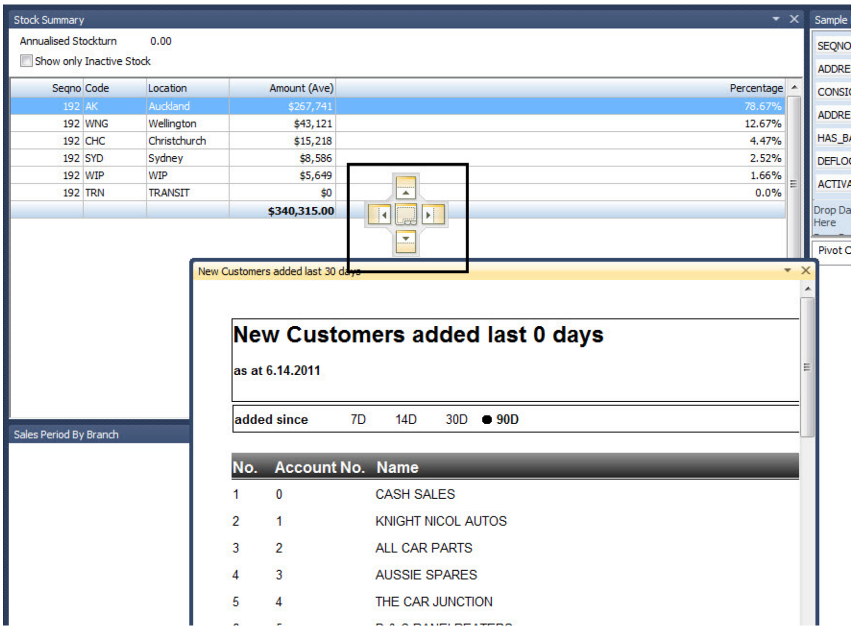
Once added, the widget does not actually appear in the EXO Business Analytics menu; instead, it becomes available for selection when clicking on the button.

NOTE

Having the availability of widgets controlled by menu definitions allows for an additional level of security. Users have access to only those Dashboard widgets that have been added to their menu.

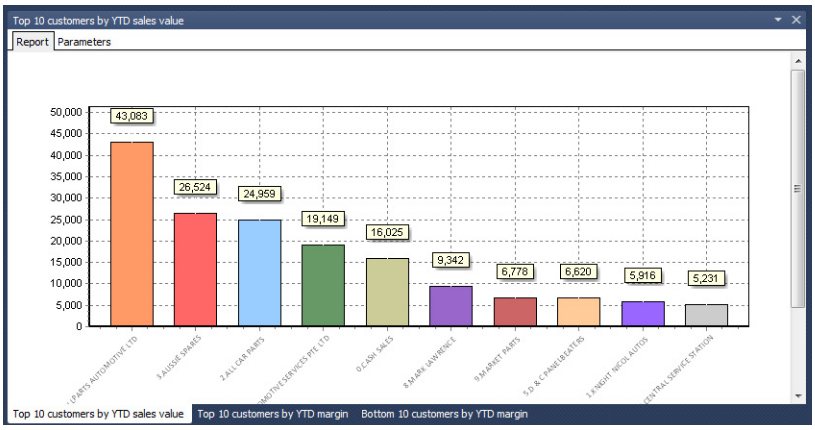
Arranging Widgets

Dashboards widgets can be arranged by dragging and docking. When dragging one widget onto another, a cross-shaped docking control appears:



Docking Widgets

The five sections of the docking control are used to place the widget being docked, e.g. to dock the widget being dragged to the right of the widget it is being dragged onto, move the mouse pointer over the right section and release the mouse button. Selecting the centre section of the docking control docks the widget onto a sub-tab of the target widget:



Docking Sub Tabs

Clicking on the button resets the layout, organising all widgets into tiles of the same size.

Saving Widget Layouts

Click on the button to save the current arrangement of widgets as a "layout". Previously saved layouts are available in the **Layouts** dropdown list at the left of the window.

The layout of widgets on the EXO Business Analytics tabs is saved for each snapshot.

Related User Profiles

MANREP_LOCK_DASHBOARD - This setting locks the Dashboard layout. Once locked, a dashboard layout cannot be changed, widgets cannot be added, removed or re-arranged and the dasboard toolbar is not available.

RESTRICTED_WIDGET_SQL - If this setting is enabled, the user is restricted from entering certain SQL keywords on the SQL tab of a Pivot or Grid dashboard widget. The restricted keywords are specified by the Widget SQL reserved words list.

WIDGET_SQL_RESERVED_WORDS - This setting specifies the SQL keywords that may not be entered on the SQL tab of a Grid or Pivot dashboard widget. Keywords are entered as a comma separated list.

The specified keywords will restricted for any user who has the **Restricted Widget SQL** setting enabled.

By default the profile has DROP, INSERT, DELETE, UPDATE, TRUNCATE, MODIFY, ALTER set.

Command Line Options

The EXO Business Analytics module, **Analytics.exe**, can be run from the command line in unattended "snapshot" mode, launching and exiting at predetermined times, as specified by a scheduled task in Windows.

Command Line Parameters

Parameter	Description	
Connection Name	A valid MYOB EXO Business database connection name.	Required
Login ID	A valid staff Login ID. If the ID contains spaces, it must be enclosed in quotes (" ").	Required
Password	The password for the supplied Login ID.	Required
/?	Displays a window listing all of these command line parameters.	Optional
/NOSAVE	Prevents the saving of the current connection to the connection history list.	Optional
/M	Mode. /M=SNAPSHOT runs EXO Business Analytic in snapshot mode, meaning that it closes as soon as it has run. Exceptions are logged in snapshot mode only.	Optional
/TRANSDATE	Specifies a transaction date.	Optional
/L	Specify the name of the log file.	Optional

Example:

Analytics Testdata ExoAdmin ExoAdmin
/M=SNAPSHOT/L=d:\EXOBusiness\Analytics\Analytics.LOG

This runs EXO Business Analytics in snapshot mode, logging on to the connection "Testdata" using the logon ID "ExoAdmin" and password "ExoAdmin". Log information is written to the file **d:\EXOBusiness\Analytics\Analytics.LOG.**

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Set up and maintain widgets	
Add widgets to relevant modules and user’s menus	
Dock and Save dashboards	
Configure Business Analytics	

Sales Analysis Matrix

2

In this module you'll learn how to create and setup Sales Analysis Reports.

By the end of this unit, you will be able to:

- Build Sales Analysis reports
- Add Report Selection Critera
- Add reports to drop down menus
- Schedule Reports

Overview

The EXO Business Sales Analysis Matrix module is a powerful sales analysis tool that allows you to quickly create over 700 combinations of sales reports on the fly, with no technical report-writing skills required.

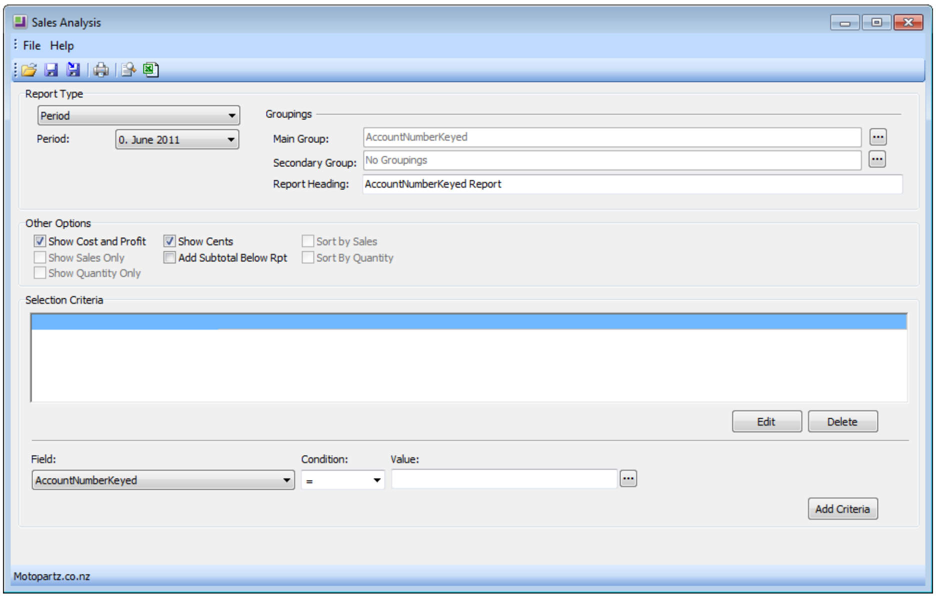
The Sales Analysis Matrix uses a combination of preset report formats, common groupings and custom filters to let you quickly and accurately analyse your sales. Sales staff can define their own requirements by experimentation, and then share the results with colleagues by email, the web or spreadsheet.

The selection criteria you create are saved as report definitions, so you or your business partner can copy and refine them later. You can also run these search criteria from the Clarity command line, allowing you to schedule the created reports to run at preset times, such as overnight.

When you've created and saved your favourite sales analysis reports, they can be added to your menu using the Menu Designer. This allows you can re-run them any time without having to re-configure them.

Building a Sales Analysis Matrix Report

To open the Sales Analysis Matrix, log in to EXO Business, go to the **Reports** menu and choose **Sales Analysis Designer** or alternatively this can be accessed in Business Analytics via the **Utilities** menu. The Sales Analysis window now appears:



Sales Analysis Main Screen

Report Types

There are a number of Clarity reports which form the basis of the Sales Analysis Reports. These Clarity reports, along with JPEG thumbnail images and PDF samples, are stored in the ..\Clarity\Masters folder.

The reports are:

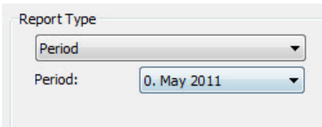
- SalesAnalysis5Weeks.clr
- SalesAnalysisDateRange.clr
- SalesAnalysisDateRangeCustom1.clr
- SalesAnalysisDateRangeCustom2.clr
- SalesAnalysisDateRangeNoGP.clr
- SalesAnalysisDateRangeNoGPCustom1.clr
- SalesAnalysisDateRangeNoGPCustom2.clr

- SalesAnalysisDiscount.clr
- SalesAnalysisGP.clr
- SalesAnalysisGroupPercentages.clr
- SalesAnalysisMonthly.clr
- SalesAnalysisMonthlyPortrait.clr
- SalesAnalysisNoGP.clr

Sales Analysis Matrix Report Types

Period

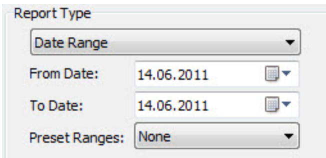
These periods refer to General Ledger periods, as set up in EXO Business Config, underEssential > Business Essentials > Financial Year.



PeriodOption

Date Range

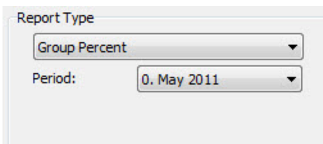
In addition to being able to specify your own date range, you can also choose one of the preset date ranges.



Date Range Option

Group Percent

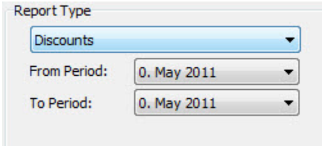
The Group Percent reports give **This Year**, **Last Year**, **Year to date**, **Last year to date** and **Variance percentages** for the selected groupings and criteria.



Group Percent Option

Discounts

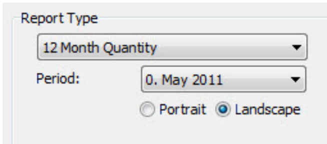
The Discounts reports give discount percentage, dollar value and average dollar value for the selected report grouping and selection criteria.



Discounts Option

12 Month Quantity

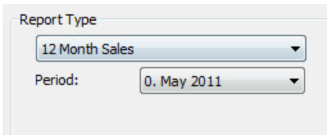
The 12 Month Quantity reports give monthly quantity sold totals for the 12 months before the selected Period date. Due to the number of columns in this report, you also have the option of printing the report in landscape or portrait format.



12 Month Quantity Option

12 Month Sales

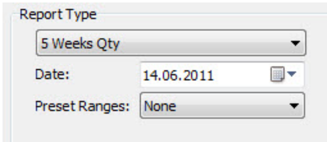
The 12 Month Sales reports give monthly sales totals for the 12 months before the selected Period date. Due to the number of columns in this report, you also have the option of printing the report in landscape or portrait format.



12 Month Sales Option

5 Weeks Qty

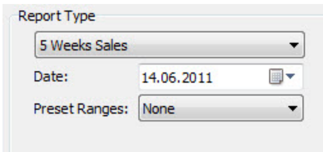
The 5 Weeks Qty report gives weekly quantity sold totals for the 5 weeks before the selected Period date. You can specify a start date for the report or select one of the preset range dates as your starting date. For example, choosing 'Last Month' as the Preset Range will report on the 5 weeks immediately following the 1st of the last month.



5 Week Qty Option

5 Weeks Sales

The 5 Weeks Sales report gives weekly sales totals for the 5 weeks before the selected Period date. You can specify a start date for the report, or select one of the preset range dates as your starting date. For example, choosing 'Last Month' as the Preset Range will report on the 5 weeks immediately following the 1st of the last month.

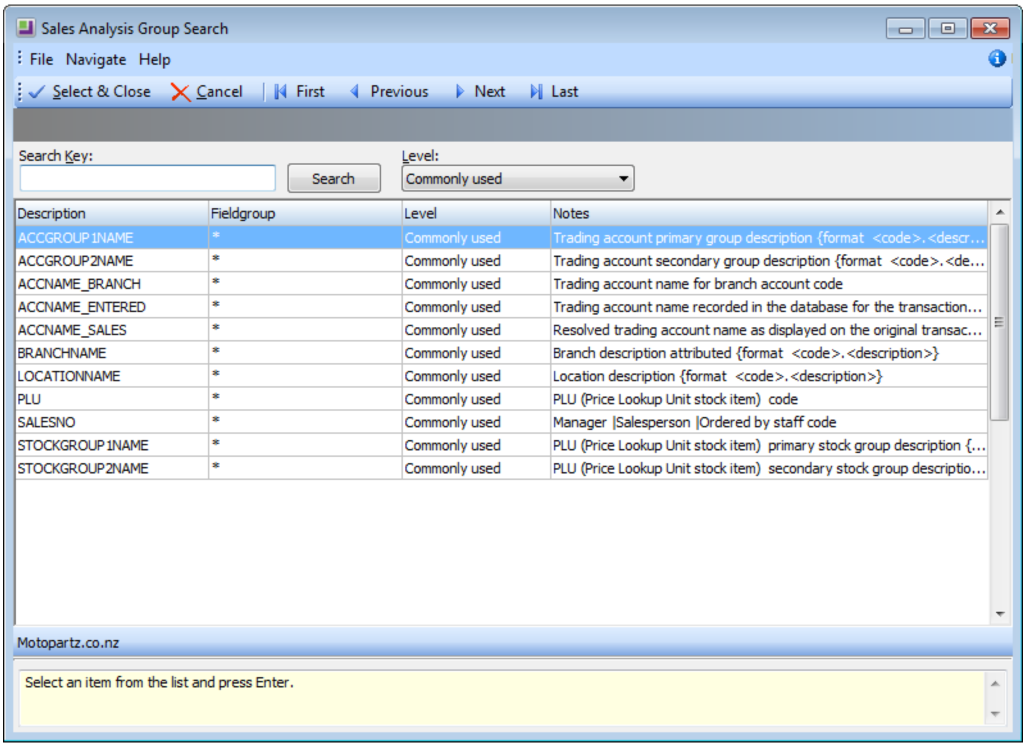


5 Week Sales Option

Report Options

Once you have chosen the type of report you want to run, you can filter the report by **Main Group** and then **Secondary Group**. For example, reporting on Location and then Sales Rep will group sales by location and for each location by sales rep. Reporting on Primary Group and then Location will give sales of the given stock group for each location.

A lookup window is used for selecting groupings. Clicking the ... button at the end of each grouping field opens a window where all available groupings are displayed. The Level drop down brings up a list based on how often they are used, which makes it easier to find the correct fields.



Sales Analysis Group Search

NOTE

The information on each group that is displayed on this window is stored in the FACT_GLOSSARY table.

You can also choose to report on the Main Group and not use the Secondary Group by selecting the "No Groupings" option for the **Secondary Group** field.

The Other Options that are available for and relevant to the report are determined by the Report Type you have chosen for the report. Also, as you select options here, other options may become available or unavailable as appropriate. For example, for a date range report, selecting **Show Cost & Profit** logically makes **Show Sales Only** and **Show Quantity Only** options unavailable.

Report Selection Criteria Filters

The Report Selection Criteria Filter gives you greater level of analysis in your Sales Analysis Matrtix (SAM) reports. These criteria mimic common SQL statements but let you build your filter from simple drop-down menus.

Using Selection Criteria, you can report on a single Debtor account, Stock Group, Debtor Account Group, sales person, location or branch. Clicking the button next to the **Value** property opens a search window offering all relevant values for the selected field.

You can use the following conditions to indicate the relationship between the field and the value:

Selection Critera	Description
=	Selects all records that are equal to the value you specify.
<>	Selects all records that are not equal to the value you specify.
<	Selects all records that are less than the value you specify.
<=	Selects all records that are less than or equal to the value you specify.
>	Selects all records that are greater than the value you specify.
=>	Selects all records that are greater than or equal to the value you specify.
Like / Not Like	Selects all records that are like/not like the value you enter, for example, Debtor Acc Like Jo would return a list including account names like Johnson and Jones.
Between / Not Between	Selecting either of these criteria enables both value fields, allowing you to select all records that are inside (Between) or outside (Not Between) the specified **To** and **From** values.
In List / Not In List	Selects multiple records that match (In List) or don't match (Not In List) a comma-separated list of values, e.g. Debtor Account In list 1,2,3 returns only Debtor account numbers 1, 2 and 3.
Blank / Not Blank	Selects all records where the selected field is either blank or not blank.

NOTE

The conditions are generic conditions and may not apply to all reports in the Sales Analysis Designer.

Saving Sales Analysis Matrix Reports

You can save Sales Analysis Matrix reports for re-use later. When you save a Sales Analysis Matrix report, it is saved with a .SAM file extension.

As with any Clarity report, using the Clarity Report Designer you can customise these Clarity reports and save them to your Custom folder, as specified by the **Directory location for custom Clarity forms (.CLR, .CLF and .FMT)** Computer-level profile setting.

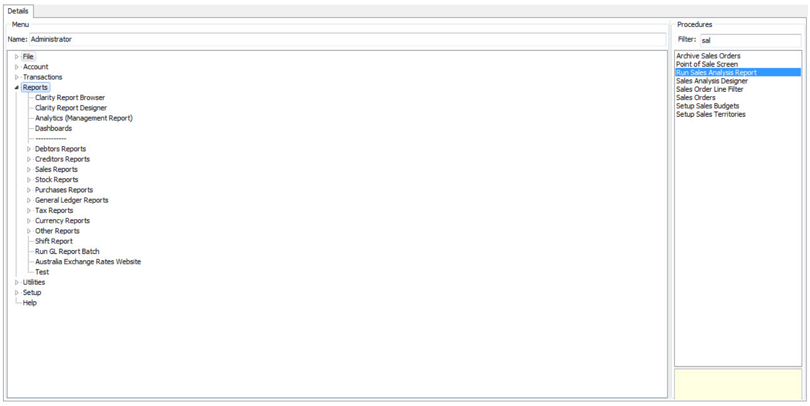
The .SAM file only stores the parameters you specify in the Sales Analysis Matrix window. If you customise the base Clarity form of a .SAM report you have created, your .SAM report will include those customisations.

A Sales Analysis Report is transferable in the same way as a clarity report file. A .SAM file can be accessed by multiple users from a server, or emailed to a branch.

Adding Sales Analysis Matrix Reports to a Menu

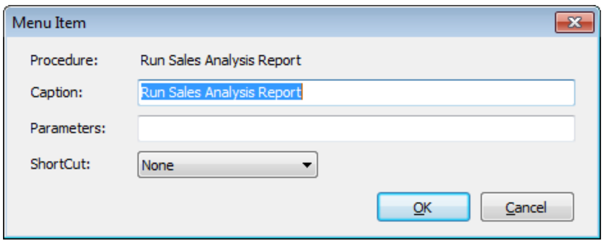
You can use the EXO Business Config menu designer to add your Sales Analysis Matrix reports to a menu.

In EXO Business Config, click on **Staff** and then on the **Dropdown Menu**. Open your Dropdown menu from list on the right. Drag the **Run Sales Analysis Report** procedure onto the required menu.



Drop Down Menu Setup

The Menu Item window appears:



Menu Item Details

Enter the name of your report in the **Caption** field, and the filename of the report in the **Parameters** field. If you want to open the Sales Analysis Designer window each time you run the report from the menu, append ***'/OPEN'*** to the report filename.

Scheduling Reports

You can set up Windows to schedule a report to be run at a specified time, in the same way you can schedule a Clarity report to be run. Create a Scheduled Task in Windows to run the report at the desired time.

In Windows XP, tasks are scheduled at Control Panel > Scheduled Tasks; in Windows 7, tasks are scheduled at Control Panel > Administrative Tools > Task Scheduler. Consult the Windows Help and Support information for guidance on setting up Scheduled Tasks.

When setting up the Scheduled Task, you will be able to specify the parameters for creating your report. You can print the report in a variety of ways including to a printer or to a PDF.

- To print to PDF, use the following parameter string format: Clarity.exe connectionname userid password MyReport.sam /d=File /f=c:\locationofpdffile\test.pdf /m=PDFFile

In the above example, the server name, login and password immediately follow the Clarity executable, the name of your Sales Analysis Matrix report, and then the location and filename of your report.

- To print directly to a printer, use the following parameter string format: Clarity.exe connectionname userid password MyReport.sam /d=Printer /P=Default /c=2

In this second example, the server name, login and password immediately follow the Clarity executable, and then the name of your Sales Analysis Matrix report.

Refer to the Clarity (Advanced) training manual for detailed information about these command line report parameters.

Report Examples

PDFs of all base Clarity reports used by the Sales Analysis Matrix can be found in the Clarity folder in your EXO Business folder.

Sales Analysis Stock Item by Sales Person

The following report was generated with these settings:

- Report Type - Date Range
- Main Group -StaffName
- Secondary Group - SKU_Name
- Preset Ranges - This Year

Sales Analysis Stock Items by Sales Person
Range: 01.01.2011 to 14.06.2011

Code	Description	Qty	Sales	Cost	GP$	GP%
1.BRIDGET FAIRWEATHER						
RACK&PINION01	RACK AND PINION INSTALLATION KIT	5	3,750.00	2,914.60	835.40	22.3 %
PWRSTRNG01	POWER STEERING PUMP	5	3,316.72	2,267.23	1,049.49	31.6 %
DVDVCDCDPLR01	ALPINE DVA-5205 DVD/VCD/CD PLAYER	2	3,178.44	2,648.69	529.75	16.7 %
EXHSTMANFLD01	BUSCHUR RACING EXHUAST MANIFOLD	3	2,280.00	1,947.62	332.38	14.6 %
ALLOY10114X6	ALLOY WHEELS STYLE 101 14X6.0	5	1,922.50	1,502.46	420.04	21.8 %
EXHSTFLOMSTR01	FLOW MASTER 80 SERIES CROSSFLOW PERFORM	4	1,066.00	866.77	199.23	18.7 %
BRKCALPR	DISK BRAKE FRONT LFT & RGT CALIPER SET	5	999.90	845.62	154.28	15.4 %
MSTRCYLNDR	AFCO ALUMINIUM MASTER CYLINDER	5	843.75	663.50	180.25	21.4 %
SEACOV01	SEAT COVER VINYL - KNIT BACK	10	810.68	480.00	330.68	40.8 %
BAT127HD	CHAMPION SILVER BATTERY - 127HD	11	688.45	498.47	189.98	27.6 %
MUFFLE01	MUFFLER	5	549.22	366.25	182.97	33.3 %
AIRFIL01	OVALCHROME AIR FILTER	8	527.32	399.91	127.41	24.2 %
SEACOV05	SEAT COVER SHEEPSKIN	10	462.54	220.00	242.54	52.4 %
BRPAD4SET	BRAKE PADS SET - REAR - REPLACEMENT 94UP	5	399.40	360.35	39.05	9.8 %
BRPADSFRONT4SET	BRAKE PAD SET, REPLACEMENT, FRONT, 94-UP	5	399.40	348.14	51.26	12.8 %
ALARM01	REMOTE CAR START SECURITY	4	390.06	290.24	99.82	25.6 %
SEACOV10	STANDARD SEAT COVER	10	286.58	150.00	136.58	47.7 %
AIRSUS01	AIR SUSPENSION	1	248.10	184.55	63.55	25.6 %
NGKSPKCABL01	SPARK PLUG CABLES	5	217.81	163.30	54.51	25.0 %
CAMADJ01	ADJUSTABLE CAM SHAFT	1	215.97	158.37	57.60	26.7 %
ALARM05	SECURITY ALARM	2	156.03	116.00	40.03	25.7 %
AIRFIL05	PRO-STLYE AIR FILTER	4	116.84	74.16	42.68	36.5 %
BATCHA01	BATTERY CHARGER	1	88.00	55.24	32.76	37.2 %
NGKSPRK4PK	NGK EXTENDED REACH SPARK PLUGS - 4 PACK	1	53.17	35.44	17.73	33.3 %
WIPER01	STANDARD WINDSHIELD WIPER	5	51.80	47.50	4.30	8.3 %
WIPER02	TWINEDGE WIND SHIELD WIPER	5	43.80	39.95	3.85	8.8 %
AIRPRE01	AIR PRESSURE GAUGE	3	15.57	13.15	2.42	15.5 %
	FREIGHT	1	10.00	0.00	10.00	100.0 %
MOTOIL01	MOTOR OIL	1	4.45	2.91	1.54	34.6 %
DEF BOM OUTPUT	DEFAULT BOM OUTPUT ITEM	1	0.00	0.00	0.00	0.0 %
		133	23,092.50	17,660.42	5,432.08	23.5 %
2.DAVID CRANSTON						
	ENGINE	1	6,395.35	4,799.60	1,595.75	25.0 %

Stock Items By Sales Person Report

Sales Analysis Debtor by Stock Group

The following report was generated with these settings:

- Report Type - Group Percent
- Main Group - PLU_PrimaryStockGroupName
- Secondary Group - AccountNameKeyed
- Period - July 2010

Sales Analysis Debtor By Stock Group

Group Percent for Period March 2011

	TY	%	LY	Var%	TYTD	%	LYTD	Var%
-1. No Stock Group								
CASH SALES	0.00	0.0 %	0.00	0.0 %	0.00	0.0 %	0.00	0.0 %
ALL CAR PARTS	0.00	0.0 %	0.00	0.0 %	5,918.22	100.0 %	0.00	0.0 %
Total	0.00		0.00	0.0 %	5,918.22		0.00	0.0 %
1. ENGINE								
CASH SALES	0.00	0.0 %	191.95	0.0 %	1,694.15	22.1 %	191.95	882.6 %
KNIGHT NICOL AUTOS	0.00	0.0 %	0.00	0.0 %	204.72	2.7 %	0.00	0.0 %
NIGEL EMERSON	0.00	0.0 %	0.00	0.0 %	280.00	3.7 %	0.00	0.0 %
ALL CAR PARTS	0.00	0.0 %	105.16	0.0 %	756.14	9.9 %	105.16	719.0 %
ALLPARTS AUTOMOTIVE LTD	0.00	0.0 %	0.00	0.0 %	215.97	2.8 %	0.00	0.0 %
AUSSIE SPARES	0.00	0.0 %	1,349.39	0.0 %	0.00	0.0 %	1,349.39	0.0 %
THE CAR JUNCTION	0.00	0.0 %	0.00	0.0 %	58.34	0.8 %	0.00	0.0 %
D & C PANELBEATERS	0.00	0.0 %	262.90	0.0 %	622.58	8.1 %	262.90	236.8 %
SYMONDS ST CENTRAL SERVICE	0.00	0.0 %	632.90	0.0 %	632.90	8.3 %	632.90	100.0 %
JAMES BARRY	0.00	0.0 %	194.36	0.0 %	474.60	6.2 %	194.36	244.2 %
MARK LAWRENCE	0.00	0.0 %	0.00	0.0 %	1,360.00	17.8 %	0.00	0.0 %
MARKET PARTS	0.00	0.0 %	0.00	0.0 %	1,360.00	17.8 %	0.00	0.0 %
Total	0.00		2,736.66	0.0 %	7,659.40		2,736.66	279.9 %
2. ELECTRICAL								
CASH SALES	0.00	0.0 %	137.70	0.0 %	2,950.04	12.6 %	137.70	2142.4 %
KNIGHT NICOL AUTOS	0.00	0.0 %	0.00	0.0 %	344.25	1.5 %	0.00	0.0 %
SUVA PARTS	0.00	0.0 %	0.00	0.0 %	973.43	4.2 %	0.00	0.0 %
TIMARU CAR SERVICES LTD	0.00	0.0 %	0.00	0.0 %	182.03	0.8 %	0.00	0.0 %
ALL CAR PARTS	0.00	0.0 %	0.00	0.0 %	3,058.47	13.1 %	0.00	0.0 %
ALLPARTS AUTOMOTIVE LTD	0.00	0.0 %	0.00	0.0 %	7,965.67	34.0 %	0.00	0.0 %
COMFORT AUTOMOTIVE	0.00	0.0 %	1,115.04	0.0 %	3,939.21	16.8 %	1,115.04	353.3 %
AUSSIE SPARES	0.00	0.0 %	688.50	0.0 %	1,933.19	8.3 %	688.50	280.8 %
THE CAR JUNCTION	0.00	0.0 %	0.00	0.0 %	435.50	1.9 %	0.00	0.0 %
D & C PANELBEATERS	0.00	0.0 %	137.62	0.0 %	206.43	0.9 %	137.62	150.0 %
JAMES BARRY	0.00	0.0 %	0.00	0.0 %	481.95	2.1 %	0.00	0.0 %
MARK LAWRENCE	0.00	0.0 %	0.00	0.0 %	947.56	4.0 %	0.00	0.0 %
Total	0.00		2,078.86	0.0 %	23,417.73		2,078.86	1126.5 %

Debtor By Stock Group Report

Sales Analysis Stock Items by Stock Group

The following report was generated with these settings:

- Report Type - 12 Month Quantity
- Main Group - PLU_PrimaryStockGroupName
- Secondary Group - SKU_Name

Sales Analysis Stock Item By Stock Group
Quantity Sales from Period May 2011

Code	Description	Jun10	Jul10	Aug10	Sep10	Oct10	Nov10	Dec10	Jan11	Feb11	Mar11	Apr11	May11	Total
-1. No Stock Group														
CARCARE03	CAR CARE KIT - SERIOUS ENTHUSIAST	0	0	0	0	0	0	0	0	0	0	0	4	**4**
DEF BOM OUTPUT	DEFAULT BOM OUTPUT ITEM	1	1	0	0	0	0	0	0	2	0	0	3	**7**
	ENGINE	0	0	0	0	0	0	0	0	1	0	0	0	**1**
TEMPLATE	Template	0	0	0	0	0	0	0	0	0	0	0	5	**5**
		1	1	0	0	0	0	0	0	3	0	0	12	**17**
MISC ITEMS														
	ENGINE	0	0	0	0	0	0	0	0	0	0	0	1	**1**
REALIGN	CAR-O-LINER PANEL REALIGNMENT JIG	0	0	0	0	0	0	0	0	0	0	0	1	**1**
ROUNDING	ROUNDING FOR 5 CENTS	0	0	0	0	0	0	0	0	0	0	0	3	**3**
		0	0	0	0	0	0	0	0	0	0	0	5	**5**
1. ENGINE														
AIRFIL01	OVALCHROME AIR FILTER	1	3	6	0	2	0	2	4	11	0	0	14	**43**
AIRFIL012PK	OVALCHROME AIR FILTER	2	0	0	0	1	0	0	0	0	0	0	0	**3**
AIRFIL05	PRO-STLYE AIR FILTER	5	0	5	1	3	10	1	4	3	0	0	2	**34**
CAMADJ01	ADJUSTABLE CAM SHAFT	0	0	0	0	1	0	0	1	1	0	0	0	**3**
CYLNDRHD01	CAST IRON CYLINDER HEAD	0	1	0	0	0	0	0	0	2	0	0	4	**7**
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	0	2	2	1	1	0	0	0	1	0	0	0	**7**
OILPUMP01	OIL PUMP	0	0	0	0	0	0	0	0	1	0	0	0	**1**
PISTONWSCO01	WISECO PISTON - SET OF 4 1.6L	0	0	0	0	0	0	0	0	1	0	0	0	**1**
THERMO01	THERMOSTAT	0	0	0	0	0	0	0	0	1	0	0	0	**1**
		8	6	13	2	8	10	3	9	21	0	0	20	**100**
2. ELECTRICAL														
ALTNTR001	65AMP NOMINAL ALTERNATOR	2	1	0	2	5	1	15	0	4	0	0	5	**35**

MYOB EXO BUSINESS - MODULE 2 EXAM
SalesAnalysisMonthly.CLR

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Stock Item By Stock Group Report

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create & save Sales Analysis reports	
Add Report Selection Critera	
Add reports to drop down menus	
Schedule Reports	