



Infor LN Analytics Foundation User Guide

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Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Dashboards

1

Infor LN Analytics Foundation presents key analysis data, from different business domains, in dashboards, with drill-downs and links to further detail as required.

The Infor LN Analytics Foundation home page is displayed when you first log on or when you click the Home icon in a dashboard. The home page has these icons:

Icon	Description
	Configure start page
	Select report language

The home page displays links to the domains, and to the Analyzer.

By default, dashboards reference the current date, and the Settings dialog is displayed each time you log on to a dashboard. To change these defaults, click the settings icon.

Configure start page

2

In the Configure start page dialog, you can specify these options:

- Which dashboards are listed on the home page.
- Whether the Settings dialog is displayed each time you access the dashboard.
- Whether the current date is used when you log on. If you clear the **Set current date at log-on** option, the most recently selected date will be used. You can also change this option in the Settings dialog.

The fields of the Settings dialog are different for each dashboard. Refer to these topics:

- Sales dashboard
See Edit Settings
- Finance dashboard
See Edit Settings
- Production dashboard
See Settings
- Procurement dashboard
See Settings

Select report language

3

In the Report Language dialog, select the language in which to display dashboards and reports.

As you navigate between the reports within a domain, parameters deliver the context of one report to another. That is, dates, Items, customers, etc., selected in one report are transferred to the next.

Note: Do not use the report tree to navigate between reports. If you do so, the report parameters cannot be initialized correctly, resulting in #N/A value errors and empty selection lists.

Each dashboard and report has a toolbar with these options:

Icon	Description
	Go to the previous report.
	Go to the current dashboard.
	Go to the Home page, from which you can select dashboards.
	Reload current report to fetch the latest values from the server.
	Export current report to pdf.
	Export current report to Excel.
	Filters the data that must be displayed in the report.
	Dashboard settings. See "Settings" on page 79.

Reports also have these icons:

Icon	Description
	Settings.

Icon	Description
	Create more space in a report by hiding the filter selection lists. Click the up arrow to hide the lists and the down arrow to reveal them.

The Sales dashboard summarizes key sales performance metrics in six charts. Each metric is linked to a detailed report. To access the linked report, click the heading of the metric.

With the exception of Sales Order Bookings Last 7 Days, each metric displays sales results for the previous calendar month, with reference to the current date. To display results for a different period, click the date, or currency scale, in the dashboard title to display the Edit Settings dialog.

See Edit Settings.

With the exception of Sales Results in previous month, all metrics represent Net Amount/Revenue. Net Amount/Revenue is Gross Amount/Revenue less Discounts. The Sales Results in previous month metric compares Gross Profit, Discounts and Cost of Goods Sold.

Each metric shows values for All locations. With the exception of the Sales Order Bookings metric, each metric shows values for the Revenue Origin selected in the Edit Settings dialog. The Sales Order Bookings metric is linked to Not Applicable in the Revenue Origin dimension.

The Sales dashboard displays these metrics:

Top 10 Customers in previous month

This metric lists the top ten customers in terms of the net amount of revenue generated from each customer from invoices to customers.

Linked report: Sales Top 10 Details by Customer.

Top 10 Items in previous month

This metric lists the top ten Items in terms of the net amount of revenue generated by each Item from invoices to customers.

Linked report: "Sales Top 10 Details by Item" on page 25.

Top 10 Sales Representatives in previous month

This metric lists the top ten sales representatives in terms of the net amount of revenue generated by each sales representative from invoices to customers.

Linked report: "Sales Top 10 Details by Sales Representative" on page 29.

Item Distribution in previous month

This metric displays, in a pie chart, the top ten Item lines in terms of the net amount of revenue generated by each Item line from invoices to customers.

Linked report: "Sales Item Distribution" on page 33.

Sales Order Bookings Last 7 Days

This metric displays, in a stacked column chart, the Net Amount value of new sales orders received in each of the last seven days. The bar for each day displays the proportion of the day's total which is contributed by each of the top three Item lines. The top stack of each bar shows the proportion contributed by all other Item lines combined.

Linked report: [Daily Sales Orders](#).

Sales Results in previous month

This metric displays, for the previous month:

- Cost of goods sold
- Discounts
- Gross profit

Linked report: [Sales Key Metrics](#).

The Edit Settings dialog

This topic describes the fields of the Edit Settings dialog.

Day

All data is displayed with reference to a specified date.

Currency Type

An organization may contain multiple accounting entities. Each accounting entity can have a local currency and a reference currency. For example, the regional accounting entities within a multinational organization might all have US dollars as their local currency but also need to report in the local currency.

By default, results are displayed in the local currency but you can switch to reference currency where it is applicable and recorded.

The currency type you select affects the selections available in the **Accounting Entity** field.

Accounting Entity

Accounting entities are stored in a hierarchy. You can select, from any level of the hierarchy, the accounting entity for which to view data. That is, you can select an individual accounting entity, an aggregated entity, or a parent entity - one that comprises two or more entities.

Aggregation of accounting entities is enabled only where it is valid. You cannot, for example, aggregate accounting entities which do not share the same currency. For this reason, the **Accounting Entity** field lists only accounting entities which have the currency type selected in the **Currency Type** field. Accounting entities for which the selected currency type is unknown are not listed.

Revenue Origin

Revenue origin represents the origin or type of revenue invoiced to a customer. The revenue origins are grouped into revenues from Goods, Services and Projects. 'Invoice only' represents revenues which do not reference a specific origin. That is, where it is not known which transactional document preceded

the invoice. Values in this category might originate from manually entered invoices where insufficient detail was entered.

Currency Scaling

The values displayed can represent Hundreds, Thousands, Hundreds of Thousands, or Millions of the selected currency type.

Language

The language in which the dashboard and its reports are displayed.

Note: In some reports, you can specify the report period independently of dashboard. When opened from these reports, the Edit Settings dialog does not include the **Day** field.

To display the Settings dialog, click **Settings** in the toolbar of a dashboard or report. By default, the Settings dialog is also displayed when you log on to a dashboard from the start page.

See start page.

Edit Settings

To edit settings:

- 1 Select the required reference date from the Day list, or click the << and >> buttons to scroll through the list.
- 2 Select the currency type.
By default, local currency is selected. This is typically the currency in which the organization submits its financial returns. The Reporting Currency represents the currency of a headquarter or parent company which is used for consolidation reporting.
- 3 From the Accounting Entity list, select the part of the organization for which to view the results.
- 4 Specify whether the values displayed represent Thousands, Hundreds of Thousands, or Millions of the selected currency type. Or, select None, to display actual values.
- 5 Optionally, clear the **Set current date at log-on** option. The most recently selected date will be used in the dashboard and reports.
- 6 Optionally, select **Do not show this dialog again**.
You can reenable display of the Settings dialog in the Configure Start Page dialog.
See Configure start page.
- 7 Click **OK**.

Time Settings

By default, the metrics and reports of the Sales Dashboard display sales figures for the previous month. That is, the month prior to the actual current month.

See [Sales Dashboard](#).

You can specify a different 'current month' in the all reports of the Sales Dashboards, except for the four Sales Order Bookings reports of the Sales Dashboard.

The Time Analysis and Key Metrics reports compare the figures for the two months prior to the current month. The Trend Analysis reports compare the figures for the previous twelve months. But you can display the Time Settings dialog and:

- Change the time unit from Month, to Year, or Quarter
- Specify the Base Period and the period to compare with it. For the Trend Analysis reports, you can specify the number of periods to display.

By default, Month is the selected time unit, and the month prior to the current month is specified as the Base Period. The month prior to the Base Period is selected for comparison.

To change the time settings for a report:

- 1 Click the **Time Settings** button .
- 2 From the Level list, select **Year**, **Quarter** or **Month**.
- 3 Select the Base Period.
- 4 Select:
 - The period to compare with the base period: For the Time Analysis and Key Metrics reports.
 - The number of periods for which to display data: For the Trend Analysis reports.
- 5 Click **OK**.

Sales Dashboard

The Sales dashboard summarizes key sales performance metrics in six charts. Each metric is linked to a detailed report. To access the linked report, click the heading of the metric.

With the exception of Sales Order Bookings Last 7 Days, each metric displays sales results for the previous calendar month, with reference to the current date. To display results for a different period, click the date, or currency scale, in the dashboard title to display the Edit Settings dialog.

See [Edit Settings](#).

With the exception of Sales Results in previous month, all metrics represent Net Amount/Revenue. Net Amount/Revenue is Gross Amount/Revenue less Discounts. The Sales Results in previous month metric compares Gross Profit, Discounts and Cost of Goods Sold.

Each metric shows values for All locations. With the exception of the Sales Order Bookings metric, each metric shows values for the Revenue Origin selected in the Edit Settings dialog. The Sales Order Bookings metric is linked to Not Applicable in the Revenue Origin dimension.

The Sales dashboard displays these metrics:

Top 10 Customers in previous month

This metric lists the top ten customers in terms of the net amount of revenue generated from each customer from invoices to customers.

Linked report: [Sales Top 10 Details by Customer](#).

Top 10 Items in previous month

This metric lists the top ten Items in terms of the net amount of revenue generated by each Item from invoices to customers.

Linked report: ["Sales Top 10 Details by Item" on page 25](#).

Top 10 Sales Representatives in previous month

This metric lists the top ten sales representatives in terms of the net amount of revenue generated by each sales representative from invoices to customers.

Linked report: ["Sales Top 10 Details by Sales Representative" on page 29](#).

Item Distribution in previous month

This metric displays, in a pie chart, the top ten Item lines in terms of the net amount of revenue generated by each Item line from invoices to customers.

Linked report: ["Sales Item Distribution" on page 33](#).

Sales Order Bookings Last 7 Days

This metric displays, in a stacked column chart, the Net Amount value of new sales orders received in each of the last seven days. The bar for each day displays the proportion of the day's total which is contributed by each of the top three Item lines. The top stack of each bar shows the proportion contributed by all other Item lines combined.

Linked report: [Daily Sales Orders](#).

Sales Results in previous month

This metric displays, for the previous month:

- Cost of goods sold
- Discounts
- Gross profit

Linked report: [Sales Key Metrics](#).

Sales Top 10 Details by Customer

You access this report:

- From the Top 10 Customers in previous month metric in the Sales Dashboard: The report shows the top ten customers.
[See Sales Dashboard](#)
- By clicking a product in the Sales Top 10 Details by Item report and selecting **by Customer**: The report displays the top ten customers for the selected product.
[See Sales Top 10 Details by Product](#).

- By clicking a sales representative in the Sales Top 10 Details by Sales Representative report and selecting **by Customer**. The report displays the top ten customers sold to by the selected sales representative.

See Sales Top 10 Details by sales representative.

The report is filtered by Sales Offices by accounting entity, All items, Sales reps by company , All revenue origins, and by the previous month - inherited from the metric.

You can apply different filters; for example, to discover the top ten customers for a particular product.

To change a filter, select from the Location, Item, Sales Representative, Revenue Origin, and Time lists. If the lists are not displayed, click the down arrow in the report heading.

As in the Top 10 Customers metric, this report displays, by default, the top ten customers in terms of Net Revenue from invoiced sales. But here, you can also calculate the top ten customers in terms of:

- Value of discounts given: Which customers received the greatest value of discount. Discounts are Gross Revenue less Net Revenue.
- Percentage of discounts given: Which customers received the greatest value of discount as a percentage of Gross Revenue earned from those customers.
- Gross Profit.

To change the Top 10 measure, click **Net Revenue**, **Discounts**, **Discount in %**, or **Gross Profit** in the column headings. Values in the selected column are sorted in descending order.

The report displays data in these columns:

Customer

This column displays the name of each of the top ten customers according to the currently selected measure.

Click a customer name for these options:

- Time Analysis: Displays the Sales Time Analysis Customers Comparison report.

Note: This report is displayed regardless of which customer is clicked.

See Sales Time Analysis Customers Comparison

- by Item: Displays the Sales Top 10 Details by Product report, but filtered to display only products relating to the selected customer.

See Sales Top 10 Details by Product.

- by sales representative: Displays the Sales Top 10 Details by sales representative report, but filtered to display only those sales representatives for the selected company.

See Sales Top 10 Details by sales representative

Revenue trend

This sparkline shows the trend of Net Revenue from invoiced sales over the previous 12 months.

Net Revenue

This column is selected by default. It displays this information:

- Net Revenue earned from each of the top ten customers in the previous month
- Total Net Revenue earned from the top ten customers
- Total Net Revenue
- Share of top ten customers: The percentage of the total Net Revenue that was earned from the top ten customers in terms of the currently selected measure.

Note: If there are fewer than ten customers, the Share of Top 10 Customers is not displayed.

Discounts

Click Discounts to display the top ten customers in terms of discounts given. Discounts are Gross Revenue less Net Revenue from invoiced sales. The column displays this information:

- Total Discount given to each of the top ten customers in the previous month
- Total of Discounts given to the top ten customers
- Total Discounts
- Share of top ten customers: The percentage of total Discount that was given to the top ten most discounted customers in terms of the currently selected measure.

Note: If there are fewer than ten customers, the Share of Top 10 Customers is not displayed.

Discounts in %

Click Discounts in % to display the top ten customers in terms of discounts given as a percentage of Gross Revenue. The column displays this information:

- Percentage Discount given to each of the top ten customers in the previous month
- Percentage of Discounts given to the top ten customers
- Percentage Discounts given to all customers.

Gross Profit

Click Gross Profit to display the top ten customers in terms of the gross profit they generated. The column displays this information:

- Gross Profit in respect of each of the top ten customers in the previous month
- Gross Profit in respect of the ten customers: The average of gross profit for the top ten.
- Gross Profit in respect of all customers.

Sales Time Analysis Customers Comparison

You access this report by clicking any customer in the Sales Top 10 Details by Customer report and selecting **Time Analysis**.

See Sales Top 10 Details by Customer

This report is also available as a trend analysis. Click the **Trend** tab to display the Sales Time Analysis Customers Trend report.

See Sales Time Analysis Customers Trend

By default, the top ten customers displayed in the chart and table are those displayed in the Top 10 Customers metric in the Sales Dashboard. That is, they are the top ten customers in terms of the Net Amount earned from them in a selected month. The column chart and table compare the Net Amount in the selected month with the Net Amount in the prior month.

You can select different periods to compare, and change the period type from Months to Years or Quarters.

For each customer, the table displays the variance between the figures for the selected periods.

By default, the table displays the top ten customers. You can instead display all customers or the Flop 10 customers. Click Top 10 Customers in the table heading and select **Show all** or **Show flop 10**. If you select Show all, a tachometer chart is displayed.

The tachometer chart represents total variance between the figures for the selected periods for all customers. Zero% variance is represented as 100%. So, for example, if variance is 5% the pointer is at 105% and, if the variance is -5%, the pointer is at 95%.

Interpretation of the tachometer chart depends on the measures selected in the report. For example, for Net Amount or Average Price, figures greater than 100% are desirable.

By default, the view of the data is filtered by:

- Location by accounting entity
- All Items
- Sales reps by company
- Net amount/revenue earned
- Invoiced orders
- All revenue origins.

To change your view of the data, select from the Location, Product, sales representative, Measure, and Sales Phase, and Revenue Origin lists. For example, view the results for a particular sales representative, or view results for cancelled orders. If the lists are not displayed, click the down arrow in the report heading.

In the Time Settings dialog you can change the periods which are compared. Click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings

To view key metrics for a customer, click the customer in the table and select **Key Metrics**. The Sales Key Metrics report is displayed.

See Sales Key Metrics.

Sales Time Analysis Customers Trend

You access this report by clicking the **Trend** tab of the Sales Time Analysis Customers Comparison report.

See "Sales Time Analysis Customers Comparison" on page 23.

This report displays the trends in the Net Amount/Revenue earned, over a period specified in the Time Settings dialog, from these categories:

- Number 1: The top of the top ten customers - the customer from which most was earned.
- Flop 10 Average: The average of the ten customers from which the least was earned.
- Number 10: The bottom of the top ten customers - the top ten customer from which least was earned.
- A customer selected from the table of customers at the bottom of the report. Click a customer in the table.

You can select the number and type of periods displayed in the Time Settings dialog.

See Time Settings.

You can filter the table of customers so that it displays either Flop 10 Customers or All Customers.

Click Top 10 Customers in the table heading and select **Show flop 10** or **Show all**.

If you select Show all, a combined trend and area chart at the bottom of the report displays the trend of All Customers over the specified period.

In the Time Settings dialog you can change the periods which are compared. Click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

Sales Top 10 Details by Item

You access this report:

- From the Top 10 Items in previous month metric in the Sales Dashboard: The report shows the top ten Items.

See Sales Dashboard

- By clicking a customer in the Sales Top 10 Details by Customer report and selecting **by Product**: The report displays the top ten Items bought by the selected customer.

See Sales Top 10 Details by Customer

- By clicking a sales representative in the Sales Top 10 Details by sales representative report and selecting **by Product**. The report displays the top ten Items sold by the selected sales representative. "Sales Top 10 Details by Sales Representative" on page 29.

When accessed from the metric, the report is filtered by Location by accounting entity, Customers by region, Sales reps by company, All revenue origins, and by the previous month - inherited from the metric.

When accessed from the Sales Top 10 Details by customer report, the report is filtered by Company, Sales reps by company, and by selected month.

You can apply different filters; for example, to discover the top ten Items sold in a particular region.

To change a filter, select from the Location, Customer, sales representative, Revenue Origin, and Time lists. If the lists are not displayed, click the down arrow in the report heading.

Like the Top 10 Items in previous month metric, this report displays, by default, the top ten Items in terms of Net Revenue from invoiced sales. But here you can also calculate the top ten Items in these terms:

- Value of discounts given: Which Items were most heavily discounted. Discounts are Gross Revenue less Net Revenue.
- Percentage of discounts given: Which Items were most heavily discounted as a percentage of Gross Revenue from sales of those Items.
- Gross Profit.

To change the Top 10 measure, click Net Revenue, Discount, Discount in %, or Gross Profit in the column headings. Values in the selected column are sorted in descending order.

The report displays data in these columns:

Product

This column displays each of the top ten Items according to the currently selected measure.

Click a Item for these options:

- Time Analysis: Displays the Sales Time Analysis Items Comparison report.

Note: This report is displayed regardless of which Item is clicked.

See "Sales Time Analysis Items Comparison" on page 27

- by Customer: Displays the Sales Top 10 Details by Customer report, but filtered to display only Customers who purchased the selected Item.

See Sales Top 10 Details by Customer

- by sales representative: Displays the Sales Top 10 Details by sales representative report, but filtered to display only those sales representatives for the selected company.

See "Sales Top 10 Details by Sales Representative" on page 29.

Revenue trend

This sparkline shows the trend of Net Revenue from invoiced sales.

Net Revenue

This column is selected by default. It displays this information:

- Net Revenue earned from each of the top ten Items in the previous month
- Total Net Revenue earned from the top ten Items
- Total Net Revenue
- Share of top ten Items: The percentage of the total Net Revenue that was earned from the top ten Items in terms of the currently selected measure.

Note: If there are fewer than ten Items, the Share of Top 10 Items is not displayed.

Discounts

Click Discounts to display the top ten Item in terms of discounts given. Discounts are Gross Revenue less Net Revenue from invoiced sales. The column displays this information:

- Total Discount given in respect of each of the top ten Items in the previous month
- Total of Discounts given in respect of the top ten Items
- Total Discounts
- Share of top ten Items: The percentage of total Discount that was given in respect of the top ten most discounted Items in terms of the currently selected measure.

Note: If there are fewer than ten Items, the Share of Top 10 Items is not displayed.

Discounts in %

Click Discounts in % to display the top ten Items in terms of discounts given as a percentage of Gross Revenue. The column displays this information:

- Percentage Discount given in respect of each of the top ten Items in the previous month
- Percentage of Discounts given in respect of the top ten Items
- Percentage Discounts given in respect of all Items

Gross Profit

Click Gross Profit to display the top ten Items in terms of the gross profit generated from the Items sold. The column displays this information:

- Gross Profit in respect of each of the top ten Items in the previous month
- Gross Profit in respect of the top ten Items: The average of the gross profit for the top ten.
- Gross Profit in respect of all Items.

Sales Time Analysis Items Comparison

You access this report by clicking any Item in the Sales Top 10 Details by Product report and selecting **Time Analysis**. However, it does not inherit any selections made in that report.

See "Sales Top 10 Details by Product" on page 25.

This report is also available as a trend analysis. Click the **Trend** tab to display the Sales Time Analysis Items Trend report.

See "Sales Time Analysis Items Trend" on page 28.

By default, the top ten Items displayed in the chart and table are those displayed in the Top 10 Items metric in the Sales Dashboard. That is, they are the top ten Items in terms of the Net Amount earned in respect of them in a selected month. The column chart and table compare the Net Amount in the selected month with the Net Amount in the prior month. You can select different periods to compare,

and change the period type from Months to Years or Quarters. For each Item, the table displays the variance between the figures for the selected periods.

By default, the table displays the top ten Items. You can instead display all Items or the Flop 10 Items. Click Top 10 Items in the table heading and select **Show all** or **Show flop 10**. If you select Show all, a tachometer chart is displayed.

The tachometer chart represents total variance between the figures for the selected periods for all customers. Zero% variance is represented as 100%. So, for example, if variance is 5% the pointer is at 105% and, if the variance is -5%, the pointer is at 95%.

Interpretation of the tachometer chart depends on the measures selected in the report. For example, for Net Amount or Average Price, figures greater than 100% are desirable.

By default, the view of the data is filtered by these criteria:

- Location by accounting entity
- Sales reps by company
- Customers by region
- Invoices
- Net amount/revenue
- All revenue origins.

To change your view of the data, click a filter and select from the Location, sales representative, Customers, Sales Phase, Measures, and Revenue Origin lists. For example, view the results for a particular sales representative, or view results for canceled sales orders. If the lists are not displayed, click the down arrow in the report heading.

To change the compared months, **Edit time settings** in the table heading. The Time Settings dialog is displayed.

To change the period type to compare, select Year, Quarter or Month from the Level list. Select the periods to compare from the Base Period and Compare With lists.

To view key metrics for a Item, click the Item in the table and select Key Metrics. The Sales Key Metrics report is displayed.

See Sales Key Metrics.

Sales Time Analysis Items Trend

You access this report by clicking the Trend tab of the Sales Time Analysis Items Comparison report.

See "Sales Time Analysis Items Comparison" on page 27.

This report displays the trends in the Net Amount earned, over a period specified in the Time Settings dialog, from these categories:

- Number 1: The top of the top ten Items - the Item in respect of which the most was earned.
- Flop 10 Average: The average of the ten Items from which the least was earned.
- Number 10: The bottom of the top ten Items - the top ten Item in respect of which least was earned.
- A Item selected from the table of Items at the bottom of the report. Click a Item in the table.

You can filter the table of Items so that it displays these categories:

- Top 10 Items
- Flop 10
- All Items

Click Top 10 Items in the table heading and select **Show flop 10** or **Show all**.

If you select Show all, a combined trend and area chart at the bottom of the report displays the trend of All Items over the specified period.

Sales Top 10 Details by Sales Representative

You access this report in these ways:

- From the Top 10 Sales Persons in previous month metric in the Sales Dashboard: The report shows the top ten sales representatives.

See [Sales Dashboard](#)

- By clicking a customer in the Sales Top 10 Details by Customer report and selecting **by sales representative**: The report displays the ten sales representatives who have sold most to the selected customer.

See [Sales Top 10 Details by Customer](#).

- By clicking a Item in the Sales Top 10 Details by Product report and selecting **by sales representative**: The report displays the ten sales representatives who have sold most of the selected Item.

See ["Sales Top 10 Details by Item"](#) on page 25.

When accessed from the metric, the report is filtered by Location by accounting entity, All Items, Customers by region, All revenue origins, and by the previous month - inherited from the metric.

When accessed from the Sales Top 10 Details by customer report, the report is filtered by Items by item group, Customer and by selected month.

When accessed from the Sales Top 10 Details by Product report, the report is filtered by Product, Customers by region and by selected month.

You can apply different filters; for example, to discover the top sales representative in a particular region.

To change a filter, select from the Location, Product, Customers, Revenue Origin, and Time lists. If the lists are not displayed, click the down arrow in the report heading.

Like the Top 10 Sales Representatives in previous month metric, this report displays, by default, the top ten sales representatives in terms of Net Revenue from invoiced sales. But here, you can also calculate the top ten Items in these terms:

- Value of discounts given: Which Items were most heavily discounted. Discounts are Gross Revenue less Net Revenue.
- Percentage of discounts given: Which Items were most heavily discounted as a percentage of Gross Revenue from sales of those Items.

- Gross Profit.

To change the Top 10 measure, click Net Revenue, Discount, Discount in %, or Avg Price in the column headings. Values in the selected column are sorted in descending order.

The report displays data in these columns:

sales representative

This column displays each of the top ten sales representatives according to the currently selected measure.

Click a sales representative for these options:

- Time Analysis: Displays the Sales Time Analysis sales representative Comparison report.
See "Sales Time Analysis Sales Representatives Comparison" on page 31
Note: This report is displayed regardless of which sales representative is clicked.
- by Product: Displays the Sales Top 10 Details by Product report.
See "Sales Top 10 Details by Item" on page 25
- by Customer: Displays the Sales Top 10 Details by Customer report, but filtered to display only Customers who purchased the selected Item.
See Sales Top 10 Details by Customer.

Revenue trend

This sparkline shows the trend of Net Revenue from invoiced sales over the previous 12 months.

Net Revenue

This column is selected by default. It displays this information:

- Net Revenue earned by each of the top ten sales representatives in the previous month
- Total Net Revenue earned by the top ten sales representatives
- Total Net Revenue
- Share of top ten sales representative : The percentage of the total Net Revenue that was earned by the top ten sales representatives in terms of the currently selected measure.

Note: If there are fewer than ten sales representatives, the Share of Top 10 Sales Representatives is not displayed.

Discounts

Click Discounts to display the ten sales representatives who gave the most discounts. Discounts are Gross Revenue less Net Revenue from invoiced sales. The column displays this information:

- Total Discount given in by each of the top ten sales representatives in the previous month
- Total of Discounts given by the top ten sales representatives
- Total Discounts

- Share of top ten sales representative : The percentage of total Discount that was given by the ten most successful sales representatives in terms of the currently selected measure.

Note: If there are fewer than ten sales representatives, the Share of Top 10 Sales Representatives is not displayed.

Discounts in %

Click Discounts in % to display the top ten sales representatives in terms of discounts given as a percentage of Gross Revenue. The column displays this information:

- Percentage Discount given by each of the top ten sales representatives in the previous month
- Percentage of Discounts given by the top ten sales representatives
- Percentage Discounts given by all sales representatives

Gross Profit

Click Gross Profit to display the top ten sales representatives in terms of the gross profit they generated. The column displays this information:

- Gross Profit in respect of the Items sold by the top ten sales representatives in the previous month
- Gross Profit in respect of the top 10 sales representatives: The average of the gross profit for the top ten.
- Gross Profit in respect of of all Items.

Sales Time Analysis Sales Representatives Comparison

You access this report by clicking any sales representative in the Sales Top 10 Details by sales representative report and selecting **Time Analysis**.

See "Sales Top 10 Details by sales representative" on page 29.

This report is also available as a trend analysis. Click the **Trend** tab to display the Sales Time Analysis Sales Representatives Trend report.

"Sales Time Analysis Sales Representatives Trend" on page 32.

By default, the top ten sales representatives displayed in the chart and table are those displayed in the Top 10 Sales Representatives metric in the . That is, they are the top ten sales representatives in terms of the Net Amount earned by them in a selected month. The column chart and table compare the Net Amount in the selected month with the Net Amount in the prior month. You can select different periods to compare, and change the period type from Months to Years or Quarters. For each sales representative, the table displays the variance between the figures for the selected periods.

By default, the table displays the top ten sales representative. You can instead display all sales representatives or the Flop 10 Sales Representatives. Click Top 10 sales representatives in the table heading and select **Show all** or **Show flop 10**. If you select Show all, a tachometer chart is displayed.

The tachometer chart represents total variance between the figures for the selected periods for all customers. Zero% variance is represented as 100%. So, for example, if variance is 5% the pointer is at 105% and, if the variance is -5%, the pointer is at 95%.

Interpretation of the tachometer chart depends on the measures selected in the report. For example, for Net Amount or Average Price, figures greater than 100% are desirable.

By default, the view of the data is filtered by these categories:

- Location by accounting entity
- Customers by region
- All Items
- Invoices
- Net amount/revenue earned
- All revenue origins.

To change your view of the data, select from the Location, Product, Customers, Sales Phase, Measure and Revenue Origin lists. For example, view the results for a particular region or view results for canceled sales orders. If the lists are not displayed, click the down arrow in the report heading.

To change the compared months, click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings.

To change the period type to compare, select Year, Quarter or Month from the Level list. Select the periods to compare from the Base Period and Compare With lists.

To view key metrics for a sales representative, click the sales representative in the table and select Key Metrics. The Sales Key Metrics report is displayed.

See Sales Key Metrics.

Sales Time Analysis Sales Representatives Trend

You access this report by clicking the **Trend** tab of the Time Analysis sales representative Comparison report.

See "Sales Time Analysis Sales Representative Comparison" on page 31.

This report displays the trends in the Net Amount earned, over a period specified in the Time Settings dialog, from these categories:

- Number 1: The top of the top ten sales representatives - the sales representative who sold the most.
- Flop 10 Average: The average of the ten sales representatives who sold least.
- Number 10: The bottom of the top ten sales representatives - the top ten sales representative who sold the least.
- A sales representative selected from the table at the bottom of the report. Click a sales representative in the table.

You can filter the table of sale representative to display these categories:

- Top 10 Sales Representatives
- Flop 10 Sales Representatives
- All Sales Representatives

Click Top 10 Sales Representatives in the table heading and select **Show flop 10** or **Show all**.

If you select Show all, a combined trend and area chart at the bottom of the report displays the trend for all sales representatives over the specified period.

In the Time Settings dialog you can change the periods which are compared. Click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings.

Sales Item Distribution

You access this report from the Product Distribution in previous month metric in the Sales Dashboard.

See Sales Dashboard.

By default, the report is filtered by Sales Offices by accounting entity, Customers by region, Sales reps by company, Revenue origin (Items, including 'invoice only'), and by the previous month - inherited from the metric.

You can apply different filters; for example, to display the Items sold in a particular region.

To change a filter, select from the Location, Customer, Sales Representative, Revenue Origin, and Time lists. If the lists are not displayed, click the down arrow in the report heading.

This report displays the Item lines and Items for which there are sales figures. By default, the report displays values for Net Revenue from invoiced sales. But you can instead display the values in these terms:

- Value of discounts given: Which Items were most heavily discounted. Discounts are Gross Revenue less Net Revenue.
- Percentage of discounts given: Which Items were most heavily discounted as a percentage of Gross Revenue from sales of those Items.
- Average price: Which Items were sold at the greatest average price. Average price is Net Revenue from invoiced sales, divided by Units sold.

To change the measure, click Net Revenue, Discount, Discount in %, or Avg Price in the column headings.

The report displays data in these columns:

Items

The first column displays Items in respect of which there were sales. By default, the Items are grouped under the default hierarchy. To view a different part of the Item hierarchy, select from the list.

Revenue trend

This sparkline shows the trend of Net Revenue from invoiced sales over the previous 12 months.

Net Revenue

This column is selected by default. It displays:

- Net Revenue earned from each of Item lines and Items in the previous month
- Total Net Revenue from sales of all Items.

Discounts

Click Discounts to display the top ten Item in terms of discounts given. Discounts are Gross Revenue less Net Revenue from invoiced sales. The column displays:

- Total Discount given in respect of each of the Item lines and Items in the previous month
- Total of Discounts given in respect of all Items.

Discounts in %

Click Discounts in % to display the top ten Items in terms of discounts given as a percentage of Gross Revenue. The column displays:

- Percentage Discount given in respect of each Item line and Item in the previous month
- Percentage of Discounts given in respect of all Items.

Avg Price

Click Avg Price to display the Item lines and Items in terms of the average price for which the Items sold. Average Price is Net Revenue from invoiced sales, divided by Units sold. The column displays:

- Average price of each of the Item lines and Items in the previous month
- Average price of all Items.

Daily Sales Orders

You access this report from the Sales Order Bookings Last 7 Days metric in the Sales Dashboard.

See [Sales Dashboard](#).

Your view of the data depends on whether the accounting entity selected in the Settings dialog is a base element of the Accounting Entity hierarchy, or a parent element:

- If the accounting entity is a base element, the report displays data only for that accounting entity. You cannot select a different entity in the Accounting Entity list.
- If the accounting entity is the parent of one or more base elements, the report displays data for the first of the base elements. You can select any other base element that has the same parent.

The title of the report reflects whether the selected accounting entity is a base element or a parent element.

From the Document Date list select the sales order date to view. To make navigation easy, the list is displayed as a hierarchy of years, quarters, and months. If you select a year, quarter, or month, the first day of the year, quarter, or month is selected.

You can recalculate the dates by choosing an absolute offset to UTC (Coordinated Universal Time). In the data received by , all time stamps have been converted to UTC. Depending on the hour of day at which a sales order is raised, and the time zone in which the report is viewed, UTC-based data might be confusing. To view sales orders by reference to your local time, select the UTC offset for your time zone. The selected offset is applied to the document date, promised ship date, and promised delivery date.

For each sales order received in the last seven days, the report displays this information:

- Customer name
- Customer ID
- sales representative name
- sales representative ID
- Product
- Sales Order ID
- Line
- Line Status
- Gross Amount
- Units
- Inventory unit
- Promised Ship Date
- Promised Delivery Date.

To drill back to the source system click a sales order ID or line number. The sales order, or sales order line is displayed in the source system.

Note: Drill back is enabled only when and the source system are running in Workspace or .

Sales Key Metrics

You access the Sales Key Metrics report by:

- Clicking the Sales Results metric in the Sales Dashboard
See [Sales Dashboard](#)
- Clicking a customer in the Sales Time Analysis Customers Comparison report
See [Sales Time Analysis Customers Comparison](#)
- Clicking a Item in the Sales Time Analysis Items Comparison report
See ["Sales Time Analysis Items Comparison"](#) on page 27
- Clicking a sales representative in the Sales Time Analysis Sales Representatives Comparison report.
See ["Sales Time Analysis Sales Representatives Comparison"](#) on page 31

This report compares the key metrics between a selected month and the month prior. To select different periods to compare and to change the period type from Months to Years or Quarters click **Edit time settings** in the table heading.

These are the Key Metrics:

- Gross Revenue
- Discounts
- Discounts in Percent
- Net Revenue
- Cost of Goods Sold
- Gross Profit
- Gross Margin
- Average Price
- Units
- Average Sales Order Size
- Number of Sales Orders.

The report is initially filtered by these categories:

- Location by accounting entity
- All item
- Sales reps by company
- Customers by region
- The revenue origin selected in the Editing Settings dialog.

See [Edit Settings](#).

Sales order based metrics (Average sales order size and Number of sales orders) are always linked to Not Applicable in the Revenue Origin dimension.

However, if you access the report from the Sales Time Analysis Sales Person Comparison report, the report is initially filtered by these categories:

- Location by accounting entity
- All item
- Customers by region
- Invoiced sales phase
- Net Amount/Revenue
- Revenue Origin.

The Finance Dashboard displays these metrics:

Profit and Loss KPIs

This metric displays and compares these values, for the previous month and the month prior to it:

- Revenues
- Gross Profit
- Operating expense
- Operating income
- Net profit/loss.

For each value, a sparkline represents the values for the past twelve periods. That is, for the compared periods and the ten periods prior to them.

Linked report: Profit and Loss comparison statement.

Profit and Loss Statement

This metric displays a stacked column chart which represents revenues and expenses over the six months to the end of the previous month. A trend line on the chart represents the trend of profits over the same period.

Linked report: Profit and Loss trend statement

Assets

This metric displays and compares:

- Long-term assets
- Long-term investments
- Current assets
- Cash and bank balances
- Prepaid expenses.

The comparison is between the values to the end of the previous month and the values to the end of the month prior to it. The variance between the values is displayed as a percentage.

For each item, a sparkline represents the values for the past twelve periods. That is, for the compared periods and the ten periods prior to them.

Linked report: Balance comparison statement.

A tab on the Balance comparison statement displays the Balance trend statement.

Assets and Liabilities

This metric displays two pairs of stacked column charts which compare, for the previous and prior months:

- Current, long-term, and other assets
- Current, long-term, and other liabilities

Linked report: [Balance comparison statement](#).

A tab on the [Balance comparison statement](#) displays the [Balance trend statement](#).

Liabilities

This metric displays and compares these items:

- Shareholders' equity
- Accrued expenses
- Long-term liabilities
- Current liabilities
- Deferred revenues

The comparison is between the values to the end of the previous month and the values to the end of the month prior to it. The variance between the values is displayed as a percentage.

For each item, a sparkline represents the values for the past six periods.

Linked report: [Balance comparison statement](#).

A tab on the [Balance comparison statement](#) displays the [Balance trend statement](#).

Cash Flow for previous month

This metric displays a bridge, or waterfall, chart which represents the cumulative effect of Operating, Investing, and Financing activities on the cash situation; resulting in Net inflow/outflow. Green bars represent cash in, and red bars, cash out.

The total values of these activities are displayed.

A detailed breakdown of these activities is displayed in the linked report: [Cashflow statement](#).

Finance dashboard

The Finance Dashboard displays these metrics:

Profit and Loss KPIs

This metric displays and compares these values, for the previous month and the month prior to it:

- Revenues
- Gross Profit
- Operating expense
- Operating income
- Net profit/loss.

For each value, a sparkline represents the values for the past twelve periods. That is, for the compared periods and the ten periods prior to them.

Linked report: Profit and Loss comparison statement.

Profit and Loss Statement

This metric displays a stacked column chart which represents revenues and expenses over the six months to the end of the previous month. A trend line on the chart represents the trend of profits over the same period.

Linked report: Profit and Loss trend statement

Assets

This metric displays and compares:

- Long-term assets
- Long-term investments
- Current assets
- Cash and bank balances
- Prepaid expenses.

The comparison is between the values to the end of the previous month and the values to the end of the month prior to it. The variance between the values is displayed as a percentage.

For each item, a sparkline represents the values for the past twelve periods. That is, for the compared periods and the ten periods prior to them.

Linked report: Balance comparison statement.

A tab on the Balance comparison statement displays the Balance trend statement.

Assets and Liabilities

This metric displays two pairs of stacked column charts which compare, for the previous and prior months:

- Current, long-term, and other assets
- Current, long-term, and other liabilities

Linked report: Balance comparison statement.

A tab on the Balance comparison statement displays the Balance trend statement.

Liabilities

This metric displays and compares these items:

- Shareholders' equity
- Accrued expenses
- Long-term liabilities
- Current liabilities
- Deferred revenues

The comparison is between the values to the end of the previous month and the values to the end of the month prior to it. The variance between the values is displayed as a percentage.

For each item, a sparkline represents the values for the past six periods.

Linked report: Balance comparison statement.

A tab on the Balance comparison statement displays the Balance trend statement.

Cash Flow for previous month

This metric displays a bridge, or waterfall, chart which represents the cumulative effect of Operating, Investing, and Financing activities on the cash situation; resulting in Net inflow/outflow. Green bars represent cash in, and red bars, cash out.

The total values of these activities are displayed.

A detailed breakdown of these activities is displayed in the linked report: Cashflow statement.

Profit and Loss comparison statement

You access this report by clicking the heading of the Profit and Loss KPI pane in the Finance Dashboard.

See Finance Dashboard.

This report displays a list of accounts from the P&L statement and, for each, compares the Actual figures for the two months selected in the Finance dashboard. By default, these are the previous month and the month prior to it. The variance between the values for the compared months is displayed as an absolute value, as a percentage and as a bar chart. The percentage variation represents the shortfall of the actual results against budget. For example, if the budget is 100 and the actual is 80, the percentage variation is -20%.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

To change the periods and versions (Actuals or Budgets) which are compared click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings.

To select a different Company, Currency Type, Taxonomy, Expense Method, Currency Scaling, click **Edit settings** in the report heading. The Settings dialog is displayed. English is currently the only language supported.

Settings

Linked report: Profit and Loss trend statement.

Click the **Trend** tab.

Profit and Loss trend statement

You access this report by:

- Clicking the heading of the Profit and Loss Statement pane in the Finance Dashboard.
See Finance Dashboard.
- Clicking the heading of the Profit and Loss KPIs pane in the Finance Dashboard and clicking the **Trend** tab in the Profit and Loss comparison statement.
See Profit and Loss comparison statement.

By default, this report displays the actual figures for accounts in the P&L Statement for the previous twelve periods. That is, for the two periods compared in the Finance dashboard and the ten periods prior to them.

For each item, a sparkline represents the trend over the last six periods.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

To change the number of periods compared and specify whether to report on Actual or Budget figures, click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings.

To select a different Company, Currency Type, Taxonomy, Expense Method, and Currency Scaling click **Edit settings** in the report heading. English is currently the only language supported.

Linked report: Profit and Loss comparison statement.

Click the **Comparison** tab.

Balance comparison statement

You access this report by clicking the heading of the Assets, Assets and Liabilities, or Liabilities panes in the Finance Dashboard.

See Finance Dashboard.

This report displays, under separate headings, the Asset items of the selected taxonomy and the Liability items. The statement compares the Actual to date figures for the two months selected in the

Finance dashboard. By default, these are the previous month and the month prior to it. Total assets and liabilities in the compared periods are displayed.

The variance between the values for the compared months is displayed as an absolute value, as a percentage and as a bar chart. The percentage variation represents the shortfall of the actual results against budget. For example, if the budget is 100 and the actual is 80, the percentage variation is -20%.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

In the Time Settings dialog you can change the periods and versions (Actuals or Budgets) which are compared. To display the Time Settings dialog click **Edit time settings** in the table heading.

See Time Settings.

Note: You cannot specify different time settings for the Assets and Liabilities sections of the report.

In the Settings dialog, you can select a different Company, Currency Type, Taxonomy, Expense Method and Currency Scaling. English is currently the only language supported.

See Settings.

To display the Edit Settings dialog, click **Edit settings** in the report heading.

Linked report: Balance trend statement.

Click the **Trend** tab.

Balance trend statement

You access this report by clicking the heading of the Assets, Assets and Liabilities, or Liabilities panes of the Finance Dashboard, and clicking the **Trend** tab in the Balance comparison statement.

See Balance comparison statement.

This report displays, under separate headings, the Asset items of the selected taxonomy and the Liability items. The statement compares the Actual to date figures for the twelve previous periods. By default, these are the two months compared in the Finance dashboard and the ten months prior to them.

A sparkline represents the trend over the selected periods.

Total assets and liabilities in the compared periods are displayed.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

In the Time Settings dialog you can change the periods and versions (Actuals or Budgets) which are compared. To display the Time Settings dialog click **Edit time settings** in the table heading.

See Time Settings.

Note: You cannot specify different time settings for the Assets and Liabilities sections of the report.

In the Edit Settings dialog, you can select a different Company, Currency Type, Taxonomy, Expense Method, and Currency Scaling. English is currently the only language supported.

See Edit Settings.

To display the Edit Settings dialog, click **Edit settings** in the report heading.

Linked report: Balance comparison statement.

Click the **Comparison** tab.

Cashflow statement

You access this report by clicking the heading of the Cash Flow pane in the Finance Dashboard.

See Finance Dashboard.

This metric displays the Cashflow for the previous month as a bridge, or waterfall, chart which represents the cumulative effect of Operating, Investing, and Financing activities on the cash situation; resulting in Net inflow/outflow. Green bars represent cash in, and red bars, cash out.

Totals for each activity are displayed, and values for the individual items within it, representing the net change for the period. Positive values represent an increase and negative values represent a decrease. The colored arrows represent the cash impact of the change.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

To view the cashflow for a different period, select a date from the Time list.

Note: The date selected here does not affect the date selection in the two linked reports.

These are the linked reports:

- Cashflow statement comparison
See Cashflow statement comparison
- Cashflow statement trend
See Cashflow statement trend

To access the linked reports, click **Go to detail level** and select **Trend report** or **Comparison report**.

Cashflow statement comparison

You access this report from the Cashflow statement by selecting **Go to detail level > Comparison report**.

See Cashflow statement.

The Cashflow statement comparison compares the Actual figures of the cashflow accounts for the two periods selected in the Finance Dashboard.

See Finance Dashboard.

By default, these are the previous month and the month prior to it. To select different periods to compare, or to view Budget figures click **Edit time settings** in the table heading to display the Time Settings.

See Time Settings dialog.

The variance between the values for the compared periods is displayed as an absolute value, as a percentage and as a bar chart. The percentage variation represents the shortfall of the actual results against budget. For example, if the budget is 100 and the actual is 80, the percentage variation is -20%.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

Linked report: Cashflow statement trend.

Click the **Trend** tab.

Cashflow statement trend

You access this report from the Cashflow statement by selecting **Go to detail level > Trend report**.

See Cashflow statement.

The Cashflow statement trend compares the Actual figures of the cashflow statements for the previous twelve periods. By default, these are the two months compared in the Finance Dashboard and the ten months prior to them.

See Finance Dashboard.

To select different periods to compare, or to view Budget figures, click **Edit time settings** in the table heading to display the Time Settings dialog.

See Time Settings.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

Linked report: Cashflow statement comparison.

Click the **Comparison** tab.

Finance KPI Reports

Finance KPIs

You access the KPI reports from the **KPI Report** link on the start page.

See start page.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

If you click an account, you are prompted to select the dimension by which to analyze it. Either the Analysis Dimensions Comparison report or the Analysis Dimensions Trend report is displayed, depending on whether you are in one of the Finance comparison reports, or one of the Finance trend reports.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

There are these Finance KPI reports:

- Ratio KPIs
See Ratio KPIs
- Expense KPIs
See Expense KPIs
- Capital KPIs
See Capital KPIs

Ratio KPIs

These are the Ratio KPIs:

- Net value added ratio: $\text{Net profit/loss} / \text{Salary}$
- Operating income to sales ratio: $\text{Operating income} / \text{Revenues}$
- Ratio of salary to profit: $\text{Salary} / \text{Net profit/loss}$
- Ratio of salary to revenue: $\text{Salary} / \text{Revenues}$
- Selling expense to sales ratio: $\text{Selling expense} / \text{Revenues}$ (not available for TCA)
- Cost income ratio: $\text{Operating expense} / \text{Operating income}$
- Current ratio: $\text{Current assets} / \text{Current liabilities}$
- Acid test: $(\text{Current assets} - \text{Inventories}) / \text{Current liabilities}$
- ROCE (Return on Capital Employed): $\text{Operating income} / (\text{Assets} - \text{Current liabilities})$.

Expense KPIs

These are the Expense KPIs:

- Operating expense
- Cost of goods sold
- Direct cost
- Labor cost - not available for TCA.
- Overhead - not available for TCA.
- Selling expense - not available for TCA.

Capital KPIs

These are the Capital KPIs:

- Working Capital
- Capital
- Equity

Ratio KPIs

This report displays a column chart with trend line, and a data table for each selected KPI.

Select a KPI from the KPI list. These are the Ratio KPIs:

- Net value added ratio: $\text{Net profit/loss} / \text{Salary}$
- Operating income to sales ratio: $\text{Operating income} / \text{Revenues}$
- Ratio of salary to profit: $\text{Salary} / \text{Net profit/loss}$
- Ratio of salary to revenue: $\text{Salary} / \text{Revenues}$
- Selling expense to sales ratio: $\text{Selling expense} / \text{Revenues}$ (not available for TCA)
- Cost income ratio: $\text{Operating expense} / \text{Operating income}$
- Current ratio: $\text{Current assets} / \text{Current liabilities}$
- Acid test: $(\text{Current assets} - \text{Inventories}) / \text{Current liabilities}$
- ROCE (Return on Capital Employed): $\text{Operating income} / (\text{Assets} - \text{Current liabilities})$.

For each KPI, its calculation is shown.

For each period, the chart displays a column for each element of the calculation. For example, for ROCE, the columns represent Operating income, Assets, and Current liabilities. The trend line represents the trend of the KPI.

In the data table, you can drill down to the values of each element of the calculation. For example, drill down on Assets to view Tangible Assets and Intangible Assets, etc.

To report on different, or further, periods, click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See: Time Settings.

Expense KPIs

By default, this report displays, for the previous month, up to six charts - one for each of these Expense KPIs:

- Operating expense
- Cost of goods sold
- Direct cost
- Labor cost - not available for TCA.
- Overhead - not available for TCA.
- Selling expense - not available for TCA.

Only those charts are displayed which are relevant to the taxonomy and expense method you use. For example, if you use IFRS and Total Cost Accounting, only three charts are displayed. They are: Operating expense, Cost of goods sold, and Direct cost.

You can display Pie charts, or Waterfall charts - which represent the cumulative contribution of each element of the KPI calculation to the overall total. Click the Pie chart or Waterfall chart icon.

Each segment of a chart represents an element of the KPI calculation. These too depend on taxonomy and expense method. For example, for IFRS with Cost of Sales Management, the Direct Cost chart has three segments which represent Materials, Depreciation on plant and factory equipment, and Special direct Itemion cost. But, the chart for IFRS with Total Cost Accounting has segments only for Materials and Depreciation on plant and factory equipment.

To change the period or version on which to report, select from the Period and Version lists.

Capital KPIs

This report displays an area trend chart and data table which represent the trend of the selected KPI over the last three periods.

Select a KPI from the KPI list. These are the Capital KPIs:

- Working Capital
- Capital
- Equity

By default, the report represents Actuals. To report on Budgets and other scenarios, or to report on different, or further periods, click **Edit time settings** in the data table header. The Time Settings dialog is displayed.

See: Time Settings.

In the data table you can drill down the selected KPI to view values for each child account. For example, to view tangible assets, receivables, cash and bank balances etc.

Analysis dimensions comparison

You access this report by clicking an account in the data table of any of the comparison reports in the Finance domain and selecting the dimension by which to analyze the account.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

The Analysis Dimensions Comparison report enables ad-hoc reporting. That is, you can create different views of the data by adding or removing dimensions, by selecting different elements from the filter dimensions, and by changing the positions of the dimensions and accounts. For example, by default the report displays the selected account as the Measure dimension (MEASURE_GL), and the selected analysis dimension forms the rows of the report. Any remaining analysis dimensions are used as filter dimensions. But you might, for example, exchange the row dimension with one of the filter dimensions. Or, you might use the Measure dimension as the row dimension.

You change the positions of dimensions and elements by drag and drop. To move a dimension or element, click its label and drag it to the required position.

For each element in the data table, the report compares the Actual figures for two months. By default, these are the previous month and the month prior to it. The variance between the values for the compared months is displayed as an absolute value, as a percentage and as a bar chart. The percentage variation represents the shortfall of the actual results against budget. For example, if the budget is 100 and the actual is 80, the percentage variation is -20%.

To change the periods and versions (Actuals or Budgets) which are compared click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings.

Analysis dimensions trend

You access this report by clicking an account in the data table of any of the trend reports in the Finance domain and selecting the dimension by which to analyze the account.

Analysis dimensions are used both to filter the list of codes displayed and to analyze individual codes in that list. For example, if you have analysis dimensions that represent business units or cost centers, you might display only codes which relate to a particular business unit or cost center and then analyze individual codes by business unit, or by cost center.

To filter the list of codes, click **Select analysis dimensions** and select up to ten dimensions. By default, the default element of each dimension is selected. Typically, the default element is the "All" element. To filter the list of codes as required, select elements from each dimension.

The Analysis Dimensions Trend report enables ad-hoc reporting. That is, you can create different views of the data by adding or removing dimensions, by selecting different elements from the filter dimensions, and by changing the positions of the dimensions and accounts. For example, by default the report displays the selected account as the Measure dimension (MEASURE_GL), and the selected analysis dimension forms the rows of the report. Any remaining analysis dimensions are used as filter dimensions. But you might, for example, exchange the row dimension with one of the filter dimensions. Or, you might use the Measure dimension as the row dimension. You might also drag an account from the data table and use it as the Measure dimension.

You change the positions of dimensions and elements by drag and drop. To move a dimension or element, click its label and drag it to the required position. A tick icon is displayed whenever the dragged item is in a position in which it can be dropped.

For each element in the data table, the report compares the Actual figures for the previous six months.

To change the periods and versions (Actuals or Budgets) which are compared click **Edit time settings** in the table heading. The Time Settings dialog is displayed.

See Time Settings.

Time Settings

The fields of the Time Settings dialog differ according to whether you access it from a comparison statement or a trend statement, or from a Finance KPI report.

See Finance KPI.

The fields of the dialog are the same when accessed from a Finance KPI report as from a trend statement. There are comparison and trend statements for Profit and Loss, Balances, and Cashflow.

In the Time Settings dialog you can take these actions:

- Select the level at which the figures are compared: Month, Quarter, or Year
- Specify whether to compare discrete periods, or Period to Date figures
- With restrictions, select different periods to compare (Comparison statements).
- Specify the number of periods to compare (Trend statements)
- With restrictions, select the version (Actuals or Budgets), to compare.

These are the restrictions are

- In Comparison statements, if you compare Actuals with Budgets, you can only compare figures for the same month, quarter or year. You cannot, for example, compare the actual figures for May with the budget figures for June.
- In Comparison statements, if you compare Budgets to Budgets or Actuals to Actuals, you can compare only the current period with the previous period, or the current period with the same period in the previous year.
- In Trend statements, you can select either Actuals or Budgets. But you cannot compare Actuals with Budgets.

To change the time settings:

- 1 Click **Edit time settings** in the report heading.
- 2 From the Level list, Select **Month**, **Quarter**, or **Year** as the comparison level.
- 3 From the Time Hierarchy list, select **All Years**, or **All Years YTD**.
- 4 Select the Base Period.
- 5 Either:

Option	Description
Select the period to compare with the Base Period	Comparison statements
Select the number of periods to compare	Trend statements

- 6 Either:

Option	Description
Select the versions to compare	Comparison statements
Select the version on which to report	Trend statements

Edit Settings

The fields of the Settings dialog vary according to whether you access it from either of these locations:

- The Finance Dashboard
- A report linked to the Finance Dashboard.

In the Settings dialog you specify:

Period

Select the period to view. The periods listed depend on the accounting entity which is selected. All fiscal calendars are based on 12 calendar months.

Accounting Entity

Accounting entities are stored in a hierarchy. You can select, from any level of the hierarchy, the accounting entity for which to view data. That is, you can select an individual accounting entity, or an aggregated entity - one that comprises two or more entities.

Aggregation of accounting entities is enabled only where it is valid. You cannot, for example, aggregate accounting entities which do not share the same currency, or do not share the same fiscal calendar.

For this reason, the **Accounting Entity** field lists only accounting entities which have the currency type selected in the **Currency Type** field. Accounting entities for which the selected currency type is unknown are not listed.

Accounting entities are grouped by fiscal calendar. That is, for aggregated entities, only those which share the same fiscal calendar can be selected as a group. Accounting entities without a fiscal calendar are not listed.

Currency Type

By default, results are displayed in the local currency but you can switch to the reference currency where it is applicable and recorded.

Note: The list of accounting entities depends on the selected currency type. If you change currency type, you may need to reselect the required accounting entity.

Taxonomy

The accounting framework (IFRS, GAAP, HGB) in which to report.

Expense method

For IFRS and HGB, you can specify whether to use Total Cost Accounting or Cost of Sales Management. This field is not displayed if GAAP is selected.

Currency Scaling

The values displayed can represent Hundreds, Thousands, Hundreds of Thousands, or Millions of the selected currency type.

Language

The language in which the dashboard and its reports are displayed.

To display the Settings dialog, click **Settings** in the toolbar of a dashboard or report. By default, the Settings dialog is also displayed when you log on to a dashboard from the start page.

See [start page](#).

To specify these settings:

- 1 Select the period for which to view data.
- 2 From the Accounting Entity list, select the part of the organization for which to view the results.
- 3 Select the currency type.
By default, local currency is selected. This is typically the currency in which the organization submits its financial returns. The Reporting Currency represents the currency of a headquarter or parent company which is used for consolidation reporting.
- 4 Select the Taxonomy in which to report.
- 5 Select the Expense Method.
- 6 Specify whether the values displayed represent Thousands, Hundreds of Thousands, or Millions of the selected currency type. Or, select None, to display actual values.
- 7 Select the language in which to view the dashboard.
- 8 Optionally, clear the **Automatically set current period at log-on** option. The most recently selected date will be used in the dashboard and reports.
- 9 Optionally, select **Do not show this dialog again**.
You can reenable display of the Settings dialog in the Configure Start Page dialog.

See Configure start page

10 Click **OK**.

The Production dashboard displays key manufacturing metrics in six panes.

In the Settings dialog you can specify, for example, the reference date for the dashboard, and the accounting entity, unit and order type for which to view data.

See [Settings](#).

The Production dashboard displays these metrics:

Machine and Labor Time in previous month

Bar charts compare the actual to the planned machine time, and the actual to the planned labor time.

These are the linked reports:

- [Machine and Labor Time Comparison](#)
See [Machine and Labor Time Comparison](#)
- [Machine and Labor Time Trend](#)
See [Machine and Labor Time Trend](#)
- [Machine and Labor Time Trend Detail](#)
See [Machine and Labor Time Trend Detail](#)
- [Operation Analysis KPI Dimension Analysis](#)
See [Operation Analysis KPI Dimension Analysis](#)
- [Operation Analysis KPI Trend](#)
See [Operation Analysis KPI Trend](#)

Punctuality

A bar chart displays the percentage of orders during the previous month that were late, on time, or early.

These are the linked reports:

- [Punctuality Single Period](#)
See [Punctuality Single Period](#)
- [Punctuality Trend](#)

[See Punctuality Trend](#)

- [Punctuality Cluster](#)
[See Punctuality Cluster](#)
- [Punctuality Cluster Trend](#)
[See Punctuality Cluster Trend](#)
- [Operation Analysis KPI Dimension Analysis](#)
[See Operation Analysis KPI Dimension Analysis](#)

Manufactured Quantity in Last 5 months

A column chart compares the planned and actual quantities of manufactured items over the five months prior to the current month. A trend line represents the reject percentage.

These are the linked reports:

- [Manufactured Quantities Trend](#)
[See Manufactured Quantities Trend](#)
- [Manufactured Quantities Comparison](#)
[See Manufactured Quantities Comparison](#)
- [Rejects by Workcenter Comparison](#)
[See Rejects by Workcenter Comparison](#)
- [Rejects by Workcenter Trend](#)
[See Rejects by Workcenter Trend](#)
- [Rejects by Phantom Items Comparison](#)
[See Rejects by Phantom Items Comparison](#)
- [Rejects by Phantom Items Trend](#)
[See Rejects by Phantom Items Trend](#)
- [Operation Analysis KPI Trend](#)
[See Operation Analysis KPI Trend](#)
- [Operation Analysis KPI Dimension Analysis](#)
[See Operation Analysis KPI Dimension Analysis](#)

Durations in Last 5 months

A column chart compares the planned hours with the actual hours over the five months prior to the current month. A trend line represents the percentage of overruns during the period.

These are the linked reports:

- [Duration Trend](#)
[See Duration Trend](#)
- [Duration Comparison](#)

[See Duration Comparison](#)

- [Operation Analysis KPI Trend](#)
[See Operation Analysis KPI Trend](#)
- [Operation Analysis KPI Dimension Analysis](#)
[See Operation Analysis KPI Dimension Analysis](#)

Cost Components - Actual vs. Estimated

A bar chart compares actual material, machine, labor, contractor, and burden costs with their planned costs.

These are the linked reports:

- [Cost Variances by Cost Components](#)
[See Cost Variances by Cost Components](#)
- [Cost Components Trend](#)
[See Cost Components Trend](#)
- [Cost Components Actual vs. Standard](#)
[See Cost Components Estimated vs. Actual](#)
- [Cost Components Actual vs. Planned](#)
[Cost Components Estimated vs. Actual](#)

Cost Components

A bar chart shows the variances between actual and planned component costs for the previous month and the year to date.

These are the linked reports:

- [Cost Components Actual vs. Planned](#)
[See Cost Components Estimated vs. Actual](#)
- [Cost Components Actual vs. Standard](#)
[See Cost Components Estimated vs. Actual](#)
- [Cost Components Trend](#)
[See Cost Components Trend](#)
- [Cost Variances by Cost Components](#)
[See Cost Variances by Cost Components](#)

Navigation

Each dashboard has six metrics. Behind each metric are a number of associated reports, of which one is the default. Click the title of a metric to display its default report. Each default report contains links to one or more further reports. Navigation between reports is through tabs, drop-down menus, and pop-up menus.

Each report also contains a navigation menu. The menu enables you to navigate from the reports of one metric to the reports of another metric, without having to return to the dashboard.

These are the navigation icons and options used in :

Icon	Description
	Go to previous report.
	Go to current dashboard.
	Go to the Home page, from which you can select dashboards.
	Reload current report to fetch the latest values from the server.
	Export current report to pdf.
	Export to current report to Excel.
	Dashboard settings. See "Settings" on page 79.
	In-report settings. These vary by report and can include, for example, links to other reports, and time settings. See "Time Settings" on page 81.
	Exchange the position of dimensions.
	Context menu.
	Production navigation menu. Navigate to the daily Itemion order reports, and the reports of other Itemion metrics without returning to the Production dashboard.

Manufactured Quantities Comparison

You access this report by clicking the **Comparison** tab in the Manufactured Quantities Trend report.

See "Manufactured Quantities Trend" on page 59.

For each Item in the Item hierarchy, the report displays the actual and planned quantities of manufactured items and the variance between them. The report is filtered by order completion date and workcenter. You can drill down display Items at any level of the Item hierarchy. To change how the variance is represented, click the down arrow in the table heading and select from these options:

- Absolute
- Percentage
- Absolute trend
- Percentage trend

The report also displays the percentage of rejected items and the trend over the selected period.

To change the period and workstation on which to report, select from the Order Completion and Workcenter lists.

These are the linked reports:

- Manufactured Quantities Trend. Click the **Trend** tab.
See [Manufactured Quantities Trend](#)
- Operation Analysis KPI Dimension Analysis. Click a Item in the data table and select the report.
See [Operation Analysis KPI Dimension Analysis](#)
- Rejects by Workcenter Trend. Click a trend sparkline and select the report.
See [Rejects by Workcenter Trend](#)

Manufactured Quantities Trend

You access this report by clicking the heading of the Manufactured Quantity metric in the #unique_72.

A column chart represents the actual and planned quantities of manufactured items over the five months prior to the current month.

To change the periods on which to report, click the settings icon in the table heading and select **Edit time settings**.

See [Time Settings](#).

A trend line represents the manufactured quantity ratio. That is, the actual quantity divided by the planned quantity. By default, the chart compares the quantities for all Items. To compare the quantities for a specific Item or Item group, select from the Item hierarchy in the drop down list in the heading of the data table.

The data table shows the values for a selected measure of manufactured quantities over the previous five months, for the Item or Item group selected from the Item hierarchy. Select one of these measures from the Measure list:

- Manufactured quantity actual
- Manufactured quantity estimated
- Manufactured quantity ratio
- Manufactured quantity variance

Expand elements in the data table to drill down the Item hierarchy. To compare the planned and actual manufactured quantities for a Item or Item group, and to see the quantity ratio trend, click a Item or Item group in the data table and select **Show in chart**.

For each Item, a sparkline represents the trend of the selected measure over the selected period. If a Item is a base element, its Base Unit of Measure is displayed.

These are the linked reports:

- Manufactured Quantities Comparison. Click the **Comparison** tab.
See Manufactured Quantities Comparison
- Operation Analysis KPI Trend. Click a Item in the data table and select the report.
See Operation Analysis KPI Trend

Duration Comparison

You access this report by clicking the **Comparison** tab in the Duration Trend.

See Duration Trend report.

You can report on the duration by Item or the duration by workcenter by exchanging the positions of the Product and Workcenter dimensions. To exchange the dimensions, click the double arrows in the table heading.

The report displays Items of the Item dimension and the workcenters of the workcenter dimension.

Note: Measures and KPIs that relate to durations and punctuality are mapped to a single work center, even if several work centers are involved in the Itemion process. In each case, the measures are mapped to the work center that is responsible for the final operation in the process. This is not necessarily the work center that is responsible for, for example, an issue highlighted by the report.

For each workcenter or workcenter group and Item or Item group, the report compares these values for a selected order completion date:

- Duration actual
- Duration estimated
- Lead time variance
- Overrun

To change how the lead time variance and the overruns are displayed, click the down arrows in the table heading. For the lead time you can select these options:

- Absolute
- Percentage
- Absolute trend
- Percentage trend

For the overruns, you can select these options:

- Absolute
- Absolute trend
- Percentage

If a Item is a base element, the Base Inventory unit column displays its Inventory unit.

These are the linked reports:

- Duration Trend. Click the **Trend** tab.
See Duration Trend
- Operation Analysisi KPI Dimension Analysis . Click a Item or Item group, or a workcenter or workcenter group and select the report.
See Operation Analysis KPI Dimension Analysis.

Duration Trend

You access this report by clicking the heading of the Durations metric in the Production Dashboard or by clicking the **Trend** tab in the Duration Comparison report.

Duration Comparison.

You can report on the duration trend by Item or the duration trend by workcenter by exchanging the positions of the Product and Workcenter dimensions. To exchange the dimensions, click the double arrows in the table heading. To report, for example, on the trend by workcenter, place the workcenter dimension at the left. To report on the trend by Item, place the Item dimension at the left.

A column chart compares the actual duration to the planned duration. A trend line represents the overrun percentage over the selected periods.

By default the report compares data for the base period selected in the Production dashboard.

See Production dashboard.

To compare different periods, click the settings icon in the table heading and select **Edit time settings**.

See Time Settings.

The data table shows the values for a selected measure of duration over the previous five months, for a selected Item or workcenter.

Note: Measures and KPIs that relate to durations and punctuality are mapped to a single work center, even if several work centers are involved in the Itemion process. In each case, the measures are mapped to the work center that is responsible for the final operation in the process. This is not necessarily the work center that is responsible for, for example, an issue highlighted by the report.

Select one of these measures from the Measure list:

- Duration estimated
- Duration actual
- Lead time variance
- Lead time ratio
- Overrun percentage
- Overrun

Expand elements in the data table to drill down the workcenter and Item hierarchies. To compare the planned and actual durations, and to see the overrun percentage trend, click an element of the left hand dimension in the data table and select **Show in chart**.

For each Item and workcenter, a sparkline represents the trend of the selected measure over the selected period. If a Item is a base element, its Base Unit of Measure is displayed.

This report is also available as a comparison analysis which compares the planned and actual durations of Itemion orders. Click the **Comparison** tab to display the Duration Comparison report.

See Duration Comparison.

These are the linked reports:

- Duration Comparison. Click the **Comparison** tab.
See Duration Comparison
- Operation Analysis KPI Trend. Click a Item or Item group, or a workcenter or workcenter group and select the report.
See Operation Analysis KPI Trend

Machine and Labor Time Comparison

You access this report by clicking the heading of the Machine and Labor Time metric in the Production dashboard or by clicking the **Comparison** tab in the Machine and Labor Time Trend report.

See Machine and Labor Time Trend.

You can compare machine and labor time by Item or by workcenter. Click the Settings icon in the table heading and select the Item dimension or the workcenter dimension.

See settings.

For each Item, the report displays the machine time and labor time required for its Itemion. Both are separated into actual time, planned time, and the variance between them. The variance is displayed

both as an absolute value and as a percentage. The percentage variance is also represented by a sparkline.

By default, values are displayed for the order completion month specified in the Production Dashboard . To specify a different completion month, or a completion quarter, select from the **Order Completion** drop-down list. You can also change the time settings in the Machine and Labor Time Trend report.

See time settings.

By default, all Items are listed. To filter the list, select from the drop-down list in the table heading. You can drill down the list of Items to display groups, sub-groups and individual Items.

These are the linked reports:

- Machine and Labor Time Trend. Click the **Trend** tab.
See Machine and Labor Time Trend
- Machine and Labor Time Trend Detail. Click a Item and select the report.
See Machine and Labor Time Trend Detail
- Operation Analysis KPI Dimension Analysis. Click a Item or Item group, or a workcenter or workcenter group and select **Operation Analysis KPI - Dimension Analysis**.
See Operation Analysis KPI Dimension Analysis

Machine and Labor Time Trend

You access this report by clicking the **Trend** tab in the Machine and Labor Time Comparison report.

See Machine and Labor Time Comparison.

You can compare machine and labor time trend by Item or by workcenter. Click the Settings icon in the table heading and select the Item dimension or the workcenter dimension.

See settings.

The report displays a column chart which represents the machine time variance and labor time variance for the period specified in the Machine and Labor Time Comparison report and for the Item or workcenter selected in the drop down list in the heading of the data table. That is, it represents the difference between the planned and actual machine time and labor time.

To display data for different, or further periods, click the settings icon in the table heading and select **Edit time settings**.

See Time Settings.

In the data table, expand the Item or workcenter hierarchies to display groups, sub-groups and individual Items or workcenters. To compare the machine time variance and the labor time variance, click a Item or workcenter in the data table and select **Show in chart**.

These are the linked reports:

- Machine and Labor Time Comparison. Click the **Comparison** tab.

See Machine and Labor Time Comparison

- Machine and Labor Time Trend Detail. Click a Item and select the report.

See Machine and Labor Time Trend Detail

- Operation Analysis KPI Trend. Click a Item and select the report.

See Operation Analysis KPI Trend

Machine and Labor Time Trend Detail

You access this report from the Machine and Labor Time Trend or the machine and Labor Time Comparison report or report by clicking a Item or workcenter in the report and selecting **Machine and Labor Time - Trend Detail** from the menu.

See these topics:

Machine and Labor Time Trend

Machine and Labor Time Comparison

The report compares the actual machine time and labor time required to manufacture a selected Item or Item group to the planned machine and labor time.

The report displays two column charts. For a selected Item and workcenter, one chart compares the planned labor time to the actual labor time. The second chart compares the planned machine time to the actual machine time.

For both machine hours and labor time, the data table displays the actual time and planned time for the selected periods, and the variances between them as absolute values and as percentages.

To display data for different, or further periods, click the settings icon in the table heading and select **Time Settings**.

See Time Settings.

Rejects by Workcenter Comparison

You access this report by clicking the **Comparison** tab in the Rejects by Workcenter Trend report or from the Settings button in the Rejects by Phantom Items Comparison report.

The report displays the Items of the Item dimension and the workcenters of the workcenter dimension. For each Item and workcenter, the report shows the quantity of items produced, and compares the actual number of rejected items with the planned number and displays the variance between them. To select how the variance is represented, click the down arrow in the table heading and select from these options:

- Absolute

- Absolute trend

The report also displays the percentage of rejected items. To select how the percentage is represented, click the down arrow in the table heading and select from these options:

- Percentage
- Percentage trend

These are the linked reports:

- Rejects by Workcenter Trend. Click the **Trend** tab.
See [Rejects by Workcenter Trend](#)
- Operation Analysis KPI Dimension Analysis. Click a Item or workcenter in the data table and select the report.
See [Operation Analysis KPI Dimension Analysis](#)
- Rejects by Phantom Items Comparison. Click the setting button in the table heading and select the report.
See [Rejects by Phantom Items Comparison](#)

Rejects by Workcenter Trend

You access this report by clicking a trend sparkline in the Manufactured Quantities Comparison report and selecting the report, or from the settings button in the table heading of the Rejects by Phantom Items Trend report.

See these topics:

[Manufactured Quantities Comparison](#)

[Rejects by Phantom Items Trend](#)

The report displays the trend of rejected items over a selected period. You can exchange the positions of the Product and workcenter dimensions and so display the trend by Item or by workcenter. To exchange the positions of the dimensions, click the double arrows in the table heading. To report, for example, on the trend by workcenter, place the workcenter dimension at the left. To report on the trend by Item, place the Item dimension at the left.

By default the report compares data for five months prior to the current month. To compare different periods, click the settings icon in the table heading and select **Edit time settings**. Configure the periods to compare in the Time Settings dialog.

See [Time Settings](#).

The report displays a column chart which represents the actual number of rejected items and the planned number of rejects. A trend line represents the percentage of rejected items.

The data table displays the elements of the Item and workcenter dimensions. For each Item and workcenter, the report compares values for a selected measure over a selected number of periods.

Select from these measures:

- Reject actual
- Reject percentage
- Reject plan
- Reject variance

Note: The reject percentage is calculated from the planned quantity of Items and the actual number of rejected Items. If the actual number of rejects for a Item is unknown, then the reject percentage cannot be calculated for that Item. The report displays the reject percentage for each level of the Item hierarchy and the reject percentage for All Items. If you display only one level of the hierarchy (Purchased items, for example) and the reject percentage has not been calculated for one or more Items within that level, then the reject percentage for the displayed level will not match the reject percentage for All Items.

To compare the actual rejects with the planned rejects, and to see the reject percentage variance, click an element of the left hand dimension in the data table and select **Show in chart**.

For each Item, a sparkline represents the trend of the selected measure over the selected period. If a Item is a base element, its Base Unit of Measure is displayed.

These are the linked reports:

- Rejects by Workcenter Comparison. Click the **Comparison** tab.
See Rejects by Workcenter Comparison
- Operation Analysis KPI Dimension Analysis. Click a Item or workcenter in the data table and select the report.
See Operation Analysis KPI Dimension Analysis
- Rejects by Phantom Items Trend. Click the setting button in the table heading and select the report.
See Rejects by Phantom Items Trend

Rejects by Phantom Items Comparison

You access this report from the settings button in the Rejects by Workcenter report or by clicking the **Comparison** tab in the Rejects by Phantom Items Trend report.

For any Item or Item group in the Items dimension you can view the associated phantom items. the report shows the quantity of items produced, and compares the actual number of rejected items with the planned number and displays the variance between them. To select how the variance is represented, click the down arrow in the table heading and select from these options:

- Absolute
- Absolute trend

The report also displays the percentage of rejected items. To select how the percentage is represented, click the down arrow in the table heading and select from these options:

- Percentage
- Percentage trend

To select a different period on which to report, select a date from the Order Completion list.

These are the linked reports:

- Rejects by Phantom Items Trend. Click the **Trend** tab.
See [Rejects by Phantom Items Trend](#)
- Rejects by Workcenter Comparison . Click the settings button in the table heading and select the report.
See [Rejects by Workcenter Comparison](#)

Rejects by Phantom Items Trend

You access this report from the settings button in the Rejects by Workcenter Trend report.

The report displays a column chart that compares the actual number of rejected items to the planned number, over the previous five months. A trend line represents the percentage of rejected items.

To change the periods on which to report, click the settings button in the table heading and select **Edit time settings**.

See [Time Settings](#).

For any Item or Item group in the Items dimension you can view the associated phantom items. For each Item and phantom item, the data table compares a measure of rejected quantities for the previous five months. Select one of these measures from the Measure list:

- Reject actual
- Reject plan
- Reject percentage
- Reject variance

The base unit of measure for each phantom item is displayed.

To compare the actual and planned rejects, and to see the reject percentage trend, click a Item in the data table and select **Show in chart**.

These are the linked reports:

- Rejects by Phantom Items - Comparison. Click the **Comparison** tab.
See [Rejects by Phantom Items -Comparison](#)
- Rejects by Workcenter Trend. Click the settings button in the table heading and select the report.
See [Rejects by Workcenter Trend](#)

Punctuality Single Period

You access this report by clicking the heading of the Punctuality metric in the Production dashboard or by clicking the **Single Period** tab in the Punctuality Trend report.

The report displays a column chart and data table. In the data table you can analyze either the workcenter dimension or the Item dimension. Click the settings icon in the table heading and select **Select workcenter dimension** or **Select Item dimension**. You can filter the report by order completion date and by workcenter or Item, depending on which dimension you have chosen to analyze.

The report initially displays a summary age analysis in which, for each item, the On-time schedule performance percentage is analyzed for All Orders, Early Orders, On Time Orders, and Late Orders. The chart displays a column for each category.

Note: Measures and KPIs that relate to durations and punctuality are mapped to a single work center, even if several work centers are involved in the Itemion process. In each case, the measures are mapped to the work center that is responsible for the final operation in the process. This is not necessarily the work center that is responsible for, for example, an issue highlighted by the report.

You can expand the list of items to display item subgroups and individual items. To display only items at a particular level of the selected hierarchy, select from the list in the table heading.

To analyze early orders or late orders by time cluster, click **Early Orders** or **Late Orders** in the table heading to display the Punctuality Cluster report.

These are the linked reports:

- Punctuality Trend. Click the **Trend** tab.
See Punctuality Trend
- Operation Analysis KPI Dimension Analysis. Click an item or item group and select **Operation Analysis KPI - Dimension Analysis**.
See Operation Analysis KPI Dimension Analysis
- Punctuality Cluster. Click the Early Orders or Late Orders column headings.
See Punctuality Cluster

Punctuality Trend

You access this report by clicking the **Trend** tab in the Punctuality Single Period report. By default, the report displays data for the six months prior to the current month.

The report displays a stacked column chart in which the stacks within each column represent the number of late, early, and on-time orders.

Note: The periods which are represented by the Late, Early, and On-time categories can be configured by an Administrator.

To report on different or additional periods, click the settings icon in the table heading and select **Time Settings**.

See [Time Settings](#).

These are the linked reports:

- Punctuality Single Period. Click the **Single Period** tab.
[See Punctuality Single Period](#)
- Punctuality - Cluster Trend. Click Late Orders or Early Orders in the data table.
[See Punctuality - Cluster Trend](#)

Punctuality Cluster Trend

You access this report by clicking **Early Orders** or **Late Orders** in the data table of the Punctuality Trend report and selecting **Punctuality - Cluster Trend**.

[See Punctuality Trend](#).

The report displays a stacked column chart for the current period and the five periods prior to it. Each stack in a column represents a time cluster and the number of late or early orders in the cluster. Select Early Orders or Late Orders from the list in the table heading. By default, these are the Early clusters:

- 60 to 10 minutes
- 2 to 1 hours
- 4 to 2 hours
- 8 to 4 hours
- 12 to 8 hours
- 24 to 12 hours
- 3 to 1 days
- 5 to 3 days
- 7 to 5 days
- 2 to 1 weeks
- 4 to 2 weeks
- 3 to 1 months
- 6 to 3 months
- More than 6 months

These are the default Late clusters:

- 10 to 60 minutes
- 1 to 2 hours
- 2 to 4 hours
- 4 to 8 hours
- 8 to 12 hours
- 12 to 24 hours
- 1 to 3 days

Note: The captions and durations of the time clusters can be configured by an administrator and so might differ from these.

To view data only for selected Early periods, click the settings button in the table heading and select **Select Cluster**. Select from the Select Visible Elements dialog.

To view data for a different 6 day period, click the settings icon in the table heading and select **Time Settings**.

See Time Settings .

This is the linked report:

Punctuality Cluster. Click the **Cluster** tab.

See Punctuality Cluster.

Punctuality Cluster

You access this report by clicking the **Cluster** tab in the Punctuality Cluster Trend report or by clicking the **Early Orders** or **Late Orders** column headings in the Punctuality Single Period report.

You can analyze the Item dimension or the workcenter dimension. Click the settings icon in the table heading and select **Select workcenter dimension** or **Select Item dimension**.

You can filter the report by order completion date and by workcenter.

The report displays a column chart in which each column represents the number of late or early orders in the first seven Late or Early time clusters. These are the first seven clusters:

- 60 to 10 minutes late/early
- 2 to 1hours late/early
- 4 to 2 hours late/early
- 8 to 4 hours late/early
- 12 to 8 hours late/early
- 24 to 12 hours late/early
- 3 to 1 days late/early

The time clusters and their captions are configurable by an Administrator, so might differ from these.

The data table displays a column for the same time clusters as the chart. For each Item or workcenter, the data table shows the total number of orders and the number and percentage that were early or late, and the number of early or late orders in each time cluster. Select Early Orders or Late Orders from the drop-down list.

Note: Measures and KPIs that relate to durations and punctuality are mapped to a single work center, even if several work centers are involved in the Itemion process. In each case, the measures are mapped to the work center that is responsible for the final operation in the process. This is not necessarily the work center that is responsible for, for example, an issue highlighted by the report.

To display further, or different, time clusters, click the settings icon in the table heading and select **Select Cluster**. Select from the Select Visible Elements dialog and click **OK**.

These are the linked reports:

- Punctuality Cluster Trend. Click the **Trend** tab to display the report.
See Punctuality Cluster Trend
- Operation Analysis KPI Dimension Analysis. Click a Item or workcenter in the data table and click **Operation Analysis KPI - Dimension Analysis**.
See Operation Analysis KPI Dimension Analysis

Cost Components Estimated vs. Actual

You access this report by clicking the Cost Components metric in the Production dashboard or by clicking the **Actual vs. Planned** tab in the Cost Variances by Cost Components report.

The report compares actual costs with planned costs for the previous month, and for the previous month year to date.

To compare costs by workcenter or by Items, click the settings icon in the table heading and select **Select workcenter dimension** or **Select Item dimension**.

You can filter the report by these criteria:

- Order completion date: By date, or by year to date
- Workcenter
- Product
- Cost type

By default, the data table displays the values for these cost components over the previous three months:

- Material
- Machine
- Labor
- Contractor
- Burden

To select which cost components to view, click the settings button and select **Configure rows**.

For each Item or workcenter, and each cost component, the data table displays the actual quantity of manufactured items, the actual cost and the planned cost. The absolute variance and percentage variance between the actual and planned costs is displayed. If a year to date order completion date is selected, the percentage variance for the year to date is displayed. If a year is selected, the percentage variances both for the year and the year to date are displayed.

These are the linked reports:

- Order Costing KPI - Dimesion Analysis. Click a Item or workcenter in the data table and select the report.

See Order Costing KPI - Dimension Analysis

- Cost Variances by Cost Components. Click the **Cost Components** tab.
See Cost Variances by Cost Components
- Cost Components Trend. Click the **Trend** tab.
See Cost Components Trend
- Cost Components Actual vs. Standard. Click the **Actual vs. Planned** tab.
See Cost Components Actual vs. Standard

Cost Components Estimated vs. Actual

You access this report by clicking the **Actual vs. Standard** tab in the Cost Variances by Cost Components report.

The report compares actual costs with standard costs for each item for the previous month, and for the previous month year to date. To view the costs, broken down by cost component, click the **Cost Components** tab to open the Cost Variances by Cost Components report.

To compare costs by workcenter or by Items, click the settings button in the table heading and select **Select workcenter dimension** or **Select Item dimension**.

You can filter the report by these criteria:

- Order completion date
- Workcenter
- Product
- Cost type

For each Item or workcenter, the data table displays the actual quantity of manufactured items, the actual cost and the standard cost. The variance between the actual and standard costs is displayed.

These are the linked reports:

- Order Costing KPI - Dimension Analysis Click a Item or workcenter in the data table and select the report.
See Order Costing KPI - Dimension Analysis
- Cost Variances by Cost Components. Click the **Cost Components** tab.
See Cost Variances by Cost Components
- Cost Components Trend. Click the **Trend** tab.
See Cost Components Trend
- Cost Components Actual vs. Planned. Click the **Actual vs. Planned** tab.
See Cost Components Actual vs. Planned

Cost Components Trend

You access this report by clicking the **Trend** tab in the Cost Variances by Cost Components report.

The report shows the trend of costs of each cost component for the previous three months.

To select the periods on which to report, click the settings button and select **Edit time settings**.

See Time Settings.

To analyze cost trend by workcenter or by Items, click the settings button in the table heading and select **Select workcenter dimension** or **Select Item dimension**.

You can filter the report by these criteria:

- Workcenter
- Product
- Cost type

A bar chart compares the actual and planned costs of selected cost components.

By default, the data table and chart display the values for these cost components:

- Material
- Machine
- Labor
- Contractor
- Burden

To select which cost centers to compare, click the settings icon in the table heading and select **Configure columns**.

These are the linked reports:

- Order Costing KPI Trend. Click a Item or workcenter in the data table and select the report.
See "Order Costing KPI Trend" on page 76
- Cost Variances by Cost Components. Click the **Cost Components** tab.
See Cost Variances by Cost Components
- Cost Components Actual vs. Standard. Click the **Actual vs. Standard** tab.
See Cost Components Actual vs. Standard
- Cost Components Actual vs. Planned. Click the **Actual vs. Planned** tab.
See Cost Components Actual vs. Planned

Cost Variances by Cost Components

You access this report by clicking the heading of the Cost Components Actual vs. Estimated metric in the Production dashboard.

To analyze cost distribution by workcenter or by Items, click the settings button in the table heading and select **Select workcenter dimension** or **Select Item dimension**.

You can filter the report by these criteria:

- Order completion date
- Workcenter
- Product
- Cost type

By default, a bar chart and data table compare the actual values for these cost components with their planned values:

- Material
- Machine
- Labor
- Contractor
- Burden

To select which Items or workcenters the chart represents, click a Item or workcenter in the data table and select **Show in chart**.

To select which cost centers to view, click the settings icon in the table heading and select **Configure columns**.

For each Item or workcenter selected, the data table displays the total planned and actual costs for each selected cost component, and the variance between them. The total costs and variances are also broken down by cost component.

These are the linked reports:

- Order Costing KPI - Dimension Analysis. Click a Item or workcenter in the data table and select the report.
See [Order Costing KPI - Dimension Analysis](#)
- Cost Components Trend. Click the **Trend** tab.
See [Cost Components Trend](#)
- Cost Components Actual vs. Standard. Click the **Actual vs. Standard** tab.
See [Cost Components Actual vs. Standard](#)
- Cost Components Actual vs. Planned. Click the **Actual vs. Planned** tab.
See [Cost Components Actual vs. Planned](#)

Operation Analysis KPI Trend

This report is accessible from various Itemion reports. Click a Item or workcenter in the data table and select from the menu.

The report compares values for a variety of measures over the previous five months. You can specify the measures to analyze and the periods.

You can filter the report by these criteria:

- Product
- Workcenter
- Location

To select the measures on which to report, click the settings icon in the table heading and select **Select measures**. In the Select visible elements dialog, expand the Quantities, Durations, Punctuality, and Hours lists, select the measures and click **OK**.

To select different or additional periods, click the settings icon in the table heading and select **Edit time settings**.

See Time Settings.

Operation Analysis KPI Dimension Analysis

This report is accessible from various Itemion reports. Click a Item or workcenter in the data table and select from the menu.

The report enables you to analyze the Item, workcenter and location dimensions by a variety of measures, which you can select.

To select the dimension to analyze, click the settings icon in the table heading and select from the menu.

You can filter the report by these criteria:

- Order Completion
- Product
- Workcenter
- Location

By default, the report shows values for these measures:

- Manufactured actual quantity
- Manufactured quantity estimated
- Manufactured quantity variance
- Reject actual

To select the measures on which to report, click the settings icon in the table heading and select **Select measures**. In the Select visible elements dialog, expand the Quantities, Durations, Punctuality, and Hours lists, select the measures and click **OK**.

Order Costing KPI Dimension Analysis

You access this report by clicking the **Dimension Analysis** tab in the Order Costing KPI Trend report.

To analyze cost distribution by workcenter , by Items, or by location click the settings button in the table heading and select **Select workcenter dimension**, **Select Item dimension**, or **Select location dimension**.

You can filter the report by these criteria:

- Order Completion
- Product
- Workcenter
- Location

By default, the report shows values for these measures at the selected order completion date:

- Actual cost
- Cost variance actual vs. estimated
- Cost variance actual vs. standard
- Manufactured quantity actual
- Estimated cost
- Standard cost

To select the measures on which to report, click the settings button in the table heading and select **Select measures**. In the Select visible elements dialog, expand the Cost per unit and Quantities lists and select the measures and click **OK**.

Click the **Trend** tab to open the linked report.

See Order Costing KPI Trend.

Order Costing KPI Trend

You access this report by clicking a Item or workcenter in the data table of the Cost Components Trend report and selecting the report.

See Cost Components Trend

You can filter the report by these criteria:

- Product
- Workcenter
- Location

By default, the report shows values for these measures over the previous three months:

- Actual cost
- Cost variance estimated vs. actual

- Cost variance actual vs. standard
- Estimated cost
- Standard cost

To select the measures on which to report, click the settings button in the table heading and select **Select measures**. In the Select visible elements dialog, expand the Cost per unit and Quantities lists and select the measures and click **OK**.

To select the periods on which to report, click the settings button in the table heading and select **Time Settings**.

See Time Settings.

Click the **Dimension Analysis** tab to open the linked report.

See Order Costing KPI - Dimension Analysis

Daily Production Orders

You access this report by selecting **Daily Production Orders** in the navigation menu.

You can filter the report by these criteria:

- Order Completion
- Order Type
- Unit
- UTC Offset

You can recalculate the dates by choosing an absolute offset to UTC (Coordinated Universal Time). In the data received by , all time stamps have been converted to UTC. Depending on the hour of day at which a Itemion order is raised, and the time zone in which the report is viewed, UTC-based data might be confusing. To view Itemion orders by reference to your local time, select the UTC offset for your time zone.

Select criteria and click **Recalculate**.

For each location, the report shows:

- Production Order ID
- Order Type
- Unit
- Start Date
- Order Completion
- Actual Quantity
- Lead Time
- Lead Time Variance. The deviation between planned manufacturing lead time (duration) and the actual manufacturing lead time for a manufactured item.
- Overrun. The time by which a Itemion order runs beyond the planned end date.

- Punctuality
- Product
- Operation
- Actual Reject

Click the **Order Costing** tab to open the linked report.

See Daily Production Orders Order Costing.

Daily Production Orders Order Costing

You access this report by clicking the **Order Costing** tab in the Daily Production Orders report.

See Daily Production Orders.

You can filter the report by these criteria:

- Order Completion
- Order Type
- Unit
- UTC Offset

You can recalculate the dates by choosing an absolute offset to UTC (Coordinated Universal Time). In the data received by , all time stamps have been converted to UTC. Depending on the hour of day at which a Itemion order is raised, and the time zone in which the report is viewed, UTC-based data might be confusing. To view Itemion orders by reference to your local time, select the UTC offset for your time zone.

Select criteria and click **Recalculate**.

For each location, the report shows this information:

- Production Order ID
- Order Type
- Unit
- Start Date
- Order Completion
- Product
- Actual Quantity
- Currency
- Total Costs
- Burden
- Contractor
- Labor
- Machine
- Material

Daily Production Orders Operation Analysis

You access this report by clicking the **Operation Analysis** tab in the Daily Production Orders report.

See [Daily Production Orders](#).

You can filter the report by these criteria:

- Order Completion
- Order Type
- Unit
- UTC Offset

You can recalculate the dates by choosing an absolute offset to UTC (Coordinated Universal Time). In the data received by , all time stamps have been converted to UTC. Depending on the hour of day at which a Itemion order is raised, and the time zone in which the report is viewed, UTC-based data might be confusing. To view Itemion orders by reference to your local time, select the UTC offset for your time zone.

Select criteria and click **Recalculate**.

For each location, the report shows:

- Production Order ID
- Order Type
- Unit
- Start Date
- Order Completion
- Actual Quantity
- Lead Time
- Lead Time Variance
- Overrun
- Punctuality
- Product
- Operation
- Actual Reject

Settings

The fields of the Settings dialog vary according to whether you access it from: the Production dashboard or a report linked to the Production dashboard.

These are all the fields of the Settings dialog:

Order Completion

Production orders have a Start date and End date. All data is displayed with reference to the specified planned End date.

Accounting Entity and Currency Type

Accounting entities are stored in a hierarchy. You can select, from any level of the hierarchy, the accounting entity for which to view data. That is, you can select an individual accounting entity, an aggregated entity, or a parent entity - one that comprises two or more entities.

Aggregation of accounting entities is enabled only where it is valid. You cannot, for example, aggregate accounting entities which do not share the same currency. For this reason, the **Accounting Entity** field lists only accounting entities which have the currency type selected in the **Currency Type** field. Accounting entities for which the selected currency type is unknown are not listed.

Location

You can select the level of the Location hierarchy at which to view data. These are the levels:

- Location by accounting entity
- Location by region
- Locations by parent company
- Locations by company

Workcenter

You can select the level of the workcenter hierarchy at which to view data. These are the levels:

- Workcenter by accounting entity
- Workcenter by region
- Workcenter by hierarchy
- Workcenter by logistic company

Order type

For example, Shop Floor orders or Assembly Line.

Unit

The units of measure in which Items are, for example, sold, purchased, or stored. Examples include Kilo, Box, Pallet etc.

Language

The language in which the dashboard and its reports are displayed.

Timescale

In time comparison reports, 'time' can be hours, days, weeks.

Currency scaling

You can specify these scaling options for monetary values:

- none
- Hundred
- Thousand
- Hundred Thousand

- Million

Other parameters can be specified in the reports in which they are appropriate.

To display the Settings dialog, click **Settings** in the toolbar of a dashboard or report. By default, the Settings dialog is also displayed when you log on to a dashboard from the Start page.

Seestart page.

To edit settings:

- 1 Select the order completion date.
By default, the current date is selected.
- 2 From the Accounting Entity list, select the part of the organization for which to view the results.
- 3 Select the location, order type, and unit.
- 4 Optionally, clear the **Set current date at log-on** option. The most recently selected date will be used in the dashboard and reports.
- 5 Optionally, select **Do not show this dialog again**.
You can reenable display of the Settings dialog in the Configure Start Page dialog.
See [Configure start page](#)
- 6 Click **OK**.

Time Settings

The fields of the Time Settings dialog differ according to whether you access it from a comparison statement or a trend statement.

In the Time Settings dialog you can take these actions:

- Select the level at which the figures are compared: Day, Month, Quarter, or Year
- Specify whether to compare discrete periods, or Year to Date figures
- With restrictions, select different periods to compare (Comparison statements)
- Specify the number of periods to compare (Trend statements)
- With restrictions, select whether to compare actual or planned quantities or durations.

These are the restrictions:

- In Comparison statements, if you compare Actual values with Planned values, you can only compare figures for the same day, month, quarter or year. You cannot, for example, compare the actual quantities for May with the planned quantities for June.
- In Comparison statements, if you compare Planned to Planned or Actual to Actual, you can compare only the current period with the previous period, or the current period with the same period in the previous year.
- In Trend statements, you can select either Actual or Planned. But you cannot compare Actuals with Budgets.

To change the time settings:

- 1 Click **Edit time settings** in the report heading.
- 2 From the Level list, Select **Day**, **Month**, **Quarter**, or **Year** as the comparison level.
- 3 From the Time Hierarchy list, select **All Years**, or **All Years YTD**.
- 4 Select the Base Period.
- 5 Either:

Option	Description
Select the period to compare with the Base Period	Comparison statements
Select the number of periods to compare	Trend statements

- 6 Either:

Option	Description
Select the versions to compare	Comparison statements
Select the version on which to report	Trend statements

The Procurement dashboard summarizes key purchase order data in six panes. It is designed to enable organizations to monitor how well their suppliers meet delivery commitments. Four of the panes relate to orders and two to deliveries. Each pane is linked to detailed reports.

The Procurement dashboard displays these metrics:

Order Information

The metric displays values for the selected quarter, and sparklines that represent values for the last six quarters. That is, for the current quarter and the five quarters prior to it.

The metric displays the number of orders and the order amount. It also displays the number of suppliers, item, purchase office and buyers. Canceled orders are not included in the order amount.

These are the linked reports:

- Order information by supplier
See [Order information by supplier](#)
- Order information by Item
See [Order information by Item](#)
- Order information by purchase office
See [Order information by Purchase Office](#)
- Order information by buyer
See [Order information by buyer](#)

To access a linked report, click the heading of the metric and select from the menu. Or click Suppliers, Items, Purchase Offices or Buyers in the metric.

Order Amount by Status

A bar chart shows order amounts for orders, by status.

These are the linked reports:

- Status report by item
See [Status report by Item](#)
- Status report by supplier
See [Status report by supplier](#)

- Status report by purchase office
See Status report by Purchase Office
- Status report by buyer
See Status report by buyer

To access a linked report, click the heading of the metric and select from the menu.

Top Suppliers (5 of [n])

This metric shows from which five suppliers the greatest amounts have been ordered for the selected quarter. The heading of the metric indicates how many suppliers there are in total.

A bar chart shows the suppliers, ranked by order amount. A pie chart shows the percentage of the total order amount that is with the top five suppliers.

Linked report: Order information by supplier.

Click the heading of the metric.

Order Reference

This metric shows what percentage of the total order amount, and of the total number of order lines, is linked a contract, a sales order, a requisition, or a dropshipment.

The values are for the selected month Year to Date.

These are the linked reports:

- Order reference by item
See Order reference by Item
- Order reference by supplier
See Order reference by supplier
- Order reference by purchase office
See Order reference by Purchase Office
- Order reference by buyer
See Order reference by buyer

To access a linked report, click the heading of the metric and select from the menu.

Delivery Information

The metric displays values for the selected quarter, and sparklines that represent values for the last six quarters. That is, for the current quarter and the five quarters prior to it.

The metric displays the number of orders delivered and the number of order lines delivered. It also displays the number of lines undershipped, overshipped, and shipped complete, and the average lead time for each order. That is, the average time, in hours, that elapsed between creation of the order and the receipt of the purchased goods or services.

These are the linked reports:

- Delivery information by item
See Delivery information by Item
- Delivery information by supplier

See Delivery information by supplier

- Delivery information by ship-from

See Delivery information by ship-from

To access a linked report, click the heading of the metric and select from the menu.

On-Time Delivery - Order Lines

A bar chart shows the percentages of order lines that were delivered early, on time and late.

You can filter the data with these options:

- Actual vs. confirmed date
- Actual vs. planned date
- Confirmed vs. required date

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

These are the linked reports

- On-time delivery by Item

See On-time delivery by Item

- On-time delivery by supplier

See On time delivery by supplier

- On-time delivery by ship-from

See On time delivery by ship-from

To access a linked report, click the heading of the metric and select from the menu.

Order Information by supplier

You access this report in one of these ways:

- By clicking the heading of the Top Suppliers metric on Procurement dashboard
- By clicking the heading of the Order Information metric and selecting **by supplier**
- By clicking Suppliers below 'Number of:' in the Order Information metric
- By clicking the Settings button in the table heading one of the other order information reports, selecting **Select dimension**, and selecting **Supplier** in the Select Dimension dialog
- By clicking a dimension element in one of the order information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time

- Item
- Ship-from
- Ship-to
- Purchase office
- Buyer
- Order reference
- Status

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Supplier hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report. You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row the report shows this information:

- Order amount
- Number of orders
- Average order amount
- Number of order lines
- Average order line amount
- Number of Items
- Number of buyers
- Number of purchase locations

If you access the report from the Procurement dashboard then, by default, the complete Supplier hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 suppliers, measured by one of these metrics:

- Order amount
- Number of orders
- Average order amount
- Number of order lines
- Average order line amount

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of suppliers to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Order information by item
See Order information by Item
- Order information by purchase office
See Order information by purchase location
- Order information by buyer
See Order information by buyer

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Information by Product

You access this report in one of these ways:

- By clicking the heading of the Order Information metric in the Procurement dashboard and selecting **by Item**
- By clicking Items below 'Number of:' in the Order Information metric
- By clicking the Settings button in the table heading one of the other order information reports, selecting **Select dimension**, and selecting **Product** in the Select Dimension dialog
- By clicking a dimension element in one of the order information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Ship-from
- Ship-to
- Purchase Office
- Buyer
- Order reference
- Status

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Product hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the hierarchy and drill down to view the data at any level.

For each row, the report shows this information:

- Order amount

- Order quantity
- Unit price
- Number of order lines
- Average order line amount
- Number of suppliers
- Number of buyers
- Number of Purchase Offices

If a Item is a base element, the Base Unit of Measure is displayed.

If you access the report from the Procurement dashboard then, by default, the complete Product hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 Items, measured by one of these metrics:

- Order amount
- Order quantity
- Unit price
- Number of order lines
- Average order line amount

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of Items to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Order information by supplier
See Order information by supplier
- Order information by Purchase Office
See Order information by Purchase Office
- Order information by buyer
See Order information by buyer

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Information by Purchase Office

You access this report in one of these ways:

- By clicking the heading of the Order Information metric in Procurement dashboard and selecting **by Purchase Office**
- By clicking Purchase locations below 'Number of:' in the Order Information metric
- By clicking the Settings button in the table heading one of the other order information reports, selecting **Select dimension**, and selecting **Purchase Office** in the Select Dimension dialog
- By clicking a dimension element in one of the order information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Supplier
- Ship-from
- Ship-to
- Buyer
- Order reference
- Status

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading..

The Purchase Office hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row the report shows this information:

- Order amount
- Number of orders
- Average order amount
- Number of order lines
- Average order line amount
- Number of Items
- Number of buyers
- Number of Purchase Offices

If you access the report from the Procurement dashboard then, by default, the complete Purchase Office hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 Purchase Offices, measured by one of these metrics:

- Order amount

- Number of orders
- Average order amount
- Number of order lines
- Average order line amount

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of Purchase Offices to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Order information by supplier
See Order information by supplier
- Order information by Item
See Order information by Item
- Order information by buyer
See Order information by buyer

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Information by buyer

You access this report in one of these ways:

- By clicking the heading of the Order Information metric in the Procurement dashboard and selecting **by buyer**
- By clicking Buyers below 'Number of:' in the Order Information metric
- By clicking the Settings button in the table heading one of the other order information reports, selecting **Select dimension**, and selecting **Buyer** in the Select Dimension dialog
- By clicking a dimension element in one of the order information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time
- Product

- Supplier
- Ship-from
- Ship-to
- Purchase Office
- Order reference
- Status

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Buyer hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the hierarchy and drill down to view the data at any level.

For each row the report shows this information:

- Order amount
- Number of orders
- Average order amount
- Number of order lines
- Average order line amount
- Number of Items
- Number of suppliers
- Number of Purchase Offices

If you access the report from the Procurement dashboard then, by default, the complete Buyer hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 buyers, measured by one of these metrics:

- Order amount
- Number of orders
- Average order amount
- Number of order lines
- Average order line amount

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of buyers to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Order information by supplier
See Order information by supplier
- Order information by Item
See Order information by Item
- Order information by Purchase Office
See Order information by Purchase Office

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Status Report by Item

You access this report in one of these ways:

- By clicking the heading of the Order Amount by Status metric in the Procurement dashboard and selecting **by Item**
- By clicking the Settings button in one of the other status reports, selecting **Select dimension**, and selecting Product in the Select Dimension dialog
- By clicking a dimension element in one of the other status reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Supplier
- Ship-from
- Ship-to
- Purchase Office
- Buyer
- Order reference

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines
- Order quantity
- Open quantity
- Received quantity
- Open amount
- Order amount of receipts

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Product hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the hierarchy and drill down to view the data at any level.

For each row, the report shows the values of orders by status, and a total for all statuses.

If a Item is a base element, the Base Unit of Measure is displayed.

These are the linked reports:

- Status report by supplier
See [Status report by supplier](#)
- Status report by purchase location
See [Status report by Purchase Office](#)
- Status report by buyer
See [Status report by buyer](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Status Report by Supplier

You access this report in one of these ways:

- By clicking the heading of the Order Amount by Status metric in the Procurement dashboard and selecting **by supplier**
- By clicking the Settings button in one of the other status reports, selecting **Select dimension**, and selecting **Supplier** in the Select Dimension dialog
- By clicking a dimension element in one of the status reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Ship-from
- Ship-to
- Purchase Office
- Buyer
- Order reference

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines

- Number of orders
- Open amount
- Order amount of receipts

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Suppliers hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row the report shows the values of orders, by status. It also gives a total for all statuses.

These are the linked reports:

- Status report by Item
See [Status report by Item](#)
- Status report by location
See [Status report by Purchase Office](#)
- Status report by buyer
See [Status report by buyer](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Status Report by Purchase Office

You access this report in one of these ways:

- By clicking the heading of the Order Amount by Status metric in the Procurement dashboard and selecting **by Purchase Office**
- By clicking the Settings button in one of the other status reports, selecting **Select dimension**, and selecting **Purchase Office** in the Select Dimension dialog
- By clicking a dimension element in one of the other status reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Supplier
- Ship-from
- Ship-to
- Buyer

- Order reference

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines
- Number of orders
- Open amount
- Order amount of receipts

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Purchase Offices hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row, the report shows the values of orders, by status. It also gives a total for all statuses.

These are the linked reports:

- Status report by Item
[See Status report by Item](#)
- Status report by supplier
[See Status report by supplier](#)
- Status report by buyer
[See Status report by buyer](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Status Report by Buyer

You access this report in one of these ways:

- By clicking the heading of the Order Amount by Status metric in the Procurement dashboard and selecting **by buyer**
- By clicking the Settings button in one of the other status reports, selecting **Select dimension**, and selecting **Buyer** in the Select Dimension dialog
- By clicking a dimension element in one of the other status reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time

- Product
- Supplier
- Ship-from
- Ship-to
- Purchase Office
- Order reference

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines
- Number of orders
- Open amount
- Order amount of receipts

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Buyers hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the hierarchy and drill down to view the data at any level.

For each row the report shows the values of orders, by status. It also gives a total for all statuses.

These are the linked reports:

- Status report by Item
See [Status report by Item](#)
- Status report by supplier
See [Status report by supplier](#)
- Status report by purchase location
See [Status report by Purchase Office](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Delivery Information by Item

You access this report in one of these ways:

- By clicking the heading of the Delivery Information metric and selecting **by Item**
- By clicking the Settings button in one of the other delivery information reports, selecting **Select dimension**, and selecting **Product** in the Select Dimension dialog

- By clicking a dimension element in one of the other delivery information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time
- Supplier
- Ship-from
- Warehouse
- Purchase Office
- Buyer
- Order reference

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Product hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the hierarchy and drill down to view the data at any level.

For each row the report shows this information:

- Order amount of received lines
- Number of order lines delivered
- Average lead time per order line
- Order quantity
- Received quantity
- The percentage of order lines that are complete
- The percentage of order lines that are on time
- The percentage of order lines that are complete and on time

You can filter the percentage completeness of order lines with these options:

- Actual vs. confirmed date
- Actual vs. planned date
- Confirmed vs. planned date

Select an option from the list in the table heading.

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

If you access the report from the Procurement dashboard then, by default, the complete Product hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 Items, measured by one of these metrics:

- Order amount
- Number of order lines

- Average lead time per order line
- Order quantity
- Received quantity

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of Items to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Delivery information by supplier
See "Delivery Information by supplier" on page 100
- Delivery information by ship-from
See "Delivery Information by ship-from" on page 98

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Delivery Information by ship-from

You access this report in one of these ways:

- By clicking the heading of the Delivery Information metric and selecting **by ship-from**
- By clicking the Settings button in one of the other delivery information reports, selecting **Select dimension**, and selecting **Ship-From** in the Select Dimension dialog
- By clicking a dimension element in one of the other delivery information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Supplier
- Warehouse
- Purchase Office
- Buyer
- Order reference

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Ship-froms hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row the report shows this information:

- Order amount of received lines
- Number of orders delivered
- Average lead time per order
- Number of order lines delivered
- Average lead time per order line
- The percentage of order lines that are complete
- The percentage of order lines that are on time
- The percentage of order lines that are complete and on time

You can filter the percentage completeness of order lines with these options:

- Actual vs. promised date
- Actual vs. required date
- Promised vs. required date

Select an option from the list in the table heading.

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

If you access the report from the Procurement dashboard then, by default, the complete Ship froms hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 suppliers, measured by one of these metrics:

- Order amount
- Number of orders
- Average lead time per order
- Number of order lines
- Average lead time per order line

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of shipping addresses to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Delivery information by Item
See Delivery information by Item
- Delivery information by supplier
See Delivery information by supplier

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Delivery Information by supplier

You access this report in one of these ways:

- By clicking the heading of the Delivery Information metric and selecting **by supplier**
- By clicking the Settings button in one of the other delivery information reports, selecting **Select dimension**, and selecting **Supplier** in the Select Dimension dialog
- By clicking a dimension element in one of the other delivery information reports and selecting from the menu

The view of the data is filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Ship-from
- Ship-to
- Purchase Office
- Buyer
- Order reference

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Product hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row, the report shows:

- Order amount of received lines

- Number of order lines delivered
- Average lead time per order
- Number of order lines delivered
- Average lead time per order line
- The percentage of order lines that are complete
- The percentage of order lines that are on time
- The percentage of order lines that are complete and on time

You can filter the percentage completeness of order lines with these options:

- Actual vs. promised date
- Actual vs. required date
- Promised vs. required date

Select an option from the list in the table heading.

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

If you access the report from the Procurement dashboard then, by default, the complete Supplier hierarchy is selected. You can instead restrict the hierarchy to, for example, the top or bottom 5 suppliers, measured by one of these metrics:

- Order amount
- Number of orders
- Average lead time per order
- Number of order lines
- Average lead time per order line

To restrict the hierarchy, click **Complete Hierarchy** and select **Top Count** or **Bottom Count**. From the Cut off list, select the number of suppliers to view. From the Filter by list, select a metric.

If you enable a top count, the elements of the hierarchy are sorted in descending order, by value and the selected measures. For example, the top 5 elements by order amount displays the five elements with the highest order amount first, and the lowest order amount last. A count of the bottom 5 elements by order amount displays the element with the lowest order amount first.

If you access the report from one of the other order information reports, in which you have restricted the hierarchy, the same restriction is automatically applied. To view the complete hierarchy, select **Complete Hierarchy**.

These are the linked reports:

- Delivery information by Item
See [Delivery information by Item](#)
- Delivery information by ship-from
See [Delivery information by ship-from](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Reference by Product

You access this report in one of these ways:

- By clicking the heading of the Order Reference metric and selecting **by Item**
- By clicking the Settings button in one of the other order reference reports, selecting **Select dimension**, and selecting **Product** in the Select Dimension dialog
- By clicking a dimension element in one of the other order reference reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Supplier
- Ship-from
- Ship-to
- Buyer
- Purchase Office
- Status

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines
- Average order line amount
- Order quantity
- Unit price

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Product hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the hierarchy and drill down to view the data at any level.

By default, for each row, the report shows what numbers and what percentages of orders have these as their source:

- Sales order
- Contract
- Requisition
- Dropshipment

A total for each row is also displayed.

If a selected Item is a base element, its Base Unit of Measure is displayed.

You can display additional or different sources. Click the Settings icon in the table heading and select **Configure columns**. In the Select visible elements dialog, select the sources to display. You can display these additional sources:

- Contract applicable but not used
- Linked to RFQ
- Linked to Itemion order

These are the linked reports:

- Order reference by supplier
See Order reference by supplier
- Order reference by purchase location
See Order reference by Purchase Office
- Order reference by buyer
See Order reference by buyer

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Reference by Supplier

You access this report in one of these ways:

- By clicking the heading of the Order Reference metric and selecting **by supplier**
- By clicking the Settings button in one of the other order reference reports, selecting **Select dimension**, and selecting **Supplier** in the Select Dimension dialog
- By clicking a dimension element in one of the other order reference reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Ship-from
- Ship-to
- Buyer
- Purchase Office
- Status

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines

- Average order line amount

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Supplier hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

By default, for each row the report shows what numbers and what percentages of orders have these as their source:

- Sales order
- Contract
- Requisition
- Dropshipment

A total for each row is also displayed.

You can display additional or different sources. Click the Settings icon in the table heading and select **Configure columns**. In the Select visible elements dialog, select the sources to display. You can display these additional sources:

- Contract applicable but not used
- Linked to RFQ
- Linked to Itemion order

These are the linked reports:

- Order reference by Item
See [Order reference by Item](#)
- Order reference by purchase location
See [Order reference by Purchase Office](#)
- Order reference by buyer
See [Order reference by buyer](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Reference by Purchase Office

You access this report in one of these ways:

- By clicking the heading of the Order Reference metric and selecting **by Purchase Office**

- By clicking the Settings button in one of the other order reference reports, selecting **Select dimension**, and selecting **Purchase Office** in the Select Dimension dialog
- By clicking a dimension element in one of the other order reference reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Supplier
- Ship-from
- Ship-to
- Buyer
- Status

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines
- Average order line amount

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Purchase Office hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

By default, for each row the report shows what numbers and what percentages of orders have these as their source:

- Sales order
- Contract
- Requisition
- Dropshipment

A total for each row is also displayed.

If a selected Item is a base element, its Base Unit of Measure is displayed.

You can display additional or different sources. Click the Settings icon in the table heading and select **Configure columns**. In the Select visible elements dialog, select the sources to display. You can display these additional sources:

- Contract applicable but not used
- Linked to RFQ
- Linked to Itemion order

These are the linked reports:

- Order reference by supplier
See Order reference by supplier
- Order reference by purchase location
See Order reference by Purchase Office
- Order reference by buyer
See Order reference by buyer

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Order Reference by Buyer

You access this report in one of these ways:

- By clicking the heading of the Order Reference metric and selecting **by buyer**
- By clicking the Settings button in one of the other order reference reports, selecting **Select dimension**, and selecting **Buyer** in the Select Dimension dialog
- By clicking a dimension element in one of the other order reference reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Supplier
- Ship-from
- Ship-to
- Purchase Office
- Status

These are the metrics available in the Measure hierarchy:

- Order amount
- Number of order lines
- Average order line amount

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

The Buyers hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the elements of the hierarchy and drill down to any level of the hierarchy.

By default, for each row the report shows what numbers and what percentages of orders have these as their source:

- Sales order
- Contract
- Requisition
- Dropshipment

A total for each row is also displayed.

If a selected Item is a base element, its Base Unit of Measure is displayed.

You can display additional or different sources. Click the Settings icon in the table heading and select **Configure columns**. In the Select visible elements dialog, select the sources to display. You can display these additional sources:

- Contract applicable but not used
- Linked to RFQ
- Linked to Itemion order

These are the linked reports:

- Order reference by supplier
See Order reference by supplier
- Order reference by purchase location
See Order reference by Purchase Office
- Order reference by Item
See Order reference by Item

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

On-Time Delivery by Item

You access this report in one of these ways:

- By clicking the heading of the On-Time Delivery- Order Lines metric and selecting **by Item**
- By clicking the Settings button in one of the on-time delivery reports, selecting **Select dimension**, and selecting **Product** in the Select Dimension dialog
- By clicking a dimension element in one of the other on-time delivery reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time

- Supplier
- Ship-from
- Ship-to
- Purchase Office
- Buyer
- Order reference

These are the metrics available in the Measure hierarchy:

- Number of order lines
- Number of order lines shipped complete
- Number of order lines shipped undershipped
- Number of order lines shipped overshipped

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

A stacked column chart represents the percentage of Items delivered on time, early, or late, with reference to the actual delivery date and required delivery date. You can instead view the data with reference to the actual and promised delivery dates, or by the promised and required delivery dates.

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

Late deliveries and early deliveries are represented in separate charts grouped by the Early and Late periods that have been configured.

The Product hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can expand the elements of the hierarchy and drill down to any level of the hierarchy.

For each row, the report shows the number and percentage of on-time, late, and early deliveries. For each row, the total number of deliveries is shown.

If a Item is a base element, its Base Unit of Measure is displayed.

You can expand the Late and Early columns to display the late and early deliveries by time period.

These are the linked reports:

- On-time delivery by ship-from
See On-time delivery by ship-from
- On-time delivery by supplier
See On-time delivery by supplier

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

On-Time Delivery by ship-from

You access this report in one of these ways:

- By clicking the heading of the On-Time Delivery - Order Lines metric and selecting **by ship-from**
- By clicking the Settings button in one of the on-time delivery reports, selecting **Select dimension**, and selecting **Ship-From** in the Select Dimension dialog
- By clicking a dimension element in one of the other on-time delivery reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Supplier
- Ship-to
- Purchase Office
- Buyer
- Order reference

These are the metrics available in the Measure hierarchy:

- Number of orders
- Number of order lines
- Number of order lines shipped complete
- Number of order lines shipped undershipped
- Number of order lines shipped overshipped

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

A stacked column chart represents the percentage of Items delivered on time, early, or late, with reference to the actual delivery date and required delivery date. You can instead view the data with reference to the actual and promised delivery dates, or by the promised and required delivery dates. If the Number of Orders metric is selected, you can only view the data with reference to the actual vs. promised delivery date.

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

Late deliveries and early deliveries are represented in separate charts grouped according to the Early and Late time periods that have been configured.

The Ship-froms hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row, the report shows the number and percentage of on-time, late, and early deliveries. For each row, the total number of deliveries is shown.

You can expand the Late and Early columns to display the late and early deliveries by time period.

These are the linked reports:

- On-time delivery by Item
See On-time delivery by Item
- On-time delivery by supplier
See On-time delivery by supplier

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

On-Time Delivery by supplier

You access this report in one of these ways:

- The heading of the On-Time Delivery - Order Lines metric and selecting **by supplier**
- By clicking the Settings button in one of the on-time delivery reports, selecting **Select dimension**, and selecting **Supplier** in the Select Dimension dialog
- By clicking a dimension element in one of the other on-time delivery reports and selecting from the menu

The report analyzes a metric selected from the Measure hierarchy, filtered by these hierarchies:

- Order time
- Delivery time
- Product
- Ship-from
- Ship-to
- Purchase Office
- Buyer
- Order reference

These are the metrics available in the Measure hierarchy:

- Number of orders
- Number of order lines
- Number of order lines shipped complete
- Number of order lines shipped undershipped
- Number of order lines shipped overshipped

To change your view of the data, select from the filter lists. If the lists are not displayed, click the down arrow in the report heading.

A stacked column chart represents the percentage of Items delivered on time, early, or late, with reference to the actual delivery date and required delivery date. You can instead view the data with reference to the actual and promised delivery dates, or by the promised and required delivery dates. If the Number of Orders metric is selected, you can only view the data with reference to the actual vs. promised delivery date.

Note: The on-time delivery percentages do not necessarily total 100% of all order lines because not all order lines have a promised or required delivery date specified.

Late deliveries and early deliveries are represented in separate charts grouped by the Early and Late periods that have been configured.

The Suppliers hierarchy is selected in the heading of the data table. Each element of the hierarchy forms a row of the report.

You can select a different hierarchy, and you can expand the hierarchy and drill down to view the data at any level.

For each row, the report shows the number and percentage of on-time, late, and early deliveries. For each row, the total number of deliveries is shown.

You can expand the Late and Early columns to display the late and early deliveries by time period.

These are the linked reports:

- On-time delivery by Item
See [On-time delivery by Item](#)
- On-time delivery by ship-from
See [On-time delivery by ship-from](#)

To access the linked reports, click the Settings icon in the table heading, select **Select dimension** and select from the Select Dimension dialog. Or click an element in the table and select from the menu.

Settings

The fields of the Settings dialog vary according to whether you access it from the Procurement dashboard or from a report linked to the Procurement dashboard.

These are all the fields of the Settings dialog:

Day

All data is displayed with reference to the specified order or delivery date.

Accounting Entity and Currency Type

Accounting entities are stored in a hierarchy. You can select, from any level of the hierarchy, the accounting entity for which to view data. That is, you can select an individual accounting entity, an aggregated entity, or a parent entity - one that comprises two or more entities.

Aggregation of accounting entities is enabled only where it is valid. You cannot, for example, aggregate accounting entities which do not share the same currency. For this reason, the **Accounting Entity**

field lists only accounting entities which have the currency type selected in the **Currency Type** field. Accounting entities for which the selected currency type is unknown are not listed.

Currency scaling

You can specify these scaling options for monetary values:

- none
- Hundred
- Thousand
- Hundred Thousand
- Million

Timescale

In all reports that show durations, 'time' can be hours, days, weeks.

Language

The language in which the dashboard and its reports are displayed.

Although specifically designed to be displayed in Application Studio Web Services, Infor LN Analytics Foundation dashboards and reports can be used in Infor Dashboards and Infor Motion Dashboards (Dashboards).

However, for each domain, Infor LN Analytics Foundation includes 3 reports which have been designed specifically for use as widgets in Dashboards.

In Dashboards, the Infor LN Analytics Foundation content connection contains a Widget Reports folder. This has subfolders containing Sales, Finance, and Production widgets. Each widget report is a key metric from the Infor LN Analytics Foundation dashboards: for example, Top 10 Items, Profit and Loss Statement, and Order Distribution.

The widget reports within each domain are linked by multiple parameters. This means, for example, that selecting a company or period in one widget automatically updates other widgets within the domain. You can switch individual parameters on and off so that, for example, widgets update on a change of company, but not on a change of time.

When you first place a report widget in a dashboard, it displays a list of combo boxes from which you can select, for example, Company, Period, or Sales Phase. These enable you to filter your data to display specific values. When you click **OK**, the combo boxes are hidden, and the widget displays a chart. To select different filters, click the filter icon at the top of the widget to reveal the combo boxes.

To turn off and on the parameters which link the widget reports, select **Settings > Widget Communication** in Infor Dashboards or Infor Motion Dashboards.

For further information, refer to the Dashboards online helps, and to the topic *Designing for Dashboards* in the Application Studio online help.

Widgets Sales

Sales Widget Reports

The sales widgets summarize the data based on the specified measures or parameters. The data summary is represented graphically as a chart. The details are displayed in a spreadsheet. The reports are displayed for these entities:

- Item Ranking
- Sales Representative Ranking
- Customer Ranking
- Item Distribution
- Sales Results
- Sales Order Bookings

Item Ranking

This report displays the ranking of the items based on the selected measure.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The report is displayed as a spreadsheet. The detail report displays this data:

- **Item:**
The names of the top/ bottom items according to the specified filter setting.
- **Revenue Trend:**
The sparkline represents the trend of the net revenue from the invoiced sales.
- **Net Revenue:**
The net revenue earned from each of the top/ bottom items in the specified period.
- **Discounts:**
The total discount offered for each of the top/ bottom items in the specified period.
- **Discounts in %:**
The percentage discount offered for each of the top/ bottom items in the specified period.
- **Gross Profit:**
The gross profit earned for the top/ bottom items in the specified period.

Sales Representative Ranking

This report displays the ranking of the sales representatives based on the selected measure.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The report is displayed as a spreadsheet. The detail report displays this data:

- **Sales Representative:**
The name of the top/ bottom sales representatives according to the specified filter setting.
- **Revenue Trend:**
The sparkline represents the trend of the revenue generated.
- **Net Revenue:**
The net revenue generated by each of the top/ bottom sales representatives in the specified period.
- **Discounts:**
The total discount offered by the sales representatives, in the specified period.
- **Discounts in %:**
The percentage discount offered by the sales representatives, in the specified period.
- **Gross Profit:**
The gross profit generated by each of the top/ bottom sales representatives in the specified period.

Customer Ranking

This report displays the ranking of the customers based on the selected measure.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The report is displayed as a spreadsheet. The detail report displays this data:

- **Customer:**
The name of the top/ bottom customers according to the specified filter setting.
- **Revenue Trend:**
The sparkline represents the trend of the revenue generated.
- **Net Revenue:**
The net revenue generated from each of the top/ bottom customers in the specified period.
- **Discounts:**

The total discount offered to each of the top/ bottom customers in the specified period.

- **Discounts in %:**

The percentage discount offered to each of the top/ bottom customers in the specified period.

- **Gross Profit:**

The gross profit with respect to each of the top/ bottom customers.

Item Distribution

In this pie chart, the sectors are classified by item type based on the selected measure.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The report is displayed as a spreadsheet. The detail report displays this data:

- **Product:**

The name of the items according to the specified measure. By default, the items are grouped based on a pre-defined hierarchy. To view a part of the item hierarchy, select .

- **Revenue Trend:**

The sparkline shows the trend of the revenue generated from the invoiced sales.

- **Net Revenue:**

The net revenue generated from the sale of items in the specified period.

- **Discounts:**

The total discount offered for each of the items in the specified period.

- **Discounts in %:**

The percentage discount offered for the items in the specified period.

- **Average Price:**

The gross profit with respect to each of the items.

- **Gross Profit:**

The gross profit generated by the item in the specified period.

Sales Results

In this pie chart, the sectors are classified by Gross Profit, Discounts, and Cost of Goods Sold for the specified period.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The report is displayed as a spreadsheet. The detail report compares the key metrics for the specified period and previous five periods. The sparkline represents the trend of the specific measure.

These are the key measures:

- Gross Revenue
- Discounts
- Discounts in Percent
- Net Revenue
- Cost of Goods Sold
- Gross Profit
- Gross Margin
- Average Price
- Units
- Average Sales Order Size
- Number of Sales Orders

Sales Order Bookings

In this report, the stacked column chart represents the Net Amount value of sales order bookings for various item types in the specified period. For each period, the stacks in the column represent the contribution of each item type proportion to the total revenue generated. The six item types with the highest contribution are displayed and remaining items are displayed as others.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The data that is displayed is based on the filter settings. You can select a base element from the Accounting Entity hierarchy, or a parent element:

- If the accounting entity is a base element, the report displays data only for that element.
- If the accounting entity is the parent of one or more base elements, the report displays the data for the first of the base elements. However, you can select the other base elements to view the related data.

You can recalculate the dates by selecting an absolute offset to UTC (Coordinated Universal Time). Depending on the hour of the day at which a sales order is created, and the time zone in which the report is viewed, UTC-based data can be confusing. To view the sales orders based on your local time, select the UTC offset for your time zone. The selected offset is applied to the document date, promised ship date, and promised delivery date.

The data displayed in this report is directly read from the BDS (where as other reports are reading from the OLAP Cubes).

For each sales order for the specified period, the report displays this information:

- Customer name
- Customer ID
- Sales Representative name
- Sales Representative ID
- Item
- Sales Order ID
- Line
- Line Status
- Gross Amount
- Units
- Unit of Measure (UoM)
- Planned Delivery Date
- Planned Receipt Date

Widgets Finance

Finance Widget Reports

The finance widgets summarize the data generated based on the specified measures or parameters.

The Finance widgets use a generic reporting structure that supports these taxonomies:

- International Financial Reporting Standard (IFRS)
- German (HGB)
- US Generally Accepted Accounting Principles (GAAP)

The two expense methods used for IFRS and HGB:

- Cost of Sales Management (CSM)
- Total Cost Accounting (TCA)

Filters

Use **filters** to display the data you want to view. The fields in the filter are based on the finance widget report you access.

Click . The Filter dialog of the respective widget report opens, wherein you can specify:

- **Period:**

Select the **period** for which you want to view the report. For some finance widgets you can compare results only for two. That is the base period and the period that you want to compare with.

The finance widgets for which you can compare results for two periods:

- Assets and Liabilities
- Revenue Growth
- Gross Profit Growth
- Operating Income Growth
- Net Profit\Loss Growth
- EBITDA Growth
- EBIT Growth

- **Accounting Entity**

Accounting entities are structurally placed in a hierarchy from which you can select the accounting entity for which you want to view the data. That is, you can select an individual accounting entity, or an aggregated entity - one that comprises of two or more entities.

Aggregation of accounting entities is enabled only when valid. You cannot, for example, aggregate accounting entities which do not share the same currency, or do not share the same fiscal calendar. For this reason, the **Accounting Entity** field lists only the entities which have the **currency type** selected in the **Currency Type** field. Accounting entities for which the selected **currency type** is unknown are not listed.

Accounting entities are grouped by fiscal calendar, that is, the entities, which share the same fiscal calendar can be selected as a group. Accounting entities without a fiscal calendar are not listed.

- **Currency Type**

The results are displayed in the Local Currency by default. However, you can switch to the Reference Currency, where applicable.

- **Taxonomy**

The Finance widgets report uses a generic reporting structure which supports these taxonomies:

- International Financial Reporting Standard (IFRS)
- German (HGB)
- US Generally Accepted Accounting Principles (GAAP).

- **Expense method**

For International Financial Reporting Standard and German, you can specify whether to use Total Cost Accounting (TCA) or Cost of Sales Management (CSM). This field is not displayed if GAAP is selected.

- **Version**

Select the version (Actuals or Budgets), to compare.

- **Analysis Dimensions (1 to 10)**

Analysis dimensions are used to filter the list of codes displayed and to analyze the individual codes in the list. For example, if you have analysis dimensions that represent business units or cost centers, you can display only the codes which relate to a particular business unit or the cost center and then analyze these individual codes by business unit, or by cost center.

Typically, the default element 'All' is selected for each dimension. To filter the list of codes as required, select elements from each dimension.

To filter the list of codes, click . Select analysis dimensions and select up to ten dimensions.

- **Last Periods**

Specify the number of periods for which the report is displayed to compare. For example, if you want to generate a report for Fiscal Year 2014 and select 6 in this field. The application generates the reports for 2014 and also previous 5 fiscal years. This field is not displayed for the following reports:

- Assets and Liabilities
- Revenue Growth
- Gross Profit Growth
- Operating Income Growth
- Net Profit/Loss Growth
- EBITDA Growth
- EBIT Growth

- **Currency Scaling**

You can specify these scaling options for monetary values:

- none
- Hundred
- Thousand
- Hundred Thousand
- Million

- **Language**

The **language** in which the reports are displayed.

Profit and Loss KPIs

This report compares the Revenue, Gross Profit, Operating Expense, Operating Income, and Net Profit/Loss for the specified fiscal periods and displays the data as a sparkline. The Variance Absolute column displays the differences in accounts for the specified fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report

- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Net Profit and Loss is calculated. The remaining columns display the values of the accounts, such as Revenue, Gross Profit, Operating Income, and Net Profit/Loss for the specified fiscal periods.

Cash Flow

This report displays the Net inflow/ outflow as a result of adding/ subtracting the Operating, Investing and Financing activities to/ from the Net profit/ loss for the specified fiscal period and displays the data as a waterfall chart.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the cash flow is calculated. The remaining columns display the values of the accounts for the specified fiscal periods.

Assets

This report compares Long-Term Assets, Long-Term Investments, Current Assets, Cash and Bank Balances, and Prepaid Expenses for the specified fiscal periods and displays as a sparkline. The last column displays the percentage variance in the accounts, for the specified fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. This report displays, in separate sections, the Asset items of the selected taxonomy and the Liability items. The first column of the report lists the accounts based on which the Assets are calculated. The remaining columns display the values of the accounts, such as Long-Term Assets, Long-Term Investments, Current Assets, Cash and Bank Balances, and Prepaid Expenses; for the specified fiscal periods.

Liabilities

This report compares the Shareholders Equity, Accrued Expenses, Long-Term Liabilities, Current Liabilities, and Deferred Revenues for the specified fiscal periods and displays as a sparkline. The last column displays the percentage variance in the accounts for the specified fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. This report displays, in separate sections, the Asset items of the selected taxonomy and the Liability items. The first column of the report lists the accounts based on which the Liabilities are calculated. The remaining columns display the values of the accounts, such as Shareholders Equity, Accrued Expenses, Long-Term Liabilities, Current Liabilities, and Deferred Revenues; for the specified fiscal periods.

Assets and Liabilities

This report displays stacked column charts for the Assets and Liabilities. The report compares:

- Current, long-term, and other assets for 2 fiscal periods.
- Current, long-term, and other liabilities for 2 fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Assets and Liabilities are calculated. The remaining columns display the values of the accounts for the specified fiscal periods.

The Variance absolute column displays the differences in amounts, between the fiscal periods for each account (second period - first period). The last column displays the percentage variance for the specified fiscal periods.

Profit and Loss Statement

This report displays the trend of the profit that is calculated based on Revenues and Expenses. The report is displayed as a column chart, and the Profit trend is displayed as a line. The Expenses and Revenues are displayed as columns.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of this report lists the accounts based on which the Net Profit/ Loss is calculated. The remaining columns display the values of the Revenues, Expenses and Net Profit/ Loss for the specified fiscal periods.

Operating Margin

This report displays the Operating Margin that is calculated based on the Operating Income and Revenue generated for a specific period.

The report is displayed as a column chart, the Operating Margin trend is displayed as a line. Income and Revenues are displayed as columns.

By default, this report compares the Operating Margin for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of this report lists the accounts based on which the Operating Margin is calculated. The remaining columns display the values of the Operating Income, Revenues and Operating Margin for the specified fiscal periods.

COGS to Sales Ratio

This report displays the percentage of sales revenue used to pay for expenses which vary directly with sales. The Cost of Goods Sold (COGS) to Sales Ratio is calculated based on the Cost of Goods Sold and Revenues generated for a specific period.

The report is displayed as a column chart, the COGS to Sales Ratio trend is displayed as a line. COGS and Revenues are displayed as columns.

By default, this report compares the COGS for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail report
- Select the Analysis dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the COGS to Sales Ratio is calculated. The remaining columns display the values of the COGS, Revenues and COGS to Sales Ratio for the specified fiscal periods.

Gross Profit Margin

This report displays the Gross Profit Margin as a percentage. The Gross Profit Margin ratio is calculated based on Gross Profit and Revenues.

The report is displayed as a column chart, the Gross Profit Margin ratio trend is displayed as a line. Gross Profit and Revenues are displayed as columns.

By default, this report compares the Gross Profit Margin for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Gross Profit Margin ratio is calculated. The remaining columns display the values of the Gross Profit, Revenues and the Gross Profit Margin ratio for the specified fiscal periods.

Operating Expenses to Sales Ratio

This report displays the Operating Expenses as a percentage of revenue. The Operating Expenses to Sales ratio is calculated based on Operating Expense and Revenues.

The report is displayed as a column chart, the Operating Expenses to Sales ratio trend is displayed as a line. Operating Expense and Revenues are displayed as columns.

By default, this report compares the data for a range of six fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Operating Expenses to Sales ratio is calculated. The remaining columns display the values for the specified fiscal periods.

Gearing Ratio

This report displays the Gearing Ratio that is calculated based on Loans and Borrowings & Shareholders Equity.

The report is displayed as a column chart, the Gearing Ratio trend is displayed as a line. Loans and Borrowings and Shareholders Equity are displayed as columns.

By default, this report compares the Gearing Ratio for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Gearing Ratio is calculated such as Loans and Borrowings, Shareholders Equity and Gearing Ratio. The remaining columns display the account values for the specified fiscal periods.

Research and Development Cost to Sales Ratio

This report displays the Research and Development Cost to Sales Ratio based on the Research and Development Expenses and Revenues.

The report is displayed as a column chart, the Research and Development Cost to Sales Ratio trend is displayed as a line. Research and Development Expenses and Revenues are displayed as columns.

By default, this report compares the Research and Development Cost to Sales Ratio for six fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Research and Development Cost to Sales Ratio is calculated such as Research and Development Expenses, Revenues and Research and Development Cost to Sales Ratio. The remaining columns display the account values for the specified fiscal periods.

Warranty to Cost Sales Ratio

This report displays the Warranty Cost to Sales ratio based on the Warranty Cost and Revenues.

The report is displayed as a column chart, the Warranty Cost to Sales ratio trend is displayed as a line. Warranty Cost and Revenues are displayed as columns.

By default, this report compares the Warranty Cost to Sales ratio for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Warranty Cost to Sales Ratio is calculated such as Warranty Cost, Revenues and Warranty Cost to Sales Ratio. The remaining columns display the account values for the specified fiscal periods.

Selling, General and Administrative Cost to Sales Ratio

This report displays the Selling, General and Administrative Cost to Sales Ratio that is calculated based on Selling, General and Administrative expenses and Revenues.

The report is displayed as a column chart, the Selling, General and Administrative Cost to Sales Ratio trend is displayed as a line. Selling, General and Administrative expenses and Revenues are displayed as columns.

By default, this report compares the Selling, General and Administrative Cost to Sales Ratio for six fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Selling, General and Administrative Cost to Sales Ratio is calculated such as Selling, General and Administrative expenses and Revenues and Selling, General and Administrative Cost to Sales Ratio. The remaining columns display the account values for the specified fiscal periods.

Finance Cost to Sales Ratio

This report displays the Finance Cost to Sales Ratio that is calculated based on the Finance Expenses and Revenues.

The report is displayed as a column chart, the Finance Cost to Sales Ratio trend is displayed as a line. Finance Expenses and Revenues are displayed as columns.

By default, this report compares the Finance Cost to Sales Ratio for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail report
- Select the Analysis dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Finance Cost to Sales Ratio is calculated such as Finance Cost, Revenues and Finance Cost to Sales Ratio. The remaining columns display the account values for the specified fiscal periods.

Outbound Transportation Cost to COGS Ratio

This report displays the outbound transportation cost as compared to cost of goods sold.

The report is displayed as a column chart, the Outbound Transportation Cost to COGS Ratio trend is displayed as a line. Outbound transportation, handling cost, and Cost of goods sold are sold are displayed as columns.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The first column of the report lists the accounts based on which the outbound transportation cost and the cost of goods sold is calculated. The next columns are related to the account values for the specified fiscal periods.

Revenue Growth

This report displays the Revenue Growth that is calculated based on the specified fiscal periods. Also, the variance percentage between the Revenue Growth for the specified fiscal periods is displayed.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the revenues are calculated. The next two columns are related to the values of the revenues for the specified fiscal period. The Variance Absolute column displays the difference between revenues for the specified fiscal period. The last column displays the percentage variance between the specified fiscal periods.

Total Energy Consumption Cost

This report displays the statistics of total energy consumption cost for the specified fiscal period. The energy consumption cost is captured for:

- Production
- Research and Development
- General and Administration
- Finance
- Sales

The total energy consumption cost in percentage, for each business unit displayed in a Pie chart and the amounts are displayed in a Bar chart.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Total Energy Consumption Cost is calculated. The remaining columns display the values of the Total Energy Consumption Cost for the specified fiscal periods.

Research and Development Expenses

This report displays the amount spent towards research and development (such as salaries, other expenses, and energy consumption costs) for the specified fiscal period. For example, if a pharmaceutical firm hires research scientists to develop new drugs, the salaries of these researchers, other expenses, and energy consumption cost are included as part of the R&D expense.

The research and development costs in percentage, for each expense type are displayed in a Pie chart and the amounts are displayed in the Bar chart.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the expense type based on which the Research and Development Expenses are calculated. The remaining columns display the values of each expense type for the specified fiscal period.

Selling, General, and Administration Expenses

This report displays the indirect cost and the cost of sales incurred for the specified fiscal period.

The Cost of Sales and General and Administration expenses are displayed as a percentage in a Pie chart and the amounts are displayed in a Bar chart.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Cost of Sales and General, and Administration Expenses are calculated such as the Cost of Sales, General, and Administration Expenses. The remaining columns display the account values for the specified fiscal period.

Finance Expenses

This report displays the amount spent towards expenses (such as finance salaries, other finance expenses, and energy consumption costs) for the specified fiscal periods.

The expenses are expressed in amount and as a percentage, for each expense type. These expenses are displayed in a Pie chart and a bar chart.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the expense type based on which the expenses (finance) are calculated. The remaining columns display the values of each expense (finance) type for the specified fiscal period and previous five fiscal periods.

Earnings before Interest and Tax (EBIT)

This report displays the EBIT as a result of adding/ subtracting the Interest income, the Interest expenditure, the Income tax, and Further taxes to/ from Net profit/ loss for the specified fiscal period and displays the data as a waterfall chart

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the EBIT is calculated. The remaining columns display the values of the accounts for the specified fiscal periods.

Earnings before Interest, Tax, Depreciation, and Amortization (EBITDA)

This report displays the EBITDA as a result of adding/ subtracting the Interest income, the Interest expenditure, the Income tax, Further taxes, Amortization, and Acc. depreciation tangible assets to/ from the Net profit/ loss for the specified fiscal period and displays the data as a waterfall chart. (To make it consistent with the Cash Flow report).

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the EBITDA is calculated. The remaining columns display the values of the accounts for the specified fiscal periods.

Total Net Assets

This report displays the total net assets, long term assets and working capital.

The chart displays the total net assets, long term assets and working capital of the company for the specified fiscal period. By default, this report displays the Total Net Assets for six fiscal periods.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists all the accounts related to assets and liabilities based on which the total net assets, long term assets and the working capital is calculated. The remaining columns display the values of the account for the specified fiscal periods.

Gross Profit Growth

This report displays the Gross Profit that is calculated based on Revenues and Cost of Goods Sold. Also, the variance percentage between the Gross Profit for the specified fiscal periods is displayed.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Gross Profit is calculated. The remaining columns display the values of the account, such as Revenues, Cost of Goods Sold, and Gross Profit for the specified fiscal periods.

The Variance Absolute column displays the differences between accounts for the specified period. The last column displays the percentage variance between the specified fiscal periods.

Operating Income Growth

This report displays the Operating Income that is calculated based on Gross Profit, Other Operating Income, Cost of Sales, Research and Development Expenses, Finance Expenses and General and Administration Expenses. The variance percentage between the Operating Income for the specified fiscal periods is also displayed.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the Operating Income is calculated. The remaining columns display the values of the accounts, such as Gross Profit, Other Operating Income, Cost of Sales, Research and Development Expenses, for the specified fiscal periods.

Net Profit or Loss Growth

This report displays the Net Profit/ Loss that is calculated based on the Net profit/ Loss incurred from continued operations. The variance percentage between the Net Profit/ Loss for the specified fiscal periods is also displayed.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The first column of the report lists the accounts based on which the Net Profit/ Loss is calculated. The remaining columns display the values of the accounts, such as Net profit/ Loss from continued operations, for the specified fiscal periods.

The Variance Absolute column displays the differences in amounts between the fiscal periods for each account. The last column displays the percentage variance for the specified fiscal periods, for an account.

EBITDA Growth

This report displays the Earnings Before Interest, Taxes, Depreciation, and Amortization (EBITDA) that is calculated based on Net profit/ loss, Interest Income, Interest Expenditure, Income Tax, Further Taxes, Amortization, and Depreciation Tangible Assets. The variance percentage between the EBITDA for the specified fiscal periods is also displayed.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of the report lists the accounts based on which the EBITDA is calculated. The remaining columns display the values of the accounts, such as Net profit/ loss, Interest Income, Interest Expenditure, Income Tax, Further Taxes, Amortization, and Depreciation Tangible Assets, for the specified fiscal periods.

The Variance Absolute column displays the difference in amounts between the fiscal periods for each account. . The last column displays the percentage variance between the specified fiscal periods.

EBIT Growth

This report displays the Earnings Before Interest and Tax (EBIT) that is calculated based on the account types, such as Net profit/ loss, Interest Income, Interest Expenditure, Income Tax, and Further Taxes. The variance percentage in the EBIT for the specified fiscal periods is also displayed.

Click  to filter the data that must be displayed. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select the Analysis Dimensions

Detail Report:

The first column of the report lists the accounts based on which the EBIT is calculated. The remaining columns display the values of the accounts, such as Net profit/ loss, Interest Income, Interest Expenditure, Income Tax, and Further Taxes for the specified fiscal periods.

The Variance Absolute column displays the differences in amounts between the fiscal periods for each account. The last column displays the percentage variance for specified fiscal periods, for an account.

Return on Fixed Assets

This report displays the Return on Fixed Assets (ROFA) that is calculated based on the EBIT and Tangible Assets for the specified fiscal period. The EBIT (moving total) and Tangible Assets (moving average) are displayed in a bar chart. The ROFA trend is displayed as a line.

$$\text{ROFA} = \text{EBIT} / \text{Tangible Assets}$$

By default, this report generates a comparison of the ROFA for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of this report lists the accounts based on which the ROFA is calculated. The remaining columns display the values (Monthly balance and YTD average balance) based on which the EBIT and Tangible Assets are calculated for the specified fiscal periods.

Return on Net Assets

This report displays the Return on Net Assets (RONA) that is calculated based on the Net Profit\ Loss and sum of Long-term Assets & Working Capital for the specified fiscal period. The Net Profit\ Loss (moving total) and sum of Long-term Assets & Working Capital (moving average) are displayed in a bar chart. The RONA trend is displayed as a line.

By default, this report compares the RONA for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first column of this report lists the accounts based on which the RONA is calculated. The remaining columns display the values based on which the Net Profit\ Loss, Long-term Assets and Working Capital are calculated for the specified fiscal periods.

Return on Total Assets

This report displays the Return on Total Assets (ROTA) that is calculated based on the EBIT and Assets for the specified fiscal period. The EBIT (moving total) and Assets (moving average) are displayed in a bar chart. The ROTA trend is displayed as a line.

$$\text{ROTA} = \text{EBIT} / \text{Assets}$$

By default, this report compares the ROTA for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated sum of EBIT and calculated average of Assets based on which the ROTA is calculated. The remaining columns display the values based on which the EBIT and Assets are calculated for the specified fiscal periods.

Return on Capital Employed

This report displays the Return on Capital Employed (ROCE) that is calculated based on the Operating Income, Assets and Current Liabilities for the specified fiscal period. The Operating Income (moving

total) and Assets - Current Liabilities (moving average) are displayed in a bar chart. The ROCE trend is displayed as a line.

$$\text{ROCE} = \text{Operating income} / (\text{Assets} - \text{Current liabilities})$$

By default, this report generates a comparison of the ROCE for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

This report is displayed as a spreadsheet. The first and second column of the report lists the accounts and values, such as calculated sum of Operating Income, calculated average of Assets and Current Liabilities based on which the ROCE is calculated. The remaining columns display the values based on which the Operating Income, Assets and Current Liabilities are calculated for the specified fiscal periods.

Asset Utilization

This report displays the Asset Utilization trend that is calculated based on the Revenues and Assets for the specified fiscal period. The Revenues (moving total) and Assets (moving average) are displayed in a bar chart. The Asset Utilization trend is displayed as a line.

$$\text{Asset Utilization} = \text{Revenues} / \text{Assets}$$

By default, this report compares the Asset Utilization for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated sum of Revenue and calculated average of Assets based on which the Asset Utilization is calculated. The remaining columns display the values based on which the Revenues and Assets are calculated for the specified fiscal periods.

Inventory Turns Raw Material

This report displays the Inventory Turns Raw Material trend that is calculated based on the Cost of goods sold, Raw materials and production supplies for the specified fiscal period. The Cost of goods

sold (moving total), Raw materials and production supplies (moving average) are displayed in a bar chart. The Inventory Turns Raw Material trend is displayed as a line.

$$\text{Inventory Turns Raw Material} = \text{Cost of goods sold} / \text{Raw materials and production supplies}$$

By default, this report compares the Inventory Turns Raw Material for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated sum of Cost of goods sold and calculated average of Raw materials and production supplies based on which the Inventory Turns Raw Material is calculated. The remaining columns display the values based on which the Cost of goods sold and Raw materials and production supplies are calculated for the specified fiscal periods.

Inventory Turns WIP

This report displays the Inventory Turns WIP trend that is calculated based on the Cost of goods sold and Work in progress for the specified fiscal period. The Cost of goods sold (moving total) and Work in progress (moving average) are displayed in a bar chart. The Inventory Turns WIP trend is displayed as a line.

$$\text{Inventory Turns WIP} = \text{Cost of goods sold} / \text{Work in progress}$$

By default, this report compares the Inventory Turns WIP for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated sum of Cost of goods sold and calculated average of Work in progress based on which the Inventory Turns WIP is calculated. The remaining columns display the values based on which the Cost of goods sold and Work in progress are calculated for the specified fiscal periods.

Inventory Turns Finished Goods

This report displays the Inventory Turns Finished Goods trend that is calculated based on the Cost of goods sold and Finished goods and merchandise for the specified fiscal period. The Cost of goods sold (moving total) and Finished goods and merchandise (moving average) are displayed in a bar chart. The Inventory Turns Finished Goods trend is displayed as a line.

$$\text{Inventory Turns Finished Goods} = \text{Cost of goods sold} / \text{Finished goods and merchandise}$$

By default, this report compares the Inventory Turns Finished Goods for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated sum of Cost of goods sold and calculated average of Finished goods and merchandise based on which the Inventory Turns Finished Goods is calculated. The remaining columns display the values based on which the Cost of goods sold, Finished goods and merchandise are calculated for the specified fiscal periods.

Inventory to Sales Ratio

This report displays the Inventory to Sales Ratio trend that is calculated based on the Inventories and Revenues for the specified fiscal period. The Inventories (moving average) and Revenues (moving total) are displayed in a bar chart. The Inventory to Sales Ratio trend is displayed as a line.

$$\text{Inventory to Sales Ratio} = \text{Inventories} / \text{Revenues}$$

By default, this report compares the Inventory to Sales Ratio for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated average of Inventories and calculated sum of Revenues based on which the Inventory to Sales Ratio is calculated. The remaining columns display the values based on which the Inventories and Revenues are calculated for the specified fiscal periods.

Total Inventory Turns

This report displays the Total Inventory Turns trend that is calculated based on the Cost of goods sold and Inventories for the specified fiscal period. The Cost of goods sold (moving total) and Inventories (moving average) are displayed in a bar chart. The Total Inventory Turns trend is displayed as a line.

$$\text{Total Inventory Turns} = \text{Cost of goods sold} / \text{Inventories}$$

By default, this report compares the Inventory to Total Inventory Turns for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated sum of Cost of goods sold and calculated average of Inventories based on which the Total Inventory Turns is calculated. The remaining columns display the values based on which the Cost of goods sold and Inventories are calculated for the specified fiscal periods.

Days Sales Outstanding

This report displays the Days Sales Outstanding trend that is calculated based on the Short-term receivables, Revenues and number of days in selected period range for the specified fiscal period. The Short-term receivables (moving average) and Revenues (moving total) are displayed in a bar chart. The Days Sales Outstanding trend is displayed as a line.

$$\text{Days Sales Outstanding} = \text{Short-term receivables} / \text{Revenues} \times \text{number of period days}$$

By default, this report compares the Days Sales Outstanding for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated average of Short-term receivables, calculated sum of Revenues and number of period days based on which the Days Sales Outstanding is calculated. The remaining columns display the values based on which the Short-term receivables and Revenues are calculated for the specified fiscal periods.

Days Payable Outstanding

This report displays the Days Sales Outstanding trend that is calculated based on the Trade accounts and notes payables, Purchases and number of days in selected period range for the specified fiscal period. The Trade accounts and notes payables (moving average) and Purchases (moving total) are displayed in a bar chart. The Days Payable Outstanding trend is displayed as a line.

$$\text{Days Payable Outstanding} = \text{Trade accounts and notes payables} / \text{Purchases} \times \text{number of period days}$$

By default, this report compares the Days Payable Outstanding for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated average of Trade accounts and notes payables, calculated sum of Purchases and number of period days based on which the Days Payable Outstanding is calculated. The remaining columns display the values based on which the Trade accounts and notes payables and Purchases are calculated for the specified fiscal periods.

Days Inventory Outstanding

This report displays the Days Inventory Outstanding trend that is calculated based on the Inventories, Cost of goods sold and number of days in selected period range for the specified fiscal period. The Inventories (moving average) and Cost of goods sold (moving total) are displayed in a bar chart. The Days Inventory Outstanding trend is displayed as a line.

$$\text{Days Inventory Outstanding} = \text{Inventories} / \text{Cost of goods sold} \times \text{number of period days}$$

By default, this report compares the Days Inventory Outstanding for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as calculated average of Inventories, calculated sum of Cost of goods sold and number of period days based on which the Days Inventory Outstanding is calculated. The remaining

columns display the values based on which the Inventories and Cost of goods sold are calculated for the specified fiscal periods.

Cash-to-Cash Cycle Time

This report displays the Cash-to-Cash Cycle Time trend that is calculated based on the Days Sales Outstanding, Days Payable Outstanding and Days Inventory Outstanding for the specified fiscal period. The Days Sales Outstanding, Days Payable Outstanding, Days Inventory Outstanding and Cash-to-Cash Cycle Time are displayed in a bar chart.

$$\text{Cash-to-cash cycle time} = \text{Days Sales Outstanding} - \text{Days Payable Outstanding} + \text{Days Inventory Outstanding}$$

By default, this report compares the Cash-to-Cash Cycle Time for six fiscal periods.

Click  to filter the data you want to view. See "Filters" on page 118.

Click  to:

- View Detail Report
- Select Analysis Dimensions

Detail Report:

The report is displayed as a spreadsheet. The first and second column of this report lists the accounts and values, such as Days Sales Outstanding, Days Payable Outstanding and Days Inventory Outstanding based on which the Cash-to-Cash Cycle Time is calculated.

Widgets Production

Production Widget Reports

The production widgets summarize the data based on the specified measures or parameters. The data summary is represented graphically as a chart. The details are displayed in a spreadsheet. The reports are displayed for these entities:

- Manufactured Items Variance Ranking
- Estimated vs Actual Duration
- Punctuality
- Cost Components Variance
- Machine and Labor Time
- Machine and Labor Time Trend
- Cost Components Material and Hours Costs

Manufactured Items Variance Ranking

This column chart displays the variance in the estimated and actual quantities of the manufactured items.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the items for which the estimated and actual quantities are generated. The remaining columns display the estimated quantity, actual quantity, variance and the ratio. The items are sorted based on the ratio.

Estimated vs Actual Duration

In this report, the column chart compares the planned hours with the actual hours for the specified period. The Overrun percentage trend is displayed as a line.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the name of the items for which the duration measures are generated. Select the measure based on which the spreadsheet displays the values for all the items for the specified period. The measures are:

- Duration plan
- Duration actual
- Lead time variance
- Lead time ratio
- Overrun percentage
- Overrun

Punctuality

This report displays a stacked column chart in which the stacks in each column represent the number of late, early, and on-time orders. At the end of the each column, the percentage is displayed for the orders.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the name of the items for which the Early Orders, On-time Orders, and Late Orders schedule performance percentage and absolute value is generated. By default, the items are grouped based on a pre-defined hierarchy. To view a part of the item hierarchy, select . The next columns display the total number of orders. The remaining columns display the Early Orders, On-time Orders, and Late Orders schedule performance percentage and the absolute values for the specified period.

Cost Components Variance

This column chart compares the actual values for the cost components, such as Material, Machine, Labor, Contractor, and Burden with their estimated values and displays the variance as a percentage.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the items for which the cost component variance is generated. The remaining columns display the estimated and actual costs for each cost component, and the variance. This report also display the YTD trend of costs for each cost component for the specified period.

Machine and Labor Time

This column chart compare the actual machine and labor time for the manufacture of a selected product (or product group) with the estimated machine and labor time, for the specified period. The chart also displays the total hour's utilization.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the name of the items for which the machine and labor time is generated. Click  to view the report based on Item or Workcentre dimension.

For both machine hours and labor time, the table displays:

- The actual time and estimated time for the selected period.
- The variances in the estimated time and actual time as an absolute value and as a percentage.

Machine and Labor Time Trend

This column charts compares the actual machine time and labor time required to manufacture a selected product (or product group) with the estimated machine and labor time, for the specified periods.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

You can specify the Measure to view the detail report based on Actual, Estimated, Ratio, or Variance.

Click , to view the report based on Item or Workcentre dimension.

The first column of the report lists the items or work center for which the machine and labor time is generated. The remaining columns display the trend for the machine and labor time for the specified periods based on the measure selected.

Cost Components Materials and Hours Costs

This column chart compares the actual material and hours cost for the cost components, such as Material, Machine, Labor, Contractor, and Burden, with the estimated material and hours cost.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the name of the items for which the materials and hour's costs is generated. Click  to select the cost components to display the costs for the items.

The remaining columns display the total estimated and actual costs for each selected cost component, and the variance. This report also displays the YTD trend of material and hour's cost for each cost component for the specified period.

Widgets Procurement

Procurement Widget Reports

The procurement widgets summarize the data based on the specified measures or parameters. The data summary is represented graphically as a chart. The details are displayed in a spreadsheet. The reports are displayed for these entities:

- On-Time Delivery Lines
- Delivery Information
- Order Amount by Status
- Order Reference
- Order Information
- Supplier Ranking

On-Time Delivery - Order Lines

This column chart displays the percentage of orders delivered early, on time and late during the specified period. The report is based on the comparison of:

- Actual and Confirmed date
- Actual and Planned Date
- Confirmed and Planned Date

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

To change the view of the report, in the **On Time Type** field, select:

- Actual vs Confirmed date
- Actual vs Planned Date
- Confirmed vs Planned Date

The first column of the report lists the items for which the On-Time Delivery - Order Lines report is generated. Click , to select the dimension, such as, by ship-from, by supplier and by item. For example, If you select by supplier, the first column displays the supplier list and if you select by ship-from, the first column displays the ship-from list.

When the dimension is selected by item, the measure cannot be number of orders. When the number of orders is selected with the other dimensions, only the Actual vs. Confirmed date can be selected in the **On Time Type** field.

The **Inventory Unit** column is displayed only when you select the **by item** dimension.

The remaining columns display the measure for early, on time and late deliveries. Initially the measure is the number of order lines.

Delivery Information

This column chart displays the orders delivered and order lines delivered in the specified delivery time period. The order lines that are undershipped, overshipped, shipped complete, including the average lead time for each order. In the filters, specify **Time scaling** to scale the average lead time.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the items for which the Delivery Information is generated. Click , to select the dimension, such as, by supplier and by item. For example, if you select **by supplier**, the first column displays the supplier list and if you select **by ship-from**, the first column displays the ship-from list. The **Inventory Unit** column is displayed only when you select the **by item** dimension.

The remaining columns displays the measures for the selected dimension. The data can change based on the dimension. These are the measures for the item dimensions:

- Order amount
- Number of order lines
- Average lead time per order line
- Order quantity
- Received quantity

These are the measures for other dimensions:

- Order amount
- Number of orders
- Average lead time per order
- Number of order lines
- Average lead time per order line

Order Amount by Status

This column chart displays the order amounts by order status such as Closed, Cancelled, Open, Partially Received, Received, and Unapproved. In the filters, specify **Currency scaling** to scale the order amounts.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the items for which the order amounts are generated based on status. Click , to select the dimension, such as by buyer, by supplier, by purchase office, and by item. For example, if you select **by buyer**, the first column displays the buyer list. If you select **by supplier**, the first column displays the supplier list. If you select **by purchase office**, the first column displays the purchase office list. The **Inventory Unit** column is displayed only when you select the **by item** dimension.

The remaining column displays the measure by status. The order status can be:

- **Closed**
- **Cancelled**
- **Open**
- **Partially Received**
- **Received**
- **Unapproved**

Order Reference

This report displays the percentage of the total order amount, and total number of order lines, linked to a contract, a sales order, a requisition, or a drop shipment for the specified period. In the filters, specify **Currency scaling** to scale the order amounts.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the items for which the Order Reference report is generated. Click , to select the dimension, such as by buyer, by supplier, by purchase office and by item. For example, if you select **by buyer**, the first column displays the buyer list. If you select **by supplier**, the first column displays the supplier list. If you select **by purchase office**, the first column displays the purchase office list. The **Inventory Unit** column is displayed only when you select the **by item** dimension.

The remaining columns displays the measure linked to the sales order, contract applicable but not used, contract used, requisition, RFQ, dropshipment and production order as an absolute value and as a percentage.

Order Information

This report displays the number of orders and the related amount. The number of suppliers, items, purchase offices and buyers for the specified order time period are also displayed.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The first column of the report lists the items for which the Order Information report is generated. Click , to select the dimension, such as by buyer, by supplier, by purchase office and by item. For example, if you select **by buyer**, the first column displays the buyer list. If you select **by supplier**, the first column displays the supplier list. If you select **by purchase office**, the first column displays the purchase office list. The **Inventory Unit** column is displayed only when you select the **by item** dimension.

The remaining columns displayed depends on the selected dimension. These are the columns for item dimension:

- Order Amount
- Order quantity
- Unit price
- Number of Order Lines
- Average Order Line Amount

These are the columns for other dimension:

- Order Amount

- Number of orders
- Average order amount
- Number of Order Lines
- Average Order Line Amount

Note: The number of columns displayed depends on the selected dimension.

Supplier Ranking

This report displays the ranking of the suppliers based on the selected measure.

Click  to filter the data as required.

Click  to view the Detail report.

Detail Report

The report is displayed as a spreadsheet. The first column displays the name of the top/ bottom ranked supplier, according to the specified filter setting. The remaining columns display:

- Order amount
- Orders
- Average Order Amount
- Number of Order Lines
- Average Order Line Amount
- Number of Buyers
- Number of Purchase Offices
- Number of Items

The total row shows the totals for the measures of the ranked suppliers.

