

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Clearer Sales Analysis Reports

We have made a number of changes to Sales Analysis in Release 3.2

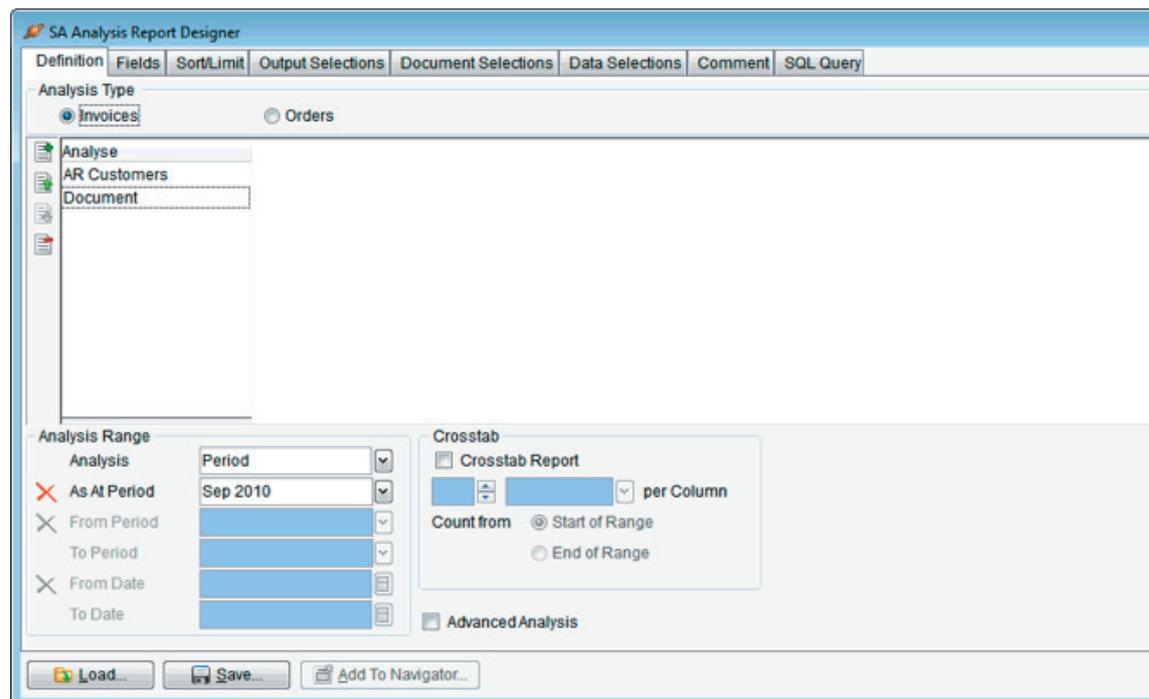
- Data Selections Tab – The ability to select a Bill To Customer to report on.
- Fields Tab – Calculated fields for DiscountAmount and DiscountPercent are now available to select, and Grouping can be removed.
- Output Selections Tab – Filters, Selections, Sorting and Report Definition can be hidden so they don't print out on the report header

The example below shows how to build a report and flatten it by turning off the grouping and also removing the header information, making the report very clean and easy to read.

We will create a report that includes Charge1 from each Document in the selected range.

Reports > Sales Analysis > Analysis Report Designer

In the grid select AR Customers, and Document as shown below:



Click the fields tab and select the fields as below. You will note that by default the Report is grouped by AR Customer Code.
→

SA Analysis Report Designer

Definition	Fields	Sort/Limit	Output Selections	Document Selections	Data Selections	Comment	SQL Query		
Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Expression
AR Custom...	CustomerCode	16	16	Customer Code		1		✓	
AR Custom...	CustomerName	40	40	Customer Name		1		✓	
Summary	ExclusiveAmount		10	Exclusive Amount			✓	✓	
Summary	CurrencyCode	3	3	Currency Code				✓	
Summary	EnteredDiscount		10	Entered Discount			✓	✓	
Document	Charge1Amount		10	Charge 1 Amount			✓	✓	
Document	CurrencyCode	3	3	Currency Code				✓	

Then click RUN.

SA Analysis Report Designer

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Expression	Total Expression	Format	Align
AR Custom...	CustomerCode	16	16	Customer Code		1		✓				
AR Custom...	CustomerName	40	40	Customer Name		1		✓				
Summary	ExclusiveAmount		10	Exclusive Amount			✓	✓				
Summary	CurrencyCode	3	3	Currency Code				✓				
Summary	EnteredDiscount		10	Entered Discount			✓	✓				
Document	Charge1Amount		10	Charge 1 Amount			✓	✓				
Document	CurrencyCode	3	3	Currency Code				✓				

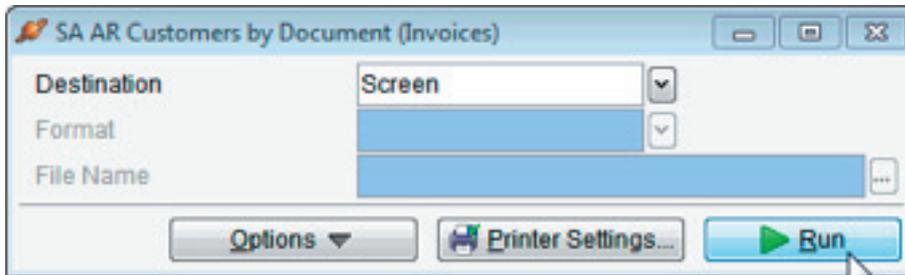
Click NO to the prompt to save changes.

SA Analysis Report Designer

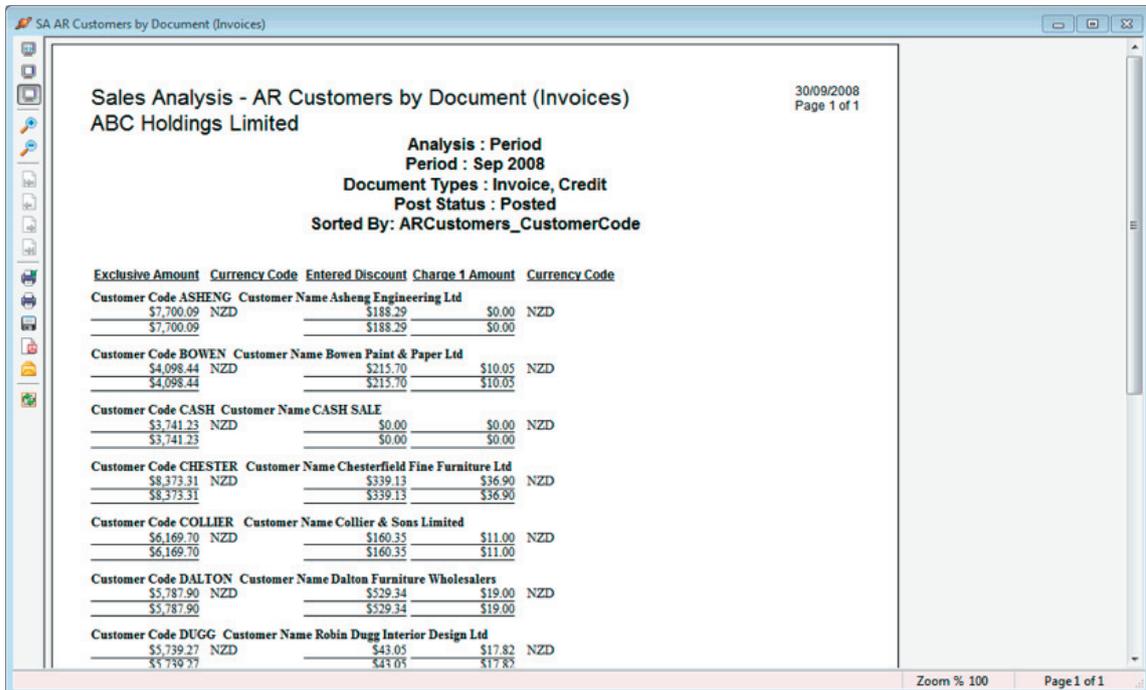
Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Expression	Total Expression	Format	Align
AR Custom...	CustomerCode	16	16	Customer Code		1		✓				
AR Custom...	CustomerName	40	40	Customer Name		1		✓				
Summary	ExclusiveAmount		10	Exclusive Amount			✓	✓				
Summary	CurrencyCode	3	3	Currency Code				✓				
Summary	EnteredDiscount		10	Entered Discount			✓	✓				
Document	Charge1Amount		10	Charge 1 Amount			✓	✓				
Document	CurrencyCode	3	3	Currency Code				✓				

Confirm
Do you want to save the changes to SA Analysis Report Designer before closing?
Yes No Cancel

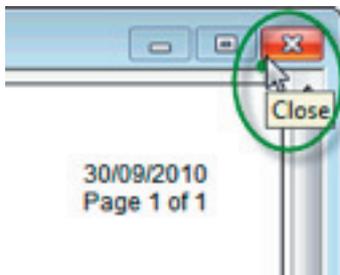
Click RUN to run the report to screen. →



Your report will look something like this:



Press Esc or click the close window icon to go back to the design Window.



Click on the Fields tab and remove the 1 from the Group Fields by selecting and pressing Delete. →

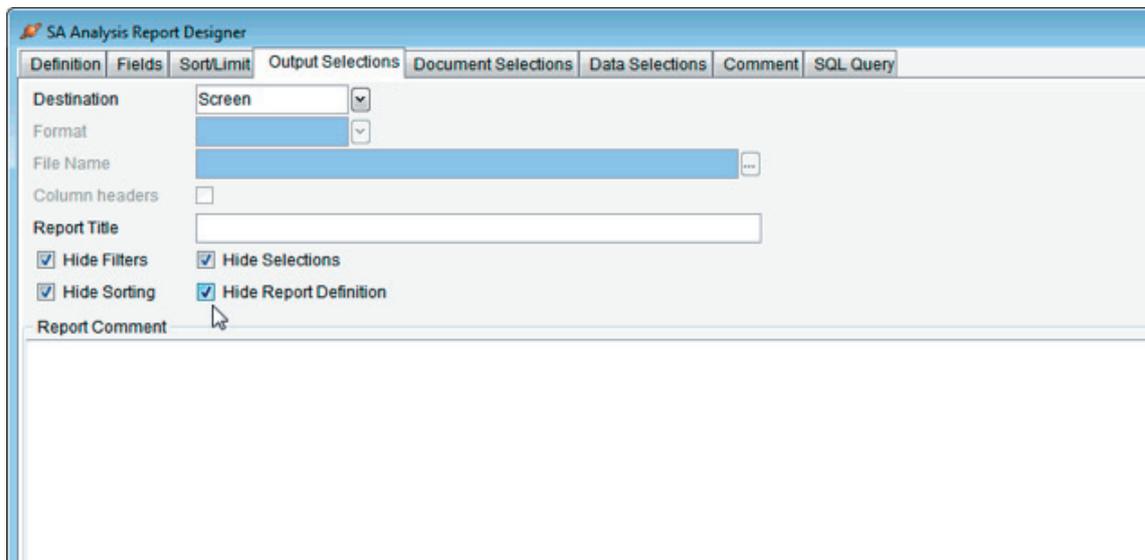
Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Express
AR Custom...	CustomerCode	16	16	Customer Code				<input checked="" type="checkbox"/>	
AR Custom...	CustomerName	40	40	Customer Name				<input checked="" type="checkbox"/>	
Summary	ExclusiveAmount		10	Exclusive Amount		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Summary	CurrencyCode	3	3	Currency Code				<input checked="" type="checkbox"/>	
Summary	EnteredDiscount		10	Entered Discount		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Document	Charge1Amount		10	Charge 1 Amount		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Document	CurrencyCode	3	3	Currency Code				<input checked="" type="checkbox"/>	

We will sort the report by Sales Value, with the largest Sales Value at the top. Click the Sort/Limit tab in the SortField Field press F2 or click the down arrow and choose Summary_ExclusiveAmount. Then put a tick in the Descending Field.

SortField	Descending
Summary_ExclusiveAmount	<input checked="" type="checkbox"/>

Group	Record Limit Analysis
Detail	AR Customers;Summary;Document

Click the Output Selections Tab and tick in the checkboxes as below to hide filters, selections, sorting and report definition.
→

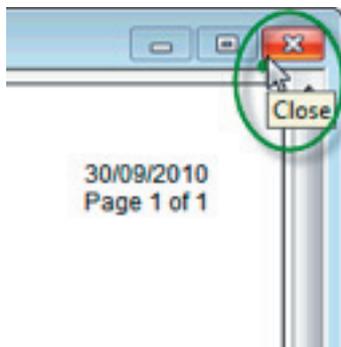


Then click RUN and click No to save changes as before, then click RUN again to print to screen.
Your report will now look like this:

Customer Code	Customer Name	Exclusive Amount	Currency Code	Entered Discount	Charge 1 Amount	Currency Code
ASHENG	Asheng Engineering Ltd	\$7,017.42	NZD	\$398.18	\$0.00	NZD
DALTON	Dalton Furniture Wholesalers	\$6,890.26	NZD	\$712.89	\$16.89	NZD
CHESTER	Chesterfield Fine Furniture Ltd	\$6,326.28	AUD	\$376.72	\$36.90	AUD
SMITH	Smith & Son	\$6,289.88	NZD	\$372.43	\$13.77	NZD
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$6,115.05	NZD	\$759.59	\$17.78	NZD
COLLIER	Collier & Sons Limited	\$6,001.92	NZD	\$263.27	\$9.78	NZD
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$4,958.76	NZD	\$751.34	\$11.92	NZD
BOWEN	Bowen Paint & Paper Ltd	\$4,888.79	NZD	\$289.47	\$8.93	NZD
DUGG	Robin Dugg Interior Design Ltd	\$4,830.95	NZD	\$286.04	\$15.84	NZD
CASH	CASH SALE	\$3,395.24	NZD	\$66.85	\$0.00	NZD
ROBINSON	Robinson Natural Wood Furnishings	\$3,384.98	NZD	\$373.66	\$0.00	NZD

End Of Report - 11 Records Printed

Press Esc or click the close window icon to go back to the design Window. →



If your report only shows invoices for one currency you will have totals showing at the bottom. You may wish to save the report definition now for future use.

But if you are reporting on different currencies, as in my example, you may like to group and sort by currency so you can get some totals. You may also want to include base figures so you can compare Foreign and Local Customers.

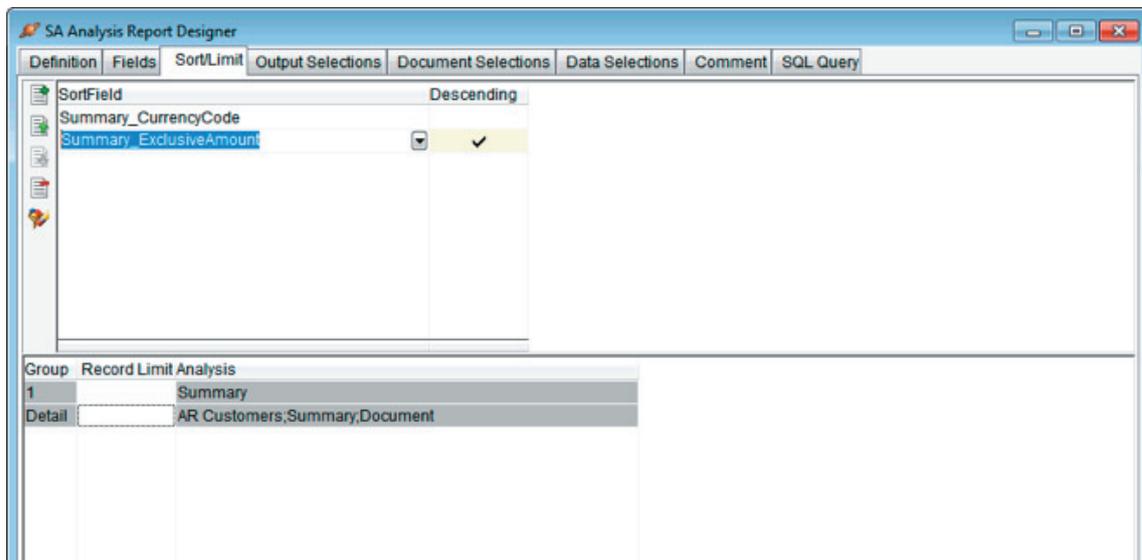
Click on the Fields Tab and put a 1 in the Group field column beside Currency Code.

Then insert a new line above Summary CurrencyCode and insert Summary ExclusiveAmountBs.

And insert a new a new line above Document CurrencyCode and insert DocumentCharge1AmountBs.

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Express
AR Custom...	CustomerCode	16	16	Customer Code				✓	
AR Custom...	CustomerName	40	40	Customer Name				✓	
Summary	ExclusiveAmount	10	10	Exclusive Amount		✓		✓	
Summary	ExclusiveAmountBs		10	Exclusive Amount Bs		✓		✓	
Summary	CurrencyCode	3	3	Currency Code		1		✓	
Summary	EnteredDiscount		10	Entered Discount		✓		✓	
Document	Charge1Amount		10	Charge 1 Amount		✓		✓	
Document	Charge1AmountBs		10	Charge 1 Amount Bs		✓		✓	
Document	CurrencyCode	3	3	Currency Code				✓	

Click on the Sort/Limit tab and press F4 or press Insert to insert a new level of sorting above the existing sort. Then press F2 and select Summary_CurrencyCode. →



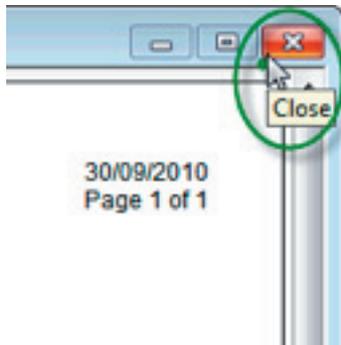
Then click RUN. Your report will now look like this:

Customer Code	Customer Name	Exclusive Amount	Exclusive Amount Bs	Entered Discount	Charge 1 Amount	Charge 1 Amount Bs	Currency Code
Currency Code: AUD							
CHESTER	Chesterfield Fine Furniture Ltd	\$6,326.28	\$7,816.98	\$376.72	\$36.90	\$45.59	AUD
		<u>\$6,326.28</u>	<u>\$7,816.98</u>	<u>\$376.72</u>	<u>\$36.90</u>	<u>\$45.59</u>	
Currency Code: NZD							
ASHENG	Asheng Engineering Ltd	\$7,017.42	\$7,017.42	\$398.18	\$0.00	\$0.00	NZD
DALTON	Dalton Furniture Wholesalers	\$6,890.26	\$6,890.26	\$712.89	\$16.89	\$16.89	NZD
SMITH	Smith & Son	\$6,289.88	\$6,289.88	\$372.43	\$13.77	\$13.77	NZD
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$6,115.05	\$6,115.05	\$759.59	\$17.78	\$17.78	NZD
COLLIER	Collier & Sons Limited	\$6,001.92	\$6,001.92	\$263.27	\$9.78	\$9.78	NZD
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$4,958.76	\$4,958.76	\$751.34	\$11.92	\$11.92	NZD
BOWEN	Bowen Paint & Paper Ltd	\$4,888.79	\$4,888.79	\$289.47	\$8.93	\$8.93	NZD
DUGG	Robin Dugg Interior Design Ltd	\$4,830.95	\$4,830.95	\$286.04	\$15.84	\$15.84	NZD
CASH	CASH SALE	\$3,395.24	\$3,395.24	\$66.85	\$0.00	\$0.00	NZD
ROBINSON	Robinson Natural Wood Furnishings	\$3,384.98	\$3,384.98	\$373.66	\$0.00	\$0.00	NZD
		<u>\$53,773.23</u>	<u>\$53,773.23</u>	<u>\$4,273.72</u>	<u>\$94.91</u>	<u>\$94.91</u>	
			<u>\$61,590.23</u>			<u>\$140.30</u>	

End Of Report - 11 Records Printed

As with all reports in Accredo, you can use the pipe character on your keyboard to word wrap the Display Labels and change the Display Labels text and Widths if you wish.

Press Esc or click the close window icon to go back to the design Window. →



Click on the Fields tab and key in a pipe character between words in the Display Labels fields to have them word wrap. The pipe character is located on the backslash key (under the backspace key). You need to hold down the shift key when using this and make sure you remove any spacing before and after the pipe character so the columns line up. You don't need to use a pipe character for the fields you are grouping on as these are not displayed as column headers.

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Express
AR Custom...	CustomerCode	16	16	Customer Code				✓	
AR Custom...	CustomerName	40	40	Customer Name				✓	
Summary	ExclusiveAmount		10	Exclusive Amount			✓	✓	
Summary	ExclusiveAmountBs		10	Exclusive Amount Bs			✓	✓	
Summary	CurrencyCode	3	3	Currency Code		1		✓	
Summary	EnteredDiscount		10	Entered Discount			✓	✓	
Document	Charge1Amount		10	Charge 1 Amount			✓	✓	
Document	Charge1AmountBs		10	Charge 1 Amount Bs			✓	✓	
Document	CurrencyCode	3	3	Currency Code				✓	

Then click RUN. Your report will now look like this: →

SA AR Customers by Document (Invoices)

30/09/2010
Page 1 of 1

Sales Analysis - AR Customers by Document (Invoices)

ABC Holdings Limited - 08 June 2010

Customer Code	Customer Name	Exclusive Amount	Exclusive Amount Bs	Entered Discount	Charge 1 Amount	Charge 1 Amount Bs	Currency Code
Currency Code AUD							
CHESTER	Chesterfield Fine Furniture Ltd	\$6,326.28	\$7,816.98	\$376.72	\$36.90	\$45.59	AUD
		<u>\$6,326.28</u>	<u>\$7,816.98</u>	<u>\$376.72</u>	<u>\$36.90</u>	<u>\$45.59</u>	
Currency Code NZD							
ASHENG	Asheng Engineering Ltd	\$7,017.42	\$7,017.42	\$398.18	\$0.00	\$0.00	NZD
DALTON	Dalton Furniture Wholesalers	\$6,890.26	\$6,890.26	\$712.89	\$16.89	\$16.89	NZD
SMITH	Smith & Son	\$6,289.88	\$6,289.88	\$372.43	\$13.77	\$13.77	NZD
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$6,115.05	\$6,115.05	\$759.59	\$17.78	\$17.78	NZD
COLLIER	Collier & Sons Limited	\$6,001.92	\$6,001.92	\$263.27	\$9.78	\$9.78	NZD
JONESWN	Jones & Co. Furniture (WGN) Ltd	\$4,958.76	\$4,958.76	\$751.34	\$11.92	\$11.92	NZD
BOWEN	Bowen Paint & Paper Ltd	\$4,888.79	\$4,888.79	\$289.47	\$8.93	\$8.93	NZD
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CASH	CASH SALE	\$3,395.24	\$3,395.24	\$66.85	\$0.00	\$0.00	NZD
ROBINSON	Robinson Natural Wood Furnishings	\$3,384.98	\$3,384.98	\$373.66	\$0.00	\$0.00	NZD
		<u>\$53,773.25</u>	<u>\$53,773.25</u>	<u>\$4,273.72</u>	<u>\$94.91</u>	<u>\$94.91</u>	
			<u>\$61,590.23</u>			<u>\$140.50</u>	

End Of Report - 11 Records Printed

You can save this report for future use if required. ■