

Analysis Report Tutorials

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Examples of how to Build Sales Analysis Reports

These examples explain how the sample Sales Analysis Reports have been constructed and walks through the process of setting them up from scratch.


Product 12 Periods plus Max Min

In this example, design a report showing the quantity sold of each product per month over the last 12 months and include the minimum and maximum stock levels.

Navigator > Reports > Sales Analysis > Analysis Report Designer

1 Leave the Analysis Type set to Invoices. In the Analyse grid, select IC Products to analyse information relating to the Products.

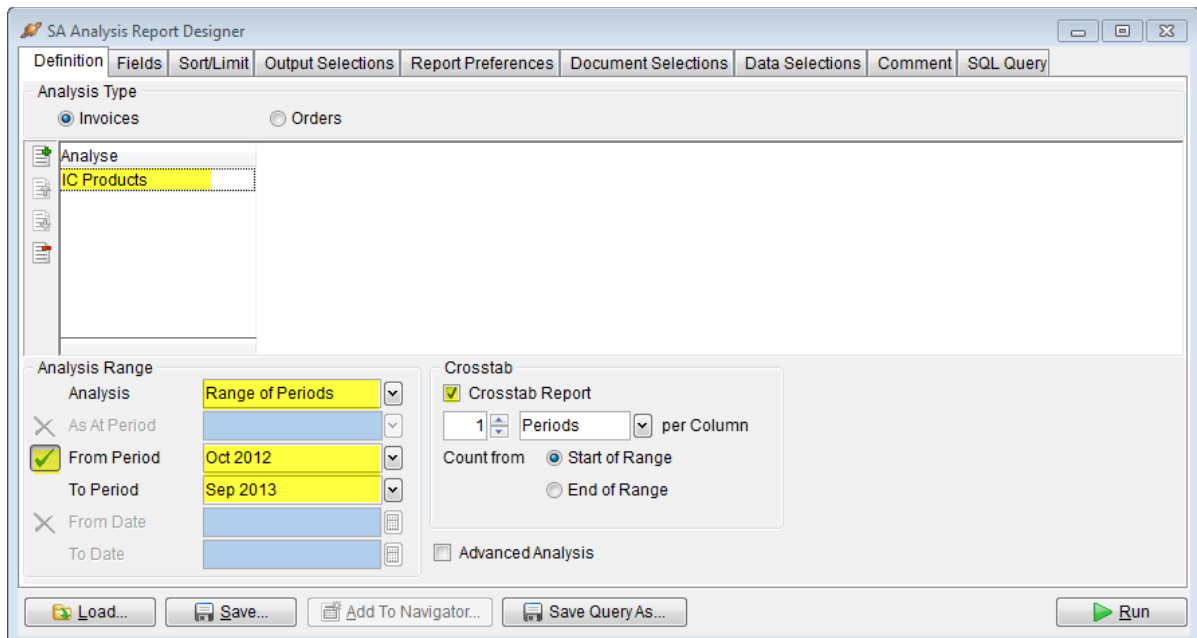
2 In the Analysis Range, choose Range of Periods in the Analysis Drop down, to analyse invoices for more than one period.

3 Click the  beside From Period so that a green tick appears, this means the Period selections will be available when the report is run, allowing the period range for the report to be changed.

In the From Period drop down, select the Period 12 months back from the To Period. The To Period defaults to the current period for AR.

4 Tick the Crosstab Report checkbox, this allows the information to be printed in monthly columns i.e. 1 period per column as shown.

Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.



5 Click the Fields tab and you'll see that the first line is already populated with IC Products Product Code (this is the Primary Key for this Analysis Group). Now select the other fields you want on the report. Choose from IC Product fields, Summary fields and Calculated fields which give access to fields like Gross Profit and Gross Margin as well as the ability to add your own calculations.

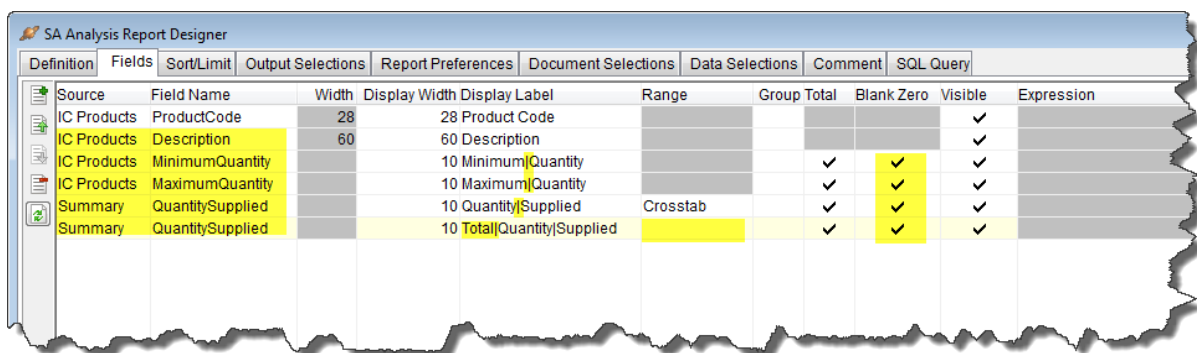
Under Source and Field Name, make the following selections, you will need to select QuantitySupplied twice as one will be a total (as listed below).

Source	Field Name
IC Products	Description
IC Products	MinimumQuantity
IC Products	MaximumQuantity
Summary	QuantitySupplied
Summary	QuantitySupplied

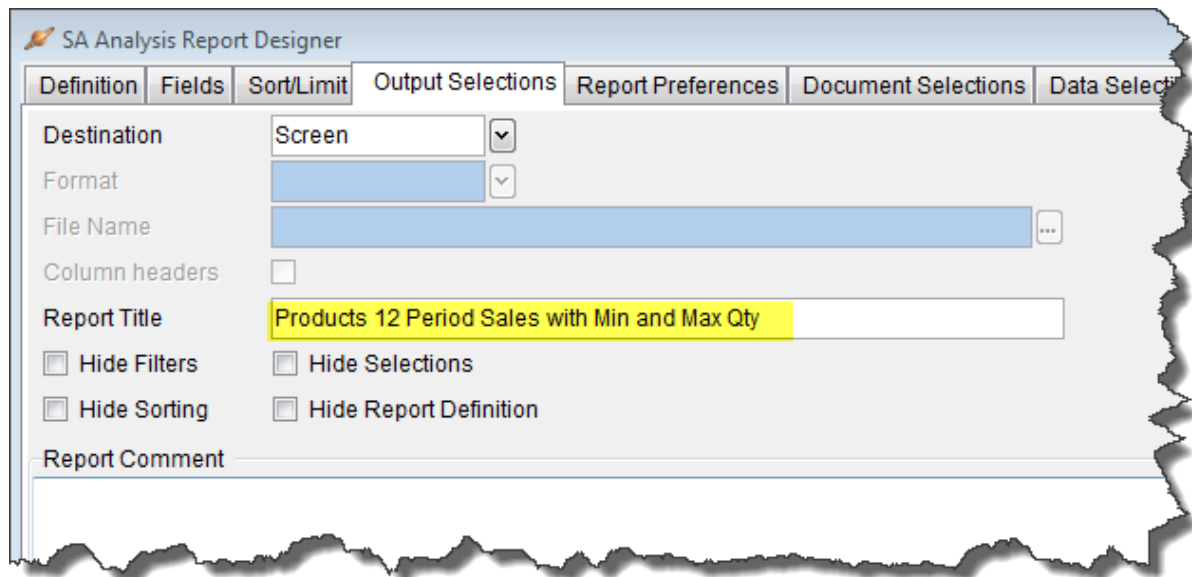
6 Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.

7 On the last line of the report, change the Display label to read Total Quantity Supplied and remove CrossTab from the Range. This gives a total column for all the months.

8 Improve the presentation by making the Display Labels wrap, to do this, we add a pipe character(|) at the end of each word we want wrapped and remove the space between the words. The pipe character is found on your keyboard.



9 Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.



SA Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections

Destination: Screen

Format: [dropdown]

File Name: [text field]


Column headers: ☐

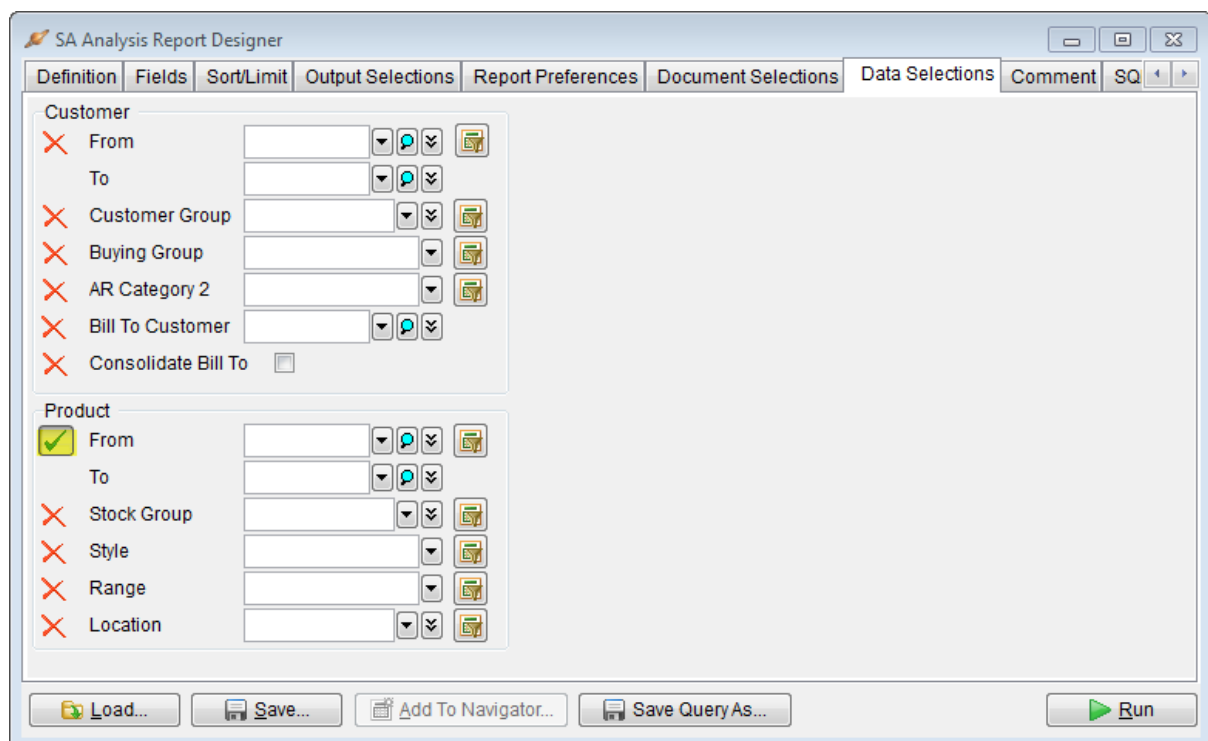
Report Title: Products 12 Period Sales with Min and Max Qty

☐ Hide Filters ☐ Hide Selections

☐ Hide Sorting ☐ Hide Report Definition

Report Comment: [text area]

10 Click the Data Selections tab and click the  beside Product From so that a green tick appears, this means the Product selections and filter will be available when the report is run, allowing a product range to be specified.



SA Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections Comment SQ

Customer

☒ From [text field] [dropdown] [icon] [icon]

To [text field] [dropdown] [icon] [icon]

☒ Customer Group [text field] [dropdown] [icon]

☒ Buying Group [text field] [dropdown] [icon]

☒ AR Category 2 [text field] [dropdown] [icon]

☒ Bill To Customer [text field] [dropdown] [icon]

☒ Consolidate Bill To ☐

Product

☒ From [text field] [dropdown] [icon] [icon]

To [text field] [dropdown] [icon] [icon]


☒ Stock Group [text field] [dropdown] [icon]

☒ Style [text field] [dropdown] [icon]

☒ Range [text field] [dropdown] [icon]

☒ Location [text field] [dropdown] [icon]

Load... Save... Add To Navigator... Save Query As... Run

11 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Sales Analysis - Products 12 Period Sales with Min and Max Qty
ABC Holdings Limited

30/09/2013
Page 1 of 1

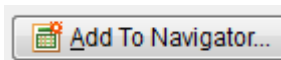
Analysis : Range of Periods
Period From : Oct 2012
Period To : Sep 2013
Document Types : Invoice, Credit
Post Status : Posted
Sorted By: ICPProducts_ProductCode

Product Code	Description	Minimum Quantity	Maximum Quantity	Oct 2012 Quantity Supplied	Nov 2012 Quantity Supplied	Dec 2012 Quantity Supplied	Jan 2013 Quantity Supplied	Feb 2013 Quantity Supplied	Mar 2013 Quantity Supplied	Apr 2013 Quantity Supplied	May 2013 Quantity Supplied	Jun 2013 Quantity Supplied	Jul 2013 Quantity Supplied	Aug 2013 Quantity Supplied	Sep 2013 Quantity Supplied	Total Quantity Supplied
18MWARDROBE	1800mmx1200mmx600mm Wardrobe	10.00	18.00					1.00	1.00	2.00						1.00
2XBEDCAB	Pair of Rums Bedside Cabinets			18.00	20.00	23.00	15.00	13.00	20.00	12.00	30.00	18.00	20.00	23.00	11.00	224.00
ASSEMBLY	Workshop Overhead			1.00		1.00	1.00	9.00	6.00	4.75	4.00	9.00	4.75	5.00	1.00	46.50
BODRAW	150mm x 140mm Drawer	43.00	95.00					12.00	6.00	12.00	6.00	6.00	6.00	6.00		54.00
BEDCABINET	400mm x 500mm Bedside Cabinet	54.00	108.00	46.00	54.00	61.00	47.00	37.00	55.00	49.00	78.00	50.00	54.00	61.00	27.00	619.00
BEDGITE	3 Piece Rums Bedroom Suite	27.00	52.00	5.00	7.00	8.00	8.00	1.00	1.00	9.00	1.00	7.00	7.00	7.00	2.00	77.00
BLANKBOX	Rums Blank Box 136x100mmx60mm			6.00	16.00	13.00	12.00	14.00	7.00	9.00	8.00	6.00	16.00	13.00	8.00	128.00
BRASS2LOCK	Brass 2 Lock & Key	150.00	450.00					2.00	1.00	2.00	3.00	1.00	1.00	1.00	1.00	12.00
DRESSTABLE	4 Draw Dressing Table	43.00	95.00													4.00
LABOUR	Labour Charge	22.00	42.00	17.00	24.00	26.00	25.00	21.00	16.00	17.00	32.00	19.00	24.00	26.00	14.00	261.00
LOWBOY	1500mm x 900mm x 450mm Lowboy	15.00	28.00	11.00	18.00	18.00	18.00	9.00	15.00	13.00	13.00	11.00	18.00	18.00	9.00	158.00
OVALAIDROR	Oval Mirror Framed in Rums	25.00	60.00	9.00	4.00	9.00	7.00	6.00	10.00	23.00	23.00	9.00	4.00	9.00	4.00	117.00
P15MADR	25mm x 250mm Draw Runners	300.00	760.00					48.00	12.00	25.00	12.00	48.00	25.00	12.00	8.00	190.00
P16MADR	30mm Rums 12Round Knob	302.00	610.00					13.00	6.00	6.00	6.00	13.00	6.00	6.00	4.00	60.00
QUEENBED	Queen Size Rums Bed	34.00	98.00	5.00	7.00	7.00	8.00	5.00	5.00	9.00	8.00	7.00	7.00	7.00	2.00	77.00
SMBOOKCASE	1.5M x 1m x 200mm Bookcase	30.00	80.00	12.00	5.00	20.00	26.00	22.00	21.00	15.00	31.00	12.00	5.00	20.00	21.00	210.00
STDBEDHEAD	Standard Double Bed Head	31.00	87.00	14.00	10.00	13.00	17.00	8.00	13.00	16.00	20.00	16.00	10.00	13.00	5.00	125.00
STDORBIT	800mm x 1400mm Std. Chest	60.00	170.00	20.00	25.00	29.00	30.00	34.00	36.00	35.00	49.00	22.00	25.00	29.00	17.00	351.00
T10MADR	10mm Rums Dowling	294.00	688.00					7.80	4.00	7.80	4.10	4.30	4.30	4.00		36.30
T18MADR	180mm x 18mm Rums	80.00	354.00					20.60	18.60	20.60	19.90	17.75	17.75	18.60	3.50	137.30
T1MLA	12x sq Laminated Rums	28.00	178.00					21.50	12.90	19.40	12.40	18.60	12.70	12.90	5.60	139.80
T20MADR	200mm x 20mm Rums	102.00	396.00			8.00		4.00	3.00							23.00
T25MADR	15mm Rums Facing	78.00	176.00					17.80	9.00	9.00	9.10	17.80	9.00	9.00	4.00	84.70
T40MADR	40mm x 12mm Rums	146.00	292.00					4.00	2.00	2.50	2.00	4.00	2.50	2.00		18.60
T47MADR	470mm Laminated Rums	162.00	334.00					9.90	6.30	8.20	5.10	7.20	5.50	4.80	6.00	53.00
T70MADR	70mm x 70mm Rums	38.00	100.00					23.00	19.10	18.80	12.75	13.50	13.50	13.10	10.00	123.55
T70MADR	90mm Rums Tongue & Groove	460.00	880.00			16.00		45.70	12.00	23.70	12.50	12.00	12.00	28.00		161.80
VIC12BRASS	Victorian 12 Brass Handle	300.00	1200.00	14.00			24.00	32.00	18.00	98.00	48.00	18.00				248.00
VIC12BRASS	Victorian 12 Brass Handle 15mm	300.00	1200.00	4.00			48.00	16.00	8.00	52.00	74.00	4.00			1.00	207.00
VIC12BRASS	Victorian 18mm Brass Doorknob	150.00	450.00					2.00	1.00	2.00	1.00	1.00	1.00	1.00		9.00
		3319.00	8937.00	183.00	190.00	233.00	288.00	494.10	345.90	521.15	545.55	581.15	521.90	570.90	175.33	4067.90

End Of Report - 31 Records Printed

12 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

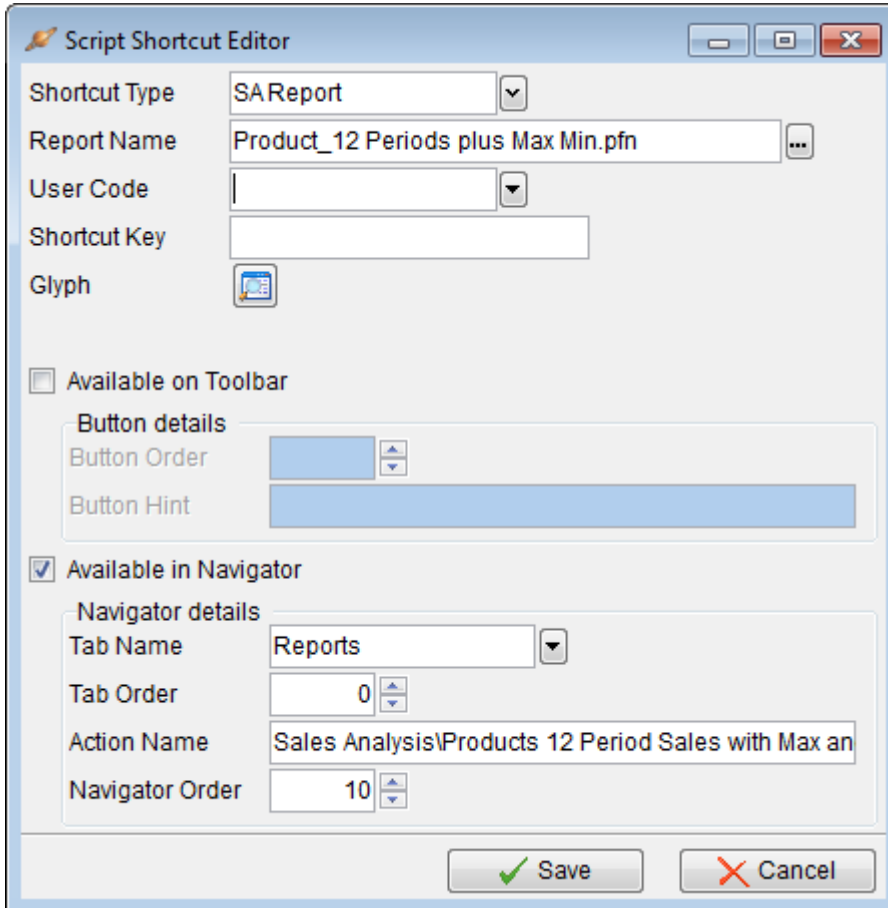
13 After the report has been saved, you can click



This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

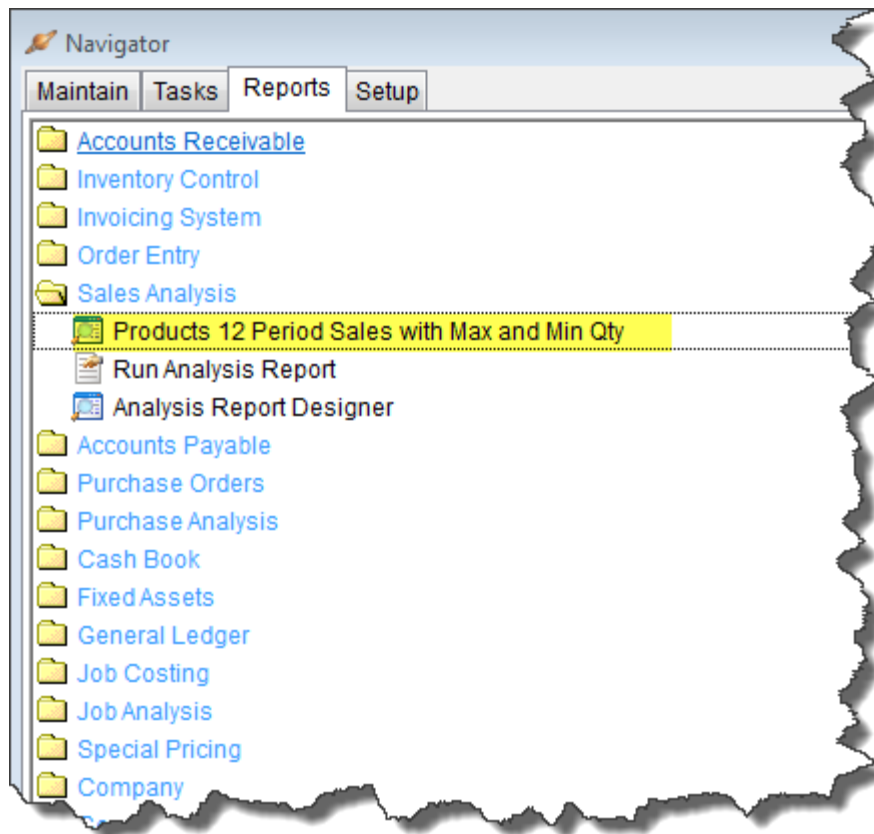
You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Sales Analysis reports.

See the help for more details on the Script Shortcut Editor.



The screenshot shows the 'Script Shortcut Editor' dialog box. It has a title bar with a lightning bolt icon and standard window controls. The main area contains several fields: 'Shortcut Type' is a dropdown menu set to 'SAReport'; 'Report Name' is a text field with 'Product_12 Periods plus Max Min.pfn' and a browse button (...); 'User Code' is a dropdown menu; 'Shortcut Key' is a text field; and 'Glyph' is a button with a small icon. Below these are two sections: 'Available on Toolbar' (unchecked) with 'Button details' (Button Order spinner, Button Hint text field) and 'Available in Navigator' (checked) with 'Navigator details' (Tab Name dropdown set to 'Reports', Tab Order spinner set to 0, Action Name text field with 'Sales Analysis\Products 12 Period Sales with Max an', and Navigator Order spinner set to 10). At the bottom are 'Save' and 'Cancel' buttons.

14 Press Save and the report will show in the Navigator




Sales Person by Sales Group This Year & Last Year

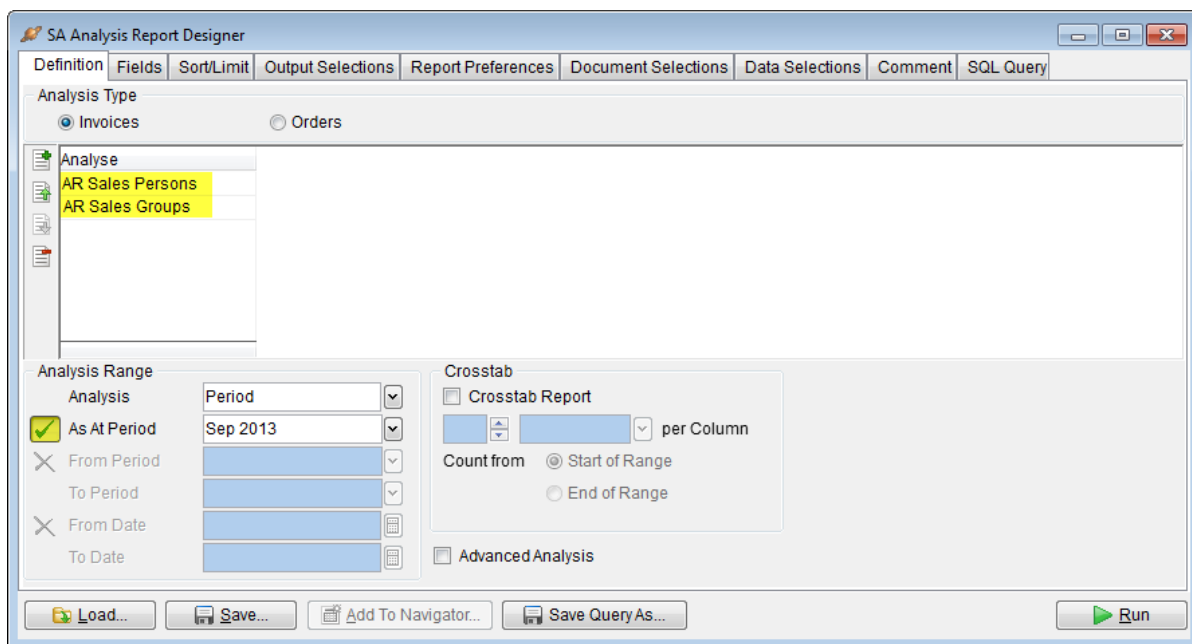
In this example, design a report showing the sales figures for each Sales Group, grouped by Sales Person and add user defined calculated fields.

Navigator > Reports > Sales Analysis > Analysis Report Designer

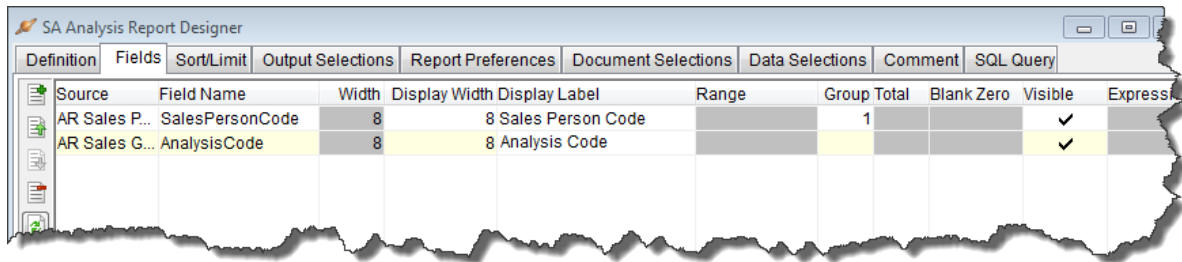
1 Leave the Analysis Type set to Invoices. In the Analyse grid, select AR Sales Persons, and then select AR Sales Groups. This gives AR Sales Persons as the top level followed by AR Sales Groups.

2 In the Analysis Range, leave the Analysis set to Period, but Click the  beside As At Period so that a green tick appears, this means the Period selection will be available when the report is run.

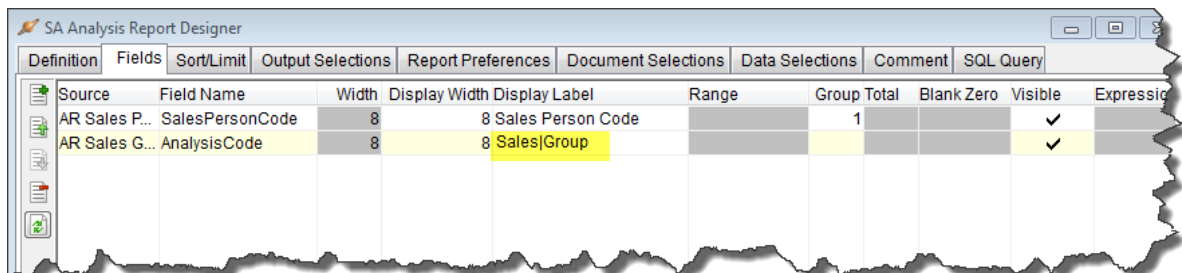
Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AR Sales Persons and AR Sales Groups, such as Current Period Balance and Year To Date Balance , but be aware that these are 'as at now' figures, not figures based off your Analysis Range.



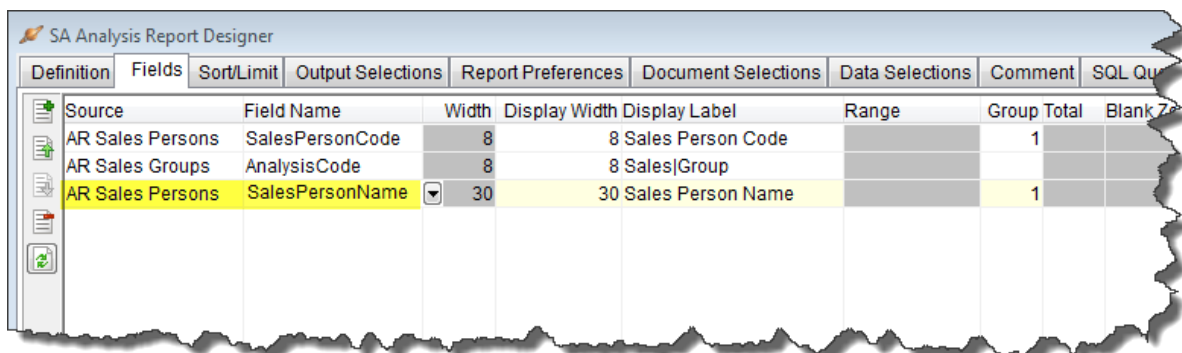
3 Click the Fields tab and you'll see that the first line is already populated with AR Sales Persons Sales Person Code, and the second line with AR Sales Groups –Analysis Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Sales Person Code.



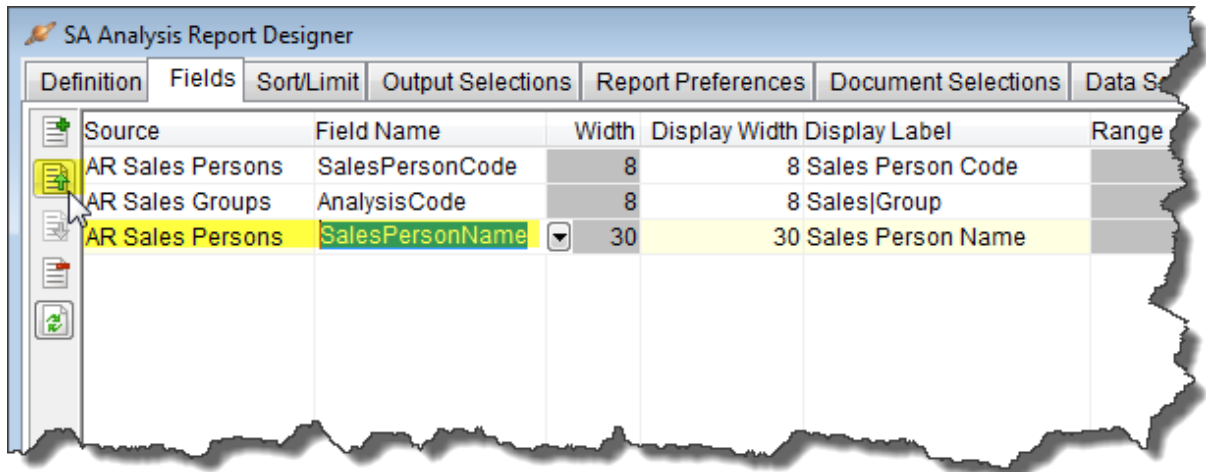
4 Delete the Display Label 'Analysis Code' and change this to Sales|Group so that it is more meaningful. The pipe character (|) between the words allows the label to wrap. The pipe character is found on the keyboard.



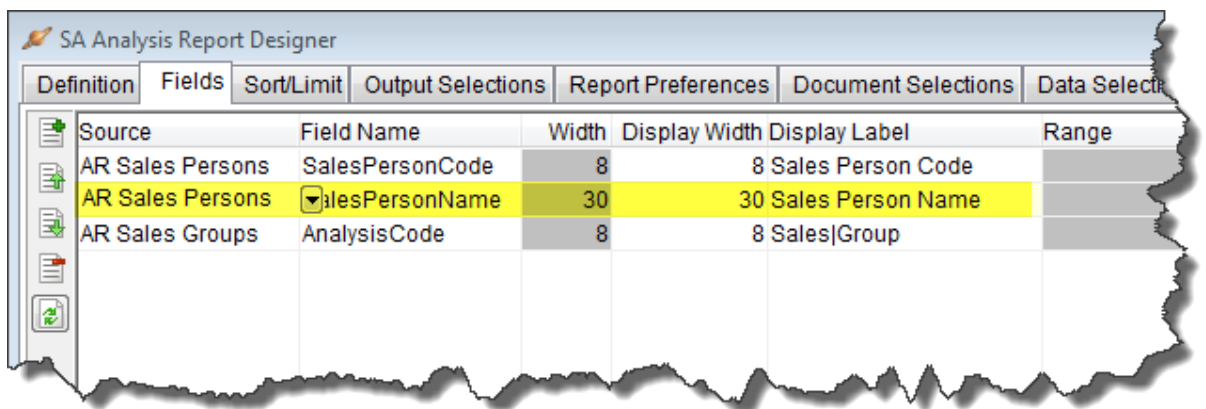
5 Insert a new line and select AR Sales Persons in the Source and SalesPersonName in the Field Name



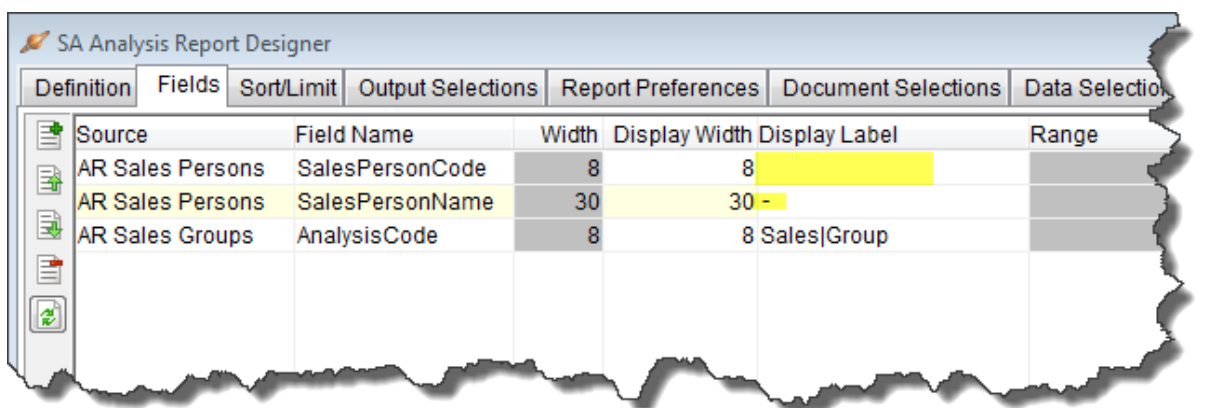
6 Select the SalesPersonName line you added and click the Up arrow.



So that SalesPersonName is underneath SalesPersonCode (as shown below).



7 To make the report easier to read at the top level, remove the Display Label for Sales Person Code and remove the Display Label for Sales Person Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.



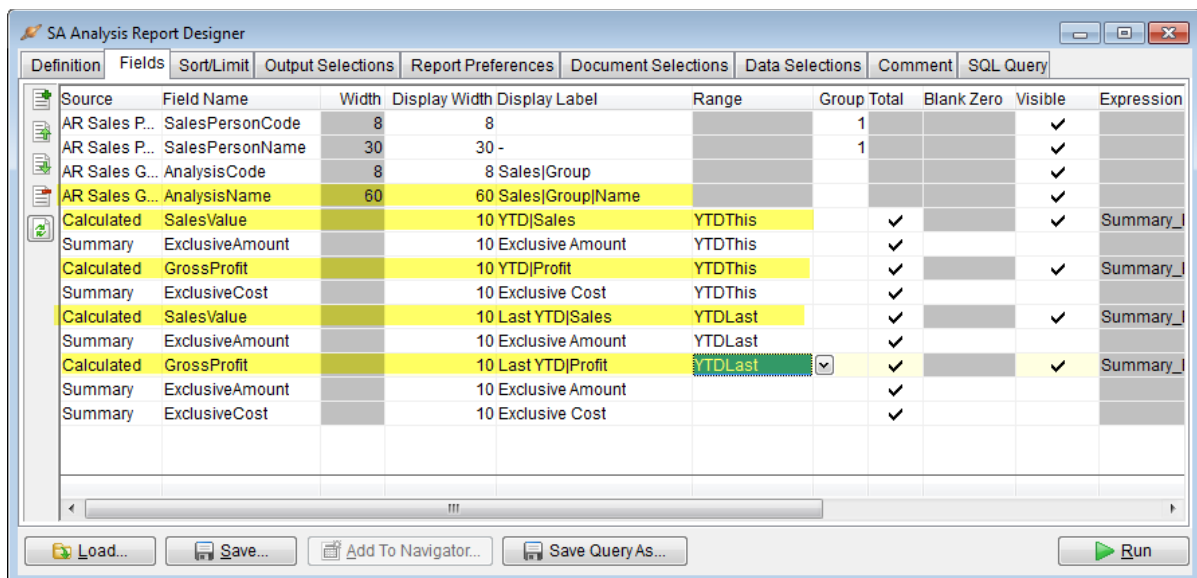
8 Select other fields for the report underneath the fields already there. You can choose from AR Sales Persons fields, AR Sales Groups, Summary fields, and Calculated fields which give access to fields like Gross Profit and Gross Margin as well as the ability to add your own calculations.

You will see that when you add Calculated fields, other fields required for the calculation are also added, but they have their Visible column unticked meaning they won't print on your report.

Some fields are added twice but with Ranges to return This Year or Last Year Sales figures. Display labels are changed to match.

Select the Source and Field Name, then change the Display Label and set the Range as shown below.

Source	Field Name	Display Label	Range
AR Sales Groups	Analysis Name	Sales Group Name	
Calculated	Sales Value	YTD Sales	YTDThis
Calculated	Gross Profit	YTD Profit	YTDThis
Calculated	Sales Value	Last YTD Sales	YTDLast
Calculated	Gross Profit	Last YTD Profit	YTDLast

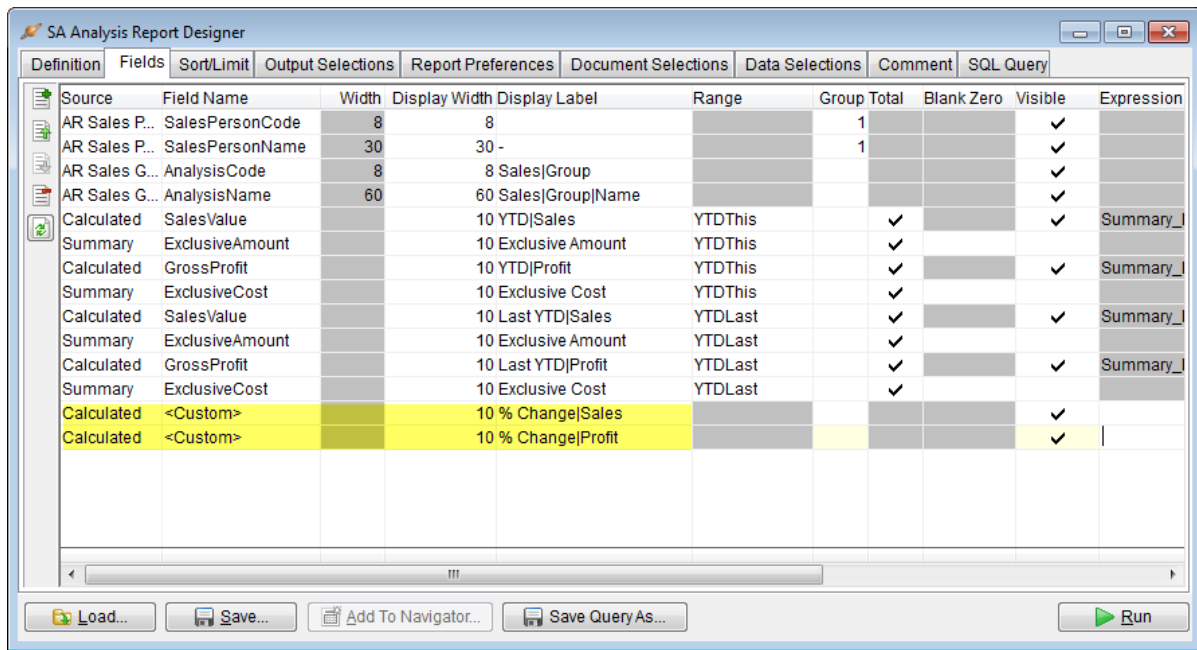


9 Add some calculated fields to calculate % Change in Sales and % Change in Profit.

You may notice that sometimes when you move off a Calculated field line, a Summary field underneath is removed. This happens when the Summary Field and Range are already available on the report.

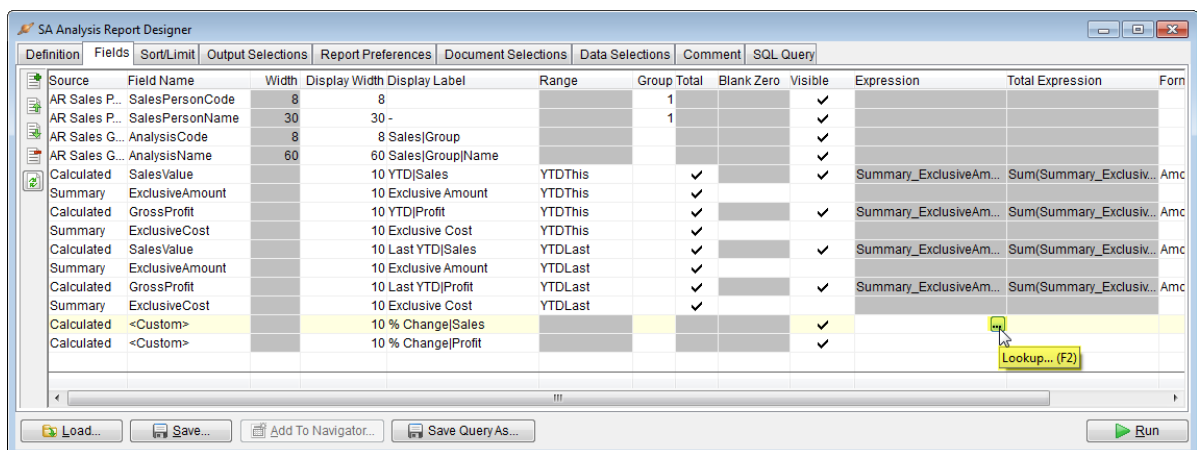
Add fields as below (leave the Fields Name as <Custom>)

Source	Field	Display Label	Range
Calculated	<Custom>	% Change Sales	
Calculated	<Custom>	% Change Profit	

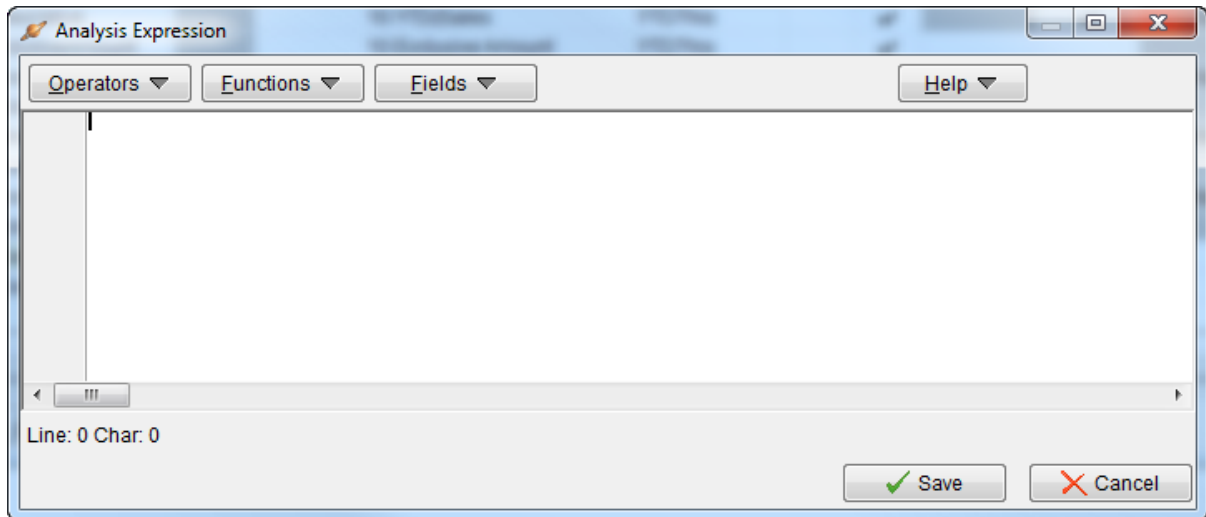


10 Add the expression for the new fields

On the % Change|Sales line – click in the Expression Field and press F2 or click the lookup button to open the Analysis Expression window. Here you can build your expressions based on the fields you use in the report.

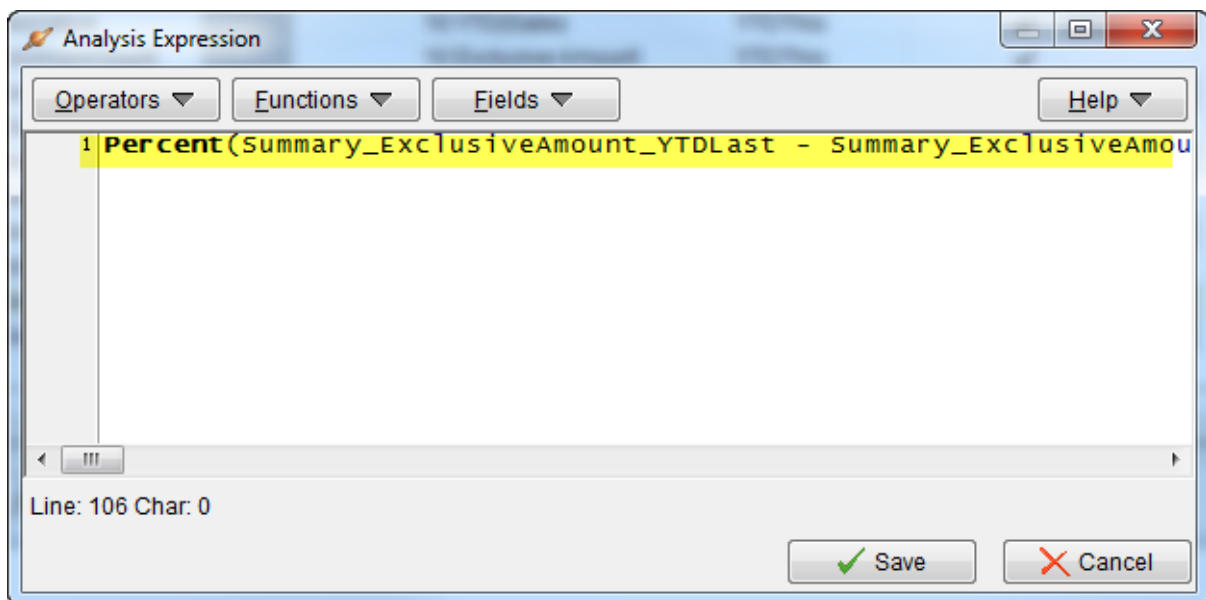


The Analysis Expression window will open.

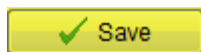


11 You can build expressions using the menu drop downs, but for this exercise, copy and paste this code in:

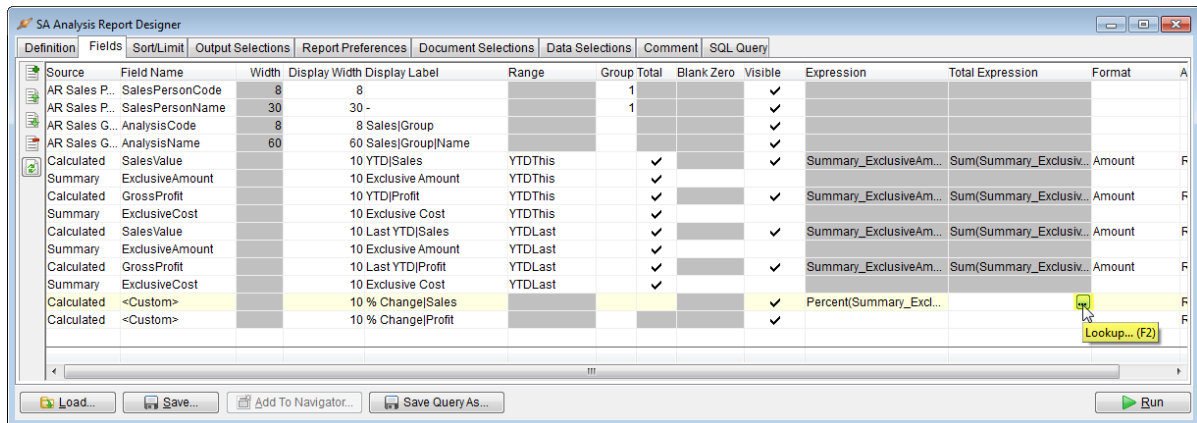
```
Percent(Summary_ExclusiveAmount_YTDLast -
Summary_ExclusiveAmount_YTDThis,Summary_ExclusiveAmount_YTDLast)
```



Then press

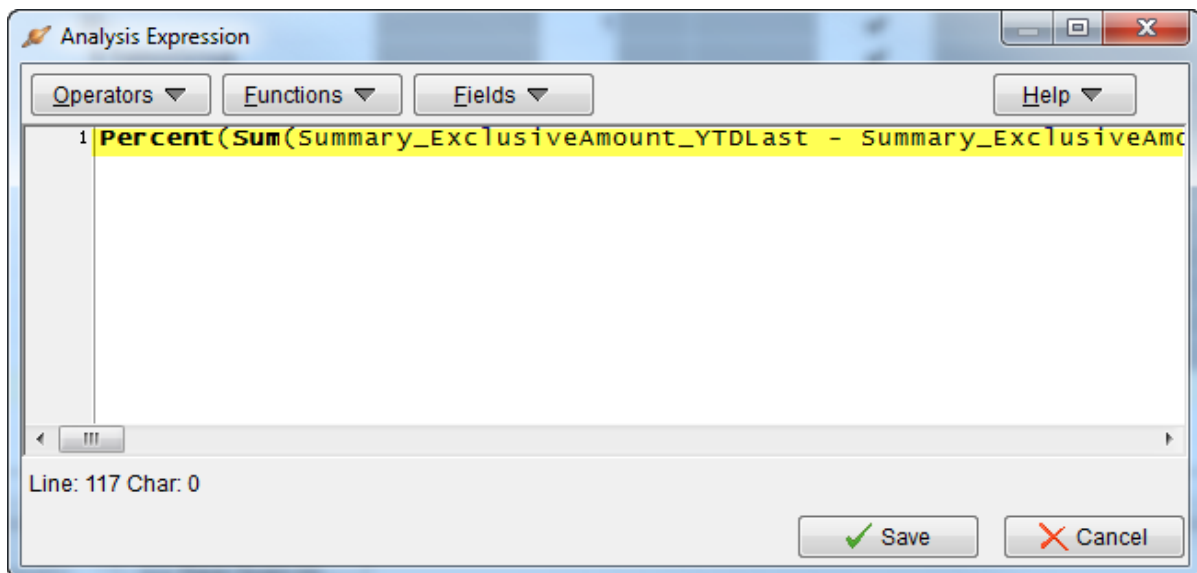


12 Now click in the Total Expression field and press F2 or click the lookup button to open the Analysis Expression window for the total

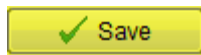


Copy and paste this code into the Analysis Expression Window

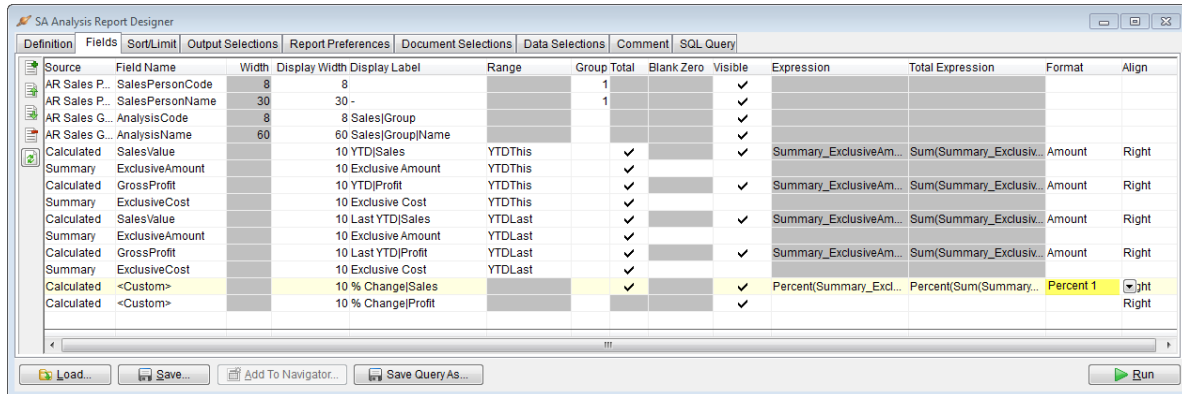
Percent(Sum(Summary_ExclusiveAmount_YTDLast -
Summary_ExclusiveAmount_YTDThis),Sum(Summary_ExclusiveAmount_YTDLast))



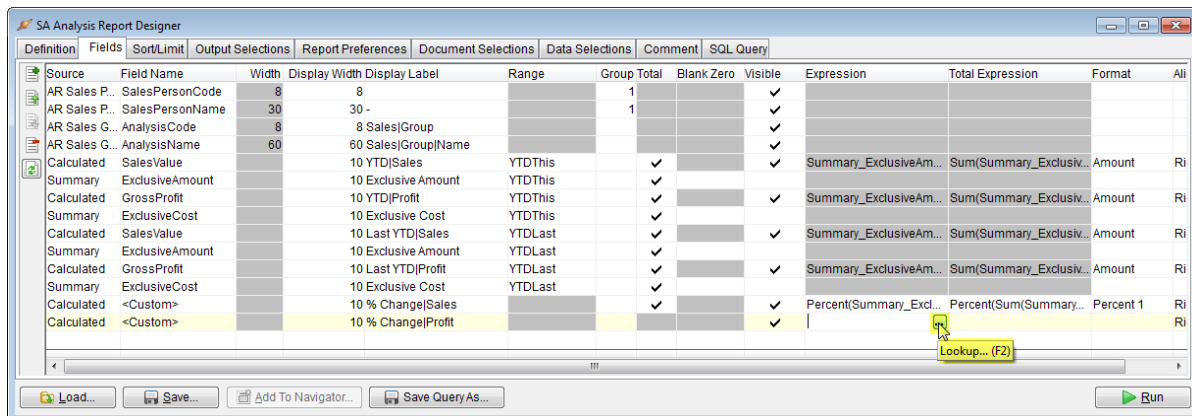
Then press



13 Set the **Format** field to Percent 1 (i.e. show as a Percent with one decimal place)

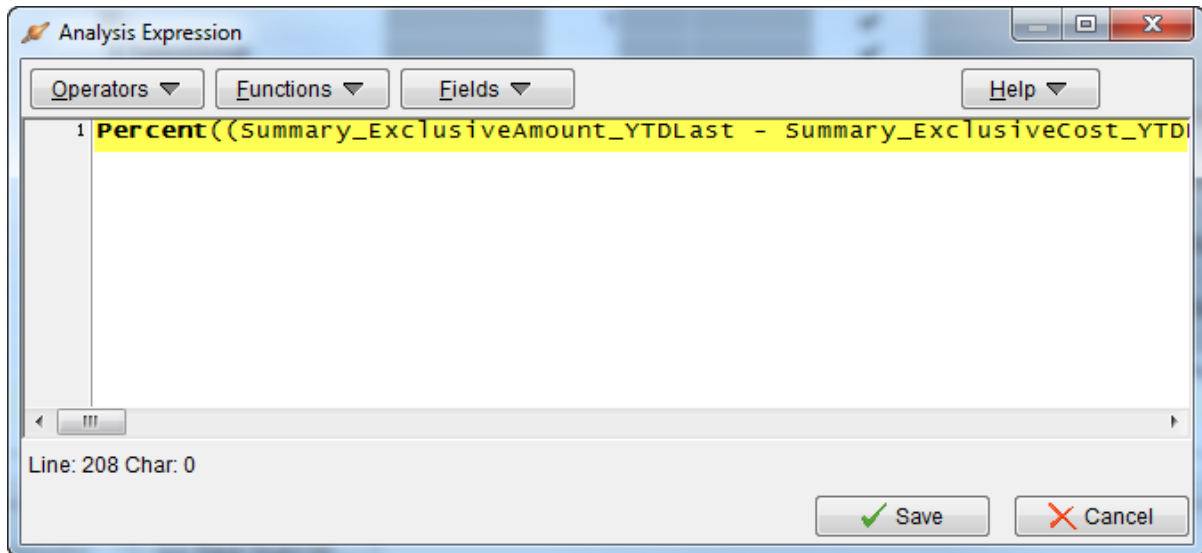


14 On the % Change|Profit line – click in the Expression Field and press F2 or click the lookup button to open the Analysis Expression window.

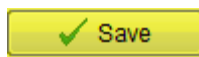


For this exercise copy and paste this code in:

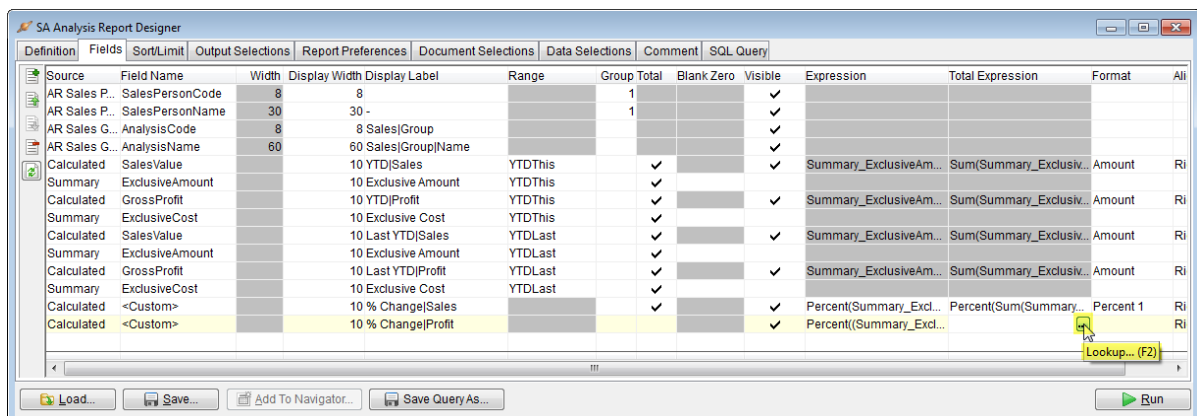
```
Percent((Summary_ExclusiveAmount_YTDLast - Summary_ExclusiveCost_YTDLast) -
(Summary_ExclusiveAmount_YTDThis -
Summary_ExclusiveCost_YTDThis),(Summary_ExclusiveAmount_YTDLast -
Summary_ExclusiveCost_YTDLast))
```



Then press

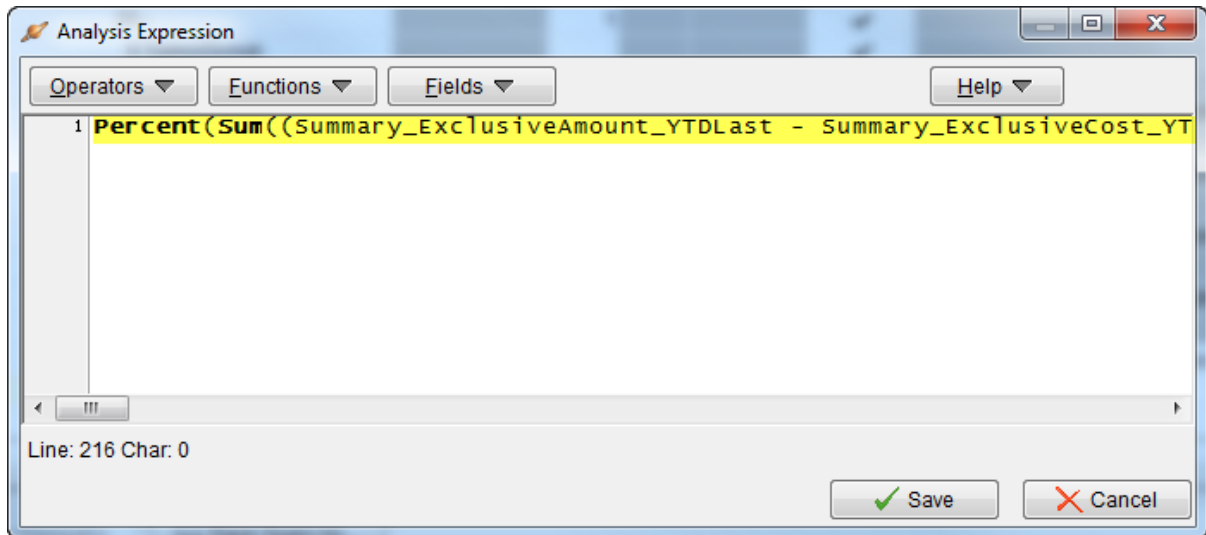


15 Now click in the Total Expression field and press F2 or click the lookup button to open the Analysis Expression window for the total.

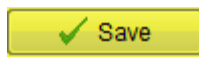


For this exercise copy and paste this code in:

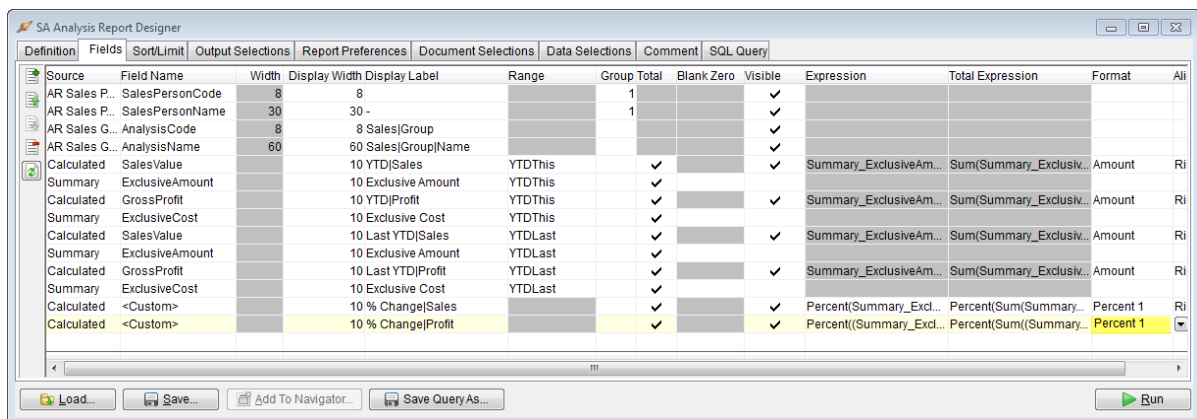
```
Percent(Sum((Summary_ExclusiveAmount_YTDLast - Summary_ExclusiveCost_YTDLast) -
(Summary_ExclusiveAmount_YTDThis -
Summary_ExclusiveCost_YTDThis)),Sum(Summary_ExclusiveAmount_YTDLast -
Summary_ExclusiveCost_YTDLast))
```



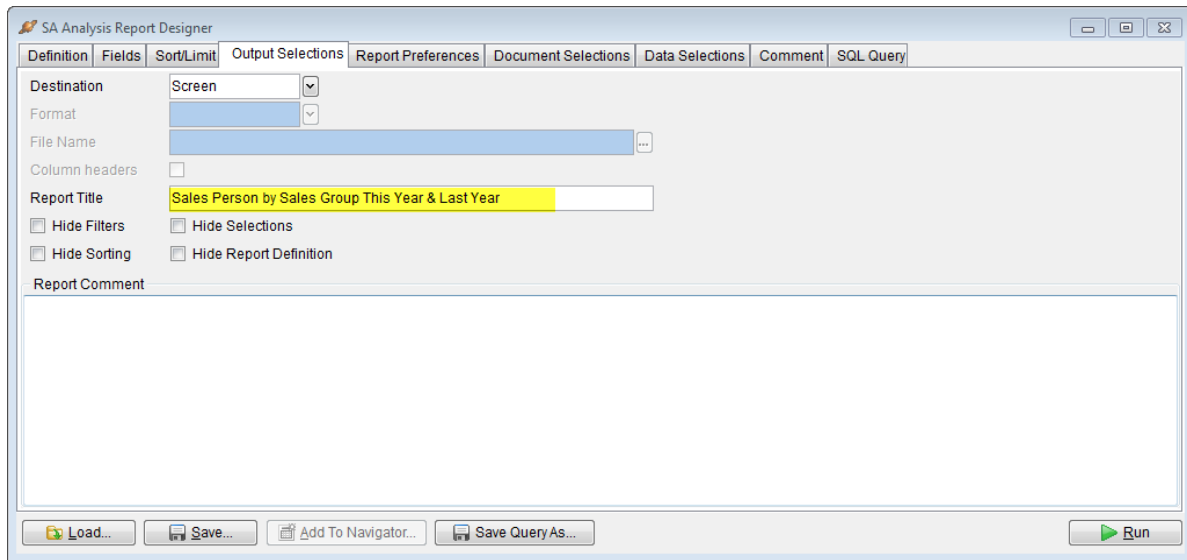
Then press




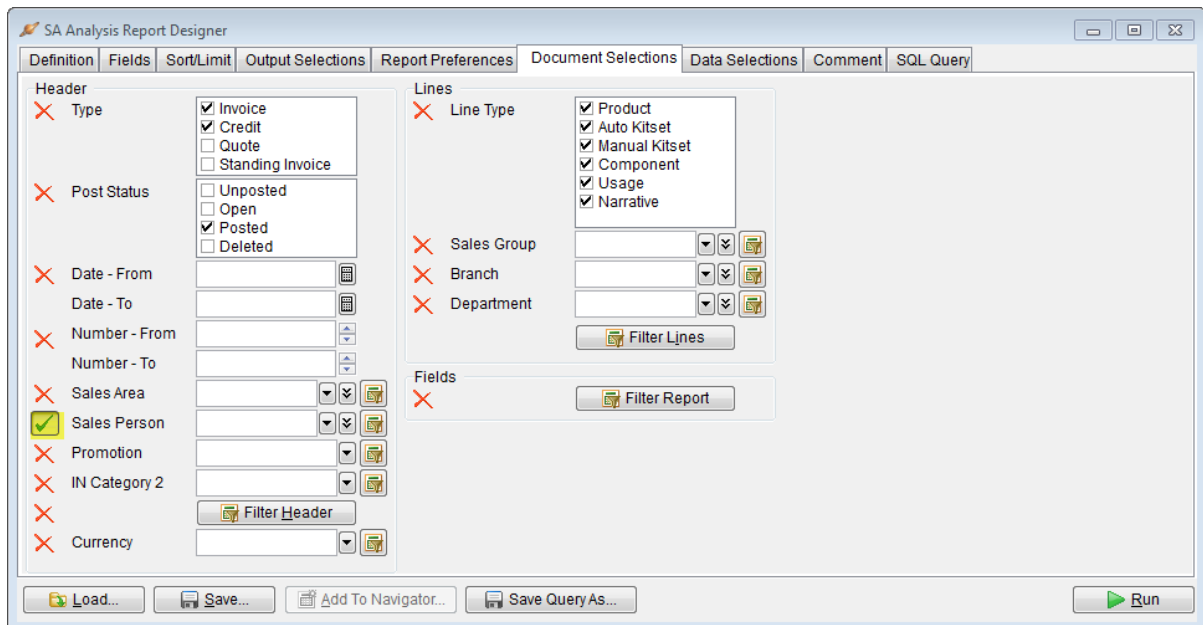
16 Set the **Format** field to Percent 1




17 Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.



18 Click the Documents Selections tab and click the  beside Sales Person so that a green tick appears, this means the Sales Person selections will be available when the report is run.



19 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Sales Analysis - Sales Person by Sales Group This Year & Last Year
ABC Holdings Limited

Analysis : Period
Period : Sep 2013
Document Types : Invoice, Credit
Post Status : Posted

YTD Last: Apr 2012 to Sep 2012
YTD This: Apr 2013 to Sep 2013

Sorted By: ARSalesPersons_SalesPersonCode, ARSalesGroups_AnalysisCode

<u>Sales Group</u>	<u>Sales Group Name</u>	<u>YTD Sales</u>	<u>YTD Profit</u>	<u>Last YTD Sales</u>	<u>Last YTD Profit</u>	<u>% Change Sales</u>	<u>% Change Profit</u>	<u>Currency Code</u>
COU - Counter Sales								
CUS	Customised Furniture	\$7,464.30	\$3,884.30	\$8,957.16	\$4,661.16	16.7%	16.7%	NZD
FURN	Furniture	\$37,443.50	\$18,648.70	\$50,897.85	\$24,820.55	26.4%	24.9%	NZD
PART	Parts	\$461.53	\$250.55	\$1,007.57	\$541.87	54.2%	53.8%	NZD
SPEC	Specials	\$8,903.30	\$4,781.50	\$14,245.60	\$7,650.40	37.5%	37.5%	NZD
		<u>\$54,272.83</u>	<u>\$27,565.05</u>	<u>\$75,108.18</u>	<u>\$37,673.98</u>	<u>27.7%</u>	<u>26.8%</u>	
EXP - Export Sales								
CUS	Customised Furniture	\$1,557.97	\$367.34	\$1,480.72	\$354.96	-5.2%	-3.5%	AUD
FURN	Furniture	\$32,422.49	\$9,767.56	\$24,777.32	\$7,237.57	-30.9%	-35.0%	AUD
PART	Parts	\$981.52	\$237.08	\$1,062.04	\$257.25	7.6%	7.8%	AUD
SPEC	Specials	\$10,487.00	\$3,896.50	\$8,262.78	\$3,036.25	-26.9%	-28.3%	AUD
		<u>\$45,448.98</u>	<u>\$14,268.48</u>	<u>\$35,582.86</u>	<u>\$10,886.03</u>	<u>-27.7%</u>	<u>-31.1%</u>	

20 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

If you sell to Foreign Customers, you may wish to make the 'Currency' selection on the Documents tab available at run time.

21 Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 13 and 14 on the first SA report for more details.

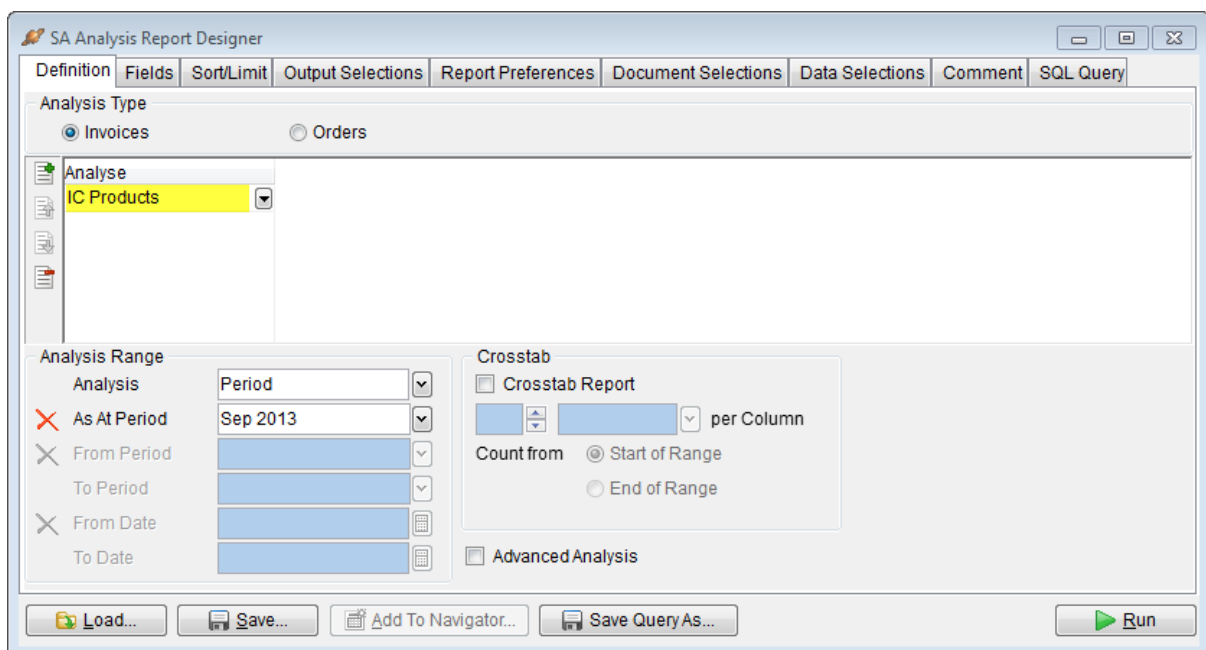
Supplier by Product

In this example, design a report showing the sales figures for each product, grouped by the default Supplier for the Product, and apply a filter to exclude products without a default supplier.

Navigator > Reports > Sales Analysis > Analysis Report Designer

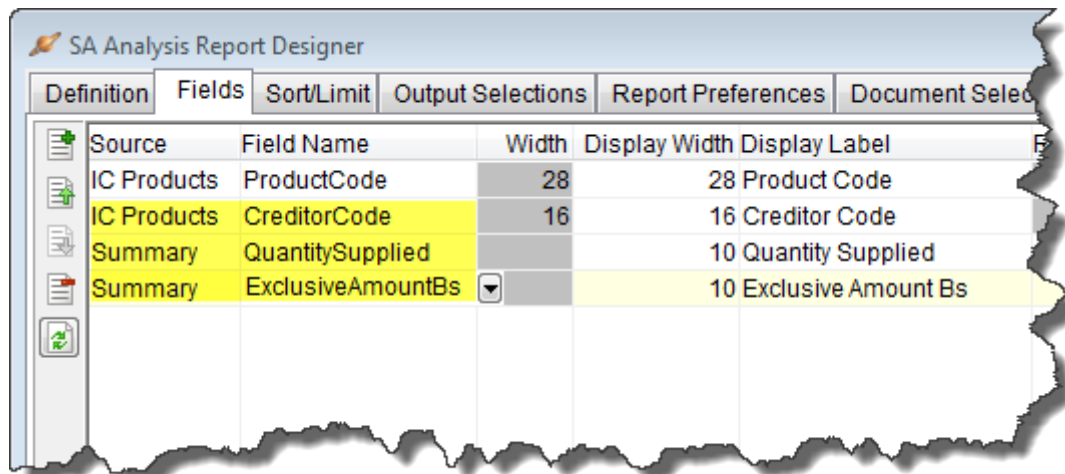
1 Leave the Analysis Type set to Invoices. In the Analyse grid, select IC Products

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

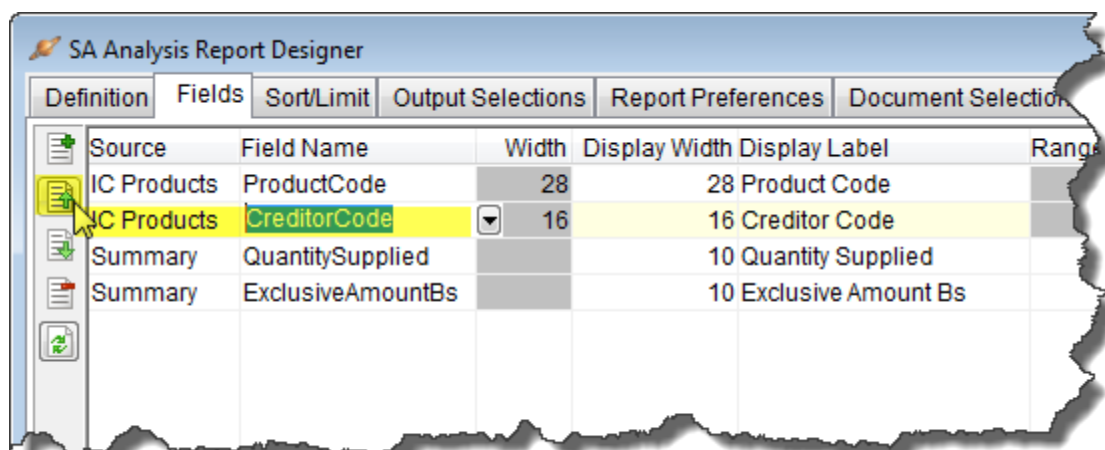


2 Click the Fields tab and you'll see that the first line is already populated with IC Products – Product Code. Underneath that, add the following.

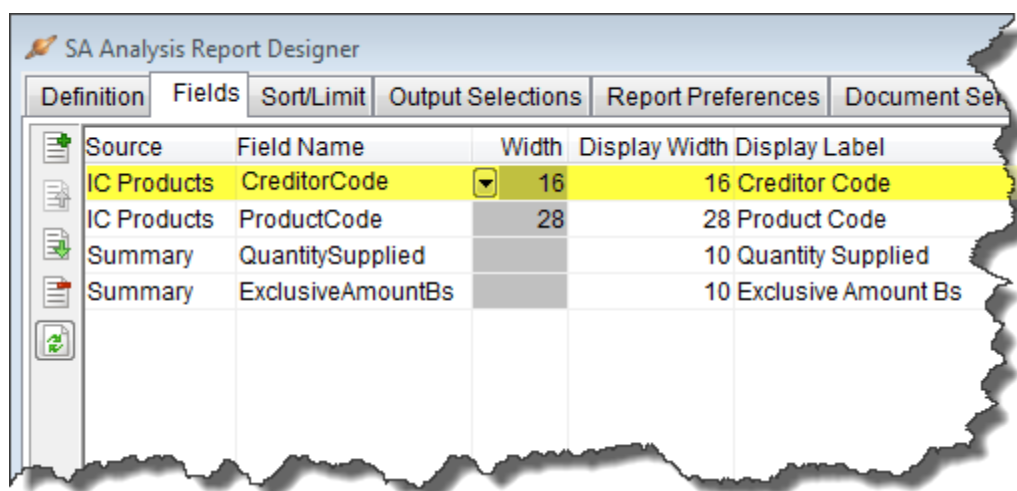
Source	Field Name
IC Products	CreditorCode
Summary	QuantitySupplied
Summary	ExclusiveAmountBs



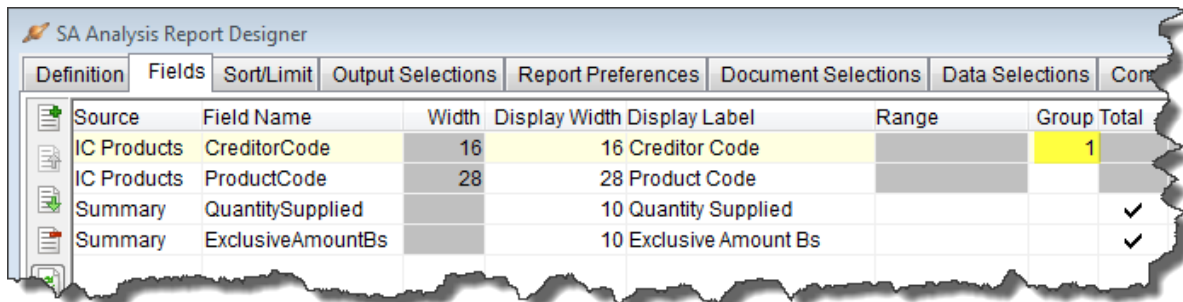
3 Select the CreditorCode line you added and click the Up arrow.



So that CreditorCode is at the top (as shown below).

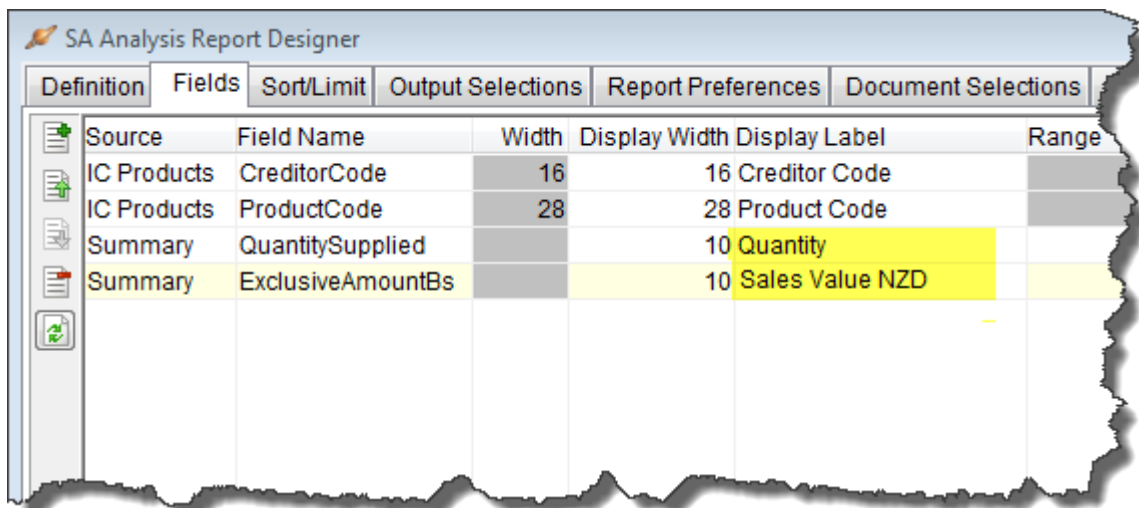


- 4 Enter 1 in the Group column on the Creditor Code line to group the report by Creditor Code.



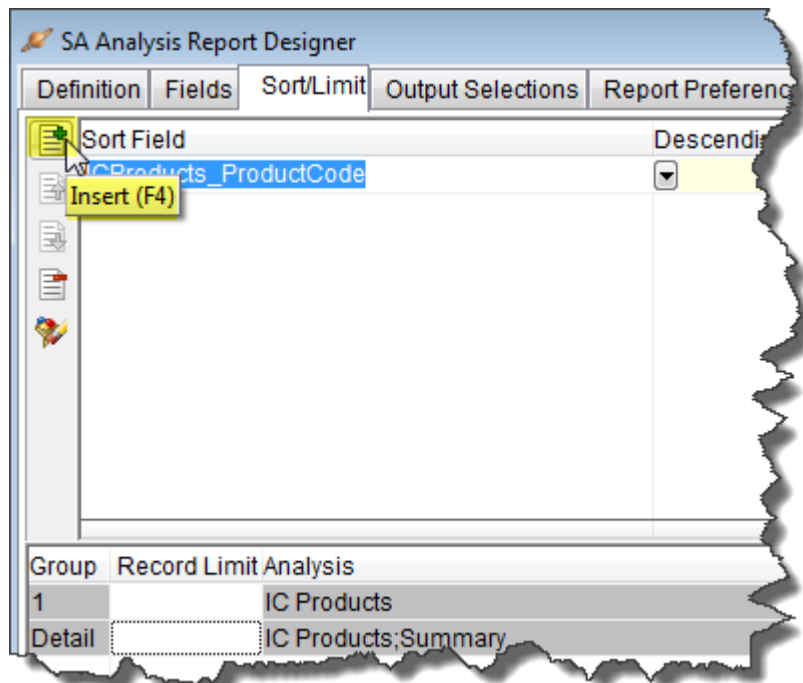
Source	Field Name	Width	Display Width	Display Label	Range	Group	Total
IC Products	CreditorCode	16	16	Creditor Code		1	
IC Products	ProductCode	28	28	Product Code			
Summary	QuantitySupplied		10	Quantity Supplied			✓
Summary	ExclusiveAmountBs		10	Exclusive Amount Bs			✓

- 5 In the Display Label column, remove the word 'Supplied' from the QuantitySupplied line, and change the Display Label for the ExclusiveAmountBs line to 'Sales Value' and your base currency code.

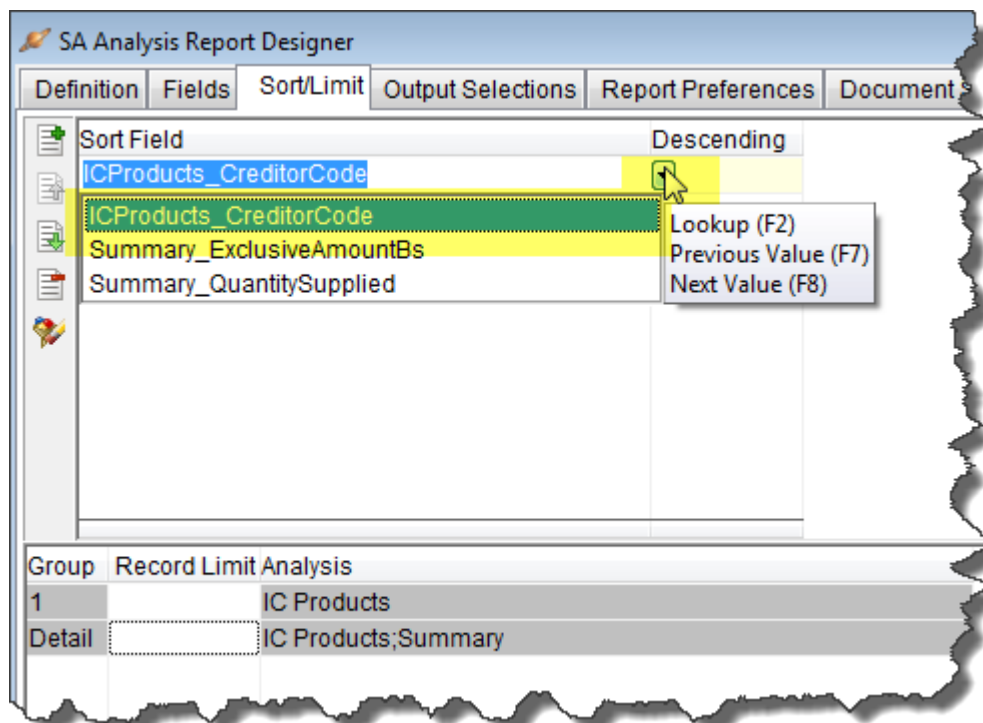


Source	Field Name	Width	Display Width	Display Label	Range
IC Products	CreditorCode	16	16	Creditor Code	
IC Products	ProductCode	28	28	Product Code	
Summary	QuantitySupplied		10	Quantity	
Summary	ExclusiveAmountBs		10	Sales Value NZD	

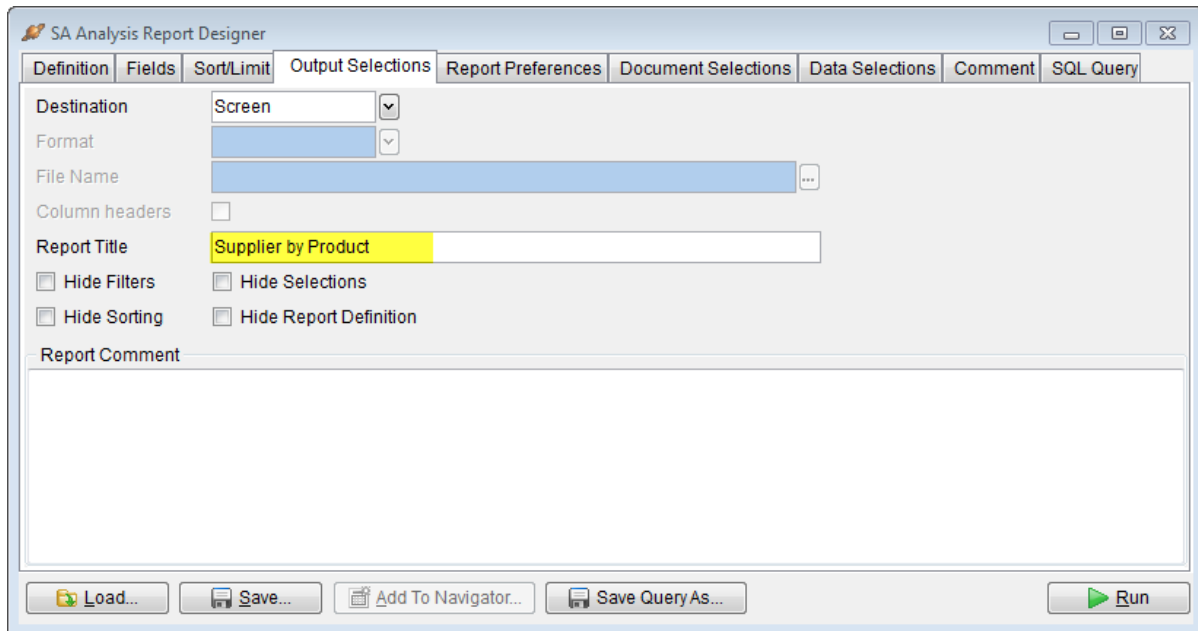
- 6 Click the Sort/Limit Tab and click Insert



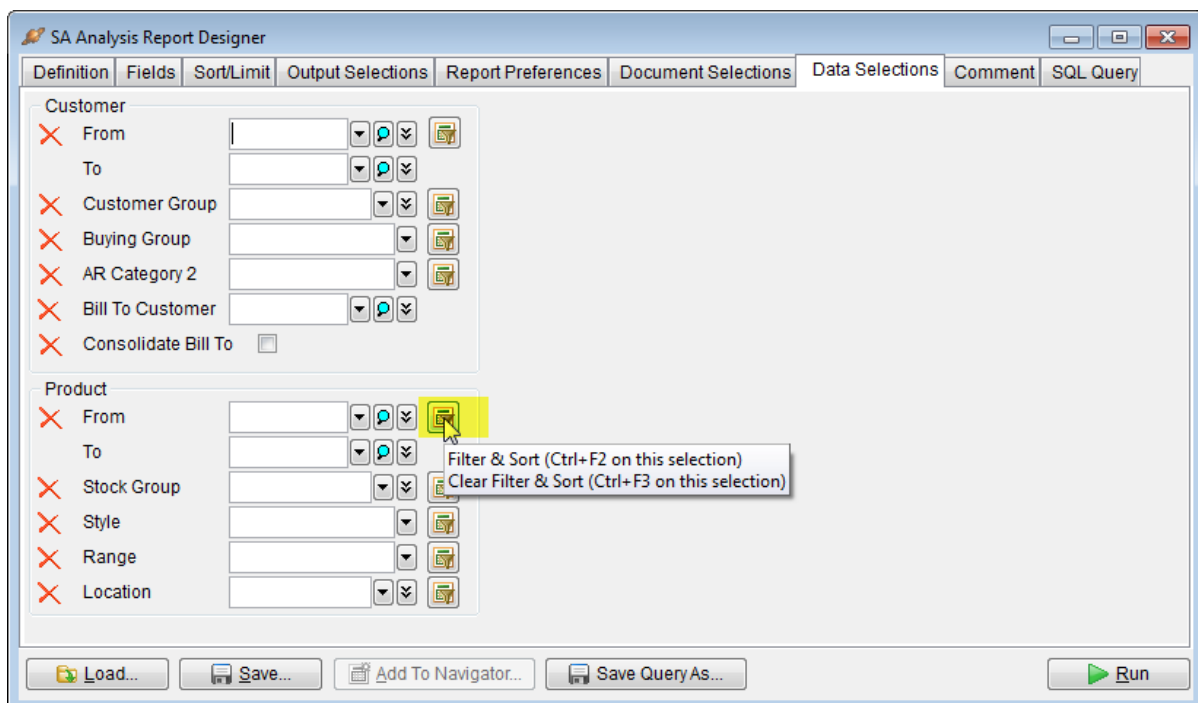
7 Click the drop down arrow and select ICProducts_CreditorCode



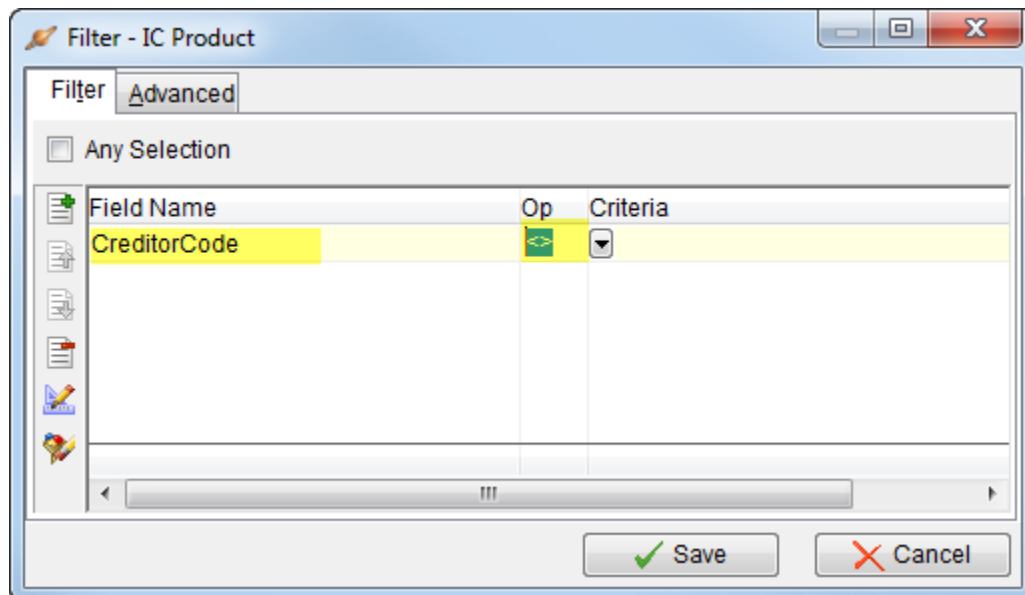
8 Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.




9 Click the Data Selections tab, and then click the filter button beside Product



10 In the Filter window, under Field Name, select CreditorCode , and under Op, select < > Not Equal To and leave the Criteria Blank. Then click Save.



11 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Sales Analysis - Supplier by Product ABC Holdings Limited

30/0
Pag

Analysis : Period
Period : Sep 2013
Document Types : Invoice, Credit
Post Status : Posted
Product Filtered By: ((CreditorCode<>""))
Sorted By: ICProducts_CreditorCode, ICProducts_ProductCode

<u>Product Code</u>	<u>Quantity</u>	<u>Sales Value NZD</u>
Creditor Code BRASS		
BRASS52LOCK	1.00	\$40.01
VIC32BRASS55	1.00	\$7.32
	2.00	\$47.33
Creditor Code CONWAY		
OVALMIRROR	4.00	\$225.81
P25MMMDR	8.00	\$15.04
P30MMRRK	4.00	\$4.92
	16.00	\$245.77
Creditor Code RIGHT		
T180MMR	3.50	\$44.61
T1MLR	5.60	\$495.77
T25MMRF	4.00	\$8.04
T470MMLR	6.00	\$368.74
T70SQR	10.00	\$107.34
	29.10	\$1,024.50
	47.10	\$1,317.60

End Of Report - 10 Records Printed

12 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

13 Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 13 and 14 on the first SA report for more details.

Top 5 Products by Customer

In this example, design a report showing the top five products, in terms of Gross Profit, per Customer.

Navigator > Reports > Sales Analysis > Analysis Report Designer

- 1 Leave the Analysis Type set to Invoices. In the Analyse grid, select AR Customers, and then select IC Products as we want AR Customers to be the top level followed by IC Products.
- 2 In the Analysis Range, choose Year in the Analysis Drop down, to analyse data over the financial current Year.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AR Customers, such as Sales Last Year and Sales Period to Date, and for IC Products, fields such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

SA Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections Comment SQL Query

Analysis Type

☒ Invoices ☐ Orders

Analyse

AR Customers

IC Products

Analysis Range

Analysis Year

As At Period Sep 2013

From Period

To Period

From Date

To Date

Crosstab

☒ Crosstab Report

Count from ☒ Start of Range ☐ End of Range

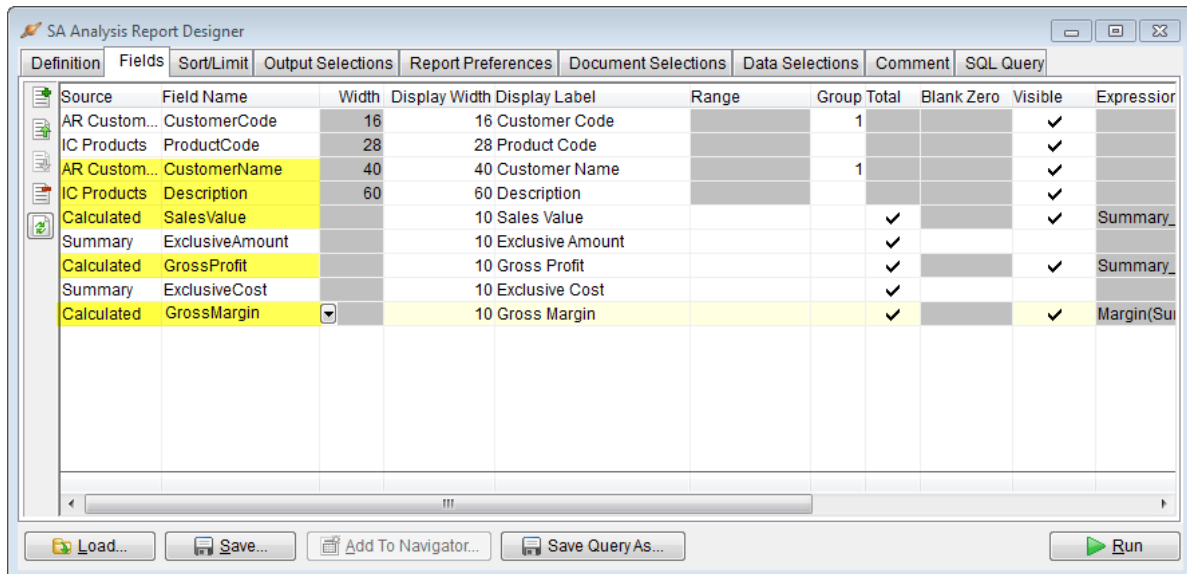
☐ Advanced Analysis

Load... Save... Add To Navigator... Save Query As... Run

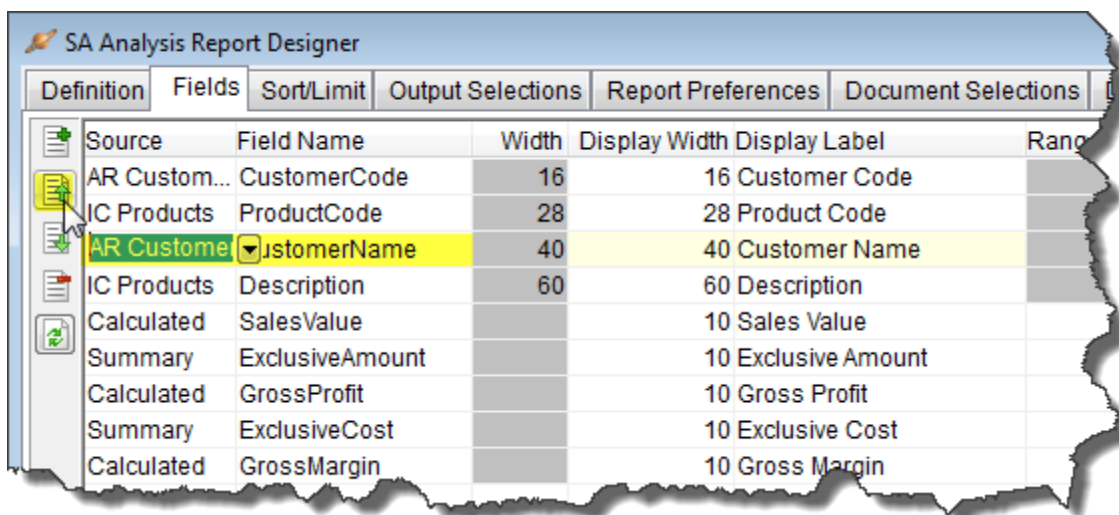
- 3 Click the Fields tab and you'll see that the first line is already populated with AR Customers - Customer Code, and the second with IC Products - Product Code. Underneath those, add the following.

Source	Field
AR Customers	CustomerName
IC Products	Description

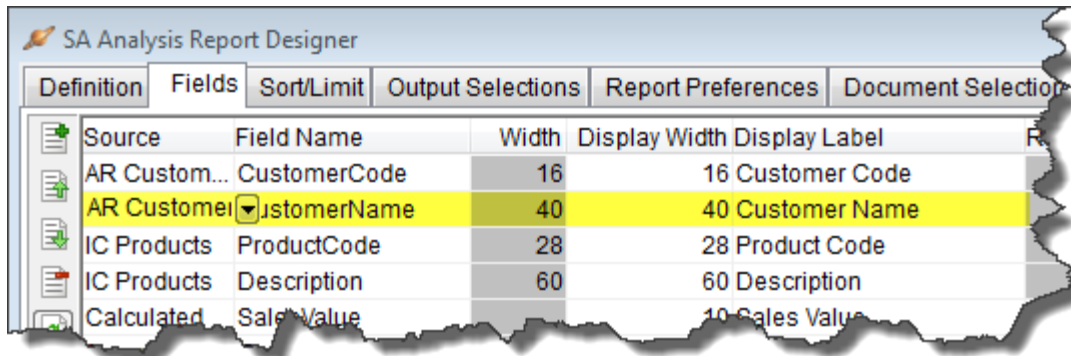
Calculated	SalesValue
Calculated	GrossProfit
Calculated	GrossMargin



4 Select the CustomerName line you added and click the Up arrow

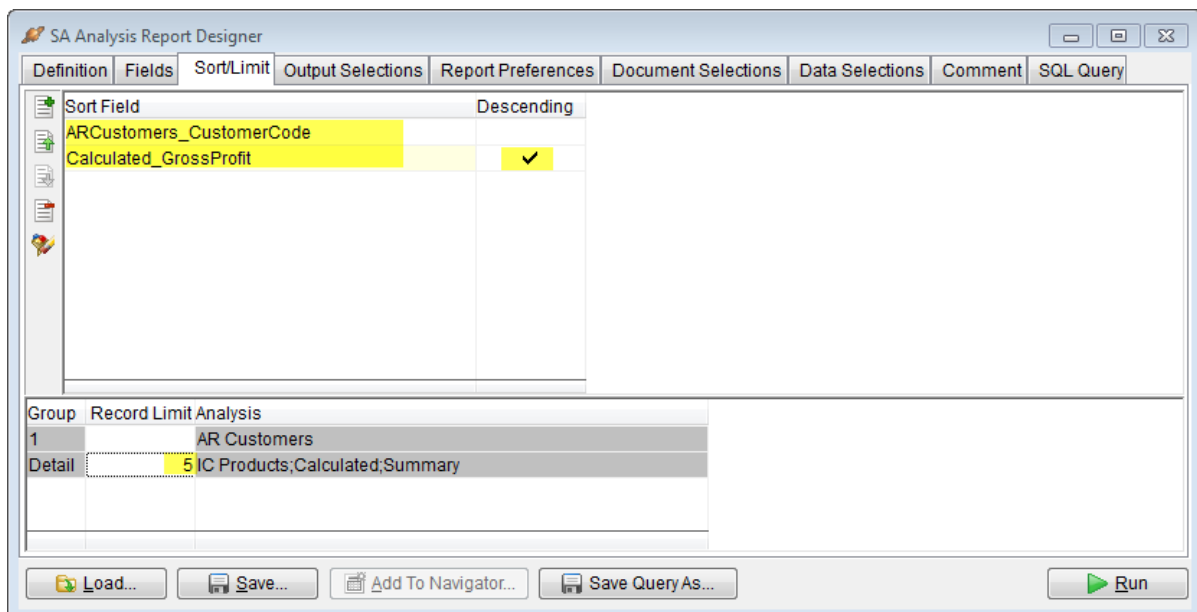



So that CustomerName is underneath CustomerCode (as shown below).



5 Click the Sort/Limit Tab, and under Sort Field, change the second sort field from ICProducts_ProductCode to Calculated_GrossProfit and put a tick in the Descending column beside it. This will sort by Customers, then Products ordered by Gross Profit with the highest GP at the top.

In the bottom grid which shows the how the report is grouped, enter a 5 in the Record Limit field beside the Detail line. You'll see the detail line contains IC Products (and Calculated and Summary fields), so this limits the products reported to the first 5 for each customer.



6 Press  **Run** to run the report to screen to see what it looks like. You can optionally save your report at this time.

Sales Analysis - AR Customers by IC Products (Invoices)
ABC Holdings Limited

Analysis : Year
Period : Sep 2013
Document Types : Invoice, Credit
Post Status : Posted
Sorted By: ARCustomers_CustomerCode, Calculated_GrossProfit Desc
Limited By: IC Products;Calculated;Summary (5 Records)

Product Code	Description	Sales Value	Gross Profit	Gross Margin	Currency Code
Customer Code ASHENG Customer Name Asheng Engineering Ltd					
LOWBOY	1550mm x 900mm x 450mm Lowboy	\$10,062.72	\$4,128.12	41%	NZD
DRESSTABLE	4 Draw Dressing Table	\$8,588.68	\$3,236.48	38%	NZD
STDCHEST	800mm x 1400mm Std. Chest	\$8,842.21	\$2,542.51	29%	NZD
QUEENBED	Queen Size Rimu Bed	\$5,338.85	\$1,758.85	33%	NZD
STDBEDHEAD	Standard Double Bed Head	\$3,125.46	\$1,398.46	45%	NZD
		<u>\$35,957.92</u>	<u>\$13,064.42</u>	36%	
Customer Code BOWEN Customer Name Bowen Paint & Paper Ltd					
DRESSTABLE	4 Draw Dressing Table	\$5,941.70	\$2,118.70	36%	NZD
2XBEDCAB	Pair of Rimu Bedside Cabinets	\$4,137.66	\$1,664.46	40%	NZD
LOWBOY	1550mm x 900mm x 450mm Lowboy	\$4,292.30	\$1,654.70	39%	NZD
QUEENBED	Queen Size Rimu Bed	\$4,972.25	\$1,392.25	28%	NZD
STDBEDHEAD	Standard Double Bed Head	\$3,159.48	\$1,275.48	40%	NZD
		<u>\$22,503.39</u>	<u>\$8,105.59</u>	36%	

7 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

8 Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 13 and 14 on the first SA report for more details.

Examples of how to Build Job Analysis Reports

These examples explain how the sample Job Analysis Reports have been constructed and walks through the process of setting them up from scratch.

Cost Variation – Component by Job

In this example, design a report showing the Estimated Costs, Actual Costs and the Cost Variation as well as the Costs approved to Invoice and Costs that are invoiced for each Job grouped by Job Component.

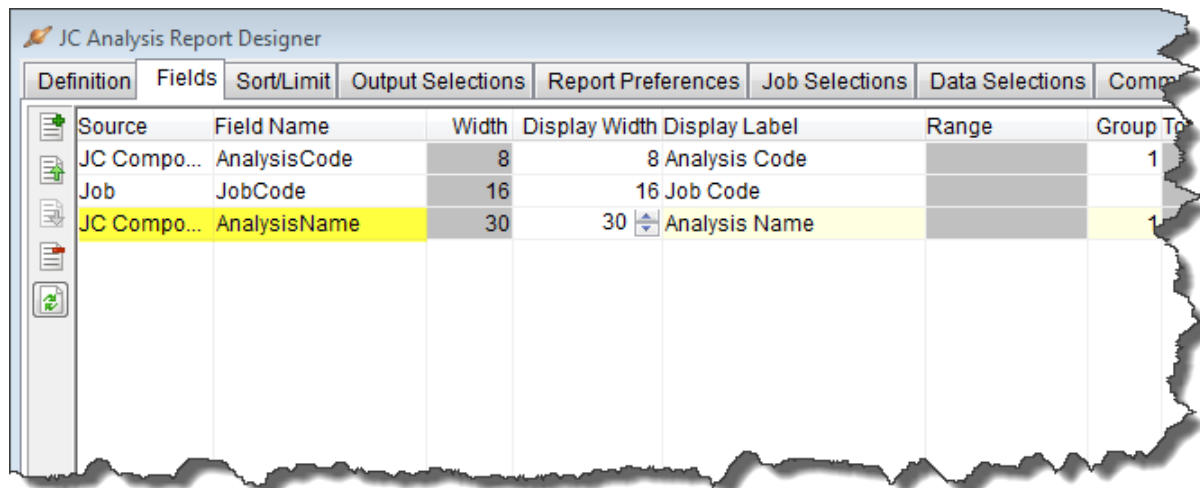
Navigator > Reports > Job Analysis > Analysis Report Designer

- 1 Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select JC Components to analyse information relating to the Job Components, then select Job to analyse information relating to the Jobs.

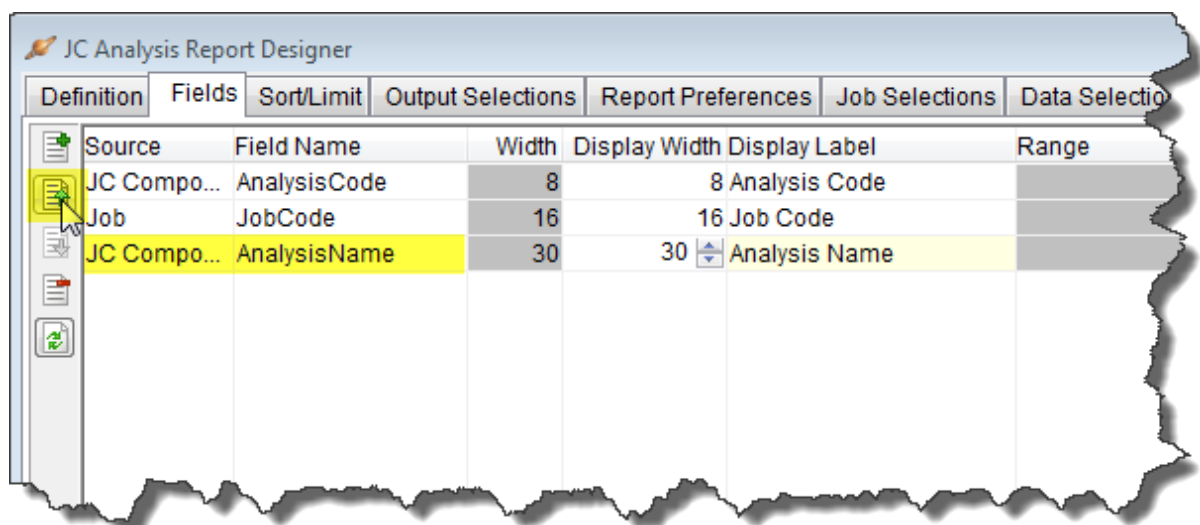
The screenshot shows the 'JC Analysis Report Designer' window. The 'Definition' tab is selected. Under 'Analysis Type', 'Transactions And Estimates' is chosen. In the 'Analyse' grid, 'JC Components' and 'Job' are selected. The 'Analysis Range' section shows 'Period' set to 'Sep 2013'. The 'Crosstab' section has 'Crosstab Report' checked, with 'Count from' set to 'Start of Range'. The 'Advanced Analysis' checkbox is also checked. At the bottom, there are buttons for 'Load...', 'Save...', 'Add To Navigator...', 'Save Query As...', and a 'Run' button with a green play icon.

- 2 Click the Fields tab and you'll see that the first line is already populated with JC Components-Analysis Code and the second line with Job -Job Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Component Code.

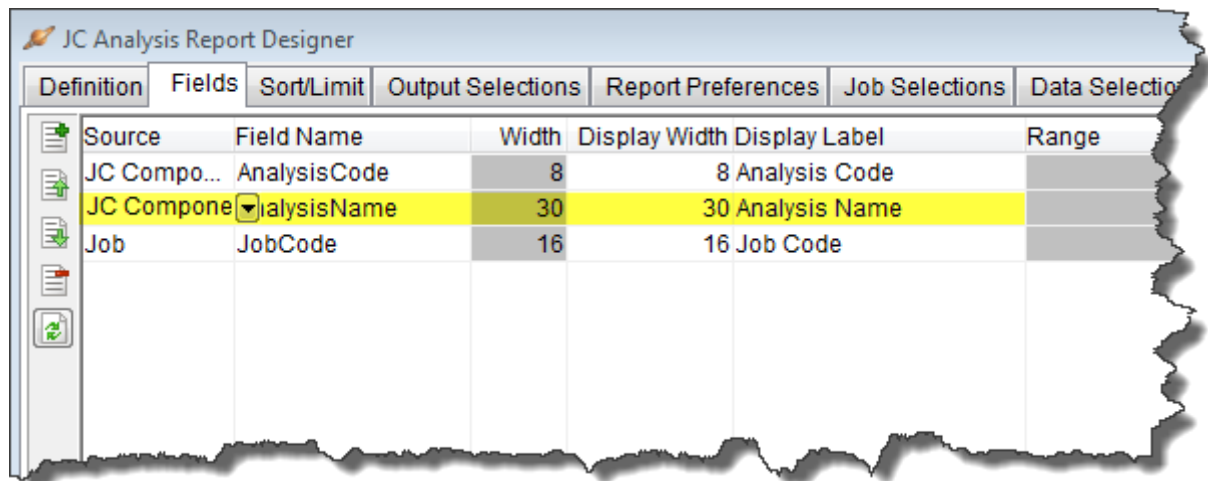
- 3 Insert a new line and select JC Components in the Source and AnalysisName in the Field Name



4 Select the AnalysisName line you added and click the Up arrow.

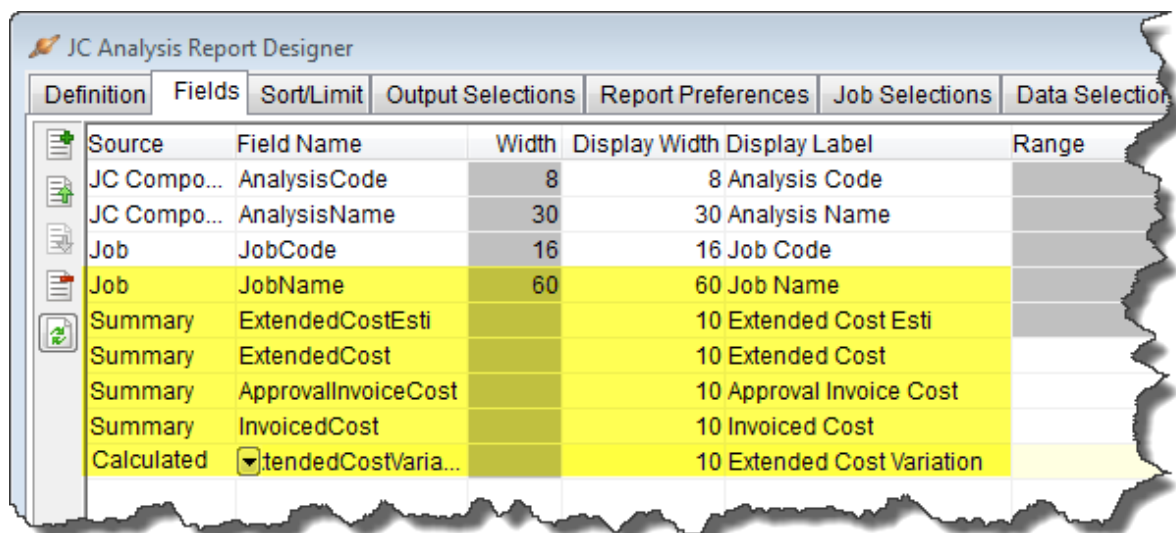


So that AnalysisName is underneath AnalysisCode (as shown below).



5 Under Source and Field Name, make the following selections.

Source	Field Name
Job	JobName
Summary	ExtendedCostEsti
Summary	ExtendedCost
Summary	ApprovalInvoiceCost
Summary	InvoicedCost
Calculated	ExtendedCostVariation



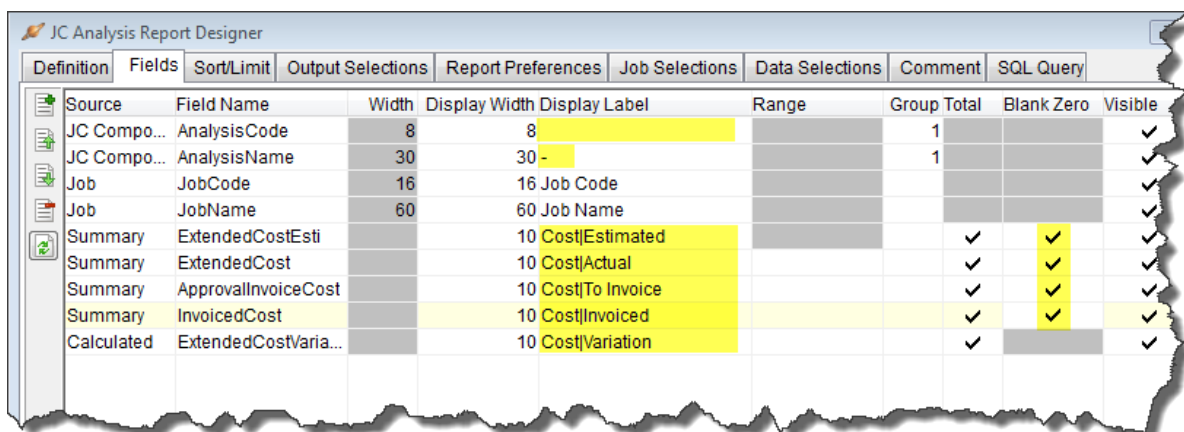
6 To make the report easier to read at the top level, remove the Display Label for Analysis Code and remove the Display Label for Analysis Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.

7 Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.

8 Change the Display Labels as shown below to make them clearer and use the Pipe Character between words so they are word wrapped. The pipe character (|) is found on your keyboard.



Display Label	Change to
Extended Cost Esti	Cost Estimated
Extended Cost	Cost Actual
Approval Invoice Cost	Cost To Invoice
Invoiced Cost	Cost Invoiced
Extended Cost Variation	Cost Variation



9 Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

JC Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Job Selections Data Selection

Destination: Screen

Format:

File Name:

Column headers: ☐

Report Title: **Cost Variation - Component by Job**

☐ Hide Filters ☐ Hide Selections

☐ Hide Sorting ☐ Hide Report Definition

Report Comment:

10 Click the Job Selections tab and select Job Status 'Active' so that both Active and Complete jobs will be included in the report.

11 Unselect Transaction Type 'Narrative' so that narratives will not be included.

JC Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Job Selections Data Selections Comment SQL O

Job

From: To:

Job Type: ☒ Normal ☐ Standard ☐ Quote

Job Status: ☐ Hold ☒ Active ☒ Complete

Date Complete - From:

Transaction

Transaction Type: ☒ Time ☒ Material ☒ Disbursement ☐ Narrative


Cost Centre:

Component:

Include Pending Actuals: ☐

Include Pending Invoices: ☐

Filter Transaction

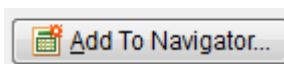
12 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Job Analysis - Cost Variation - Component by Job
ABC Holdings Limited

Analysis : Period
Period : Sep 2013
Document Types : Normal
Post Status : Active, Complete
Lines Types : Time, Material, Disbursement
Sorted By: JCComponents_AnalysisCode, Job_JobCode

<u>Job Code</u>	<u>Job Name</u>	<u>Cost Estimated</u>	<u>Cost Actual</u>	<u>Cost To Invoice</u>	<u>Cost Invoiced</u>	<u>Cost Variation</u>
DOW - Dowling						
1005	1.8m Wardrobe		\$49.00			\$49.00
			\$49.00			\$49.00
FIT - Fittings						
1001	4 Drawer Dresser - 5462	\$12.00	\$12.00		\$12.00	
1002	1.8m Wardrobe - 5463	\$37.00	\$30.37		\$30.37	-\$6.63
1003	1.8m Wardrobe	\$37.00	\$37.00			
1004	4 Drawer Dresser - 5466	\$12.00	\$12.00			
1005	1.8m Wardrobe	\$37.00	\$16.24			-\$20.76
1006	4 Drawer Dresser	\$12.00				-\$12.00
1007	4 Drawer Dresser - 5469	\$12.00				-\$12.00
1008	1.8m Wardrobe	\$37.00				-\$37.00
1010	1.8m Wardrobe - 5463	\$37.00				-\$37.00
C2001	Kowhai Grove Hotel	\$370.00	\$37.00			-\$333.00
		\$603.00	\$144.61		\$42.37	-\$458.39
LAB - Labour						
1001	4 Drawer Dresser - 5462	\$116.00	\$72.00		\$72.00	-\$44.00
1002	1.8m Wardrobe - 5463	\$94.00	\$71.50		\$71.50	-\$22.50
1003	1.8m Wardrobe	\$94.00	\$94.00			
1004	4 Drawer Dresser - 5466	\$116.00	\$66.50			-\$49.50
1005	1.8m Wardrobe	\$94.00	\$72.00			-\$22.00
1006	4 Drawer Dresser	\$116.00	\$50.00			-\$66.00

13 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.



14 After the report has been saved, you can click

This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Job Analysis reports.

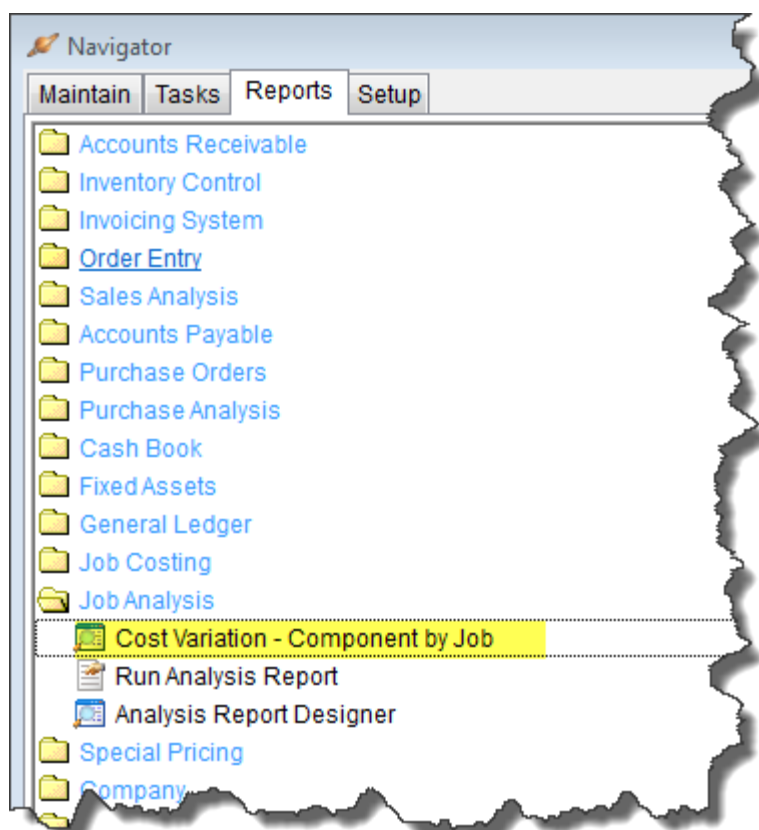
See the help for more details on the Script Shortcut Editor.

The image shows a 'Script Shortcut Editor' dialog box with the following fields and options:

- Shortcut Type:** A dropdown menu set to 'JC Report'.
- Report Name:** A text field containing 'Cost Variation - Component by Job.pfn' with a browse button (three dots) to its right.
- User Code:** A dropdown menu.
- Shortcut Key:** An empty text field.
- Glyph:** A button with a small icon.
- Available on Toolbar:** An unchecked checkbox.
- Button details:** A section containing:
 - Button Order:** A text field with a spin button.
 - Button Hint:** A large empty text area.
- Available in Navigator:** A checked checkbox.
- Navigator details:** A section containing:
 - Tab Name:** A dropdown menu set to 'Reports'.
 - Tab Order:** A text field with a spin button, showing the value '0'.
 - Action Name:** A text field containing 'Job Analysis\Cost Variation - Component by Job'.
 - Navigator Order:** A text field with a spin button, showing the value '10'.

At the bottom right, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

15 Press Save and the report will show in the Navigator



Product Qty Variation per Job

In this example, design a report showing the Estimated Quantities, Actual Quantities and the Variation, as well as the Quantity to invoice and Quantity Invoiced for each Product grouped by Job.

Navigator > Reports > Job Analysis > Analysis Report Designer

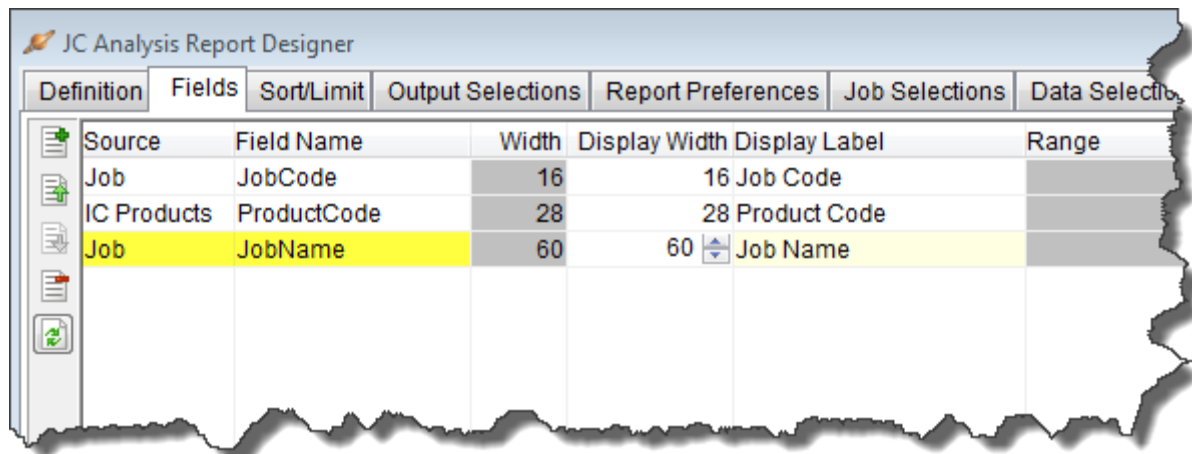
- 1 Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select Job to analyse information relating to the Jobs, then select IC Products to analyse information relating to the Products.

Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

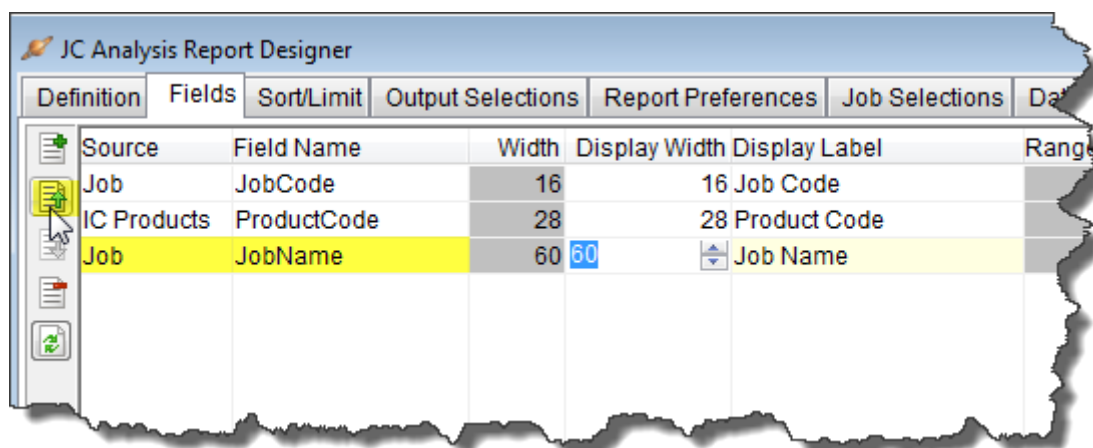
The screenshot shows the 'JC Analysis Report Designer' window. The 'Definition' tab is selected. Under 'Analysis Type', 'Transactions And Estimates' is chosen. The 'Analyse' grid shows 'Job' and 'IC Products' selected. The 'Analysis Range' section has 'Period' set to 'Sep 2013'. The 'Crosstab' section has 'Crosstab Report' checked, 'Count from' set to 'Start of Range', and 'Advanced Analysis' checked. At the bottom are buttons for Load, Save, Add To Navigator, Save Query As, and Run.

- 2 Click the Fields tab and you'll see that the first line is already populated with Job-Job Code, and the second line with IC Products -ProductCode. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Job Code.

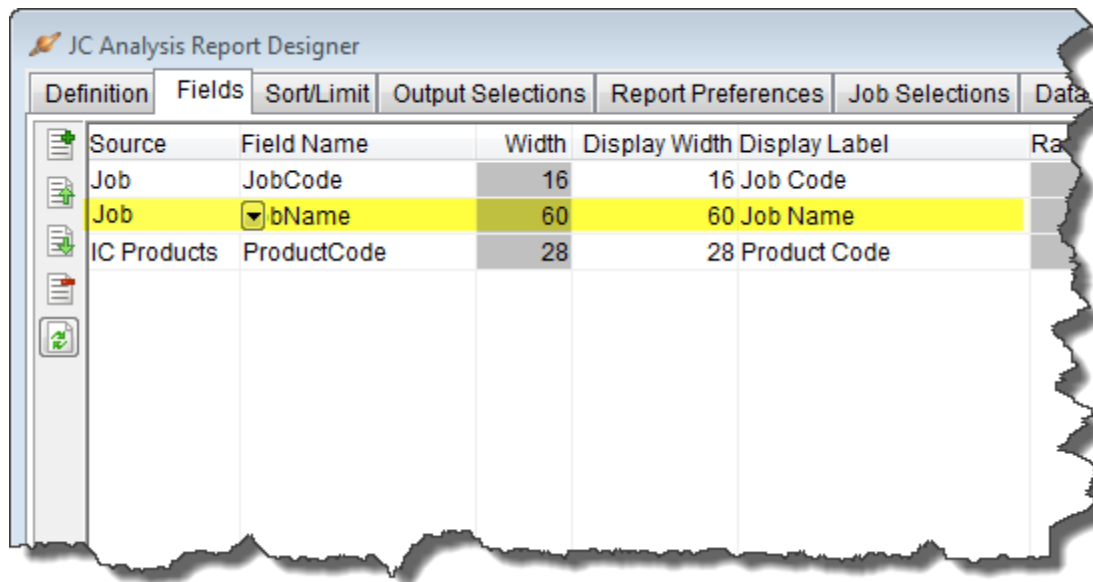
- 3 Insert a new line and select Job in the Source and JobName in the Field Name



4 Select the JobName line you added and click the Up arrow.

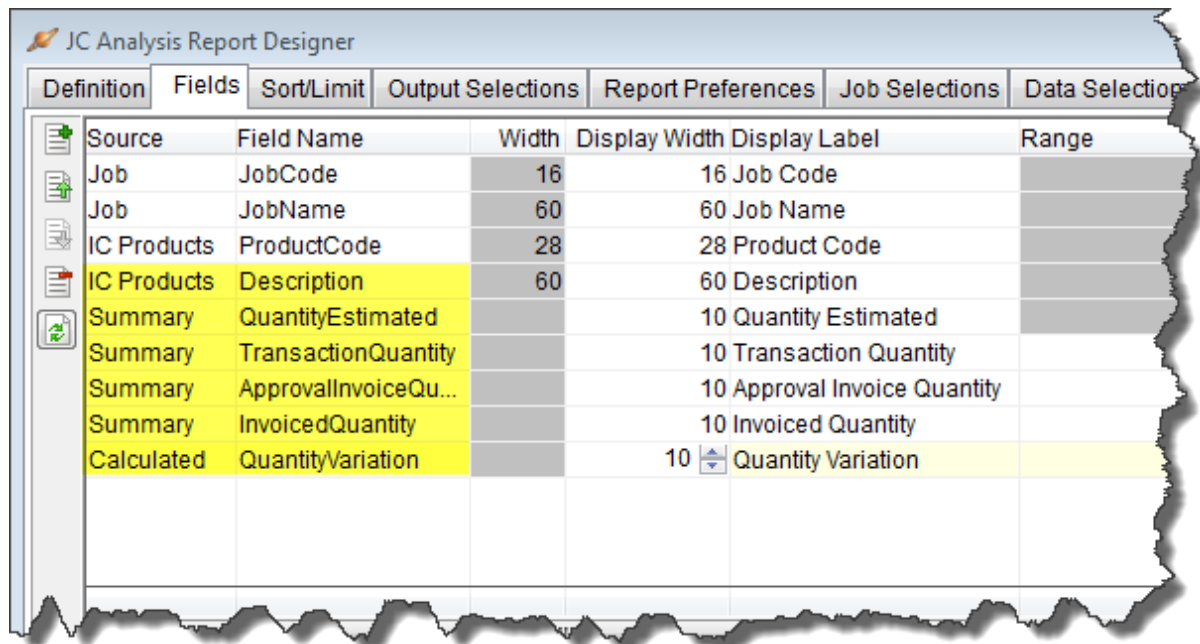


So that JobName is underneath JobCode (as shown below).



5 Under Source and Field Name, make the following selections.

Source	Field Name
IC Products	Description
Summary	QuantityEstimated
Summary	TransactionQuantity
Summary	ApprovalInvoiceQuantity
Summary	InvoicedQuantity
Calculated	QuantityVariation



6 To make the report easier to read at the top level, remove the Display Label for Job Code and remove the Display Label for Job Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.

7 Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.

8 Change the Display Labels as shown below to make them clearer and use the Pipe Character (|) between words so they are word wrapped. The pipe character is found on your keyboard.



Display Label	Change to
Quantity Estimated	Quantity Estimated
Transaction Quantity	Quantity Actual
Approval Invoice Quantity	Quantity To Invoice
Invoiced Quantity	Quantity Invoiced
Quantity Variation	Quantity Variation

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible
Job	JobCode	16	16			1		✓
Job	JobName	60	60			1		✓
IC Products	ProductCode	28	28	Product Code				✓
IC Products	Description	60	60	Description				✓
Summary	QuantityEstimated		10	Quantity Estimated		✓	✓	✓
Summary	TransactionQuantity		10	Quantity Actual		✓	✓	✓
Summary	ApprovalInvoiceQu...		10	Quantity To Invoice		✓	✓	✓
Summary	InvoicedQuantity		10	Quantity Invoiced		✓	✓	✓
Calculated	QuantityVariation		10	Quantity Variation		✓		✓

9 Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

Destination: Screen

Format:

File Name:


Column headers: ☐

Report Title: Product Qty Variation per Job


☐ Hide Filters ☐ Hide Selections

☐ Hide Sorting ☐ Hide Report Definition

Report Comment:

10 Click the Job Selections tab and click the  beside From so that a green tick appears, this means the Job selections will be available when the report is run.


11 Select Job Status 'Active' and unselect 'Complete' so only Active Jobs will be included in the report.

12 Click the  beside Consolidate Related Jobs so that a green tick appears, this means Consolidate Related Jobs selection will be available when the report is run.

13 Unselect Transaction Type 'Narrative' so that narratives will not be included.

The screenshot shows the 'JC Analysis Report Designer' window with the 'Job Selections' tab selected. The interface is divided into several sections: 'Job', 'Transaction', and 'Fields'. The 'Job' section contains various filters with checkboxes and dropdown menus. The 'Transaction' section includes a 'Transaction Type' list with checkboxes for 'Time', 'Material', 'Disbursement', and 'Narrative'. The 'Fields' section has a 'Filter Report' button. The 'Narrative' checkbox is currently unchecked, indicating that narratives will not be included in the report.

Section	Item	Status
Job	From	Selected (Green Tick)
	To	Selected (Green Tick)
	Job Type	Normal (Checked), Standard (Unchecked), Quote (Unchecked)
	Job Status	Hold (Unchecked), Active (Checked), Complete (Checked)
	Date Complete - From	Selected (Green Tick)
	Date Complete - To	Selected (Green Tick)
	Branch	Selected (Green Tick)
	Department	Selected (Green Tick)
	Job Category	Selected (Green Tick)
	JC Category 2	Selected (Green Tick)
Transaction	Transaction Type	Time (Checked), Material (Checked), Disbursement (Checked), Narrative (Unchecked)
	Cost Centre	Selected (Green Tick)
	Component	Selected (Green Tick)
	Include Pending Actuals	Unchecked
Fields	Filter Report	Available

14 Click the Data Selections tab and click the  beside 'From' (under Product) so that a green tick appears, this means the Product selections will be available when the report is run.

JC Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Job Selections

Customer

☒ From

☐ To

☒ Sales Group

☒ Sales Person

☒ Buying Group

☒ AR Category 2

Product

☒ From

☐ To

☒ Stock Group


☒ Style

☒ Range

☒ Location

Creditor

☒ From

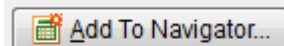
15 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Job Analysis - Product Qty Variation per Job ABC Holdings Limited

Analysis : Period
Period : Sep 2013
Document Types : Normal
Post Status : Active
Lines Types : Time, Material, Disbursement
Sorted By: Job_JobCode, ICProducts_ProductCode

<u>Product Code</u>	<u>Description</u>	<u>Quantity Estimated</u>	<u>Quantity Actual</u>	<u>Quantity To Invoice</u>	<u>Quantity Invoiced</u>	<u>Quantity Variance</u>
1002 - 1.8m Wardrobe - 5463						
ASSEMBLY	Workshop Overhead	1.00				
BRASS52LOCK	Brass 52 Lock & Key	1.00	1.00		1.00	
LABOUR	Labour Charge	3.00	3.25		3.25	
T180MMR	180mm x 18mm Rimu		3.00		3.00	
T180MMTR	180mm x 48mm Rimu	2.80				
T1MLR	1M sq Laminated Rimu	5.60	5.60		5.60	
T25MMRF	15mm Rimu Facing	5.00	4.00		4.00	
T470MMLR	470mm Laminated Rimu	2.00	2.00		2.00	
T70SQR	70mm x 70mm Rimu	7.00	7.00		7.00	
VIC32BRASS55	Victorian 32 Brass Handle 55mm		1.00		1.00	
VIC38BRASSK	Victorian 38mm Brass Doorknob	1.00				
		28.40	26.85		26.85	
1003 - 1.8m Wardrobe						
ASSEMBLY	Workshop Overhead	1.00	1.00			
BRASS52LOCK	Brass 52 Lock & Key	1.00	1.00			
LABOUR	Labour Charge	3.00	3.00			
T180MMTR	180mm x 48mm Rimu	2.80	2.80			
T1MLR	1M sq Laminated Rimu	5.60	6.00			
T25MMRF	15mm Rimu Facing	5.00	5.00			
T470MMLR	470mm Laminated Rimu	2.00	2.00			
T70SQR	70mm x 70mm Rimu	7.00	6.00			
VIC38BRASSK	Victorian 38mm Brass Doorknob	1.00	1.00			
		28.40	27.80			

16 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.



17 After the report has been saved, you can click

This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

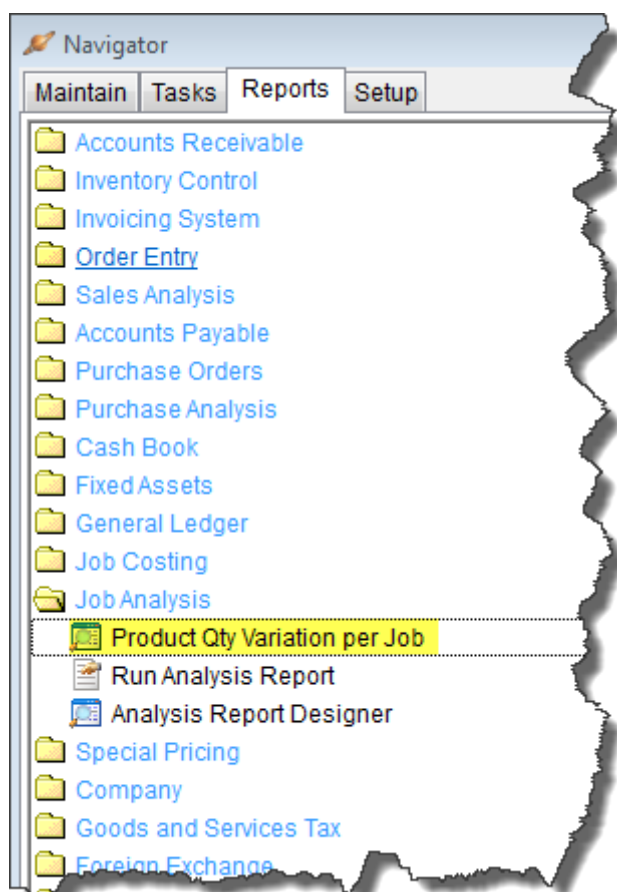
You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Job Analysis reports.

See the help for more details on the Script Shortcut Editor.

The screenshot shows a 'Script Shortcut Editor' window. It contains several fields for configuring a report shortcut. The 'Shortcut Type' is set to 'JC Report'. The 'Report Name' is 'Product Qty Variation per Job.pfn'. The 'User Code' is empty. The 'Shortcut Key' is empty. The 'Glyph' is represented by a small icon. There are two main sections: 'Available on Toolbar' (unchecked) and 'Available in Navigator' (checked). The 'Available in Navigator' section has sub-fields: 'Tab Name' (Reports), 'Tab Order' (0), 'Action Name' (Job Analysis\Product Qty Variation per Job), and 'Navigator Order' (10). At the bottom are 'Save' and 'Cancel' buttons.

Shortcut Type	JC Report
Report Name	Product Qty Variation per Job.pfn
User Code	
Shortcut Key	
Glyph	
<input type="checkbox"/> Available on Toolbar	
Button details	
Button Order	
Button Hint	
<input checked="" type="checkbox"/> Available in Navigator	
Navigator details	
Tab Name	Reports
Tab Order	0
Action Name	Job Analysis\Product Qty Variation per Job
Navigator Order	10

18 Press Save and the report will show in the Navigator



Product Cost Variation per Job

In this example, design a report showing the Estimated Costs, Actual Costs and the Cost Variation as well as the Costs approved to Invoice and Costs that are invoiced for each Product grouped by Job.

Navigator > Reports > Job Analysis > Analysis Report Designer

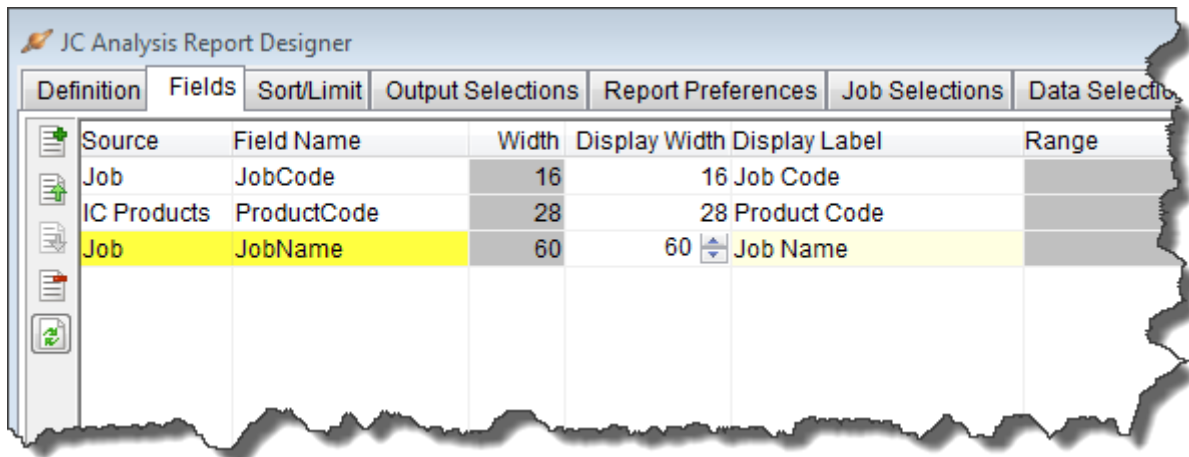
- 1 Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select Job to analyse information relating to the Jobs, then select IC Products to analyse information relating to the Products.

Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

The screenshot shows the 'JC Analysis Report Designer' window. The 'Definition' tab is selected. Under 'Analysis Type', 'Transactions And Estimates' is chosen. In the 'Analyse' grid, 'Job' and 'IC Products' are listed. The 'Analysis Range' section has 'Period' set to 'Sep 2013'. The 'Crosstab' section has 'Crosstab Report' unchecked, 'Count from' set to 'Start of Range', and 'Advanced Analysis' unchecked. At the bottom are buttons for 'Load...', 'Save...', 'Add To Navigator...', 'Save Query As...', and 'Run'.

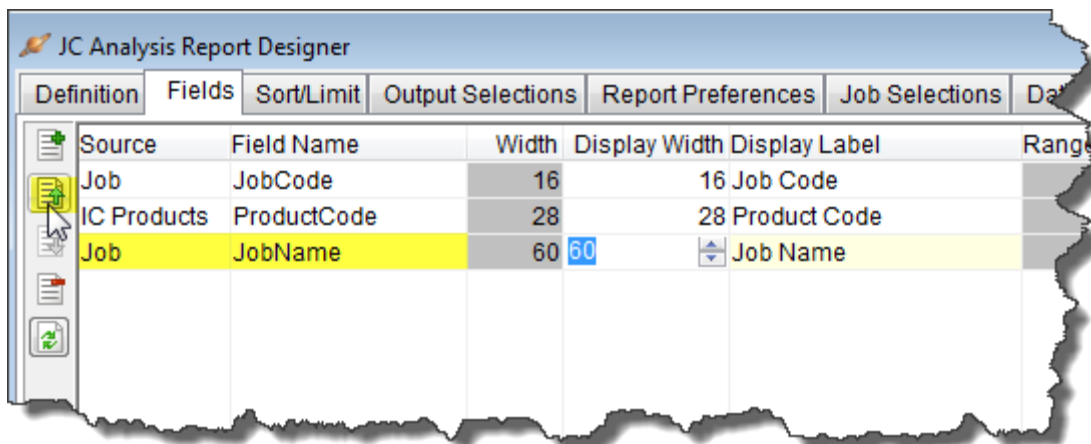
- 2 Click the Fields tab and you'll see that the first line is already populated with Job-Job Code, and the second line with IC Products-ProductCode. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Job Code.

- 3 Insert a new line and select Job in the Source and JobName in the Field Name



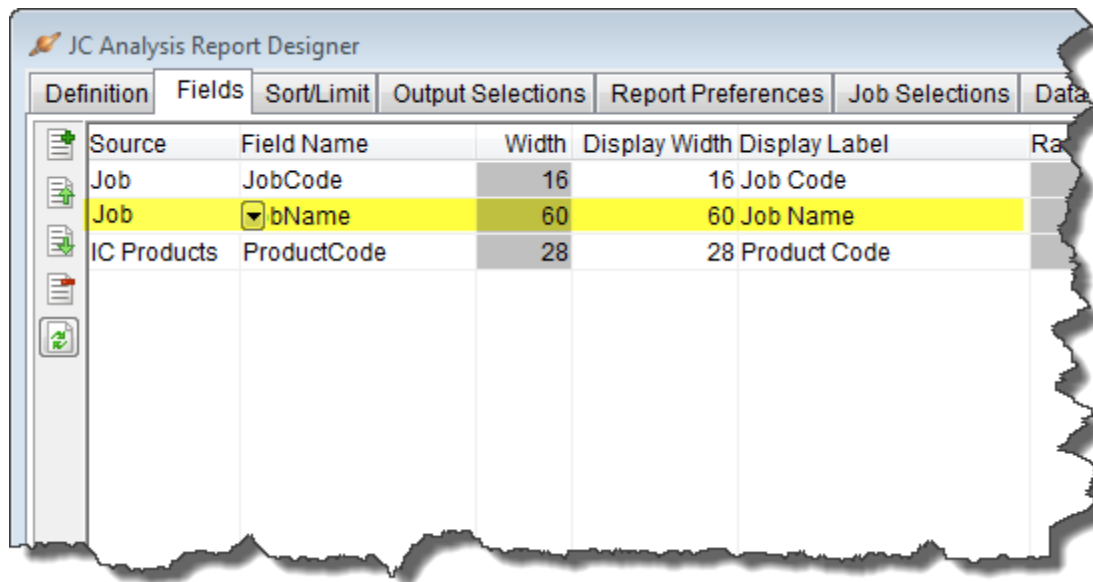
Source	Field Name	Width	Display Width	Display Label	Range
Job	JobCode	16	16	Job Code	
IC Products	ProductCode	28	28	Product Code	
Job	JobName	60	60	Job Name	

- 4 Select the JobName line you added and click the Up arrow.



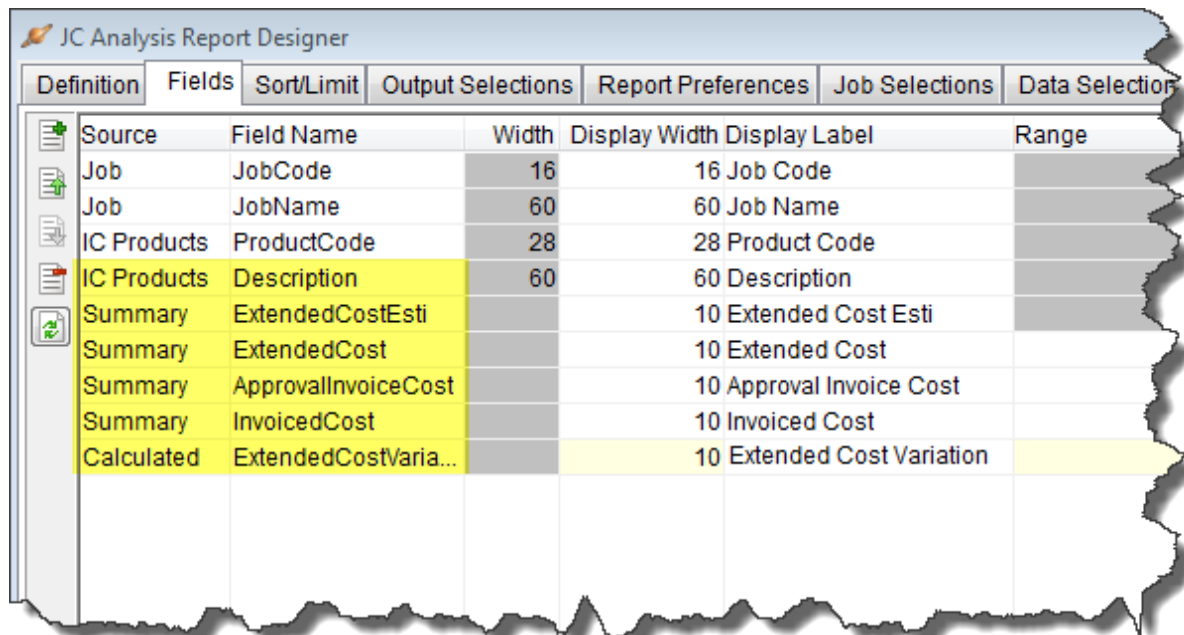
Source	Field Name	Width	Display Width	Display Label	Range
Job	JobCode	16	16	Job Code	
Job	JobName	60	60	Job Name	
IC Products	ProductCode	28	28	Product Code	

So that JobName is underneath JobCode (as shown below).



5 Under Source and Field Name, make the following selections.

Source	Field Name
IC Products	Description
Summary	ExtendedCostEsti
Summary	ExtendedCost
Summary	ApprovallInvoiceCost
Summary	InvoicedCost
Calculated	ExtendedCostVariation



6 To make the report easier to read at the top level, remove the Display Label for Job Code and remove the Display Label for Job Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.

7 Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.

8 Change the Display Labels as shown below to make them clearer and use the Pipe Character (|) between words so they are word wrapped. The pipe character is found on your keyboard.



Display Label	Change to
Extended Cost Esti	Cost Estimated
Extended Cost	Cost Actual
Approval Invoice Cost	Cost To Invoice
Invoiced Cost	Cost Invoiced
Extended Cost Variation	Cost Variation

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible
Job	JobCode	16	16			1		✓
Job	JobName	60	60			1		✓
IC Products	ProductCode	28	28	Product Code				✓
IC Products	Description	60	60	Description				✓
Summary	ExtendedCostEsti		10	Cost Estimated		✓	✓	✓
Summary	ExtendedCost		10	Cost Actual		✓	✓	✓
Summary	ApprovalInvoiceCost		10	Cost To Invoice		✓	✓	✓
Summary	InvoicedCost		10	Cost Invoiced		✓	✓	✓
Calculated	ExtendedCostVaria...		10	Cost Variation		✓		✓

9 Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

JC Analysis Report Designer

Definition Fields Sort/Limit **Output Selections** Report Preferences Job Selections

Destination: Screen

Format: [Dropdown]

File Name: [Text Box]


Column headers: ☐

Report Title: **Product Cost Variation per Job**


☐ Hide Filters
 ☐ Hide Selections

☐ Hide Sorting
 ☐ Hide Report Definition

Report Comment: [Text Area]

10 Click the Job Selections tab and click the  beside From so that a green tick appears, this means the Job selections will be available when the report is run.


11 Select Job Status 'Active' and unselect 'Complete' so only Active Jobs will be included in the report.

12 Click the  beside Consolidate Related Jobs so that a green tick appears, this means Consolidate Related Jobs selection will be available when the report is run.

13 Unselect Transaction Type 'Narrative' so that narratives will not be included.

The screenshot shows the 'JC Analysis Report Designer' window with the 'Job Selections' tab selected. The interface is divided into several sections: 'Job', 'Transaction', and 'Fields'. The 'Job' section contains various filters with checkboxes and dropdown menus. The 'Transaction' section includes a 'Transaction Type' list with checkboxes for 'Time', 'Material', 'Disbursement', and 'Narrative'. The 'Fields' section has a 'Filter Report' button. The 'Narrative' checkbox is currently unchecked, indicating that narratives will not be included in the report.

Section	Field	Value/Status
Job	From	[Dropdown]
	To	[Dropdown]
	Job Type	<input checked="" type="checkbox"/> Normal <input type="checkbox"/> Standard <input type="checkbox"/> Quote
	Job Status	<input type="checkbox"/> Hold <input checked="" type="checkbox"/> Active <input type="checkbox"/> Complete
	Date Complete - From	[Date Picker]
	Date Complete - To	[Date Picker]
	Branch	[Dropdown]
	Department	[Dropdown]
	Job Category	[Dropdown]
	JC Category 2	[Dropdown]
Transaction	Transaction Type	<input checked="" type="checkbox"/> Time <input checked="" type="checkbox"/> Material <input checked="" type="checkbox"/> Disbursement <input type="checkbox"/> Narrative
	Cost Centre	[Dropdown]
	Component	[Dropdown]
	Include Pending Actuals	<input type="checkbox"/>
Fields	Filter Report	[Button]

14 Click the Data Selections tab and click the  beside 'From' (under Product) so that a green tick appears, this means the Product selections will be available when the report is run.

JC Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Job Selections

Customer

☒ From

☐ To

☐ Sales Group

☐ Sales Person

☐ Buying Group

☐ AR Category 2

Product

☒ From

☐ To

☐ Stock Group


☐ Style

☐ Range

☐ Location

Creditor

☐ From

15 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

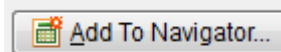
Job Analysis - Product Cost Variation per Job ABC Holdings Limited

30/09/2013
Page 1

Analysis : Period
Period : Sep 2013
Document Types : Normal
Post Status : Active
Lines Types : Time, Material, Disbursement
Sorted By: Job_JobCode, ICProducts_ProductCode

Product Code	Description	Cost Estimated	Cost Actual	Cost To Invoice	Cost Invoiced	Cost Variation
1002 - 1.8m Wardrobe - 5463						
ASSEMBLY	Workshop Overhead	\$28.00				-\$28.00
BRASS52LOCK	Brass 52 Lock & Key	\$26.00	\$26.00		\$26.00	\$0.00
LABOUR	Labour Charge	\$66.00	\$71.50		\$71.50	\$5.50
T180MMR	180mm x 18mm Rimu		\$24.00		\$24.00	\$24.00
T180MMTR	180mm x 48mm Rimu	\$30.80				-\$30.80
T1MLR	1M sq Laminated Rimu	\$324.80	\$324.80		\$324.80	\$0.00
T25MMRF	15mm Rimu Facing	\$5.00	\$4.00		\$4.00	-\$1.00
T470MMLR	470mm Laminated Rimu	\$68.00	\$68.00		\$68.00	\$0.00
T70SQR	70mm x 70mm Rimu	\$49.00	\$49.00		\$49.00	\$0.00
VIC32BRASS55	Victorian 32 Brass Handle 55mm		\$4.37		\$4.37	\$4.37
VIC38BRASSK	Victorian 38mm Brass Doorknob	\$11.00				-\$11.00
		<u>\$608.60</u>	<u>\$571.67</u>		<u>\$571.67</u>	<u>-\$36.93</u>
1003 - 1.8m Wardrobe						
ASSEMBLY	Workshop Overhead	\$28.00	\$28.00			\$0.00
BRASS52LOCK	Brass 52 Lock & Key	\$26.00	\$26.00			\$0.00
LABOUR	Labour Charge	\$66.00	\$66.00			\$0.00
T180MMTR	180mm x 48mm Rimu	\$30.80	\$30.80			\$0.00
T1MLR	1M sq Laminated Rimu	\$324.80	\$348.00			\$23.20
T25MMRF	15mm Rimu Facing	\$5.00	\$5.00			\$0.00
T470MMLR	470mm Laminated Rimu	\$68.00	\$68.00			\$0.00
T70SQR	70mm x 70mm Rimu	\$49.00	\$42.00			-\$7.00
VIC38BRASSK	Victorian 38mm Brass Doorknob	\$11.00	\$11.00			\$0.00
		<u>\$608.60</u>	<u>\$624.80</u>			<u>\$16.20</u>
1004 - 4 Drawer Dresser - 5466						
ASSEMBLY	Workshop Overhead	\$28.00	\$28.00			\$0.00

If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.



16 After the report has been saved, you can click

This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Job Analysis reports.

See the help for more details on the Script Shortcut Editor.

Script Shortcut Editor

Shortcut Type: JC Report

Report Name: Product Cost Variation per Job.pfn

User Code:

Shortcut Key:

Glyph:

☐ Available on Toolbar

Button details

Button Order:

Button Hint:

☒ Available in Navigator

Navigator details

Tab Name: Reports

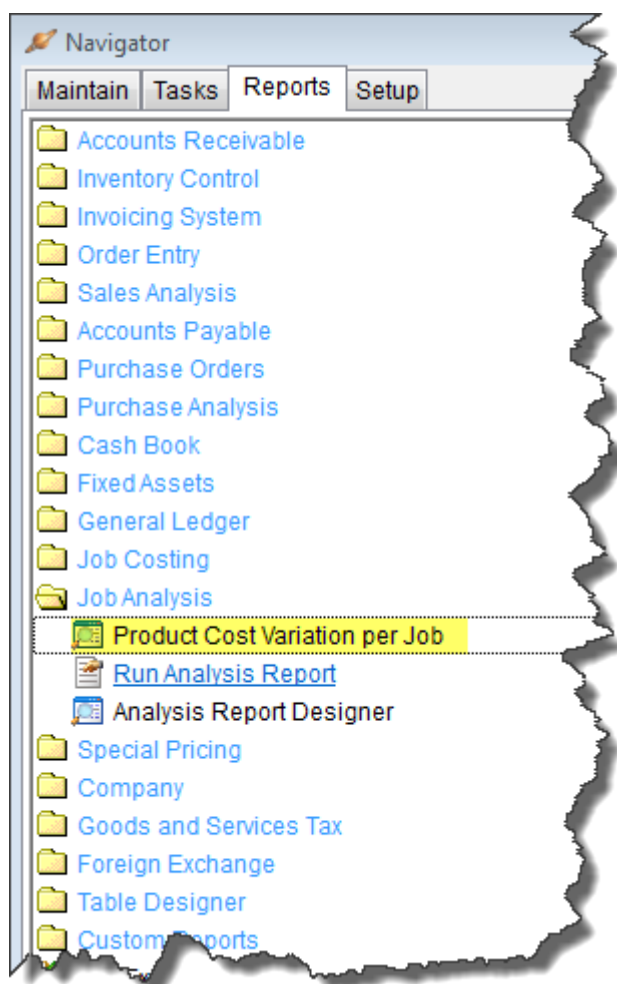
Tab Order: 0

Action Name: Job Analysis\Product Cost Variation per Job

Navigator Order: 10

Save Cancel

17 Press Save and the report will show in the Navigator



Examples of how to Build Purchase Analysis Reports

These examples explain how the sample Purchase Analysis Reports have been constructed and walks through the process of setting them up from scratch.

Accrued Expenses by Creditor

In this example, design a report showing the outstanding amount to be invoiced for, for each Expense Code by Creditor

Navigator > Reports > Purchase Analysis > Analysis Report Designer

- 1 Leave the Analysis Type set to Purchase Orders. In the Analyse grid, select AP Expenses then select AP Creditors. This gives AP Expenses as the top level followed by AP Creditors.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AP Expenses, such as Last Year Balance and Year to Date Balance, and for AP Creditors, fields such Balance1 and Balance Current, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

PA Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections Comment SQL Query

Analysis Type

☒ Purchase Orders ☐ Shipments

Analyse

AP Expenses

AP Creditors

Analysis Range

Analysis Period

As At Period Sep 2013

From Period

To Period

From Date

To Date

Crosstab

☒ Crosstab Report

per Column

Count from ☒ Start of Range ☐ End of Range

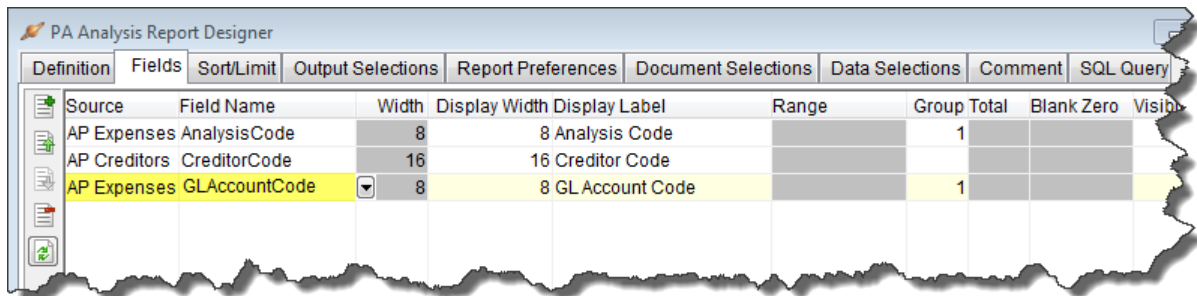
☒ Advanced Analysis

Load... Save... Add To Navigator... Save Query As... Run

- 2 Click the Fields tab and you'll see that the first line is already populated with AP Expenses - Analysis Code, and the second line with AP Creditors - Creditor Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Expense Code.

Source	Field Name	Width	Display Width	Display Label	Range	Group	Total	Blank Zero	Visible
AP Expenses	AnalysisCode	8	8	Analysis Code		1			
AP Creditors	CreditorCode	16	16	Creditor Code					

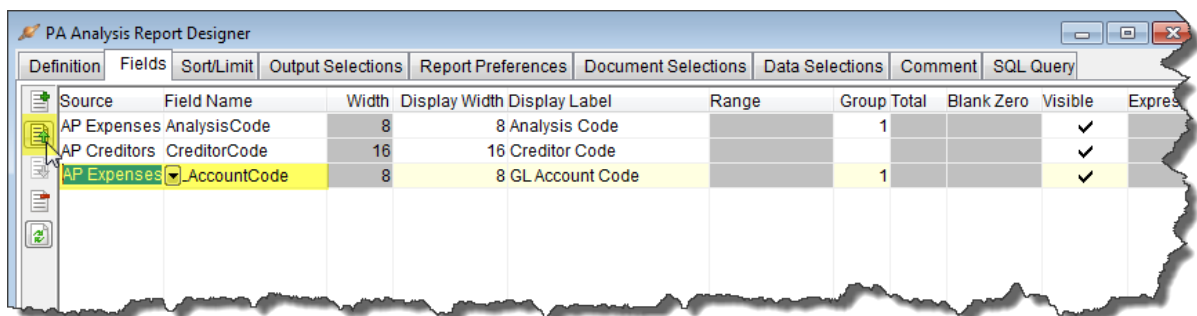
3 Insert a new line and select AP Expenses in the Source and GLAccountCode in the Field Name



PA Analysis Report Designer

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible
AP Expenses	AnalysisCode	8	8	Analysis Code		1		
AP Creditors	CreditorCode	16	16	Creditor Code				
AP Expenses	GLAccountCode	8	8	GL Account Code		1		

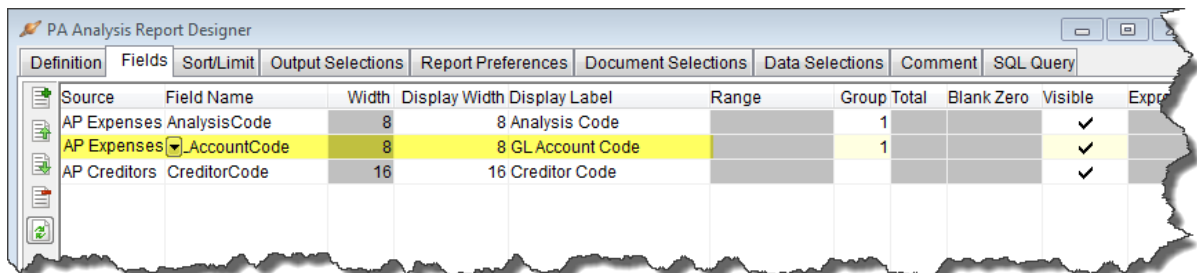
4 Select the GLAccountCode line you added and click the Up arrow.



PA Analysis Report Designer

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Express
AP Expenses	AnalysisCode	8	8	Analysis Code		1			
AP Creditors	CreditorCode	16	16	Creditor Code					
AP Expenses	GLAccountCode	8	8	GL Account Code		1			

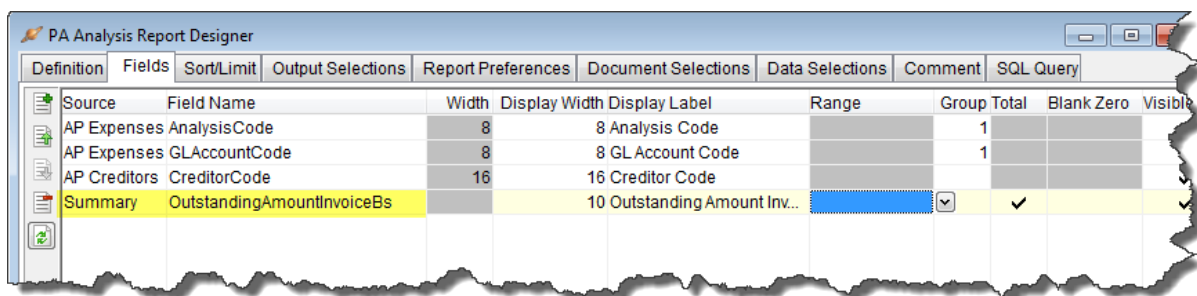
So that GLAccountCode is underneath AnalysisCode (as shown below).



PA Analysis Report Designer

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Express
AP Expenses	AnalysisCode	8	8	Analysis Code		1			
AP Expenses	GLAccountCode	8	8	GL Account Code		1			
AP Creditors	CreditorCode	16	16	Creditor Code					

5 Insert a new line at the bottom and select Summary in the Source and OutstandingAmountInvoiceBs in the Field Name

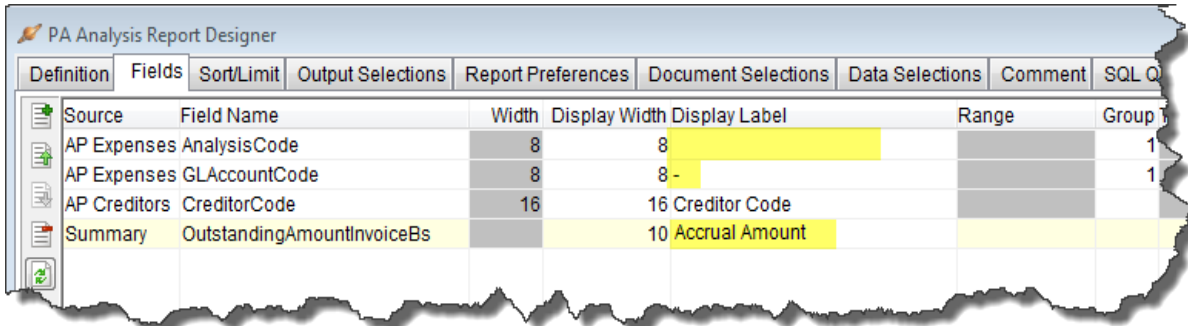


PA Analysis Report Designer

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible
AP Expenses	AnalysisCode	8	8	Analysis Code		1		
AP Expenses	GLAccountCode	8	8	GL Account Code		1		
AP Creditors	CreditorCode	16	16	Creditor Code				
Summary	OutstandingAmountInvoiceBs		10	Outstanding Amount Inv...				

6 To make the report easier to read at the top level, remove the Display Label for Analysis Code and remove the Display Label for GL Account Code and replace it with a dash, this gives the Expense Code followed by a dash then the GL Account printing at the top level.

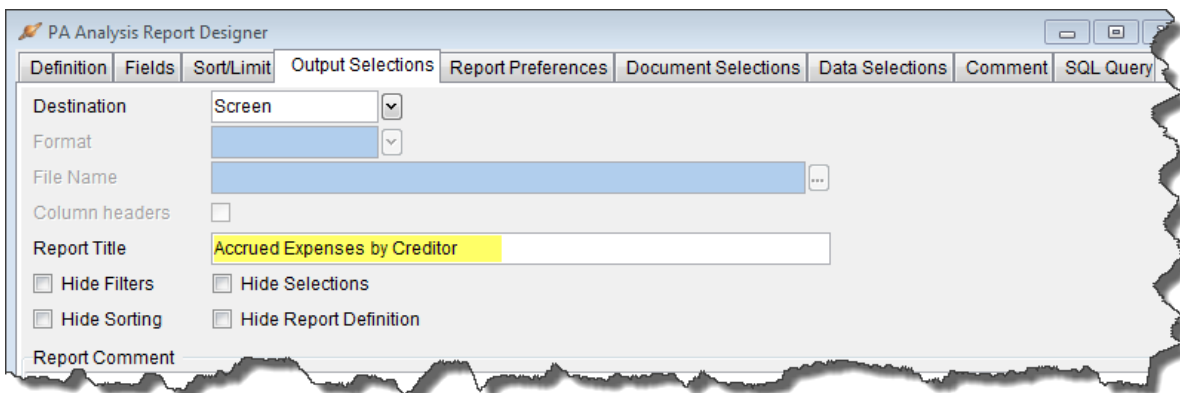
7 Change the Display Label for Outstanding Amount Invoice Bs to Accrual Amount



PA Analysis Report Designer

Source	Field Name	Width	Display Width	Display Label	Range	Group
AP Expenses	AnalysisCode	8	8			1
AP Expenses	GLAccountCode	8	8	-		1
AP Creditors	CreditorCode	16	16	Creditor Code		
Summary	OutstandingAmountInvoiceBs		10	Accrual Amount		

8 Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.



PA Analysis Report Designer

Definition Fields Sort/Limit **Output Selections** Report Preferences Document Selections Data Selections Comment SQL Query

Destination: Screen

Format: [Dropdown]

File Name: [Text Box]

Column headers: ☐

Report Title: **Accrued Expenses by Creditor**

☐ Hide Filters ☐ Hide Selections

☐ Hide Sorting ☐ Hide Report Definition

Report Comment: [Text Box]

- 9 Click the Document Selections Tab and tick 'Unprocessed' and Untick 'Processed'

PA Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data

Header

✗ Type ☒ Order ☐ Quotation ☐ Standing Order

✗ Post Status ☒ Unprocessed ☐ Open ☐ Deleted

✗ Date - From

Date - To

✗ Number - From

Number - To

Lines


✗ Line Type ☒ Product ☒ Narrative

✗ Expense - From

Expense - To

✗ Branch

✗ Department

- 10 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Purchase Analysis - Accrued Expenses by Creditor
ABC Holdings Limited

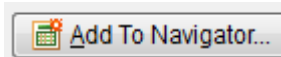
Analysis : Period
Period : Sep 2013
Document Types : Order
Post Status : Unprocessed
Sorted By: APExpenses_AnalysisCode, APCreditors_CreditorCode

<u>Creditor Code</u>	<u>Accrual Amount</u>
PUR - 2200.000	
CONWAY	\$141.00
	<u>\$141.00</u>
TIM - 2200.000	
RIGHT	\$850.60
	<u>\$850.60</u>
	<u>\$991.60</u>

End Of Report - 2 Records Printed

- 11 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

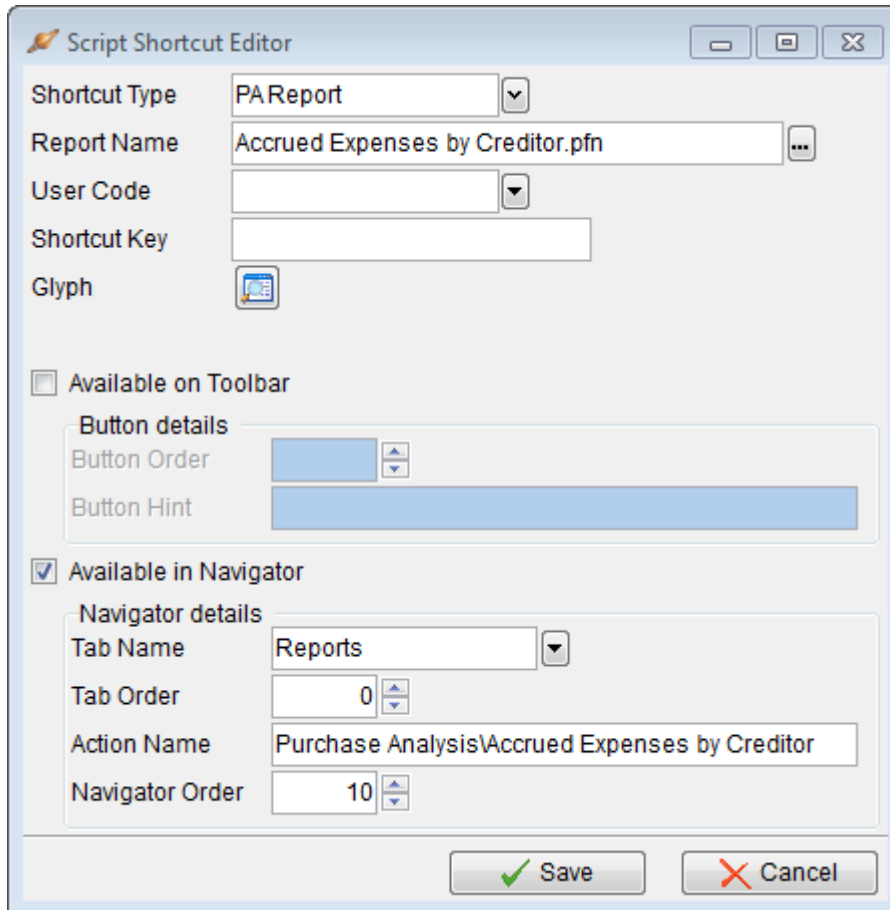
- 12 After the report has been saved, you can click



This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Purchase Analysis reports.

See the help for more details on the Script Shortcut Editor.

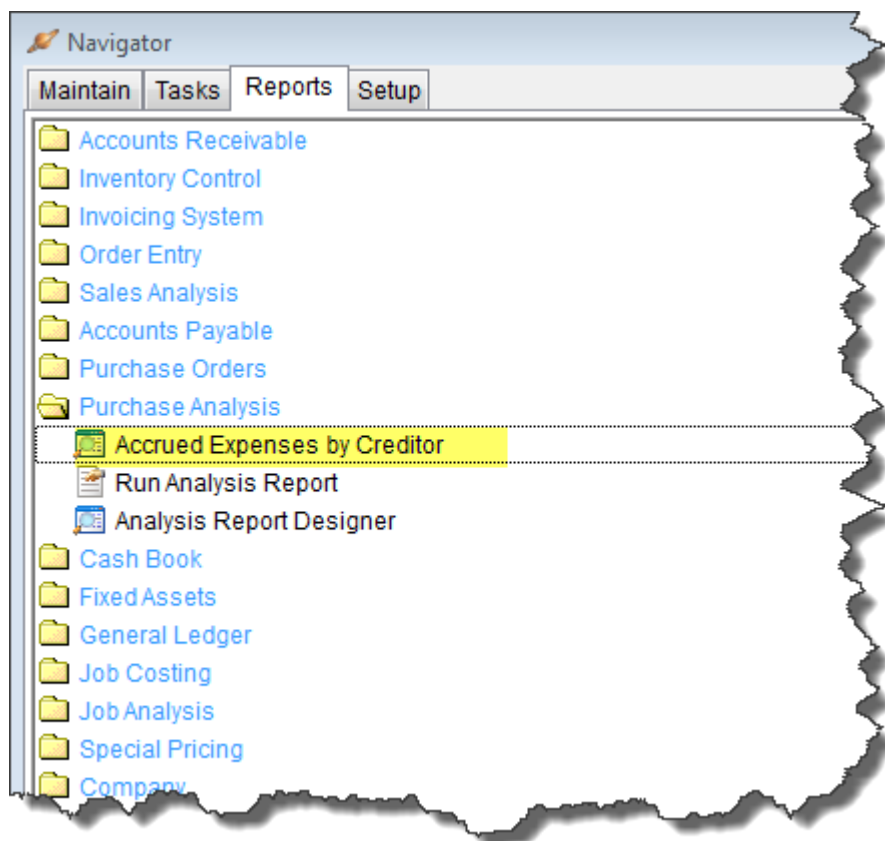


The screenshot shows the 'Script Shortcut Editor' dialog box. It has a title bar with a small icon and standard window controls. The main area contains several fields and sections:

- Shortcut Type:** A dropdown menu set to 'PA Report'.
- Report Name:** A text field containing 'Accrued Expenses by Creditor.pfn' with a browse button (three dots) to its right.
- User Code:** A dropdown menu.
- Shortcut Key:** A text field.
- Glyph:** A button with a small icon.
- Available on Toolbar:** An unchecked checkbox.
- Button details:** A section containing:
 - Button Order:** A text field with up and down arrow buttons.
 - Button Hint:** A text field.
- Available in Navigator:** A checked checkbox.
- Navigator details:** A section containing:
 - Tab Name:** A dropdown menu set to 'Reports'.
 - Tab Order:** A text field with the value '0' and up/down arrow buttons.
 - Action Name:** A text field containing 'Purchase Analysis\Accrued Expenses by Creditor'.
 - Navigator Order:** A text field with the value '10' and up/down arrow buttons.

At the bottom right, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).


13 Press Save and the report will show in the Navigator



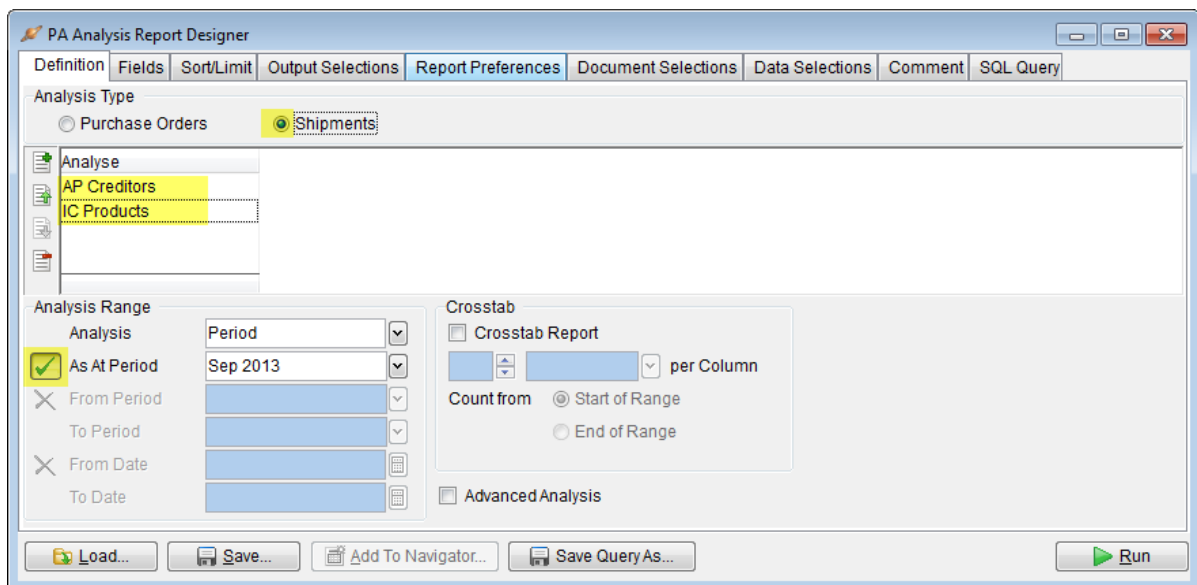
Supplier by Product

In this example, design a report showing the Products received grouped by Supplier.

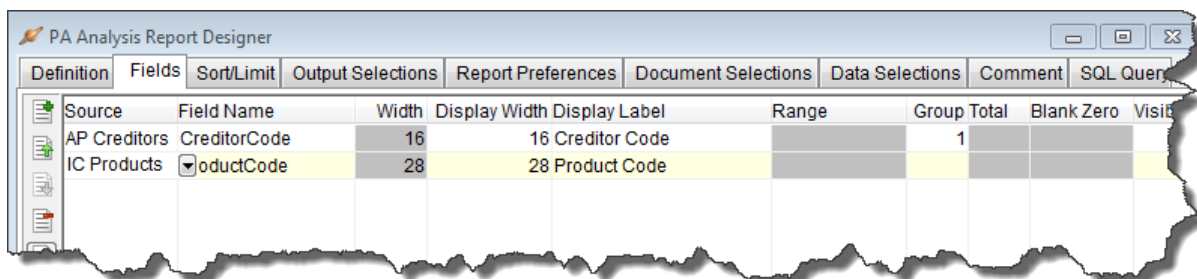
Navigator > Reports > Purchase Analysis > Analysis Report Designer

- 1 Change the Analysis Type set to Shipments. In the Analyse grid, select AP Creditors then select IC Products. This gives AP Creditors as the top level followed by IC Products.
- 2 Click the  beside As At Period so that a green tick appears, this means the Period selection will be available when the report is run, allowing any period to be selected.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AP Creditors, such as Balance1 and Balance Current, and for IC Products fields such as Qty in Stock and Qty Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.



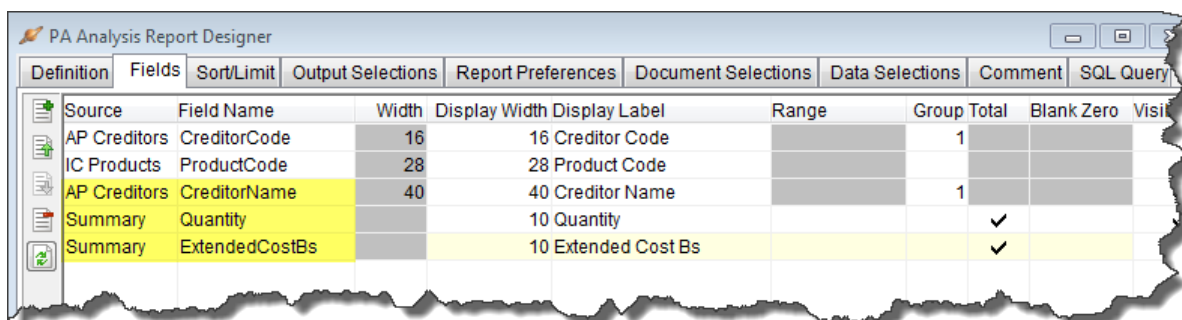
- 3 Click the Fields tab and you'll see that the first line is already populated with AP Creditors – Creditor Code, and the second line with IC Products–Product Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Creditor Code.



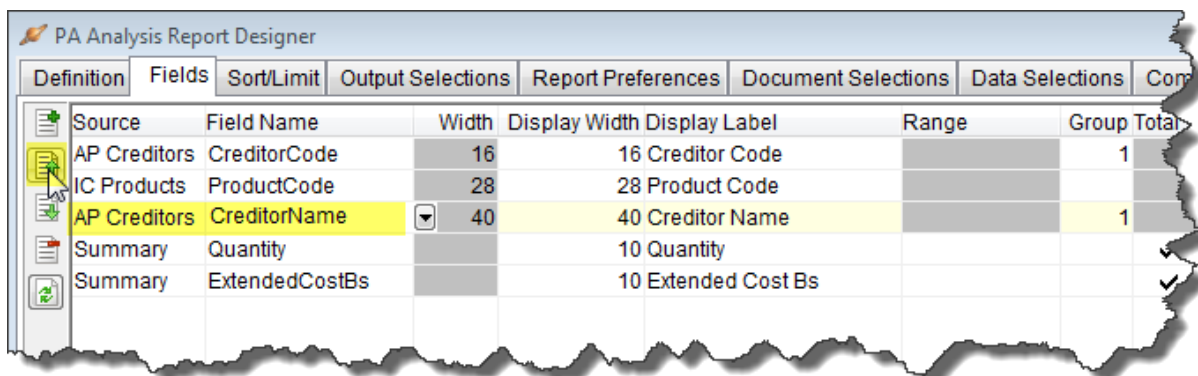
Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible
AP Creditors	CreditorCode	16	16	Creditor Code		1		
IC Products	ProductCode	28	28	Product Code				

4 Under Source and Field Name, make the following selections

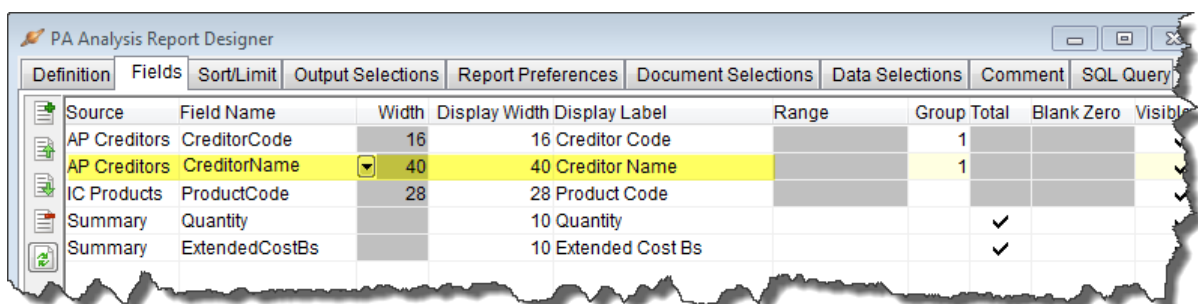
Source	Field Name
AP Creditors	CreditorName
Summary	Quantity
Summary	ExtendedCostBS



5 Select the CreditorName line you added and click the Up arrow.

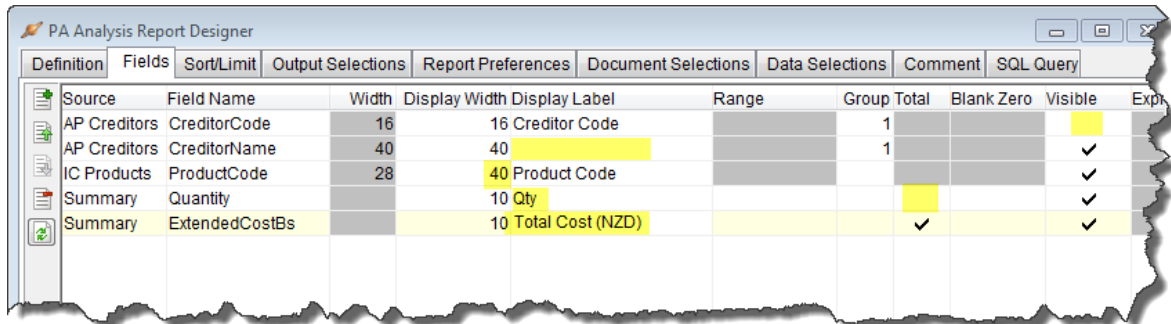


So that CreditorName is underneath CreditorCode (as shown below).



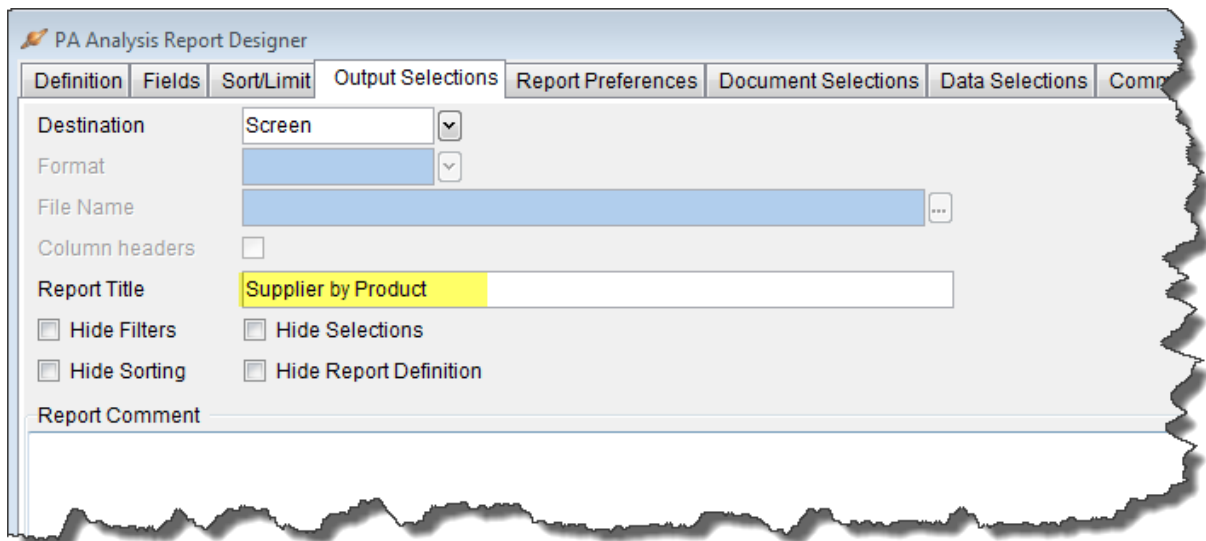
6 Improve the presentation of the report by making the following changes:

- a Remove the tick in the Visible column for Creditor Code
- b Remove the Display Label for Creditor Name
- c Change the Display Label for Quantity to Qty
- d Change the Display Label for Extended Cost Bs to Total Cost (NZD)
- e Change the Display width for Product Code to 40
- f Remove the tick in the Total Column for Quantity (as it does not make sense to total quantities of different products).



Source	Field Name	Width	Display Width	Display Label	Range	Group	Total	Blank Zero	Visible	Exp
AP Creditors	CreditorCode	16	16	Creditor Code		1			<input type="checkbox"/>	
AP Creditors	CreditorName	40	40			1			<input checked="" type="checkbox"/>	
IC Products	ProductCode	28	40	Product Code					<input checked="" type="checkbox"/>	
Summary	Quantity		10	Qty			<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Summary	ExtendedCostBs		10	Total Cost (NZD)			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

7 Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.



PA Analysis Report Designer

Definition Fields Sort/Limit **Output Selections** Report Preferences Document Selections Data Selections Comment

Destination: Screen

Format: [Dropdown]

File Name: [Text Box]

Column headers: ☐

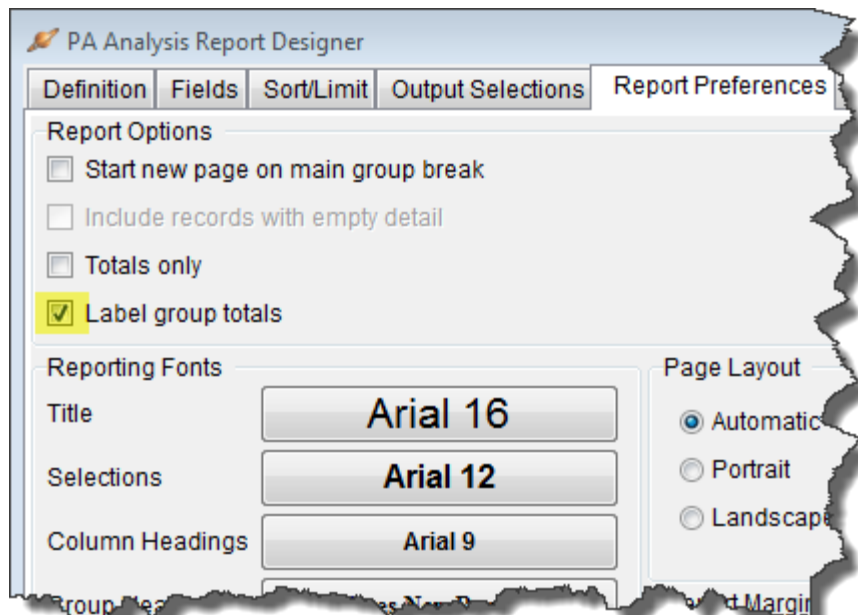
Report Title: **Supplier by Product**


☐ Hide Filters
 ☐ Hide Selections

☐ Hide Sorting
 ☐ Hide Report Definition

Report Comment: [Text Area]

8 Click the Report Preferences Tab and tick 'Label Group Totals' to show the grouping fields in italics next to group totals.



Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Purchase Analysis - Supplier by Product

ABC Holdings Limited

Analysis : Period

Period : Sep 2013

Document Types : Shipment

Post Status : Processed

Sorted By: APCreditors_CreditorCode, ICProducts_ProductCode

<u>Product Code</u>	<u>Qty</u>	<u>Total Cost (NZD)</u>
Brassworks Ltd		
BRASS52LOCK	48.00	\$1,184.74
VIC10BRASS	122.00	\$434.34
VIC32BRASS55	181.00	\$750.86
VIC38BRASSK	42.00	\$438.60
<i>Brassworks Ltd</i>		<u>\$2,808.54</u>
Conway Native Timber Fittings Ltd		
OVALMIRROR	84.00	\$3,528.00
P25MMDR	2832.00	\$2,832.00
P30MMRRK	1079.00	\$1,079.00
P45MMRRK	832.00	\$832.00
<i>Conway Native Timber Fittings Ltd</i>		<u>\$8,271.00</u>
Right Brothers Timber Merchants Ltd		
T10MMRD	404.10	\$808.20
T140MMR	608.20	\$4,257.40
T145MMR	729.05	\$5,103.35
T180MMR	761.00	\$6,088.00
T180MMTR	165.60	\$1,821.60
T1MLR	287.00	\$16,646.00
T1MPY	723.25	\$3,616.25
T200MMR	881.80	\$11,463.40
T25MMRF	403.10	\$403.10
T40MMR	630.00	\$1,260.00
T470MMLR	879.30	\$29,896.20
T70SQR	478.00	\$3,346.00
T90MMRT&G	3027.10	\$6,054.20
T95MMR	686.70	\$2,746.80
<i>Right Brothers Timber Merchants Ltd</i>		<u>\$93,510.50</u>
		<u>\$104,590.04</u>

9 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

10 Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 12 and 13 on the first PA report for more details.

Supplier Monthly Spend this Year

In this example, design a report showing the total value spent for each supplier this financial year.

Navigator > Reports > Purchase Analysis > Analysis Report Designer

- 1 Change the Analysis Type set to Shipments. In the Analyse grid, select AP Creditors.
- 2 In the Analysis Range, choose 'Year' in the Analysis Drop down, to analyse shipments across the current financial year.
- 3 Tick the Crosstab Report checkbox, this allows the information to be printed in monthly columns i.e. 1 period per column as shown.

Note: You can also tick 'Advanced Analysis' to make other fields available to select on the fields tab for AP Creditors, fields such Balance1 and Balance Current, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

PA Analysis Report Designer

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections Comment SQL Query

Analysis Type

☐ Purchase Orders ☒ Shipments

Analyse

AP Creditors

Analysis Range

Analysis Year

As At Period Sep 2013

From Period

To Period

From Date

To Date

Crosstab

☒ Crosstab Report

1 Periods per Column

Count from ☒ Start of Range ☐ End of Range

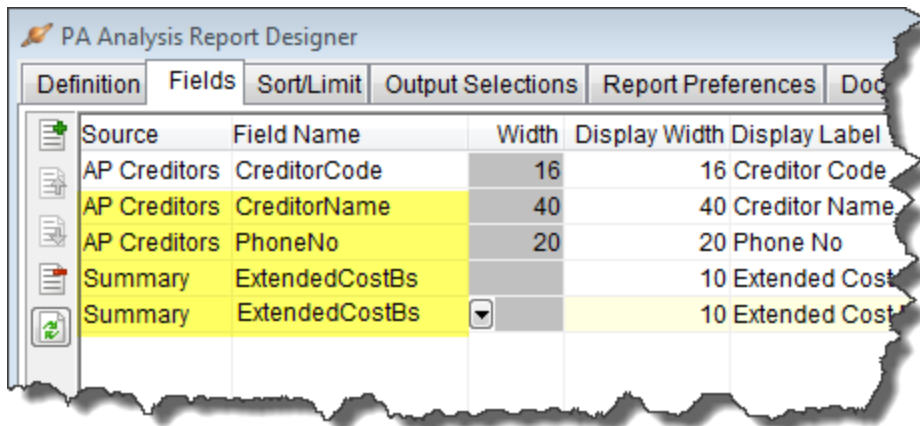
☐ Advanced Analysis

Load... Save... Add To Navigator... Save Query As... Run

- 4 Click the Fields Tab. Under Source and Field Name, make the following selections, you will need to select ExtendedCostBS twice as one will be a total (as listed below).

Source	Field Name
AP Creditors	CreditorName
AP Creditors	PhoneNo
Summary	ExtendedCostBS

Summary	ExtendedCostBS
---------	----------------



5 Remove the tick in the Visible column for Creditor Code

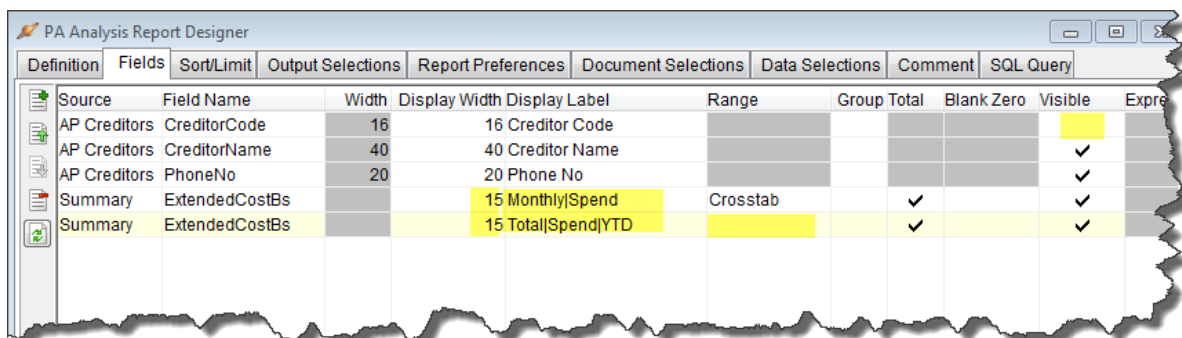
6 Change the Display Labels for the two Extended Cost Bs lines as shown below to make them clearer and use the Pipe Character (|) between words so they are word wrapped. The pipe character is found on your keyboard.




Display Label	Change to
Summary	Monthly Spend
Summary	Total Spend YTD

7 Remove Crosstab from the Range field for the Total|Spend|YTD line. This will give a total column for all the months.

8 Change the Display Width for the Monthly|Spend and Total|Spend|YTD lines to 15



9 Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.

10 Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Purchase Analysis - Supplier Monthly Spend this Year
ABC Holdings Limited

30/09/2013
Page 1 of 1

Analysis : Year
Period : Sep 2013
Document Types : Shipment
Post Status : Processed
Sorted By: APCreditors_CreditorCode

Creditor Name	Phone No	Apr 2013 Monthly Spend	May 2013 Monthly Spend	Jun 2013 Monthly Spend	Jul 2013 Monthly Spend	Aug 2013 Monthly Spend	Sep 2013 Monthly Spend	Total Spend YTD
Brassworks Ltd	0871 555 8000	\$863.93	\$788.33	\$548.01	\$375.00	\$233.83	\$2,808.54	\$5,617.64
Conway Native Timber Fittings Ltd	678 9342	\$5,365.00	\$3,516.00	\$3,619.00	\$3,670.00	\$2,229.00	\$8,271.00	\$26,670.00
Right Brothers Timber Merchants Ltd	0-9-435 6678	\$46,362.90	\$27,898.85	\$32,849.80	\$36,740.30	\$20,591.30	\$93,510.50	\$257,953.65
		\$52,591.83	\$32,203.18	\$37,016.81	\$40,785.30	\$23,054.13	\$104,590.04	\$290,241.29

End Of Report - 3 Records Printed

11 If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

12 Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 12 and 13 on the first PA report for more details.

Tip: Let's say you only want to show Suppliers where the total spend is more than \$10,000
Click the Document Selections Tab, and click the 'Filter Report' button

PA Analysis Report Designer - Samples VMN\Supplier Monthly Spend this Year.pfn

Definition Fields Sort/Limit Output Selections Report Preferences Document Selections Data Selections Comment SQL Query

Header

✗ Type ☒ Shipment ☐ Invoice Only ☐ Receipt Only

✗ Post Status ☐ Unprocessed ☒ Processed ☐ Deleted

✗ Date - From

✗ Date - To

✗ ID - From 0

✗ ID - To 0

✗ Order Type

✗ AP Category 2

Lines

✗ Line Type ☒ Product ☒ Narrative

✗ Expense - From

✗ Expense - To

✗ Branch

✗ Department

Fields

And apply this filter, then press Save and Run the report.

Filter - Report

Filter **Advanced**

☐ Any Selection

Field Name	Op	Criteria
Summary_ExtendedCostBs	>	10000.000000