



DIY Reporting

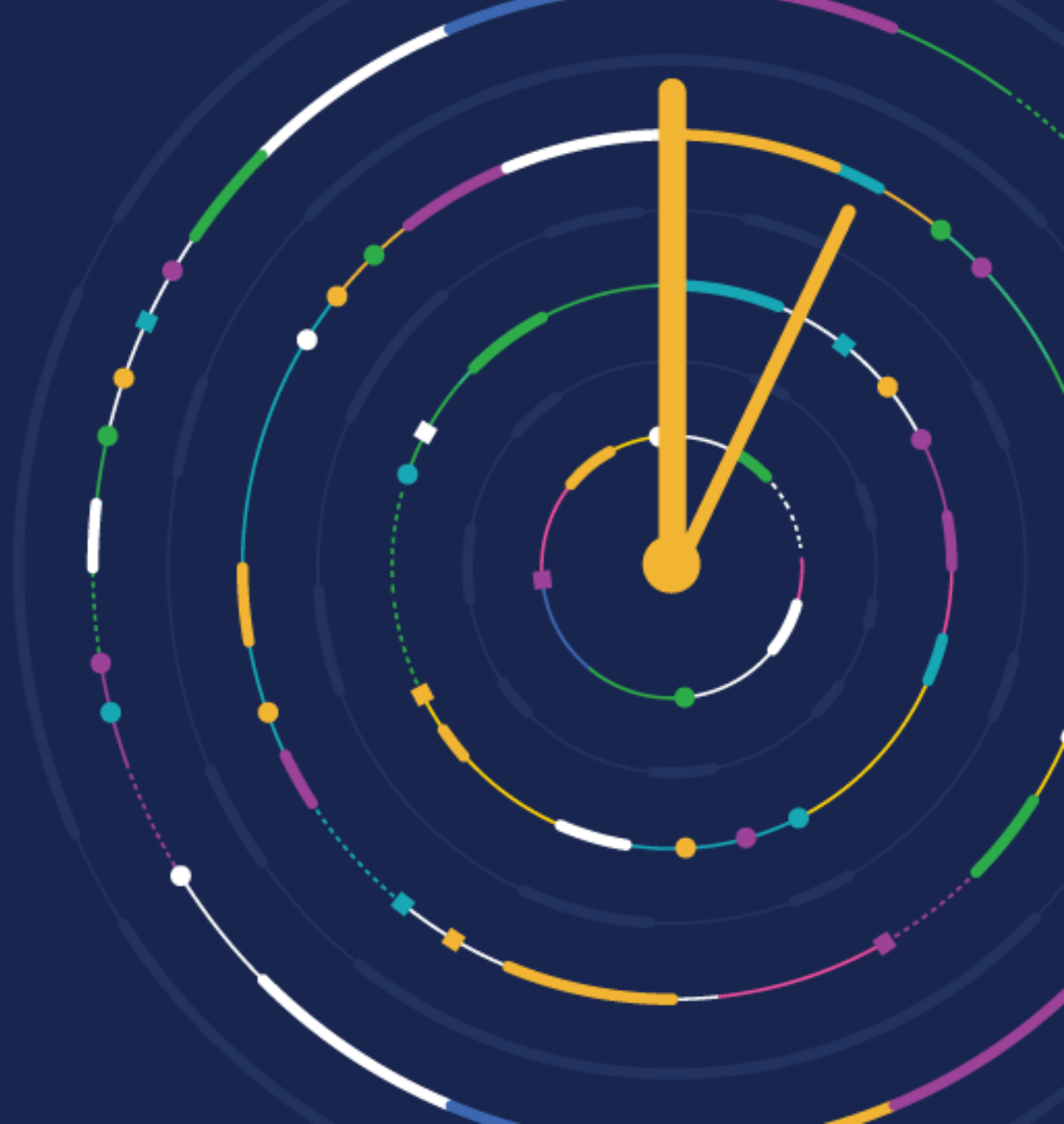
Learn how to maximise standard Business Central reporting & walk away with the reporting needed for your business - no previous experience needed!

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CUSTOMER DAY 2023

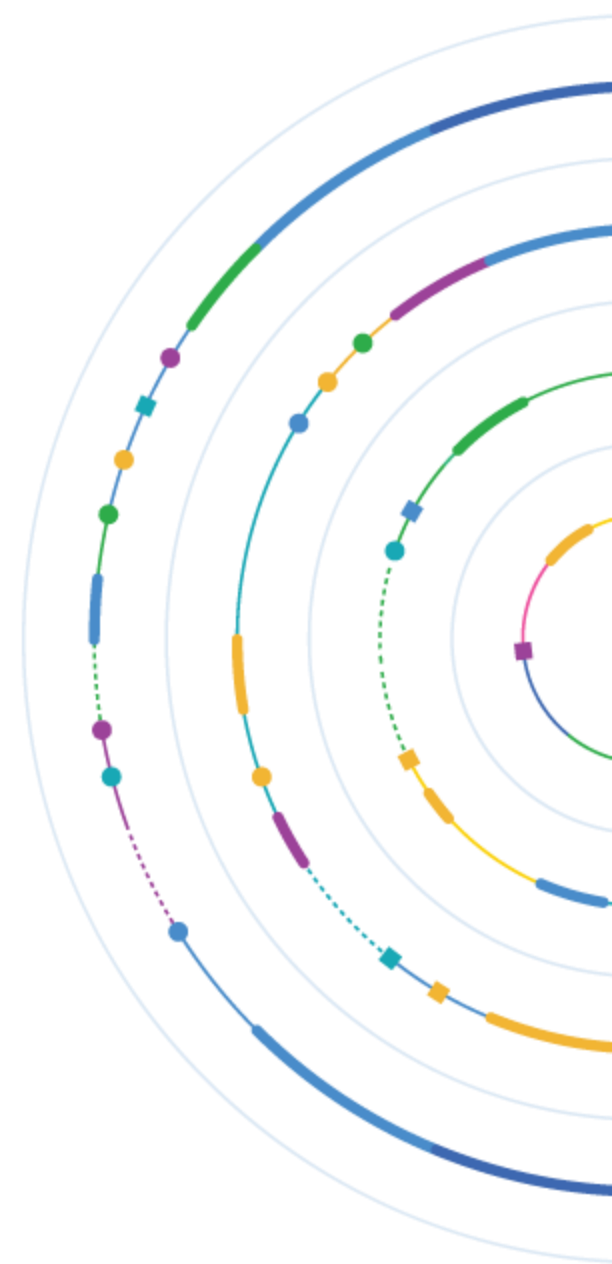




Excel Reports

Sub Header

Edit in Excel and the Add-In Which Excel Reports work? Macro-Enabled workbooks Filtering



Analyse Function



What you need to know

- Optional Feature within BC 22, turned on via Feature Management
- Released for everyone on BC 23 (SOON!)
- **Currently** has a max limit of 100,000 lines at once (filter beforehand on larger data sets)

Features

- **Manipulate data via Columns, Row Groups, Values, Labels and Filters**
- **Multiple saves Analysis Tabs to reload**
- **Pivot Data**
- **Share reports**



How to use?

- **BC22? Turn on via Feature Management (will enable all users to have access to Analyse)**
- **BC23? On by default!**



Example Reports – Customer Ledger Entries

- Filters:
 - Document Type to Invoice,
 - **Open to Yes**
 - **Due Date** (use **..CM** or **..CW**).

Dynamics 365 Business Central

Cronus | Finance | Cash Management | Sales | Purchasing | Shopify

Customer Ledger Entries: Invoices due Month end | Search | Analyse | Analysis 1

Department...	Customergro...	Currency Code	Original Amount	Amount	Amount (LCY)	↑ Remaining...	Remaining Amt...	Sales (LCY)	Due Date	Pmt...
SALES	MEDIUM		600.48	600.48	600.48	600.48	600.48	500.40	11/02/2023	28/01/2023
SALES	LARGE		741.60	741.60	741.60	741.60	741.60	741.60	28/02/2023	01/02/2023
SALES	MEDIUM		750.60	750.60	750.60	750.60	750.60	625.50	11/04/2023	28/03/2023
SALES	MEDIUM		900.72	900.72	900.72	900.72	900.72	750.60	11/03/2023	25/02/2023
SALES	LARGE		1,236.60	1,236.60	1,236.60	1,236.60	1,236.60	1,236.60	30/04/2023	01/04/2023
SALES	LARGE		1,729.80	1,729.80	1,729.80	1,729.80	1,729.80	1,729.80	28/02/2023	28/02/2023
SALES	MEDIUM		2,113.92	2,113.92	2,113.92	2,113.92	2,113.92	1,761.60	14/03/2023	28/02/2023
SALES	MEDIUM		2,113.92	2,113.92	2,113.92	2,113.92	2,113.92	1,761.60	14/02/2023	31/01/2023
SALES	MEDIUM		2,264.04	2,264.04	2,264.04	2,264.04	2,264.04	1,886.70	14/04/2023	31/03/2023
SALES	SMALL		2,617.50	2,617.50	2,617.50	2,617.50	2,617.50	2,617.50	24/03/2023	04/03/2023
SALES	LARGE		6,936.80	6,936.80	6,936.80	6,936.80	6,936.80	6,936.80	31/01/2023	29/01/2023
SALES	LARGE		9,904.70	9,904.70	9,904.70	9,904.70	9,904.70	9,904.70	28/02/2023	25/02/2023
SALES	LARGE		12,094.80	12,094.80	12,094.80	12,094.80	12,094.80	12,094.80	31/03/2023	29/03/2023
			44,005.48	44,005.48	44,005.48	44,005.48	44,005.48	42,548.20		

Rows: 13 | Total Rows: 13



Example Reports – Open Purchase Invoices by month

- Filters:

- Pivot mode: **On**
- Row Groups: **Vendor**
- Values: Sum for **Amounts** as needed
- Column Labels: **Due Date Year & Due Date Month**
- Filter: **Closed to No**

Posted Purchase Invoices: All Search Analyse Analysis 1 +

2023 < March

Vendor	Sum(Amount)	Sum(Amount Including VAT)	Sum(Remaining Amount)
Graphic Design Institute (4)	4,273.50	4,273.50	4,273.50
Wide World Importers (3)	11,136.90	13,364.28	13,364.28
First Up Consultants (3)	3,001.50	3,601.80	3,601.80
Nod Publishers (2)	10,574.30	12,689.16	12,689.16
Fabrikam, Inc. (1)	1,267.50	1,267.50	1,267.50
Total	30,253.70	35,196.24	35,196.24

Rows: 13 of 208 Total Rows: 208 Filtered: 13

Pivot Mode

Search...

Analysis Filters

- Currency Code
- Amount
- Amount Including VAT
- Location Code
- No. Printed
- Due Date
- Due Date Year
- Due Date Quarter
- Due Date Month
- Remaining Amount
- Closed
- Cancelled
- Corrective

Row Groups

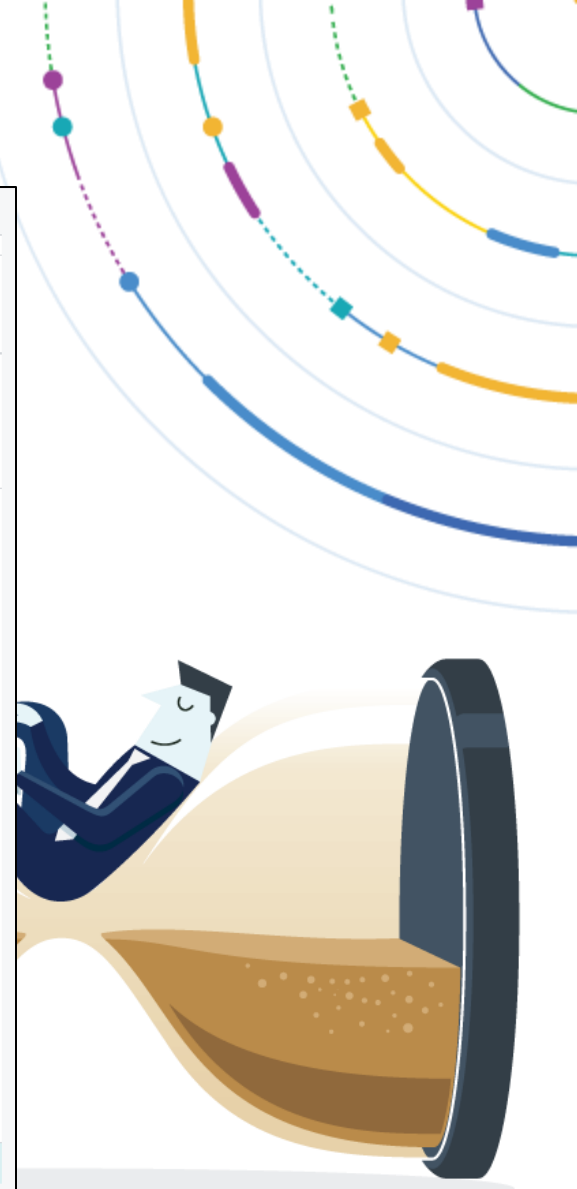
- Vendor

Values

- Sum(Amount)
- Sum(Amount Inclu...)
- Sum(Remaining A...)

Column Labels

- Due Date Year
- Due Date Month



Example Reports – Total Spend

- Filters:
 - Filtered view as required based on Date
 - Pivot Mode: **Yes**
 - Column Labels: **Posting Date Year (or month)**
 - Row Groups: **Vendor**
 - Analysis Filters: **Vendor** (deselect non key suppliers)

Posted Purchase Invoices

Search Analyse | Analysis 1 | Total spend

	2022	2023
Vendor	Sum(Amount Including VAT)	Sum(Amount Including VAT)
Graphic Design Institute (58)	40,056.70	10,855.20
Wide World Importers (51)	122,383.56	33,801.36
First Up Consultants (48)	36,219.96	9,411.48
Nod Publishers (34)	108,504.12	31,149.72
Fabrikam, Inc. (17)	10,815.50	3,217.50
Total	317,979.84	88,435.26

Rows: 208 | Total Rows: 208 | Filtered: 208

Analysis Filters:

- Pivot Mode
- Search...
- Document Date Quarter
- Document Date Month
- Payment Terms Code
- Due Date
- Due Date Year
- Due Date Quarter
- Due Date Month
- Payment Discount %
- Payment Method Code
- Shipment Method Code
- Remaining Amount
- Closed

Row Groups:

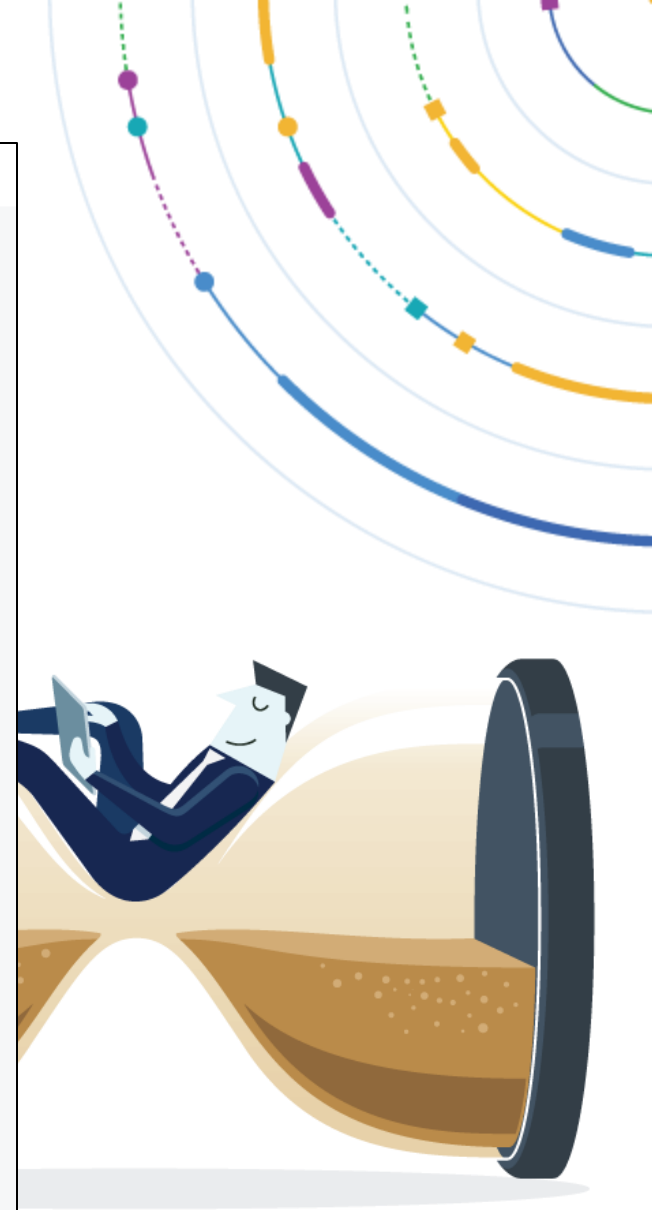
- Vendor

Values:

- Sum(Amount Including VAT)

Column Labels:

- Posting Date Year



Example Reports – VAT Entries

- Filters:
 - Pivot: **ON**
 - Row Groups: **Type, Bill-to/Pay-to No, Document No.**
 - Values: **Sum Base** and **Sum Amount**
 - Filters: **Closed – No** & **Date filters** is needed

VAT Entries

Search Analyse Q1 Open Entries +

Views ×

***All** 🖨 ⋮

Filter list by:

× Closed

× VAT Date

+ Filter...

[Reset filters](#)

Type / Bill-to/Pay-to No. / ...	Sum(Base)	Sum(Amount)	VAT Date	Posting Date	Document...
▼ Sale (71)					
> 30000 (15)	-33,249.55	379.25			
> 20000 (20)	-8,037.40	-1,607.48			
> 10000 (18)	-33,488.90	-6,697.78			
> 50000 (8)	-13,466.10	-2,693.22			
> 40000 (10)	-9,529.24	556.24			
Sub Total Sale	Box 6 -97,771.19	Box 1 -10,062.99			
▼ Purchase (39)					
> 20000 (9)	7,842.90	1,568.58			
> 40000 (9)	28,167.80	5,633.56			
> 30000 (12)	10,855.20	2,171.04			
> 50000 (6)	25,958.10	5,191.62			
> 10000 (3)	3,217.50	0.00			
Sub Total Purchase	Box 7 76,041.50	Box 4 14,564.80			
Total	-21,729.69	4,501.81			

Rows: 110 Total Rows: 110 Filtered: 110



Permissions

Permission Set

[_SECURITYFILTER \(Tenant\)](#)

[View all permissions](#) | [Actions](#) | [Fewer options](#)

General

Permission Set: [_SECURITYFILTER](#) Name: [Dyn. 365 Read access all](#)

Permissions | [Manage](#) | [Allow Read](#) | [Allow Insert](#) | [Allow Modify](#) | [Allow Delete](#) | [Allow Execute](#) | [Allow All](#)

Yes No Indirect

Type	Object Type	Object ID	Object Name	Object Caption	Read Permission	Insert Permission	Modify Permission
→ Include	System	9640	Allow Data Analysis Mode.	Allow Data Analysis Mode.	-	-	-

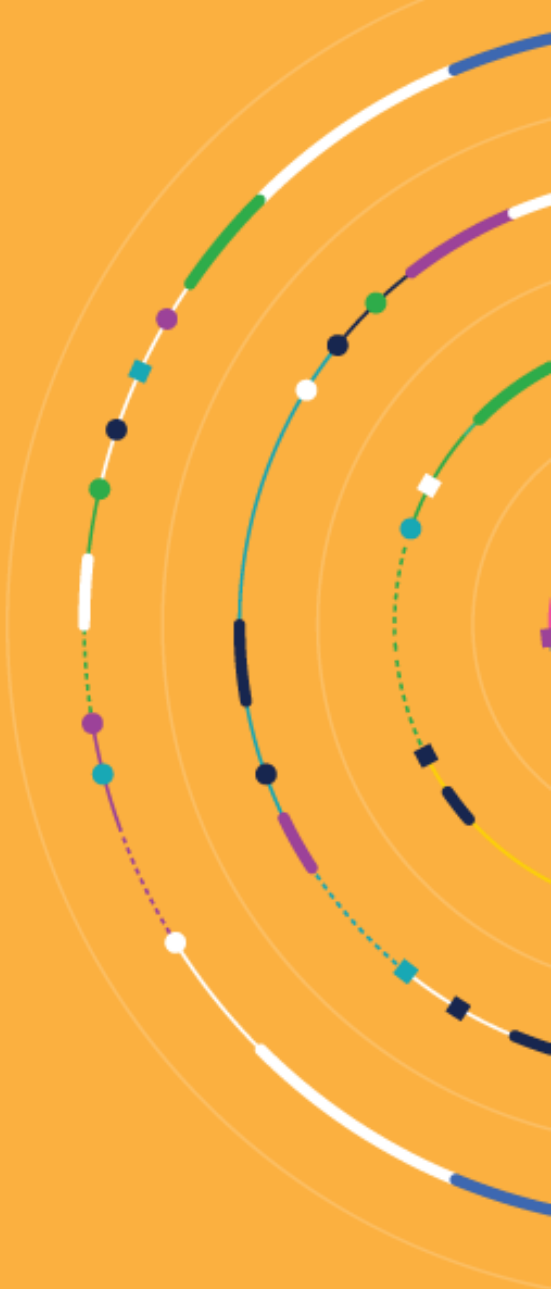


Coming Up

- More Data on pages
- Analyse more data
- Analyse in profiles
- Query editing tools in the system

Financial Reports




Sub Header










Sales Analysis Views

CUSTOMER DAY 2023

What are Sales Budgets?

Sales Budgets | Work Date: 11/09/2022 ✓ Saved   

 Search + New  Edit List  Delete  Edit Budget   

Name ↑	Description	Blocked	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code
→ BUDGET 22	⋮ Customer Budget	<input type="checkbox"/>	CUSTOMERGROUP	SALESPERSON	
DEFAULT	Default budget	<input type="checkbox"/>	CUSTOMERGROUP		

- Best to be thought of as a **Sales Forecast** rather than a **Sales Budget**
- Sales Budgets are automatically assigned your **two global dimensions** and can then be assigned up to an additional **four dimensions**

Sales Budget Overview Card

General FastTab

Can change the period view
Use Show as Lines and Show as Columns to set a value for the lines and the columns
These can be Business Unit, G/L Account, Period, and the two Global Dimensions
Rounding Factor - can be set to None, 1, 1000, 1000000
Show Column Name will toggle the column headings
Show Value as: Sales Amount, Cost Amount or Quantity

Matrix

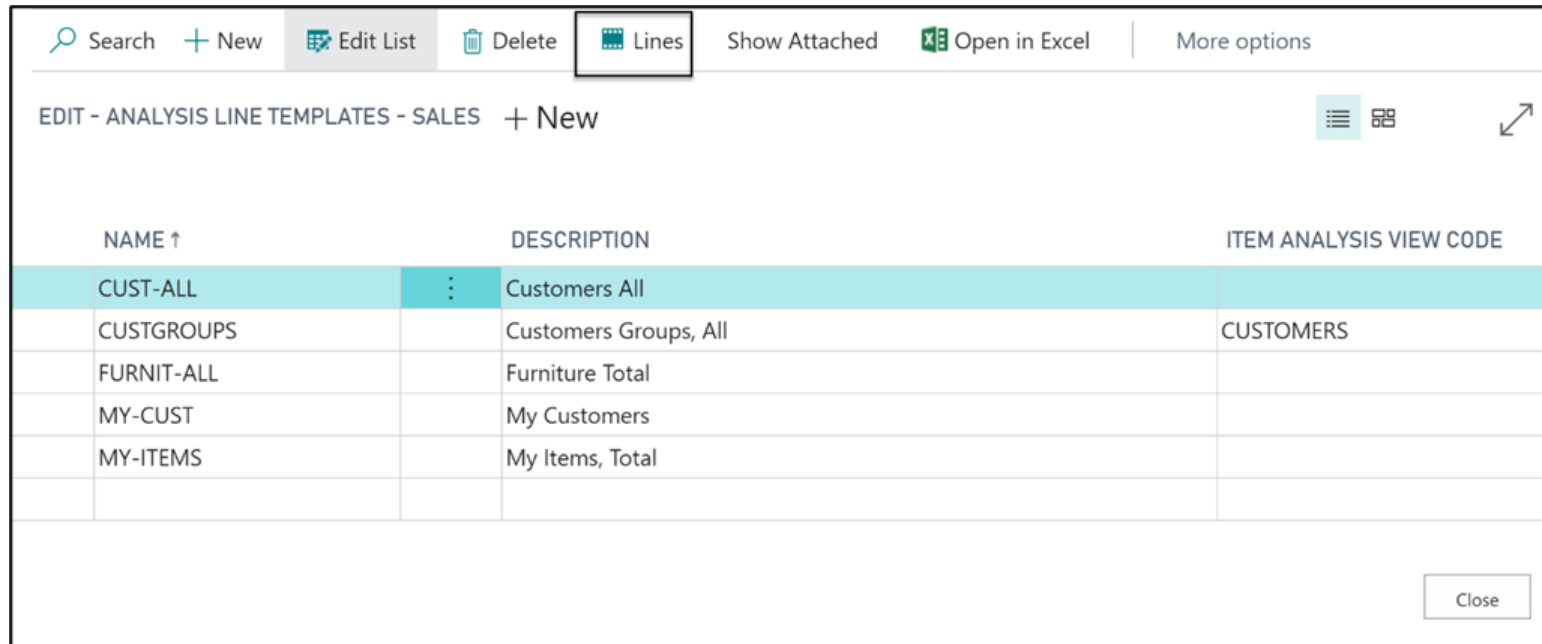
Holds the actual budget values and can be edited (albeit slowly) by simply selecting the fields and overtyping them
Select the **Focus Mode** to make it easier to view

Filters

Used to control how the data displays
Set the **Customer** and/or **Item Filters** to include the records required
Two Global Dimension filters available by default with additional **Budget Dimension** filters as defined on the **Budget List**

Sales Analysis Line Templates

- These will set the rows that will be presented in the report
- They contain, a **Name**, Description and a space to add an **Item Analysis View Code**



The screenshot shows a software interface for editing analysis line templates. The title bar reads 'EDIT - ANALYSIS LINE TEMPLATES - SALES + New'. The interface includes a search bar and several action buttons: '+ New', 'Edit List', 'Delete', 'Lines' (highlighted with a red box), 'Show Attached', 'Open in Excel', and 'More options'. Below the title bar is a table with three columns: 'NAME ↑', 'DESCRIPTION', and 'ITEM ANALYSIS VIEW CODE'. The table contains five rows of data.

NAME ↑	DESCRIPTION	ITEM ANALYSIS VIEW CODE
CUST-ALL	Customers All	
CUSTGROUPS	Customers Groups, All	CUSTOMERS
FURNIT-ALL	Furniture Total	
MY-CUST	My Customers	
MY-ITEMS	My Items, Total	

A 'Close' button is located in the bottom right corner of the interface.

Sales Analysis Line Templates

- **Row Ref No.** - numbers the lines, will retain any numbering from the source data but can be overwritten
- **Type** – where is the data pulling from?
- **Range** – Used to show a range of accounts that provide data for that row and acts as filter for the **Type**

Edit - Sales Analysis Lines

Name CUST-ALL

Manage | Actions ▾ | Fewer options

Row Ref. No.	Description	Type	Range	Department Code Totalling
→ A1	Key Accounts	Customer	10000..50000	
A2	Outlets	Item	60000..62000	
A3	Small customers	Item Group	01121212..49858585	
A4	Total for all customers	Customer	A1..A3	
		Customer Group		
		Vendor		
		Sales/Purchase Person		
		Formula		

Sales Analysis Line Templates

- There are additional options on the line:
 - **New Page** – the line represents the start of a new page
 - **Show** – Yes/No/If Any Column Not Zero
 - **Bold/Italic/Underline** - formatting options
 - **Show Opposite Sign** – Can be picked as required, for example for sales that would show as a negative value

Edit - Sales Analysis Lines

Name CUST-ALL

Manage | More options

Row Ref. No.	New Page	Show	Bold	Italic	Underline	Show Opposite Sign
→ A1	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task to Try – Uploading the Line Templates

- Open the **Analysis Line Templates** file from George's email
- Within Business Central navigate to the **Analysis Line Templates** page and paste in the first Excel Worksheet

Edit - Analysis Line Templates - Sales

Search + New Edit List Delete Lines

Name ↑	Description	Item Analysis View Code
→ CUST-ALL	Customers All	
CUSTGROUPS	Customers Groups, All	CUSTOMERS
FURNIT-ALL	Furniture Total	
MY-CUST	My Customers	
MY-ITEMS	My Items, Total	

Task to Try – Uploading the Line Templates

- On each of the **Line Templates**, select **Lines** and personalise the page to hide the final six columns beginning with **New Page**, also do the same in the Excel spreadsheet (**Columns I - N**) as well as hiding **Column A**
- Then paste the data from the spreadsheet into Business Central

Edit - Sales Analysis Lines

Name CUST-ALL

Manage | Actions ▾ | Fewer options

Row Ref. No.	Description	Type	Range	Department Code Totalling	Project Code Totalling	Dimension 3 Totalling
→ A1	Key Accounts	Customer	10000..50000			
A2	Outlets	Customer	60000..62000			
A3	Small customers	Customer	01121212..49858585			
A4	Total for all customers	Formula	A1..A3			

Sales Analysis Views

- They allow for more than just the basic **two Global Dimensions** to be used
- They need to be updated and can either be set to update on posting (which can cause system slowdown) or need to be updated prior to use
- You may wish to schedule the updates on a batch job out of hours
- Select **Edit Analysis View** to edit or review the setup

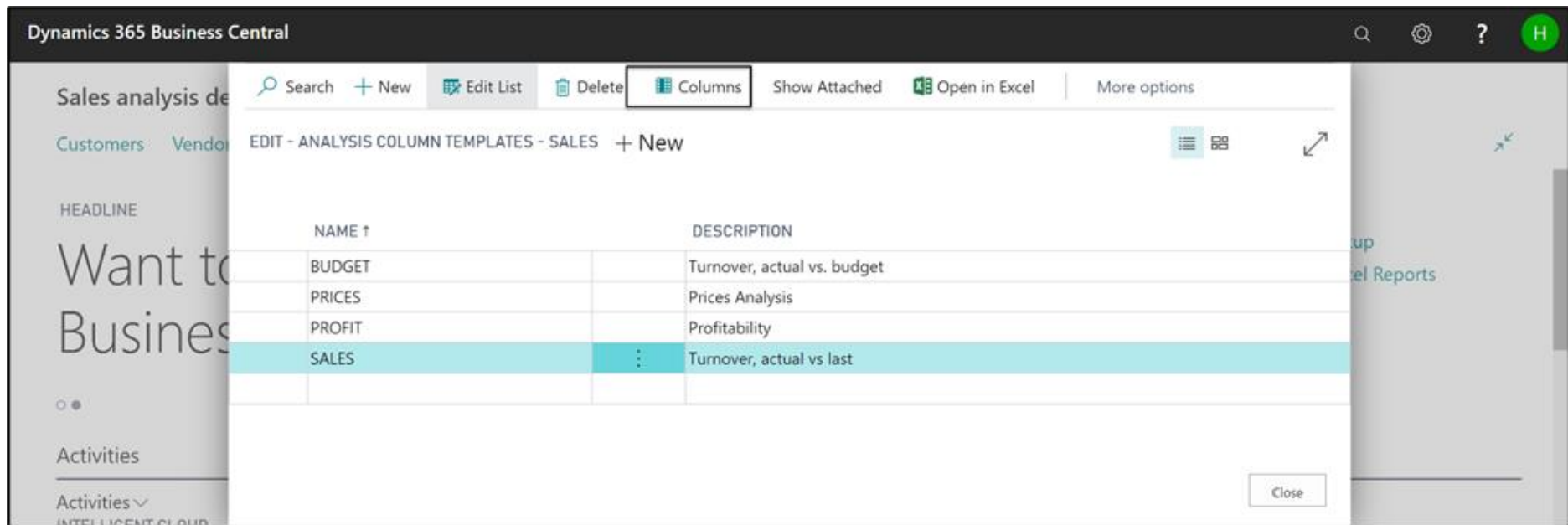
Sales | Work Date: 11/09/2022

Sales Analysis Views | Search + New Manage Edit Analysis View Update ...

Code ↑	Name	Inclu... Budg...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code
CUSTOMERS	Customers	<input checked="" type="checkbox"/>	06/03/2020	CUSTOMERGR...	SALESPERSON	
DEFAULT	Default analysis view	<input type="checkbox"/>	06/03/2020	AREA	CUSTOMERGR...	SALESPERSON

Sales Analysis Column Templates

- Allow you to create how you wish the data to be displayed in terms of columns
- Choose **Columns** to edit the template



Dynamics 365 Business Central

Sales analysis de

Customers Vendor

SEARCH + New Edit List Delete Columns Show Attached Open in Excel More options

EDIT - ANALYSIS COLUMN TEMPLATES - SALES + New

NAME ↑	DESCRIPTION
BUDGET	Turnover, actual vs. budget
PRICES	Prices Analysis
PROFIT	Profitability
SALES	Turnover, actual vs last

Close

Sales Analysis Column Templates

- **Column number** is a column reference, **Column Header** is a description
- **Invoiced** is a filter to determine if they are actual amounts (invoiced) or expected amounts (non-invoiced)
- **Column Type** includes: Net Change, Formula, Balance at date etc...

Sal Manage

Cus EDIT - ANALYSIS COLUMNS - SALES

HEA Name SALES

COLUMN NO.	COLUMN HEADER	INV...	COLUMN TYPE	LEDGER ENTRY TYPE	FORMULA	SH... OP... SIGN	COMPARI... DATE FORMULA	ANALYSIS TYPE CODE	VALUE TYPE	SHOW	ROUNDI... FACTOR	COMP PERI... FORM
A1	Sales, Shipped not Invoiced	<input type="checkbox"/>	Net Change	Item Entries		<input type="checkbox"/>		SALES-AMT	Sales Amou...	Always	None	
A2	Sales, Invoiced	<input checked="" type="checkbox"/>	Net Change	Item Entries		<input type="checkbox"/>		SALES-AMT	Sales Amou...	Always	None	
B1	Sales, Quantity	<input type="checkbox"/>	Net Change	Item Entries		<input checked="" type="checkbox"/>		SALES-QTY	Quantity	Always	None	
A3	Sales, Total	<input type="checkbox"/>	Formula	Item Entries	A1+A2	<input type="checkbox"/>			Sales Amou...	Always	None	
A4	Sales Last Y	<input checked="" type="checkbox"/>	Net Change	Item Entries		<input type="checkbox"/>	-1Y	SALES-AMT	Sales Amou...	Always	None	
B2	Sales Last Y, Quantity	<input type="checkbox"/>	Net Change	Item Entries		<input checked="" type="checkbox"/>	-1Y	SALES-QTY	Quantity	Always	None	
A5	Change %	<input type="checkbox"/>	Formula	Item Entries	100*(A3/A4...	<input type="checkbox"/>			Sales Amou...	Always	None	

Sales Analysis Column Templates

- **Ledger Entry Type** – Are Item Entries or Item Budget Entries to be used?
- **Formula** – used only for calculations, i.e. add in a formula to calculate a figure by referencing other columns
- **Show Opposite Sign** – You may wish to use this with sales amounts which will show as negatives by default
- **Comparison Date Formula** – allows comparison to other dates

COLUMN NO.	COLUMN HEADER	INV...	COLUMN TYPE	LEDGER ENTRY TYPE	FORMULA
A1	⋮ Sales, Shipped not Invoiced	<input type="checkbox"/>	Net Change	Item Entries	
A2	⋮ Sales, Invoiced	<input checked="" type="checkbox"/>	Net Change	Item Entries	
B1	Sales, Quantity	<input type="checkbox"/>	Net Change	Item Budget Entries	
A3	Sales, Total	<input type="checkbox"/>	Formula	Item Entries	A1+A2
A4	Sales Last Y	<input checked="" type="checkbox"/>	Net Change	Item Entries	
B2	Sales Last Y, Quantity	<input type="checkbox"/>	Net Change	Item Entries	
A5	Change %	<input type="checkbox"/>	Formula	Item Entries	100*(A3/A4...
		<input type="checkbox"/>			




Sales Analysis Column Templates





- **Analysis Type Code** – set what you actually want to look at, such as **Sales Amount, Sales Quantity, Standard Cost, Transfer, Transfer Quantity, Unit Price, Variance**
- **Value Type** – sets the details of exactly what is required, **Quantity, Sales Amount, Cost Amount, Non-Invntable Amount, Unit Price, Standard Cost, Indirect Cost, Unit Cost**
- **Show** – Always, Never When Positive, When Negative
- **Rounding Factor** – do we want to round to the nearest pound?
- **Comparison Period Formula** – allows comparing with other periods, i.e. same period in previous financial year

Analysis Type Code	Value Type	Show	Rounding Factor	Comparison Period Formula		
SALES-AMT	Sales Amo...	Always	None			
SALES-QTY	Quantity	Always	None			
SALES-AMT	Sales Amo...	Always	None			
SALES-QTY	Quantity	Always	None			
		Always	None			

Analysis Types

- If the **Analysis Types** list is blank, select **Reset Default Analysis Types** on the ribbon to generate the list

Analysis Types | Work Date: 11/09/2022 ✓ Saved   

 Search + New Edit List Delete Reset Default Analysis Types   

Code ↑	Name	Value Type	Item Ledger Entry Type Filter	Value Entry Type Filter
→ COGS	COGS	Cost Amount	Sale	<>Revaluation
CONSUMP	Consumption	Cost Amount	Consumption	
CONSUMP...	Consumption Quantity	Quantity	Consumption	
DIRCOST	Direct Cost	Cost Amount	<>Sale<>' '	Direct Cost
DIRCOSTCAP	Direct Cost - Capacity	Cost Amount	' '	Direct Cost
INDCOSTP...	Indirect Cost %	Indirect Cost		

Analysis Types

- The **Item Ledger Entry Type Filter** and **Value Entry Type Filter** shows where the data will be drawn from

Analysis Types | Work Date: 11/09/2022 ✓ Saved 🔖 📄 ↗

🔍 Search + New 📄 Edit List 🗑 Delete 🔄 Reset Default Analysis Types 🔗 🔍 ☰

Code ↑	Name	Value Type	Item Ledger Entry Type Filter	Value Entry Type Filter
→ COGS	COGS	Cost Amount	Sale	<>Revaluation
CONSUMP	Consumption	Cost Amount	Consumption	
CONSUMPQTY	Consumption Quantity	Quantity	Consumption	
DIRCOST	Direct Cost	Cost Amount	<>Sale<>'	Direct Cost
DIRCOSTCAP	Direct Cost - Capacity	Cost Amount	'	Direct Cost
INDCOSTPCT	Indirect Cost %	Indirect Cost		
INDIRCOST	Indirect Cost	Cost Amount	<>Sale<>'	Indirect Cost
INVENTORY	Inventory	Cost Amount	<>'	
INVT-QTY	Inventory Quantity	Quantity	<>	
N-ADJTM	Negative Adjustment	Cost Amount	Negative Adjmt.	

Task to Try – Uploading the Analysis Types

- Open the **Analysis Type List** file from George's email
- Within Business Central navigate to the **Analysis Types** page and paste in the first Excel Worksheet

Analysis Types | Work Date: 11/09/2022

Search + New Edit List Delete Reset Default Analysis Types

Code ↑	Name	Value Type	Item Ledger Entry Type Filter	Value Entry Type Filter
→ COGS	COGS	Cost Amount	Sale	<>Revaluation
CONSUMP	Consumption	Cost Amount	Consumption	
CONSUMPQTY	Consumption Quantity	Quantity	Consumption	
DIRCOST	Direct Cost	Cost Amount	<>Sale<>'	Direct Cost
DIRCOSTCAP	Direct Cost - Capacity	Cost Amount	'	Direct Cost
INDCOSTPCT	Indirect Cost %	Indirect Cost		

Edit - Analysis Column Templates - Sales

Search + New Edit List Delete Columns




Name ↑	Description
→ BUDGET	Turnover, actual vs. budget
PRICES	Prices Analysis
PROFIT	Profitability
SALES	Turnover, actual vs last




Task to Try – Uploading the Column Templates

- Next, navigate to the **Column Templates** and paste in the **Analysis Column Templates** worksheet
- On each of the following worksheets, hide the **Name** (Column A), **Invoiced** (Column D) and Show **Opposite Sign** (Column H)
- Within Business Central, select **Columns** on the **Analysis Column Templates** page and personalise the page to remove the same three fields, **Name**, **Invoiced** and **Show Opposite Sign**
- Then paste the data in against the appropriate template

Running the Analysis Reports

- This page shows the actual reports, which are made up of the templates grouped together (the lines and columns)
- Choosing **Edit Analysis Report** allows you to set the display options

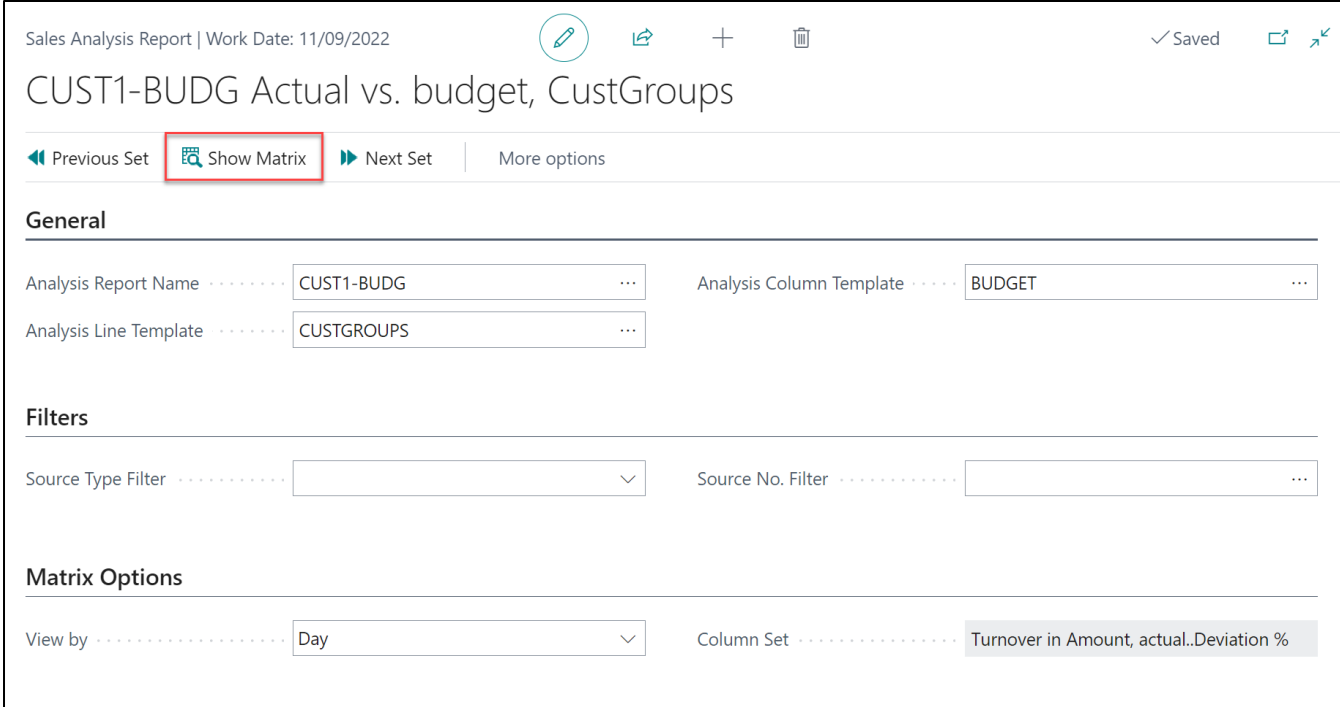
Sales Analysis Reports | Work Date: 11/09/2022 ✓ Saved   

+ New Edit List Delete Edit Analysis Report   

Name ↑	Description	Analysis Line Template Name	Analysis Column Template Name
→ CUST1-BUDG	Actual vs. budget, CustGroups	CUSTGROUPS	BUDGET
CUST-SALES	Analysing customers	CUST-ALL	SALES
ITEM1-PRC	Price analysis for my items	MY-ITEMS	PRICES
ITEM-PROF	Profitability Analysis	FURNIT-ALL	PROFIT
ITEM-SALE	Furniture Sales	FURNIT-ALL	SALES
KA-SALES	Key Accounts Sales	MY-CUST	SALES

Running the Analysis Reports

- Set the **Filters** as required, for example to just a range of customers or items
- **Use Matrix Options** and **View By** to set the period
- Once ready select **Show Matrix** to display the results



Sales Analysis Report | Work Date: 11/09/2022

CUST1-BUDG Actual vs. budget, CustGroups

◀ Previous Set **Show Matrix** ▶ Next Set | More options

General

Analysis Report Name CUST1-BUDG Analysis Column Template BUDGET

Analysis Line Template CUSTGROUPS

Filters

Source Type Filter Source No. Filter

Matrix Options

View by Day Column Set Turnover in Amount, actual..Deviation %

Running the Analysis Reports

- Here's an example, drilling down into a figure such as **Sales Quantity** will show the underlying entries (Item Ledger Entries **in this case**)

Dynamics 365 Business Central

Search Open in Excel

VIEW - SALES ANALYSIS MATRIX

ROW REF. NO.	DESCRIPTION	SALES, SHIPPED NOT INVOICED	SALES, INVOICED	SALES, QUANTITY	SALES, TOTAL	SALES LAST Y	SALES LAST Y, QUANTITY	CHANGE %
A1	Key Accounts	10,695.88	68,516.91	235.48	79,212.79	-	-	-100.00
A2	Outlets	-	-	-	-	-	-	-100.00
A3	Small customers	10,695.88	70,015.94	251.48	80,711.82	-	-	-100.00
A4	Total for all customers	21,391.76	138,532.85	486.95	159,924.61	-	-	-100.00

Running the Sales Analysis Views

- You must ensure that this has been updated, whether manually or via a Job Queue
- Avoid using **Enable Update on Posting** as this can cause slowdown

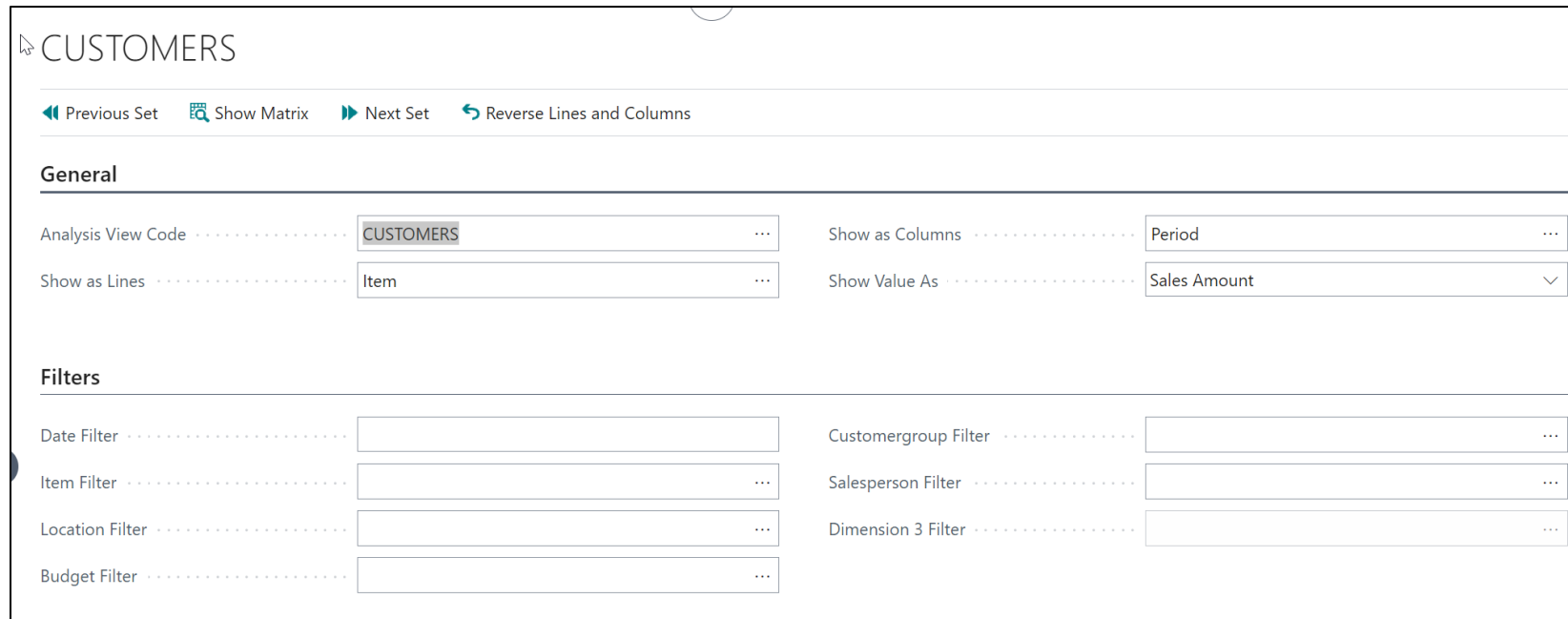
Sales | Work Date: 11/09/2022

Sales Analysis Views | Search | + New | Manage | Edit Analysis View | **Update** | ...

Code ↑	Name	Inclu... Budg...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code
CUSTOMERS	Customers	<input checked="" type="checkbox"/>	06/03/2020	CUSTOMERGR...	SALESPERSON	
DEFAULT	Default analysis view	<input type="checkbox"/>	06/03/2020	AREA	CUSTOMERGR...	SALESPERSON

Running the Sales Analysis Views

- General – Choose the options for **Show as Columns** and **Show as Lines**, will include the **Dimensions** set on the analysis view, and **Period/Item** or **Location**
- Consider **Show Value as:** Sales Amount, Cost Amount or Quantity
- **Filters** - Set to the desired range, consider using the **Item Filter** to narrow down the range of items considered



The screenshot shows the configuration interface for the 'CUSTOMERS' analysis view. At the top, there are navigation buttons: 'Previous Set', 'Show Matrix', 'Next Set', and 'Reverse Lines and Columns'. Below this is the 'General' section with the following settings:

Analysis View Code	CUSTOMERS	Show as Columns	Period
Show as Lines	Item	Show Value As	Sales Amount

The 'Filters' section contains several empty input fields:

Date Filter		Customergroup Filter	
Item Filter		Salesperson Filter	
Location Filter		Dimension 3 Filter	
Budget Filter			

Running the Sales Analysis Views

- **Options: Show** can be Actual Amounts, Budgeted Amounts or Variance
- Set the **Rounding Factor** is required
- **Matrix Options:** Set the **View by** Month, Day, Week, Quarter, Year or Accounting Period

Options

Show	Actual Amounts	▼	Show Column Name	<input checked="" type="checkbox"/>
Rounding Factor	None	▼	Show Opposite Sign	<input checked="" type="checkbox"/>

Matrix Options

View by	Day	▼	Column Set	11/09/22..12/10/22
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Excel Layouts

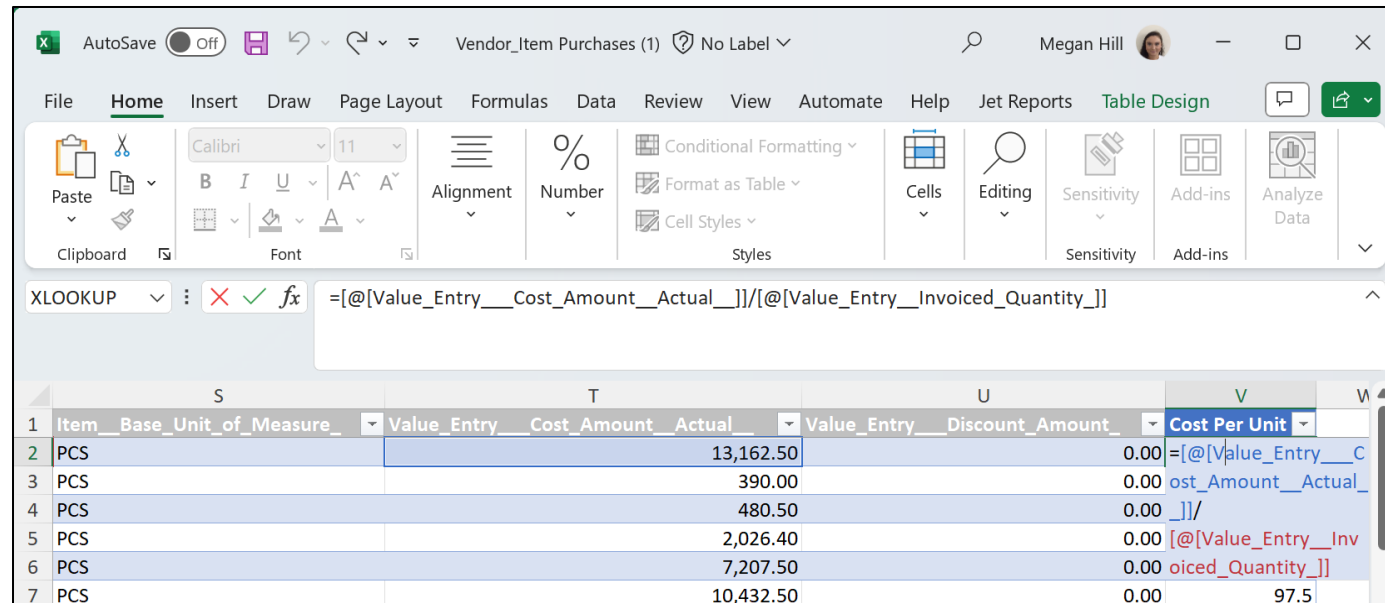
What they offer, how to use

- Excel Layouts allow you to take the datasets that are used to create standard Business Central reports and manipulate the data using excel functions to present the information in the way you wish.



Task to Try – Vendor Item Purchases

- Navigate to the Vendor/Item Purchases report within Business Central
- Select **Send to... > Microsoft Excel Document (data only) > OK**
- Open the downloaded Excel Report
- Within the **Data Sheet** add a new column dividing **Value Entry Cost Amount Actual** by **Value Entry Invoiced Quantity**
- Select **Insert > PivotTable**



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	S	T	U	V	W
1	Item_Base_Unit_of_Measure_	Value_Entry_Cost_Amount_Actual_	Value_Entry_Discount_Amount_	Cost_Per_Unit_	
2	PCS	13,162.50	0.00	=[@[Value_Entry_Cost_Amount_Actual_]]/	
3	PCS	390.00	0.00	ost_Amount_Actual_	
4	PCS	480.50	0.00	_]]/	
5	PCS	2,026.40	0.00	[@[Value_Entry_Inv	
6	PCS	7,207.50	0.00	oiced_Quantity_]]	
7	PCS	10,432.50	0.00	97.5	

The formula bar shows the formula: `=[@[Value_Entry_Cost_Amount_Actual_]]/[@[Value_Entry_Invoiced_Quantity_]]`

Task to Try – Vendor Item Purchases

- In **Rows** place **Item Description**
- In **Columns** add **Vendor Name**
- In Values **Add Cost per Unit**
- Save the report

The screenshot shows an Excel PivotTable report titled 'Vendor Item Purchases (1)'. The PivotTable is located in the range A3:G20. The data is summarized as follows:

Item Description	Fabrikam, Inc.	First Up Consultants	Graphic Design Institute	Nod Publishers	Wide World Importers	Grand Total
AMSTERDAM Lamp			27.8		27.8	55
ANTWERP Conference Table					328	328
ATHENS Desk		506.6		506.6		1013
ATHENS Mobile Pedestal			219.5			219
ATLANTA Whiteboard, base			707.2	707.2	707.2	2121
BERLIN Guest Chair, yellow	97.5			97.5	97.5	292
LONDON Swivel Chair, blue		96.1		96.1		192
MEXICO Swivel Chair, black	96.1	96.1			96.1	288
MOSCOW Swivel Chair, red				96.1		96
MUNICH Swivel Chair, yellow			96.1			96
PARIS Guest Chair, black				97.5		97
ROME Guest Chair, green		97.5			97.5	195
SEOUL Guest Chair, red		97.5			97.5	195
SYDNEY Swivel Chair, green		96.1	96.1		96.1	288
TOKYO Guest Chair, blue	97.5				97.5	195
Grand Total	291.1	989.9	1146.7	1601	1645.2	5673

The PivotTable Fields task pane on the right shows the following configuration:

- Filters:** (Empty)
- Columns:** Vendor Name
- Rows:** Item Description
- Values:** Sum of Cost Per Unit

Task to Try – Replacing Report Layouts

- Navigate to the **Report Layouts** list, find the appropriate report and then select **New Layout**
- Give the report in an appropriate **Name** and **Description** and ensure that the **Format Option** is set to **Excel**
- Upload the saved report, to test the new report select **Run Report**

Report Layouts

Report Layouts: All | vendor | Analyse | Manage | **New Layout** | Edit Info | Run Report

Report ID ↑	Report Name	Layout Name	Description	Extension	Type
308	Vendor - Order Detail	./PurchasesPayables/VendorOr...	./PurchasesPayables/VendorOr...	Base Application by Microsoft	R
309	Vendor Purchase List	./PurchasesPayables/VendorPu...	./PurchasesPayables/VendorPu...	Base Application by Microsoft	R
310	Vendor - Labels	./PurchasesPayables/VendorLa...	./PurchasesPayables/VendorLa...	Base Application by Microsoft	R
311	Vendor - Top 10 List	./PurchasesPayables/VendorTo...	./PurchasesPayables/VendorTo...	Base Application by Microsoft	R
→ 313	Vendor/Item Purchases	./PurchasesPayables/VendorIte...	./PurchasesPayables/VendorIte...	Base Application by Microsoft	R
317	Vendor Pre-Payment Journal	./PurchasesPayables/VendorPr...	./PurchasesPayables/VendorPr...	Base Application by Microsoft	R
320	Vendor Item Catalogue	./PurchasesPayables/VendorIte...	./PurchasesPayables/VendorIte...	Base Application by Microsoft	R

Add New Layout for a Report

Report ID 313

Report Name Vendor/Item Purchases

Layout Name Vendor/Item Purchases Training

Description Vendor/Item Purchases Training

Format Options Excel

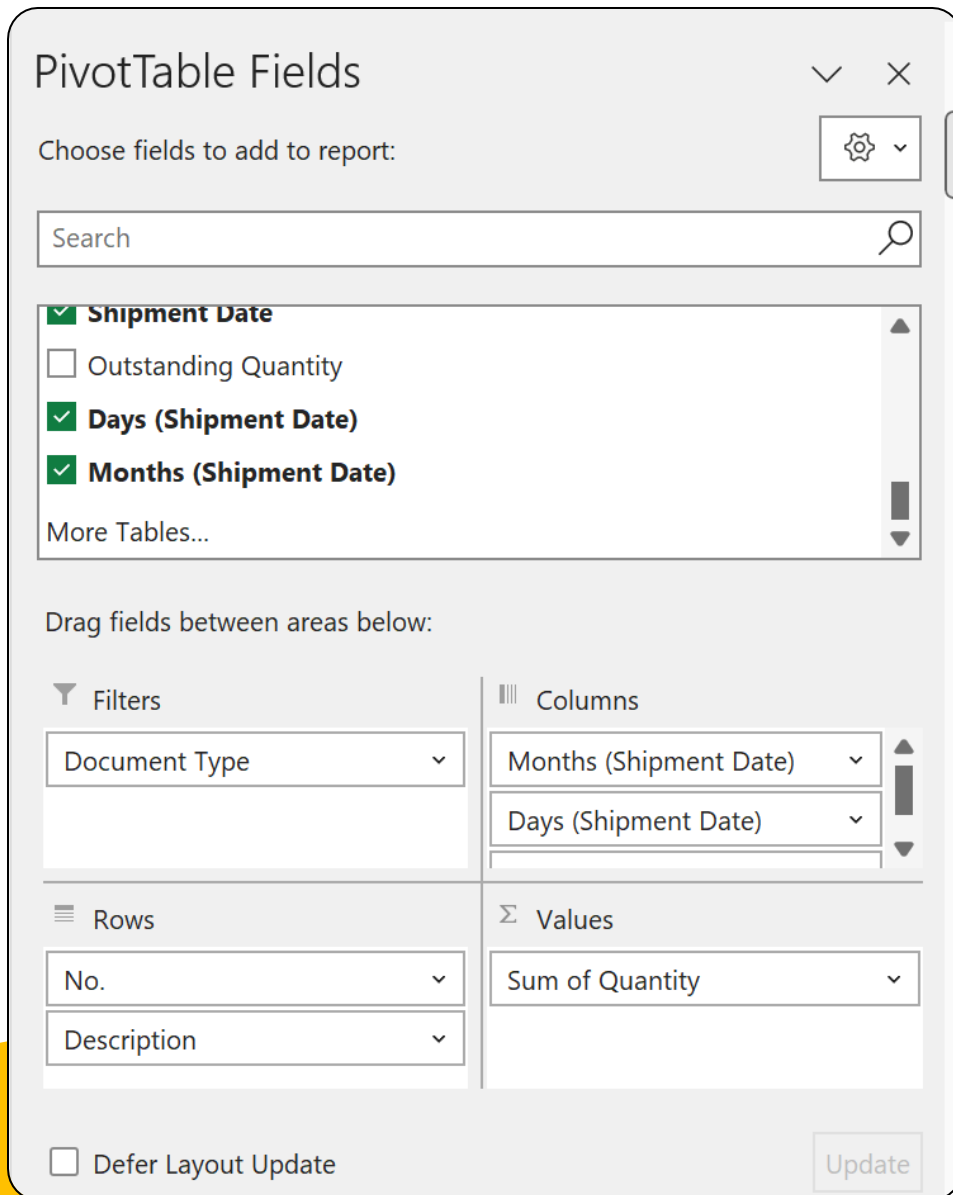
Available in All Companies

OK Cancel

Edit in Excel

Edit in Excel


- Edit in Excel's main function is for the maintenance of data as it allows you to easily amend and add new data into Business Central
- However, it can also be used to create a live data feed from Business Central to Excel that will allow us to create live reports
- With each new version of Business Central there have been fewer and fewer lists that don't have the Edit in Excel function



Task to Try – Sales Lines

- Navigate to the **Sales Lines** List and select **Edit in Excel**
- On the **Data Sheet**, select **Insert > PivotTable**
- Within the **Filters** enter **Document Type**
- Within the **Columns** enter **Shipment Date**, which will in turn add in **Months (Shipment Date)** and **Days (Shipment Date)**
- Within the **Rows** enter **No.** and **Description**
- Finally, in **Values** enter **Sum of Quantity**

Task to Try – Sales Lines



Document Type	Order	Quantities to ship by month					Grand Total
		Apr	May	Jul	Aug	Sep	Grand Total
Item Description	Item No.						
ANTWERP Conference Table	1920-S	8					8
ATHENS Desk	1896-S				10		10
Income, Services	10100				2		2
Lot Tracked Item	LOT TRACKED ITEM				0		0
MH Assembly	MHASSEMBLY					20	20
SYDNEY Swivel Chair, green	2000-S		3				3
Whole Roasted Beans, Brazil	WRB-1001			32			32
Whole Roasted Beans, Colombia	WRB-1000			52	1		53
Grand Total		8	3	84	13	20	128

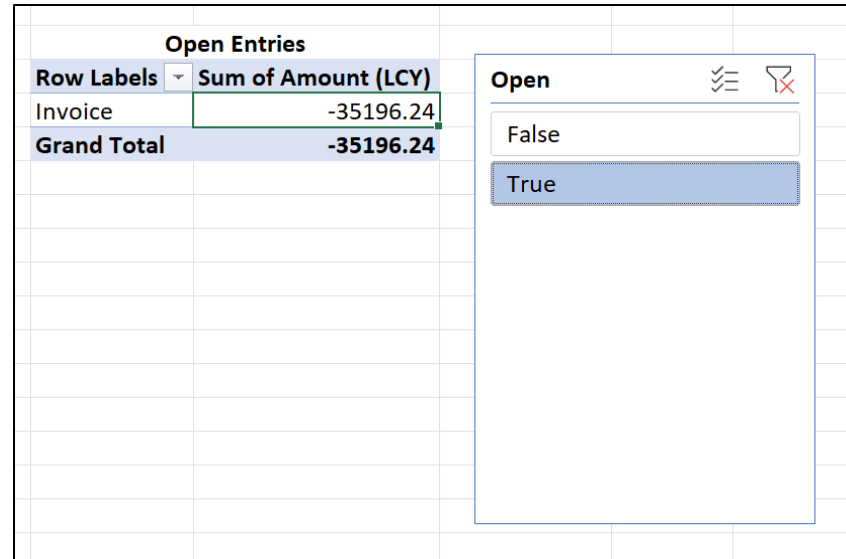
- Now it's time to 'flatten the pivot'
- Drop down on **Description** within **Rows** and select **Field Settings**
- Within **SubTotals and Filters** select **None**
- Next, select **Layout & Print** and select **Show item labels in tabular form** and **Repeat Item labels**
- Finally, right click on the **PivotTable** and untick **Show expand/collapse buttons**
- Save the file

Task to Try – Vendor Ledger Entries

Remaining Amounts by Vendor		
Row Labels	Sum of Remaining Amount	Sum of Remaining Amt. (LCY)
Fabrikam, Inc.	-1267.5	-1267.5
First Up Consultants	-3601.8	-3601.8
Graphic Design Institute	-4273.5	-4273.5
Nod Publishers	-12689.16	-12689.16
Wide World Importers	-13364.28	-13364.28
Grand Total	-35196.24	-35196.24

- Navigate to the **Vendor Ledger Entries** and select **Edit in Excel**
- Highlight the data and select **Insert > PivotTable**
- Within **Rows** enter **Vendor Name**
- Within **Values** enter **Remaining Amount (LCY)**

Task to Try – Vendor Ledger Entries



Row Labels	Sum of Amount (LCY)
Invoice	-35196.24
Grand Total	-35196.24

Open

False

True

- Navigate back to the data sheet, and select **Insert > PivotTable**
- Within **Rows**, enter **Document Type**
- Within **Values** enter **Sum of Amount**
- Then select **Insert Slicer > Document Type**
- This will allow you to see the open entries

Top Tip!

- When refreshing your data set this will not automatically update the **PivotTables**, to refresh these tables right click and select **Refresh**

Document Type: Calibri 11

Sum of Quantities to ship by month

	Apr	May	Jul	Aug	Sep	Grand Total
Item Description						
ANTWERP Con	8					8
ATHENS Desk				10		10
Income, Service				2		2
Lot Tracked Item				0		0
MH Assembly					20	20
SYDNEY Swivel		3				3
Whole Roasted			32			32
Whole Roasted beans, Colombia WRB-1000			52	1		53
Grand Total	8	3	84	13	20	128



QUESTIONS





THANK YOU

CUSTOMER DAY 2023

