

Tips & Tricks

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

Sales Analysis Improvements

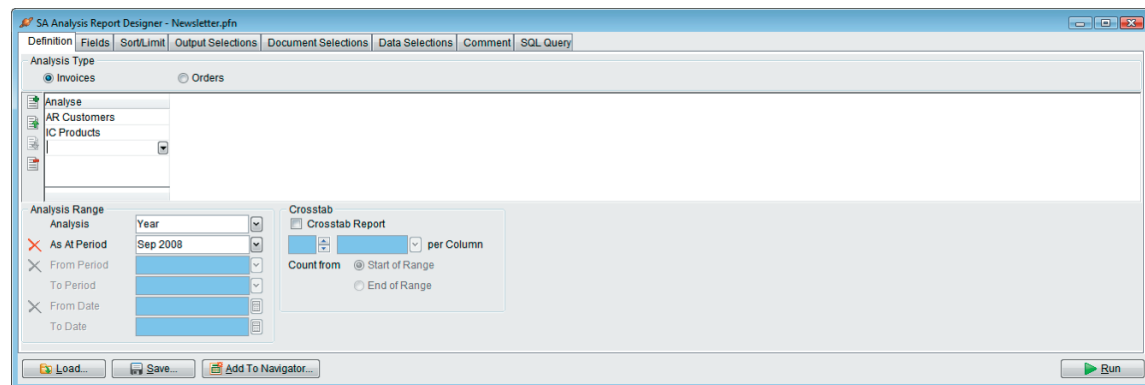
SA has been completely redesigned and rewritten to provide frequently requested improvements including sorting and limiting, SQL queries, suppressing fields to make reports less cluttered and foreign currency reporting.

One common request we have had, has been to report on YTD This and YTD last. So in the example below I will demonstrate how to build a simple SA report, Customer by Product with these fields available.

Reports > Sales Analysis > Analysis Report Designer

Analyse – select AR Customers then IC Products

Analysis Range – Select Year



Click the Fields tab, you'll notice that the required fields have been pre-populated. If you don't want these to report out remove the tick from the Visible field beside each one.

1. Under Source Column AR Customers press F4 to add a new line and select AR Customers
2. Tab to Field Name and select CustomerName
3. Under Source Column IC Products add a new line and select IC Products
4. Tab to Field Name and select Description
5. Ctrl+Enter to start a new line, and under Source select Summary
6. Tab to Field Name and select ExclusiveCostBs then tab to the Display Label and type YTD Last after ExclusiveCostBs. (If you are not using Foreign Currency you may like to remove the Bs as this will have no relevance to you)
7. Tab to Range and select YTDLast
8. Repeat step 5.
9. Tab to Field Name and select ExclusiveCostBs again then tab to the Display Label and type YTD This after ExclusiveCostBs. (If you are not using Foreign Currency you may like to remove the Bs as this will have no relevance to you)
10. Tab to Range and select YTDThis
11. Repeat step 5. →

12. Tab to Field Name and select ExclusiveAmountBs then tab to the Display Label and type YTD Last after ExclusiveAmountBs. (If you are not using Foreign Currency you may like to remove the Bs is this will have no relevance to you)
13. Tab to Range and select YTDLast
14. Repeat step 5.
15. Tab to Field Name and select ExclusiveAmountBs again then tab to the Display Label and type YTD This after ExclusiveAmountBs. (If you are not using Foreign Currency you may like to remove the Bs is this will have no relevance to you)
16. Tab to Range and select YTDThis
17. Ctrl+Enter to start a new line and select Calculated
18. Tab to Field Name and select Gross MarginBs then tab to the Display Label and type YTD Last after Gross Margin. You will notice that it has added two extra summary lines in which are required to calculate the gross margin, but as soon as you select the range and move of the field, it will work out that the fields required are already there so remove these lines. (If you are not using Foreign Currency you may like to remove the Bs is this will have no relevance to you)
19. Tab to Range and select YTDLast
20. Press Ctrl + Enter then F4 to insert a new line. Under Source select Calculated
21. Tab to Field Name and select Gross MarginBs again then tab to the Display Label and type YTD This after Gross Margin. (If you are not using Foreign Currency you may like to remove the Bs is this will have no relevance to you)
22. Tab To Range and select YTDThis

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible	Expression	Total Expression	Format	Align
AR Custom...	CustomerCode	16	16	Customer Code		1						
AR Custom...	CustomerName	35	35	Customer Name		1		✓				
IC Products	ProductCode	28	28	Product Code				✓				
IC Products	Description	60	60	Description				✓				
Summary	ExclusiveCostBs		10	Exclusive Cost Bs YTD ...	YTDLast		✓	✓				
Summary	ExclusiveCostBs		10	Exclusive Cost Bs YTD ...	YTDThis		✓	✓				
Summary	ExclusiveAmountBs		10	Exclusive Amount Bs YT ...	YTDLast		✓	✓				
Summary	ExclusiveAmountBs		10	Exclusive Amount Bs YT ...	YTDThis		✓	✓				
Calculated	GrossMarginBs		10	Gross Margin Bs YTD L...	YTDLast		✓	✓	Margin(Summary_Exclu...	Margin(Sum(Summary_...	Percent	Right
Calculated	grossmarginbs		10	Gross Margin Bs YTD T...	YTDThis		✓	✓	Margin(Summary_Exclu...	Margin(Sum(Summary_...	Percent	Right

Click SAVE to save this report definition file for later use.

If you want to run this report for a Customer, or range of Customers, click the Data Selections tab and make your selections before running the report.

Then click **RUN** ■