



BCE Dashboards and Custom Reports – User Guide

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Introduction

'Dashboards' and 'Custom Reports' provide powerful and flexible reporting options to access the BCE data.

Customisable dashboards accessible from the 'My Dashboards' menu provide users with options to report on their business performance.

The configurable dashboards provide a high level view of the data that can be setup and presented as key performance indicators (KPI's) using a graphical representation of the data with the ability to drill down to the underlying data.

Custom reports is a powerful reporting tool that allows users to create and manage their business and financial reports. Custom reports add the flexibility of being able to assemble reports from user defined data fields with the ability to apply data sort and filter options and introduce calculation and total fields.

Dashboards and custom reports are built from 'Ad Hoc Views', a collection of specified data fields created from sets of the following data domains:

- Sales
- Finance
- Stock
- Purchase

Individual access permissions control each user's ability to create, manage and access the dashboards and custom reports.

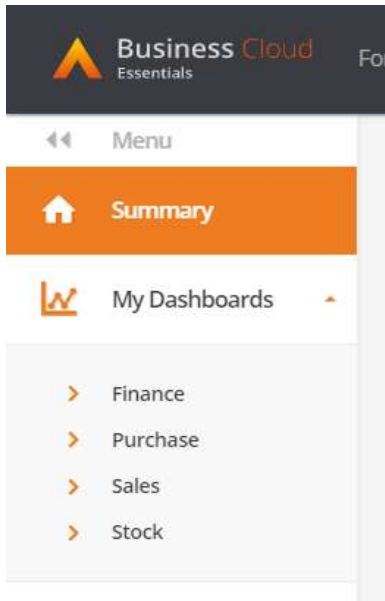
Setup and User Administration

Accessing Dashboards and Custom Reports

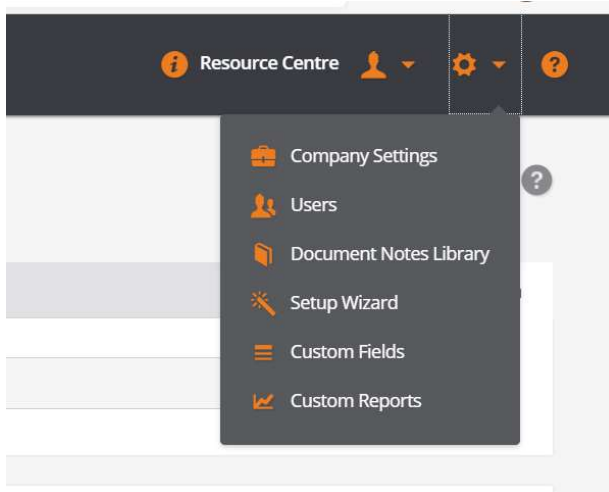
Access to Dashboards and to Custom Reports is controlled from each users' access permissions.

When access is enabled:

'My Dashboards' is available from the BCE main menu:



'Custom Reports' is available from the BCE systems setting menu:

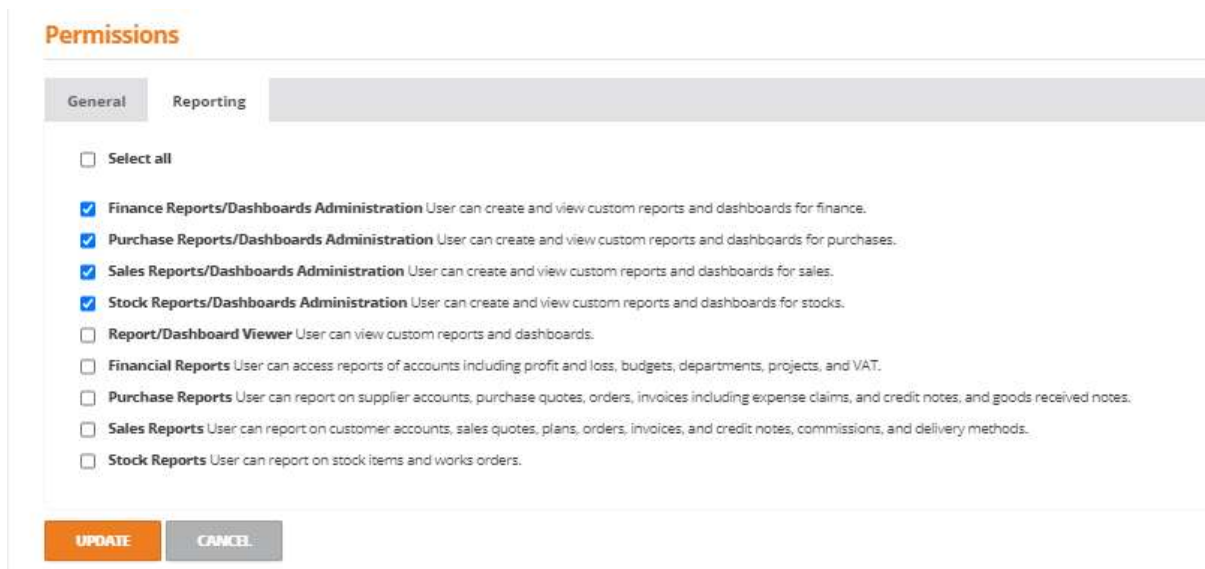


Access Permissions

Users can be set up to view dashboards and custom reports or as administrators who have the ability to create the ad hoc views that are required to support the dashboards and custom reports.

Administrators

Permissions to create and manage dashboards and custom reports are set for a user from the 'Reporting tab:



Permissions

General Reporting

Select all

- Finance Reports/Dashboards Administration** User can create and view custom reports and dashboards for finance.
- Purchase Reports/Dashboards Administration** User can create and view custom reports and dashboards for purchases.
- Sales Reports/Dashboards Administration** User can create and view custom reports and dashboards for sales.
- Stock Reports/Dashboards Administration** User can create and view custom reports and dashboards for stocks.
- Report/Dashboard Viewer** User can view custom reports and dashboards.
- Financial Reports** User can access reports of accounts including profit and loss, budgets, departments, projects, and VAT.
- Purchase Reports** User can report on supplier accounts, purchase quotes, orders, invoices including expense claims, and credit notes, and goods received notes.
- Sales Reports** User can report on customer accounts, sales quotes, plans, orders, invoices, and credit notes, commissions, and delivery methods.
- Stock Reports** User can report on stock items and works orders.

UPDATE **CANCEL**

An administrator has the ability to create ad hoc views and to edit dashboards and custom reports for any combination of the of the following data domains:

- Finance Reports/Dashboard Administration
- Purchase Reports/Dashboard Administration
- Sales Reports/Dashboard Administration
- Stock Reports/Dashboard Administration

Select the required permissions by ticking the individual boxes or tick 'Select all' if all permissions are required.

Click the 'Update' button to save the changes.

Viewer Permissions

Users can be set up to view dashboards and custom reports or to view just the custom reports using the following options:

To view dashboards and custom reports, select the 'Report/Dashboard Viewer' and any one of the four report types:

Permissions

General Reporting

- Select all
- Finance Reports/Dashboards Administration** User can create and view custom reports and dashboards for finance.
- Purchase Reports/Dashboards Administration** User can create and view custom reports and dashboards for purchases.
- Sales Reports/Dashboards Administration** User can create and view custom reports and dashboards for sales.
- Stock Reports/Dashboards Administration** User can create and view custom reports and dashboards for stocks.
- Report/Dashboard Viewer** User can view custom reports and dashboards.
- Financial Reports** User can access reports of accounts including profit and loss, budgets, departments, projects, and VAT.
- Purchase Reports** User can report on supplier accounts, purchase quotes, orders, invoices including expense claims, and credit notes, and goods received notes.
- Sales Reports** User can report on customer accounts, sales quotes, plans, orders, invoices, and credit notes, commissions, and delivery methods.
- Stock Reports** User can report on stock items and works orders.

UPDATE CANCEL

The 'Report/Dashboard Viewer' permission is used in association with the report:

- Financial Reports
- Sales Reports
- Stock Reports
- Purchase Reports

For example, granting access to 'Report/Dashboard Viewer' and 'Sales Reports' permits the user to access the sales dashboards and custom reports only.

Users can be restricted to view custom reports using the following options:

Permissions

General Reporting

- Select all
- Finance Reports/Dashboards Administration** User can create and view custom reports and dashboards for finance.
- Purchase Reports/Dashboards Administration** User can create and view custom reports and dashboards for purchases.
- Sales Reports/Dashboards Administration** User can create and view custom reports and dashboards for sales.
- Stock Reports/Dashboards Administration** User can create and view custom reports and dashboards for stocks.
- Report/Dashboard Viewer** User can view custom reports and dashboards.
- Financial Reports** User can access reports of accounts including profit and loss, budgets, departments, projects, and VAT.
- Purchase Reports** User can report on supplier accounts, purchase quotes, orders, invoices including expense claims, and credit notes, and goods received notes.
- Sales Reports** User can report on customer accounts, sales quotes, plans, orders, invoices, and credit notes, commissions, and delivery methods.
- Stock Reports** User can report on stock items and works orders.

UPDATE CANCEL

Any combination of the permissions can be selected for:

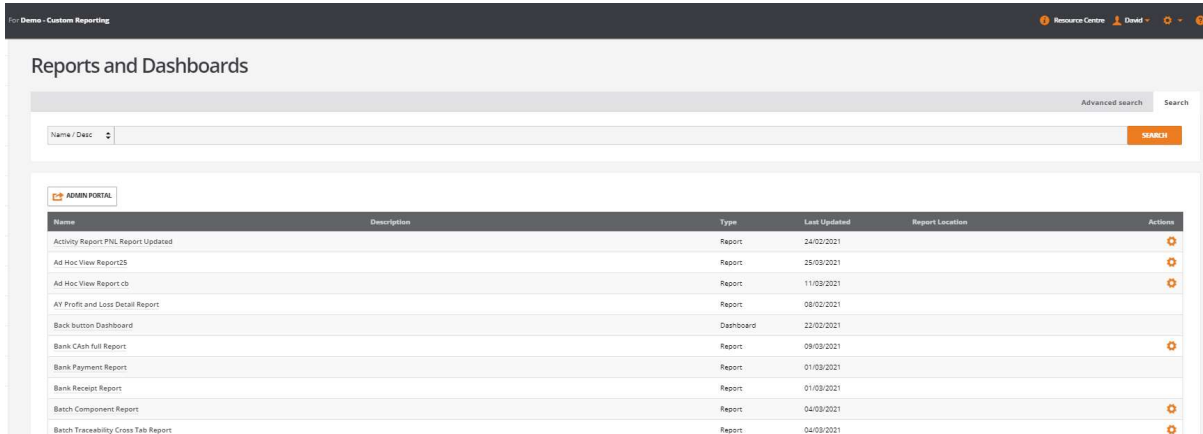
- Financial Reports
- Sales Reports
- Stock Reports
- Purchase Reports

Select the required permissions by ticking the individual boxes required.

Click the 'Update' button to save the changes.

Ad Hoc Views

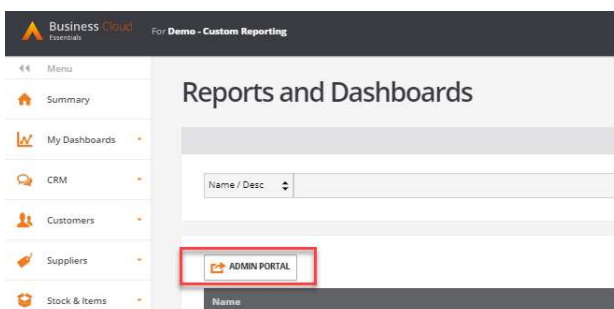
An 'Ad Hoc View' is a collection of data fields, measures and filters that form the basis of a report are required by both the dashboards and custom reports:



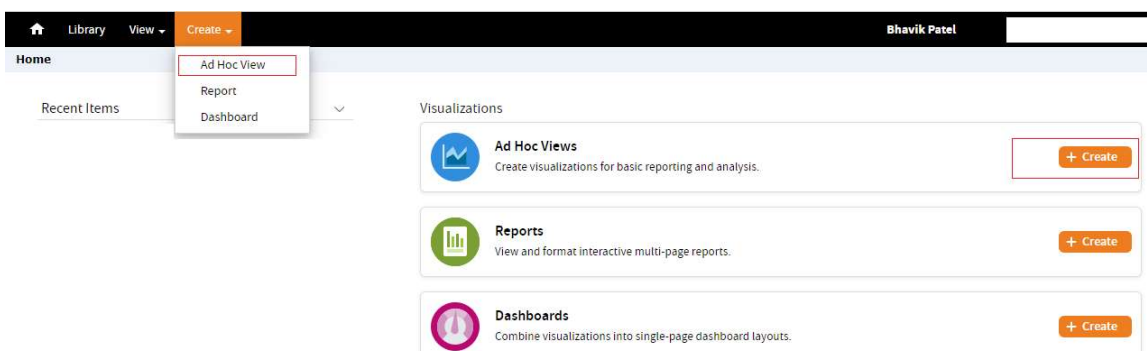
Name	Description	Type	Last Updated	Report Location	Actions
Activity Report PNL Report Updated		Report	24/02/2021		
Ad Hoc View Report25		Report	25/03/2021		
Ad Hoc View Report cb		Report	11/03/2021		
AY Profit and Loss Detail Report		Report	08/02/2021		
Back button Dashboard		Dashboard	23/02/2021		
Bank Cash full Report		Report	09/03/2021		
Bank Payment Report		Report	01/03/2021		
Bank Receipt Report		Report	01/03/2021		
Batch Component Report		Report	04/03/2021		
Batch Traceability Cross Tab Report		Report	04/03/2021		

Creating 'Ad Hoc Views'

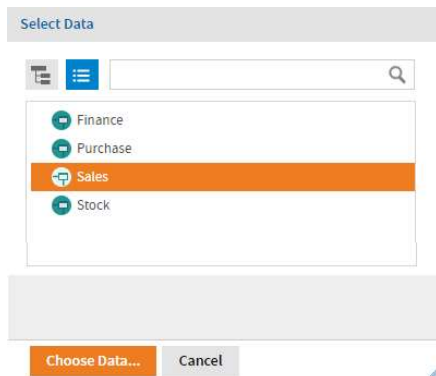
From 'Reports and Dashboards' select the 'Admin Portal' to open the 'Home' screen:



From the 'Home' screen click on the '+Create' button from the 'Visualizations' area:



Each ad hoc view is based on one of the data domains, select the relevant data domain for the custom report or dashboard:

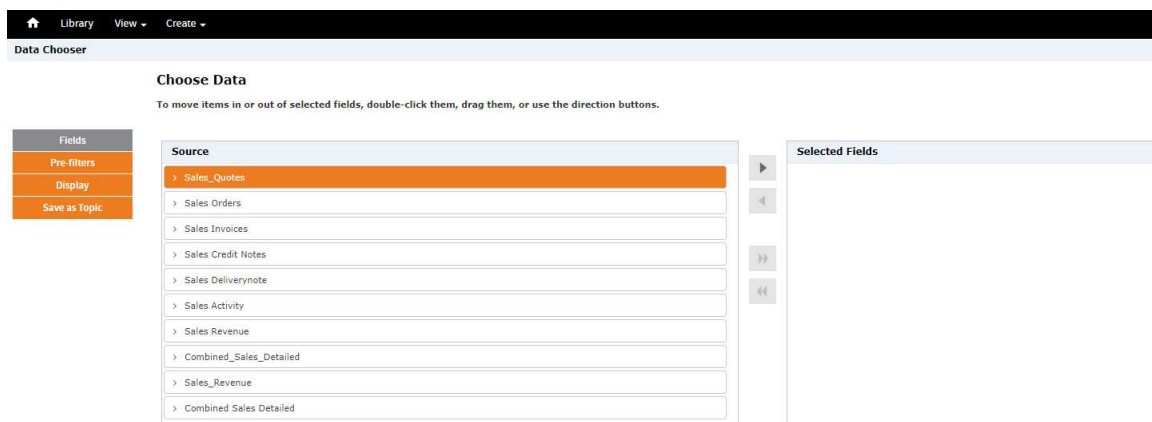


With the domain highlighted click on 'Choose Data...' to open the 'Choose Data' screen:

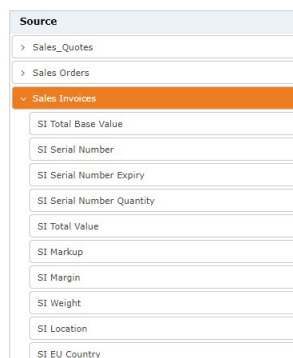
Choose Data

BCE data is grouped together into logical data sets containing data fields. These data sets are displayed within a list from the 'Source' view.

Complete data sets or individual data fields can be selected and included within an ad hoc view:



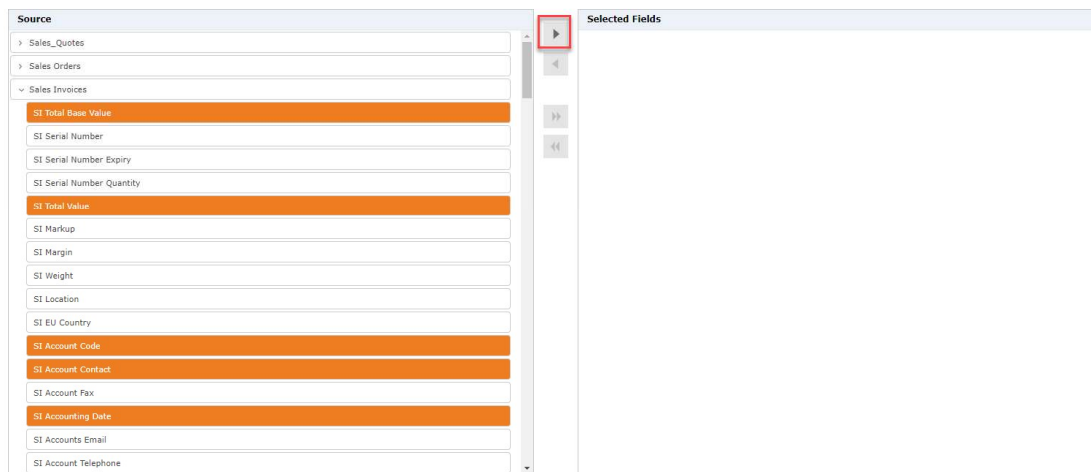
From the 'Source' list, data sets can be expanded by clicking on the '>' to the left of the data set name. This opens the contents of the data set to reveal individual data fields:



Any number of the data sets or data fields can be selected from the source list:

Choose Data

To move items in or out of selected fields, double-click them, drag them, or use the direction buttons.

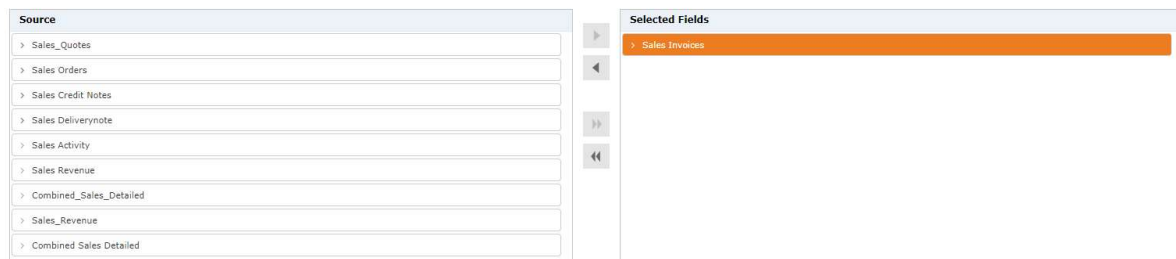


Once the data fields have been selected, click on the arrow icon located between the 'Source' and 'Selected Fields' windows to move the fields to the 'Selected Fields' table.

Selecting a complete data set will move the entire data set including all of its data fields:

Choose Data

To move items in or out of selected fields, double-click them, drag them, or use the direction buttons.



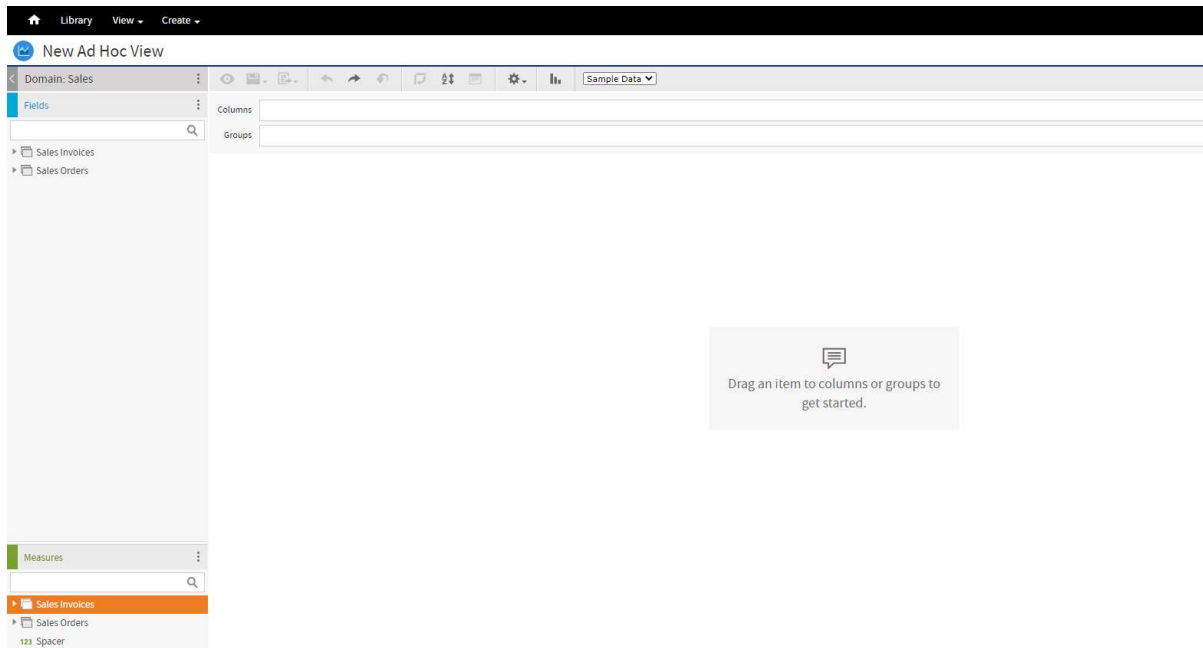
Data set and data field selections are easily managed using the options to expand the data sets and by using the selection arrows to include or exclude data fields as required.

Once the required data sets and fields have been selected, click 'OK' to open the 'New Ad Hoc View'.

New Ad Hoc View

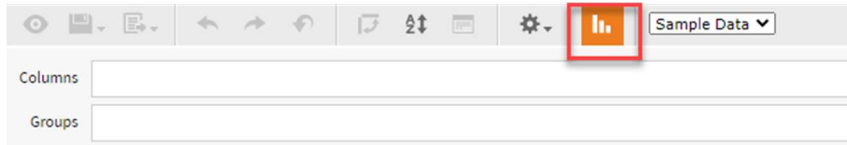
From the 'New Ad Hoc View', all available data fields are displayed on the left of the screen within two panels labelled:

- Fields Alpha-numeric fields
- Measures Numeric fields



Construction of the ad hoc view can now begin by populating the views columns, applying groups for arranging data and introducing calculation formulas, sort and filter options.

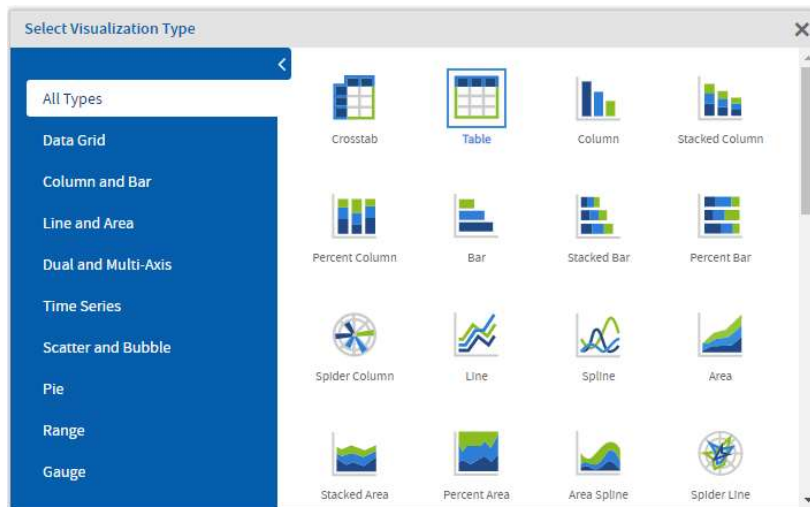
Visualization type



Select the visualization type to support:

Custom report: Select from Data Grid (Table is recommended)

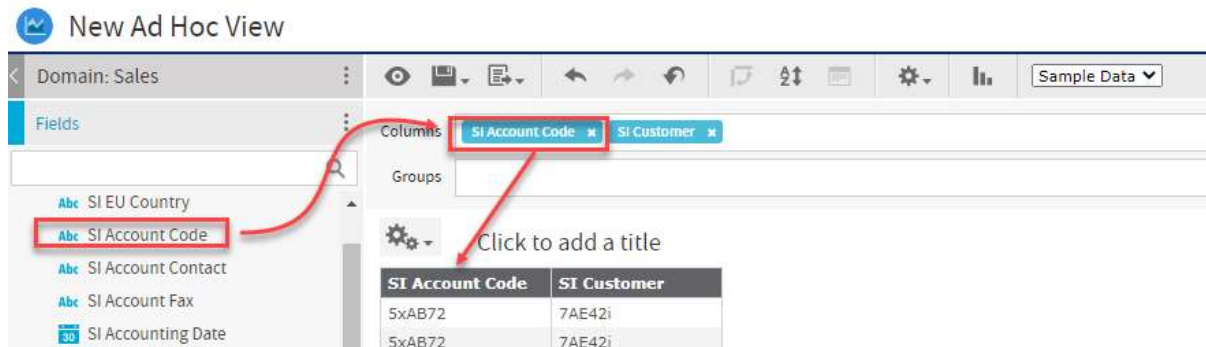
Dashboard: Select from any of the chart types



Columns

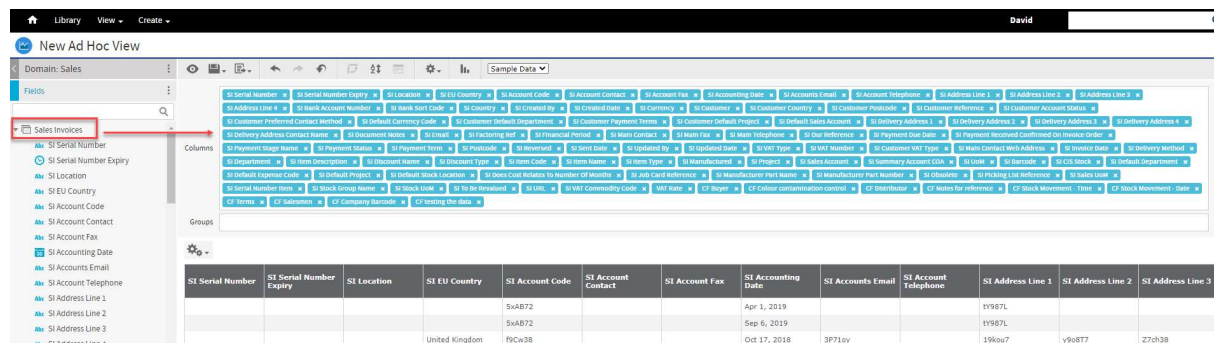
From 'Fields', select the data fields required for the report by dragging the field directly into the 'Columns' area.

As each field is moved into 'Columns', the data columns appear within the body of the report:



Notes: Double clicking on a data field name moves the field directly into the 'Columns' field.

An entire 'data set' can be dragged (or double clicked) to move it into 'Columns' where all fields are automatically expanded:



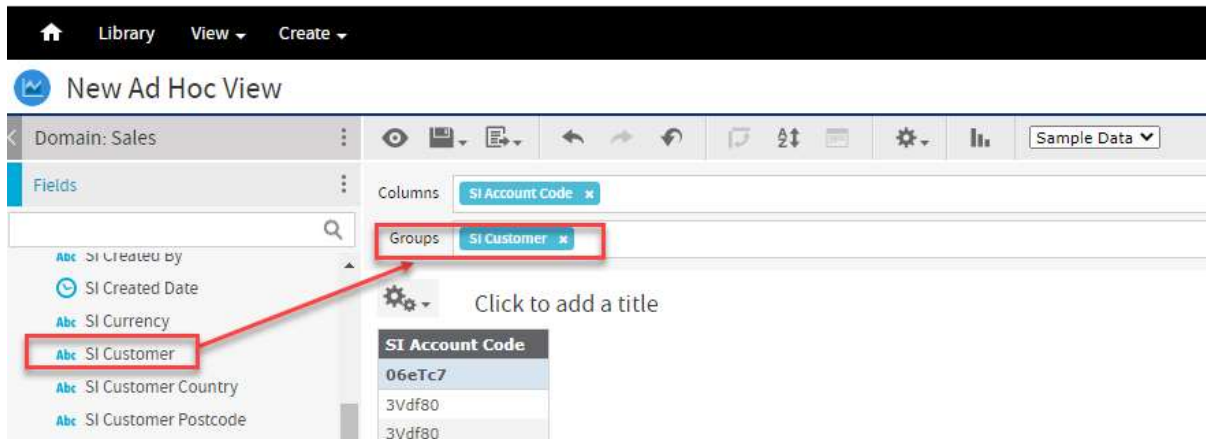
From the 'Columns' area, data fields can be removed or arranged into any order to represent the final order of the required report layout.

Depending on the report or dashboard requirements, it is best practice to only select the data fields required for the ad hoc view.

Groups

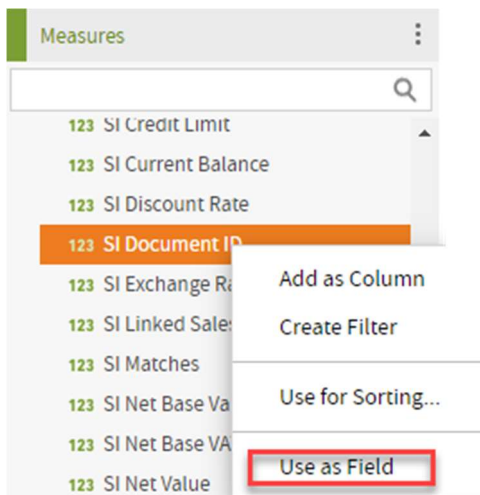
To group data to separate on sub sets within a custom report, drag the data field into the 'Groups' area.

This example will group the reported data by customer:



Data fields from the 'Measures' panel cannot be used for grouping data if the measure is already selected to be included in a view.

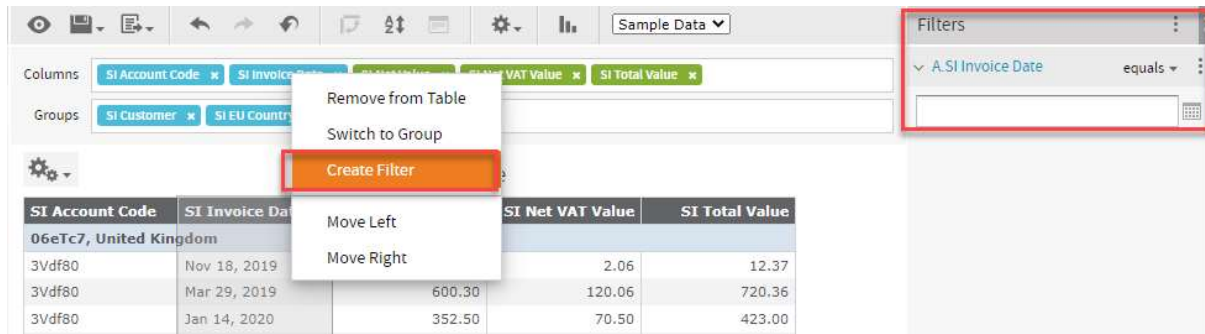
However, it is possible to select measure fields by right clicking and selecting the option to 'Use as Field':



This moves the data field from the 'Measures' list to the 'Fields' list where it can be selected for groups:

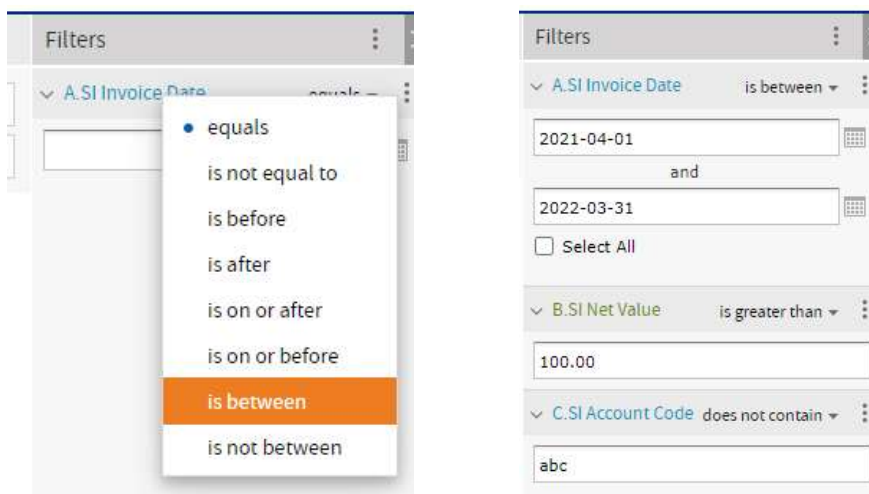
Filters

Filters can be applied to data fields and columns by right clicking on the field name and selecting 'Create Filter':



This creates a 'Filters' view located on the right of the screen where specific filter options can be setup:

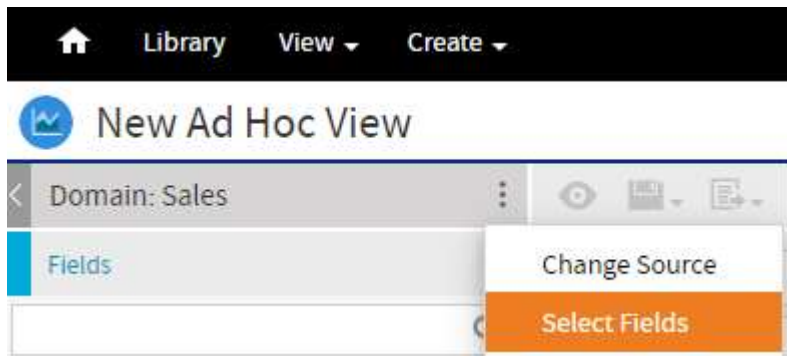
For example, selecting the 'equals' option for a date format field allows the parameters and date range values to be set:



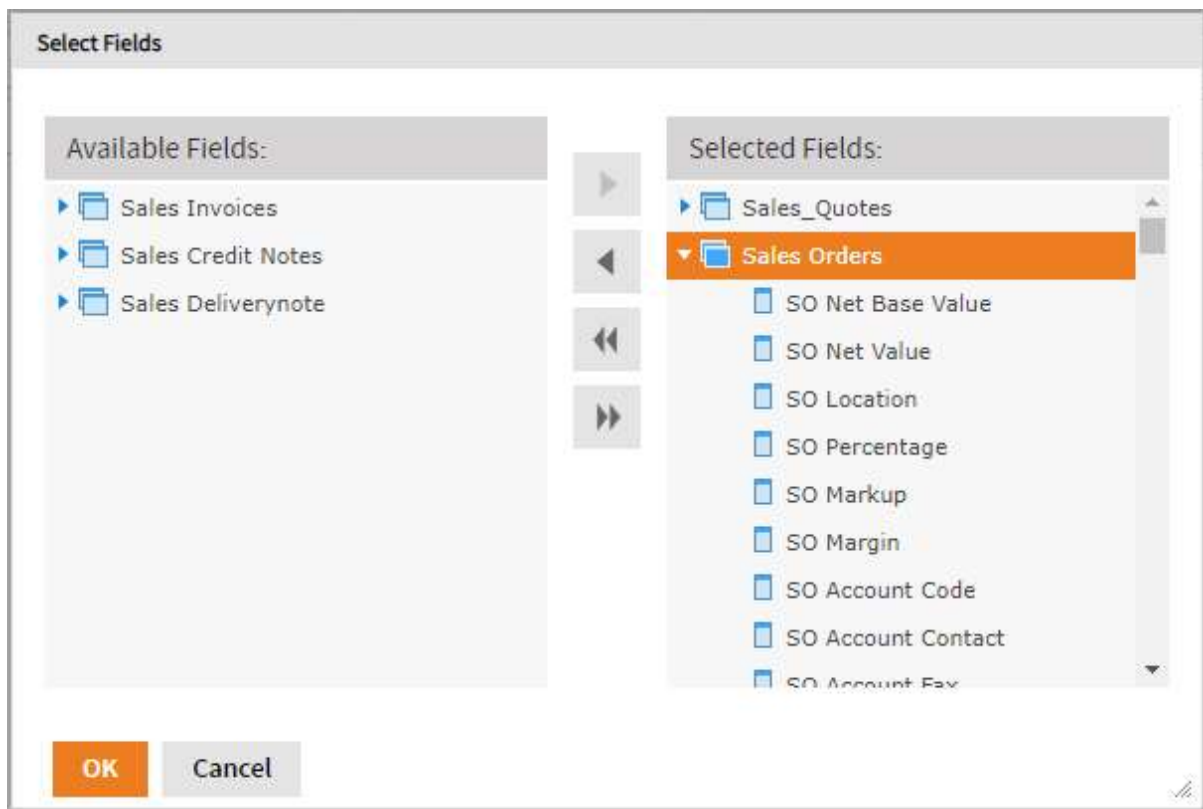
Select Fields

An ad hoc view can be refined using the 'Select Fields' option to add or remove data sets or data fields to those originally assigned on creation of the ad hoc view.

From the domain name click on the triple dots to open the following menu:



Clicking on 'Select Fields', opens the following screen where data fields can be moved between the 'Available Fields' and 'Selected Fields' lists using the directional arrows as required:



Calculated Fields

Calculated fields are introduced by right clicking on the triple dots adjacent to the 'Fields' heading and selecting 'Create Calculated Field':



This opens the 'Calculated Field' window where formulas and their operations can be set up for data fields and measures using a variety of functions:

Edit Calculated Field

Field Name:

Formula Builder Summary Calculation

Formula:

Fields and Measures:

- Abc CF Buyer
- Abc CF Colour contaminatio...
- Abc CF Company Barcode
- Abc CF Distributor
- Abc CF Notes for reference
- Abc CF Salesmen
- 30 CF Stock Movement - ...
- Abc CF Stock Movement - T...


Functions:

- Absolute
- Attribute
- Average
- Boolean
- Case
- CaseRange
- CaseWhen
- Concatenate

Function Description:

Show arguments in formula

When a formula has been defined and validated, it is saved and the calculation field will appear in the 'Fields' panel from the ad hoc view:

 New Ad Hoc View

Domain: Sales

Fields: fx Round Total Value

Columns: SI Account Code x SI Invoice Date x SI Net Value x SI Net VAT Value x SI Total Value x Round Total Value x













Groups: SI Customer x

Click to add a title

SI Account Code	SI Invoice Date	SI Net Value	SI Net VAT Value	SI Total Value	Round Total Value
06eTc7					
3Vdf80	Jan 15, 2019	472.32	94.46	566.78	567.00

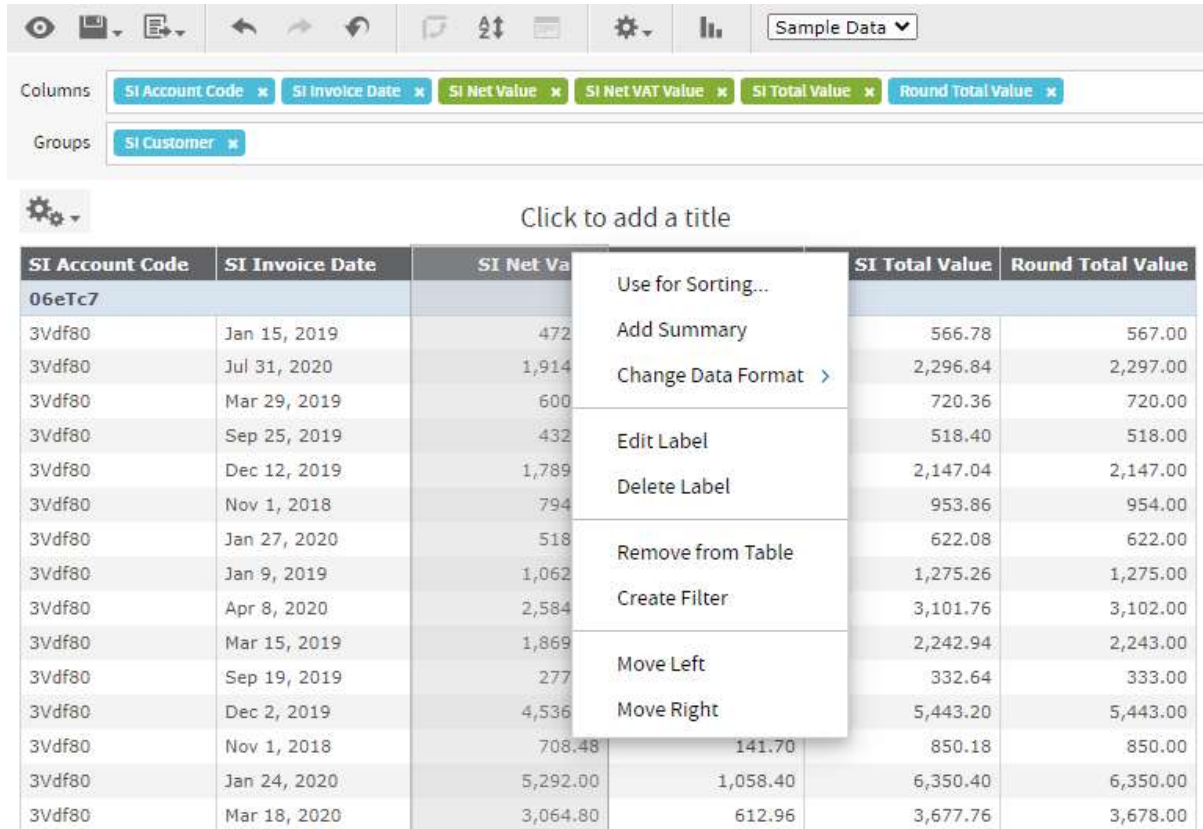
Ad Hoc View - Toolbar Controls

This table provides a brief explanation of each of the toolbar icons:

Icon	Name	Description
	Preview	Preview the report From Preview mode toggle back to report design mode
	Save or Save as	Save the Ad Hoc View Save as and create a Report using the View
	Export	Export report to supported formats PDF, Excel, Excel, CSV, DOCX, RTF, ODT, ODS, XLSX (Paginated), XLSX, PPTX.
	Undo	Undo last change
	Redo	Redo undo
	Reset	Reset the report to its last saved state
	Switch Groups	If using multiple measures, select this to switch which one is used as the group
	Sort	Changes the sort order
	Change Input Values	Change what values are used for the data – to be amended.
	Toggle or Hide layout	Used to hide or show the layout band
	Change Visualization type	Amends dashboard chart type
	Data View	Displays sample data, full data or no data to preview a populated report

Column Properties

Right clicking on a column provides column property options to label, format and reposition the selected column:



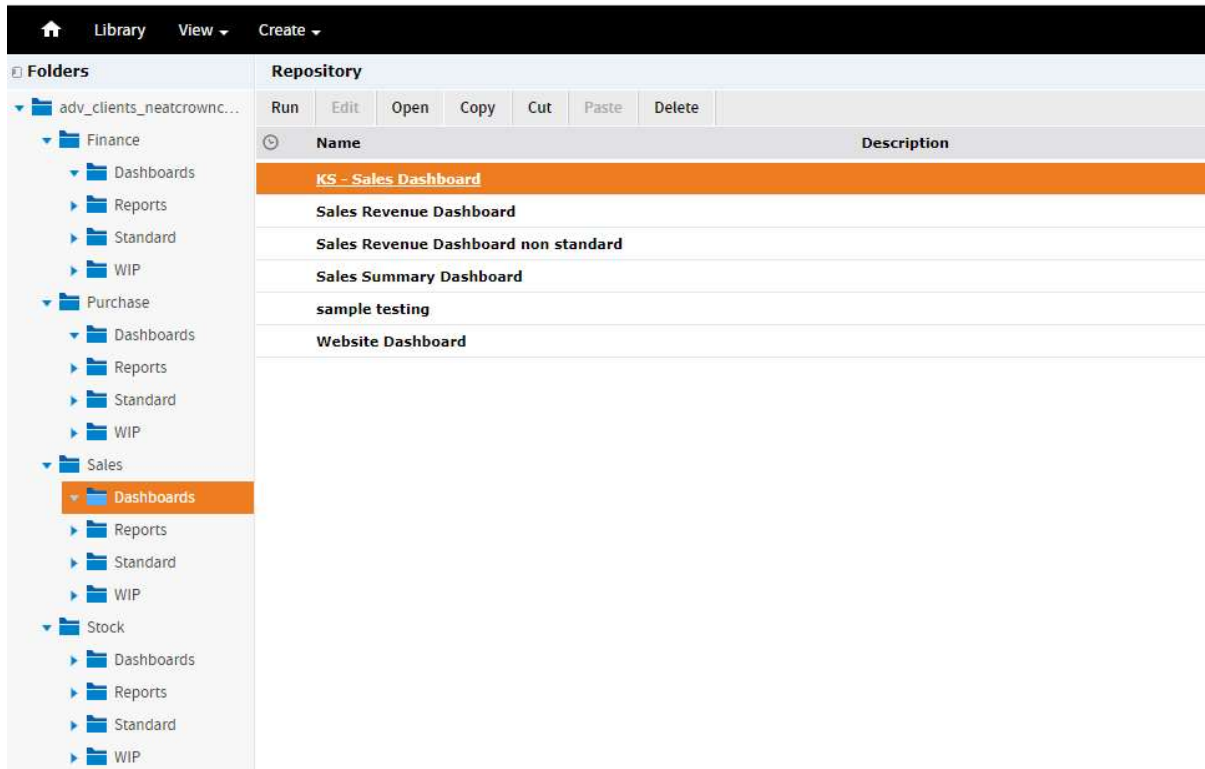
The screenshot shows a data table with a toolbar at the top and a column properties menu open over the 'SI Net Value' column. The toolbar includes icons for eye, save, print, undo, redo, refresh, zoom, and a 'Sample Data' dropdown. The column headers are 'SI Account Code', 'SI Invoice Date', 'SI Net Value', 'SI Net VAT Value', 'SI Total Value', and 'Round Total Value'. The 'SI Customer' group is also visible.

SI Account Code	SI Invoice Date	SI Net Value	SI Net VAT Value	SI Total Value	Round Total Value
06eTc7					
3Vdf80	Jan 15, 2019	472		566.78	567.00
3Vdf80	Jul 31, 2020	1,914		2,296.84	2,297.00
3Vdf80	Mar 29, 2019	600		720.36	720.00
3Vdf80	Sep 25, 2019	432		518.40	518.00
3Vdf80	Dec 12, 2019	1,789		2,147.04	2,147.00
3Vdf80	Nov 1, 2018	794		953.86	954.00
3Vdf80	Jan 27, 2020	518		622.08	622.00
3Vdf80	Jan 9, 2019	1,062		1,275.26	1,275.00
3Vdf80	Apr 8, 2020	2,584		3,101.76	3,102.00
3Vdf80	Mar 15, 2019	1,869		2,242.94	2,243.00
3Vdf80	Sep 19, 2019	277		332.64	333.00
3Vdf80	Dec 2, 2019	4,536		5,443.20	5,443.00
3Vdf80	Nov 1, 2018	708.48	141.70	850.18	850.00
3Vdf80	Jan 24, 2020	5,292.00	1,058.40	6,350.40	6,350.00
3Vdf80	Mar 18, 2020	3,064.80	612.96	3,677.76	3,678.00

For example, 'Add Summary' will introduce a column total to the select column.

Ad Hoc View – Folder Structure

When saving or locating ad hoc views, the files should be stored within their correct folder within their corresponding data domain:

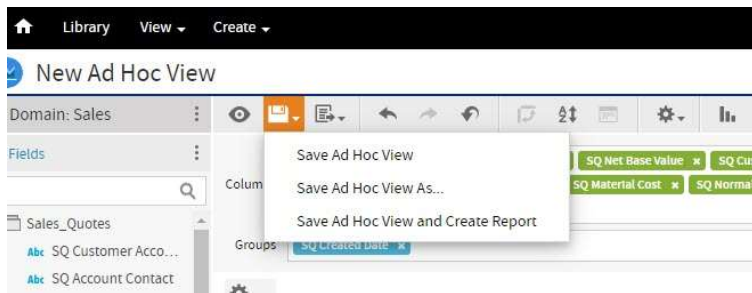


For each data domain the following folders are setup and used for storing:

- Dashboards:** User created Dashboards and their supporting ad hoc views
- Reports:** User created Custom reports and their supporting ad hoc views
- Standard:** Reserved for Advanced sample dashboards, custom reports and their ad hoc views
 - The dashboards, custom reports and their ad hoc views cannot be deleted.
 - These can be copied and used for the basis of new dashboards, custom reports and their ad hoc views.
- WIP:** User created dashboards, custom reports and their ad hoc views in construction. These are not published on the Reports and Dashboards list

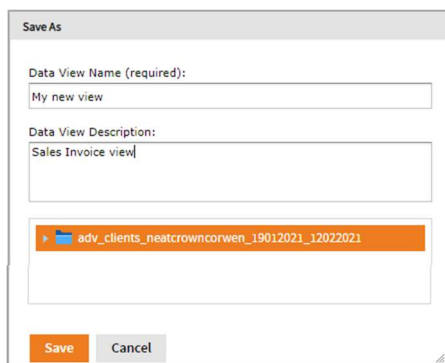
Saving an Ad Hoc View

When an ad hoc view is complete, click on the 'Save' icon to save using one of the following options:



- | | |
|-------------------------------------|---|
| Save Ad Hoc View: | Saves the Ad Hoc View |
| Save Ad Hoc View As...: | Saves a new copy of the Ad Hoc View |
| Save Ad Hoc View and create Report: | Allows the Ad Hoc View to be saved and a report created |

For 'Save' and 'Save as', complete a data view name and description:

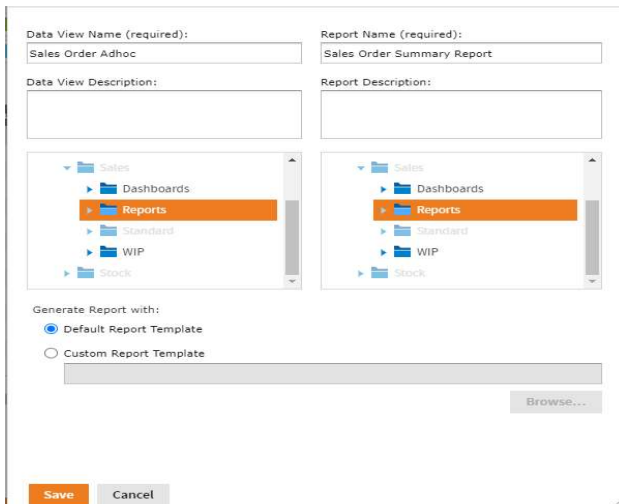


The 'Save As' dialog box is shown with the following fields:

- Data View Name (required):** My new view
- Data View Description:** Sales Invoice view
- File Name:** adv_clients_neatcrowncorwen_19012021_12022021

Buttons for 'Save' and 'Cancel' are at the bottom.

When selecting 'Save and create Report' the following screen opens:



Complete the data view name and description and enter a report name and description. Select the folder to store both the view and report and select the 'Save' button to save the view and the report.

The following message is displayed confirming the report was saved successfully:



The saved report is available from the 'Reports and Dashboards' list screen:

Reports and Dashboards

Advanced search Search

Name / Desc [dropdown] SEARCH

ADMIN PORTAL

Name	Description	Type	Last Updated	Report Location	Actions
Itemwise Sales Order Details		Report	08/03/2021		
Sales Orders Detail Report		Report	10/12/2020		
Sales Order Summary Report		Report	08/03/2021		

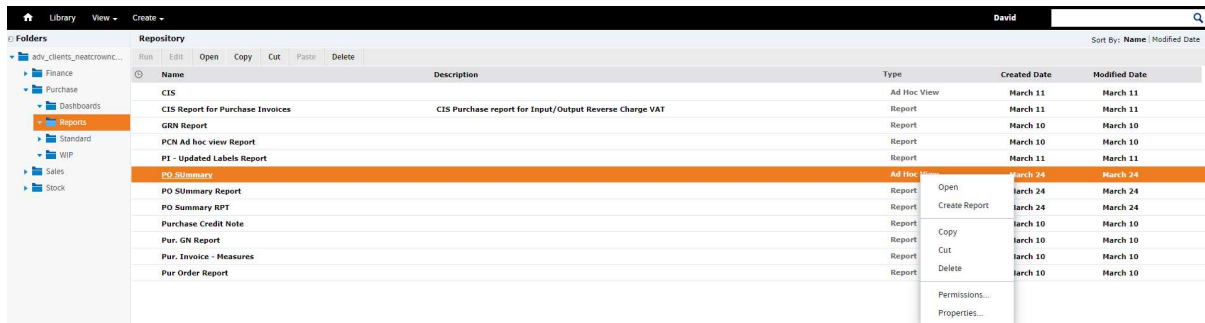
Edit Ad Hoc View

Changes to the contents of custom reports and dashboards can only be applied by editing the supporting ad hoc view.

To edit an existing 'Ad Hoc View', from the 'View' dropdown menu, select 'Repository':



From the list of domains and folders, locate the view and double click on the ad hoc view to open for edit:



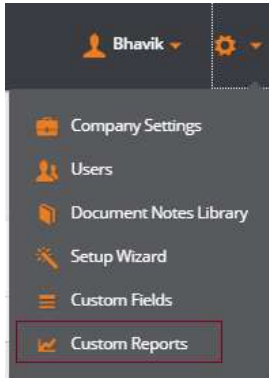
The view can now be changed as required, for example the addition of an additional column for a custom report is performed by editing the ad hoc view and modifying the contents of the columns, groups or filters.

When the changes are complete, click on the save icon to save the changes to the Ad Hoc View.

Note: Changes saved to ad hoc views supporting dashboards will immediately update the dashboard view.

Custom Reports

To access Custom Reports, select 'Custom Reports' from the System dropdown menu:



The 'Reports and Dashboards' list screen opens displaying all the custom reports and dashboards that the user has permissions to view:

Reports and Dashboards

Advanced search Search

Name / Desc SEARCH

Name	Description	Type	Last Updated	Report Location	Actions
Sales Credit Note Summary Report		Report	08/03/2021		
Sales Delivery Summary Report		Report	08/03/2021		
Sales Invoice Detail Report		Report	10/12/2020		
Sales Invoice Summary Report		Report	08/03/2021		
Sales Order Details		Report	23/03/2021		
Sales Order Line Item Status Report		Report	23/03/2021		
Sales Orders Detail Report		Report	10/12/2020		
Sales Order Summary Report		Report	24/03/2021		
Sales Quotes Detail Report		Report	10/12/2020		
Sales Quotes Summary Report		Report	08/03/2021		
Sales Revenue Dashboard		Dashboard	12/03/2021		
Sales Revenue Dashboard non standard		Dashboard	19/02/2021		
Sales Revenue Detailed Report		Report	15/03/2021		

Search

The search option allows custom reports and dashboards to be found by their name or description.

Enter a part name or any string of characters to return results matching the value entered:

Reports and Dashboards

Advanced search Search

Name / Desc Sales

ADMIN PORTAL

Name	Description	Type	Last Updated	Report Location	Actions
Itemwise Sales Invoice Details		Report	08/09/2021		
Itemwise Sales Order Details		Report	08/09/2021		
Itemwise Sales Quotes Details		Report	08/09/2021		
Item wise Sales Invoice Details		Report	02/09/2021		
KS - Sales Dashboard		Dashboard	23/09/2021		
Overdue Sales Invoices Report		Report	30/12/2020		
Sales by Product Group Report		Report	31/12/2020		
Sales Credit Detail Report		Report	10/12/2020		

Advanced Search

This extends the search options to find custom reports and dashboards by:

- Type: Report, Dashboard or both
- Module: Select from any of the data domain or all
- Include Samples: 'Yes' includes sample reports and dashboards shipped with BCE
'No' excludes the sample reports and dashboards

Reports and Dashboards

Advanced search Search

Name / Desc Type Module Include Samples

ADMIN PORTAL

Name	Description	Type	Last Updated	Report Location	Actions
Itemwise Sales Invoice Details		Report	08/09/2021		
Itemwise Sales Order Details		Report	08/09/2021		
Itemwise Sales Quotes Details		Report	08/09/2021		
Item wise Sales Invoice Details		Report	02/09/2021		
Sales Credit Note Summary Report		Report	08/09/2021		
Sales Delivery Summary Report		Report	08/09/2021		
Sales Invoice Summary Report		Report	08/09/2021		

Preview Report

Custom report are viewed from the 'Reports and Dashboard' list screen or from its designated report menu location, by clicking on the report name.

Actions – Set Report Location

Where the action cog is displayed for reports there is an option to 'Set location':

Reports and Dashboards

Advanced search Search

Name / Desc: sales order Type: Both Module: All Include Samples: Yes

SEARCH CLEAR SEARCH

ADMIN PORTAL

Name	Description	Type	Last Updated	Report Location	Actions
Itemwise Sales Order Details		Report	08/09/2021		
Sales Order Details		Report	23/09/2021		
Sales Order Line Item Status Report		Report	23/09/2021		Set Location
Sales Orders Detail Report		Report	10/12/2020		

Clicking on 'Set location' opens the following screen where the report can be assigned to a specified menu section and sub section:

Set Report Location: Sales Order Details

Section: None

Sub-Section: None

SAVE CANCEL

For example, Sales Order Details can be assigned to the 'Customers' menu:

Set Report Location: Sales Order Details

Section: None

Sub-Section: None

SAVE CANCEL

The report can be positioned within the 'Sales Orders' sub menu:

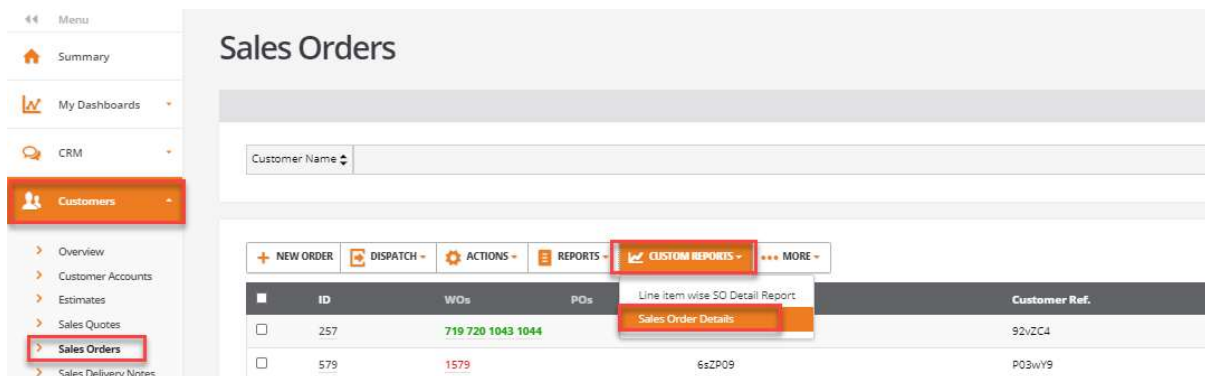
Set Report Location: Sales Order Details

Section: Customers

Sub-Section: Sales Orders

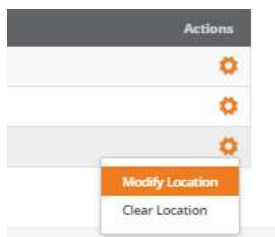
- None
- Customer Accounts
- Estimates
- Sales Quotes
- Sales Orders**
- Sales Delivery Notes
- Sales Invoices
- Recurring Invoices
- Credits & Refunds
- Commission Rules
- Delivery Methods
- Sales Forecasts

When saved, a 'CUSTOM REPORTS' tab is introduced to the 'Customers', 'Sales Orders' menu and the custom report will be available from the dropdown menu:



Modify/Clear Location

When a location has been set for a report the use of 'Set Location' changes and permits an existing location to be changed or removed:



Create a Custom Report

To create a new report it is recommended that a new ad hoc view is created or an existing report is modified and saved from the Ad Hoc Views.






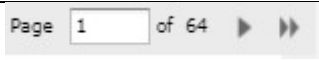
Edit/View - Custom Report

To edit or view an existing custom report it is recommended that this is performed from the Ad Hoc Views.

Note: The creation and maintenance of custom reports can only be performed by users with administrative permissions.

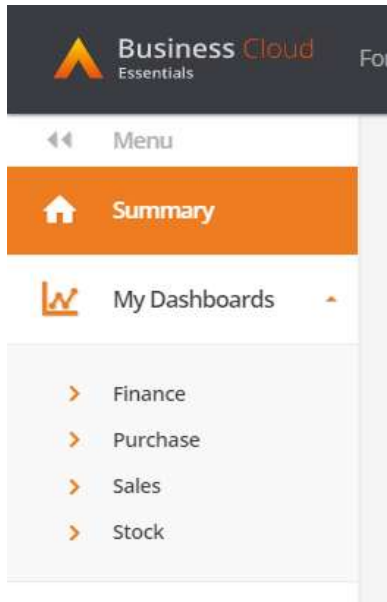
Custom Report - Toolbar Controls

This table provides a brief explanation of each of the toolbar icons used when editing or viewing a report:

Icon	Name	Description
	Save or Save as	<ul style="list-style-type: none"> Used to save a report that has been run.
	Export	<ul style="list-style-type: none"> Used to export report in formats such as: PDF, Excel (Paginated), Excel, CSV, DOCX, RTF, ODT, ODS, XLSX (Paginated), XLSX, PPTX.
	Filtering	<ul style="list-style-type: none"> Filtering based on dates Filtering based on account names.
	Zoom In/out	<ul style="list-style-type: none"> Make a report smaller or larger.
	Quick search	<ul style="list-style-type: none"> Text or values will be highlighted in the report, that match the search applied.
	Page select	<ul style="list-style-type: none"> Use arrows to select the page of the report to view.

Dashboards

Dashboards, accessed from the 'My Dashboards' menu provide a high level view of your business data:



Configurable dashboards are setup and presented as key performance indicators (KPI's) using a graphical representation of the data with options to drill down into the underlying data.

Note: The creation and maintenance of dashboards can only be performed by user with administrative permissions.

Create a new Dashboard

To create a new dashboard it is recommended that a new ad hoc view is created or an existing dashboard is modified and saved from the Ad Hoc Views.

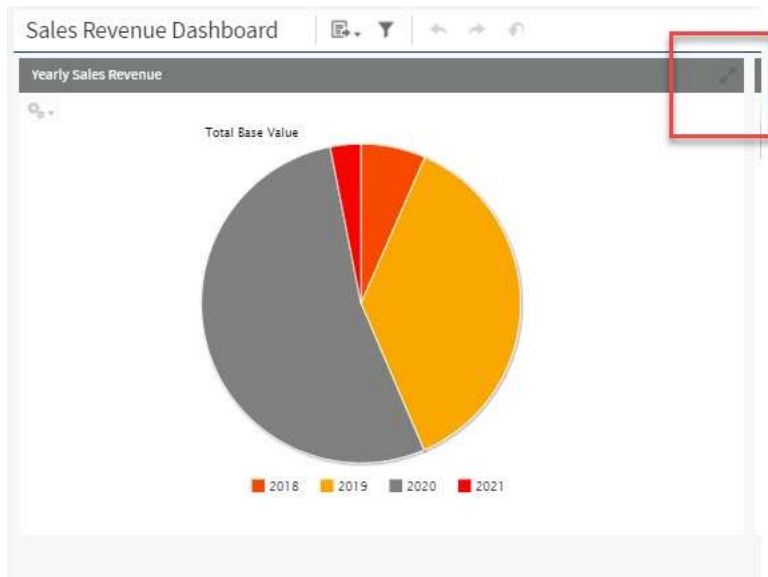
Edit/View/Delete Dashboard

To edit, view or delete an existing dashboard it is recommended that this is performed from the Ad Hoc Views.

Dashboard functions

Expanding a KPI

A KPI display can be resized using the arrow icon to expand to a full screen or retract to a tile:



Drilldown of KPI data

Clicking on a KPI bar, line point or pie area, a drill down will load a custom report view of the data to display the underlying detail for the graph.

Tooltips

Positioning the mouse over any part of a KPIs graph displays a tooltip containing high level data details.

Export Dashboard

A dashboard can be exported to one of several output formats using the 'Export Dashboard' icon:

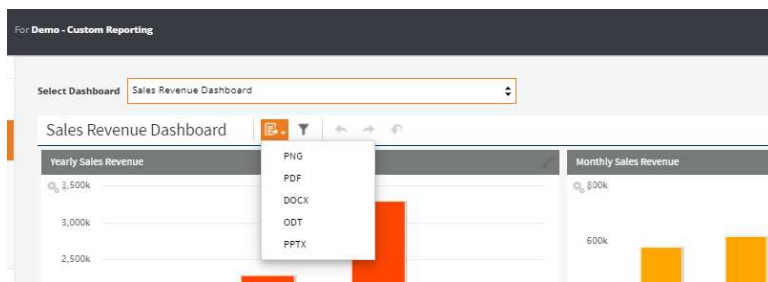
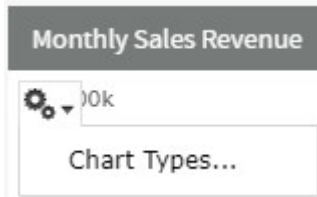
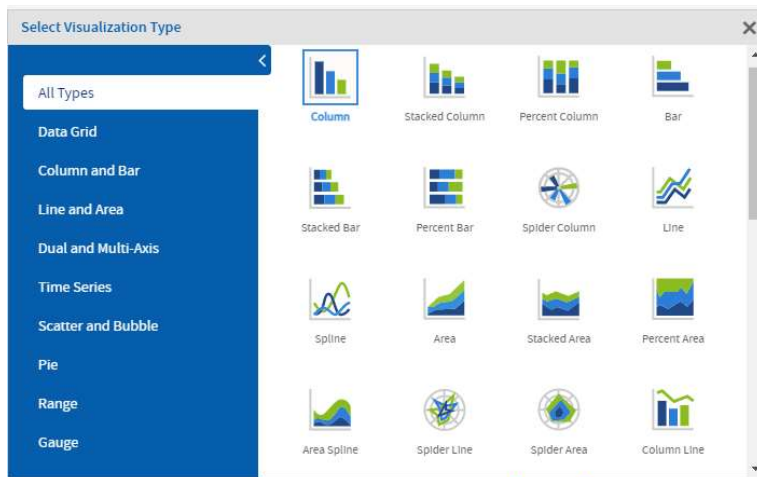


Chart Types

Chart Types can be used to change the presentation format of the KPI:



Select the icon located on the top left of the current chart to open the following screen:



Note: The system will not permit the selection of incompatible chart types relative to the data content.

Example Dashboards and Reports

The following example sample dashboards and reports are supplied for user reference:

Sales - Dashboard

Sales Revenue Dashboard

Sales - Reports

Invoice Awaiting Payment Report

Finance - Dashboard

Working Capital

CY-Profit & Loss

FP-Profit & Loss

Finance - Reports

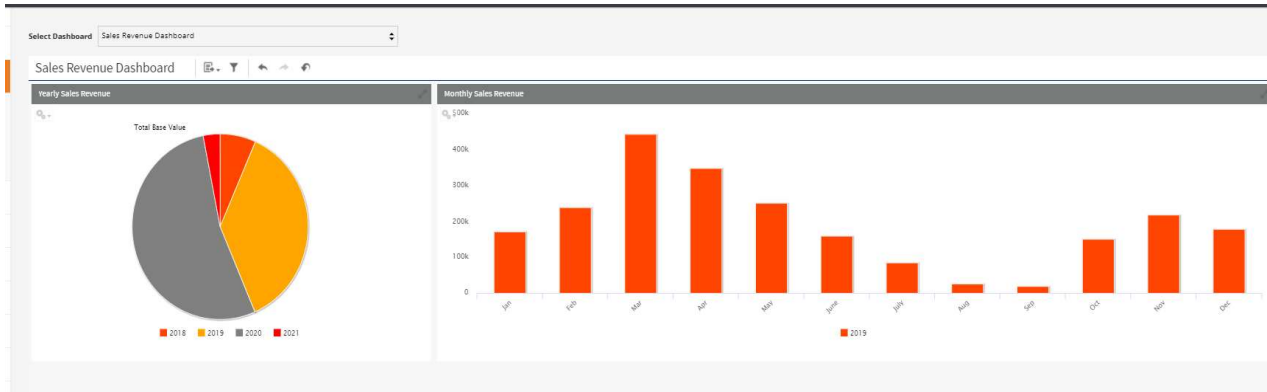
Bank Payment Report

Bank Receipt Report

Example - Sales Revenue Dashboard

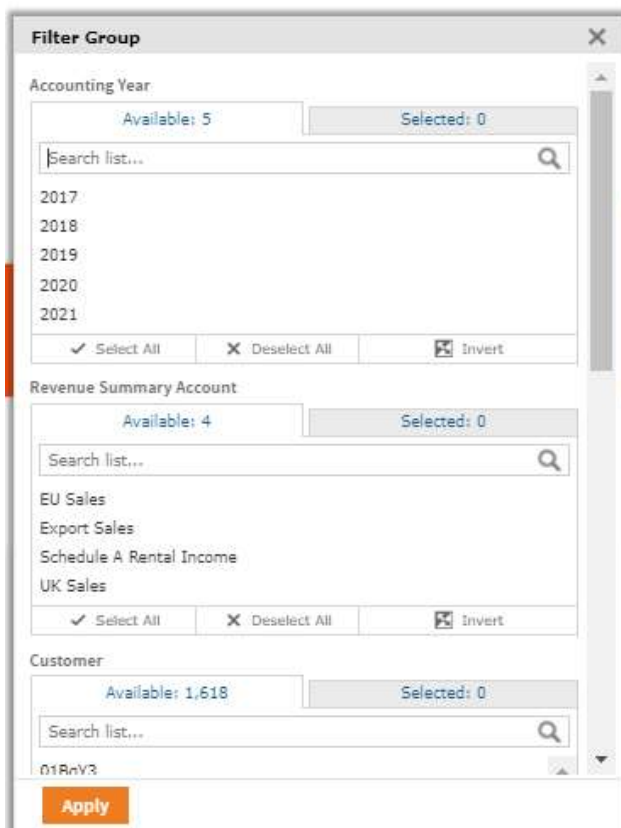
From 'Dashboards' locate the 'Sales Revenue Dashboard' from the 'Sales' menu.

This example displays individual KPIs with options to drill down to show the detailed report:



Filter

The 'Filter' icon can be used to refine the display by specific year, multiple years, sales revenue summary account, customer, project or department:



The Filter Group dialog box contains the following sections:

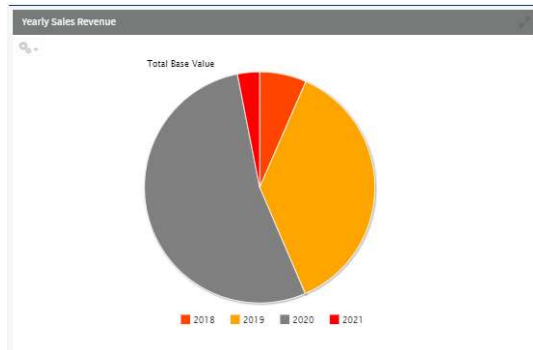
- Accounting Year:** Available: 5, Selected: 0. List includes 2017, 2018, 2019, 2020, 2021. Buttons: Select All, Deselect All, Invert.
- Revenue Summary Account:** Available: 4, Selected: 0. List includes EU Sales, Export Sales, Schedule A Rental Income, UK Sales. Buttons: Select All, Deselect All, Invert.
- Customer:** Available: 1,618, Selected: 0. List includes 018nV3. Button: Apply.

Sales KPIs

The following example KPIs are available in the Sales Revenue Dashboard are:

Yearly Sales

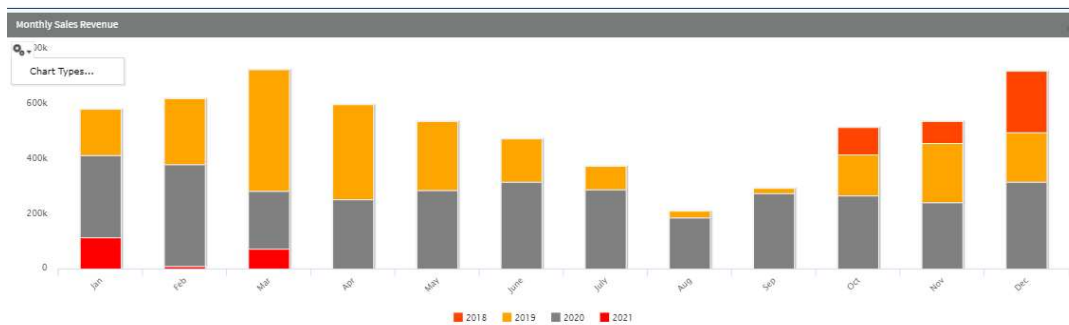
Displays the Sales Revenue for one year or more years:



Monthly Sales Revenue

Displays the Sales Revenue for each month:

Note: The graph type can be changes by selecting 'Chart Type' and a column based views can be selected as required:



A drilldown is available by selecting an individual month. This opens a detailed report of the monthly sales revenue with breakdown to document level:

Sales Revenue Detailed Report Data refreshed 2021-03-17 at 08:31:21

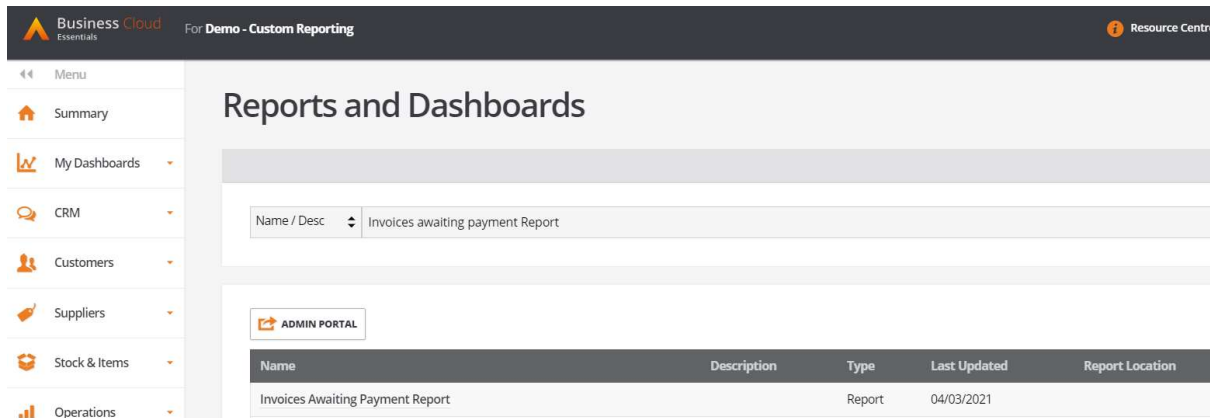
Accounting Date	Item Code	Item Name	Sales Revenue Account	Sales Revenue Summary Account	Project Name	Department Name	Quantity	UOM
42, YP2N16								
Feb 15, 2019	RM02320	Didecyl Dimethyl Ammonium Chloride (SBM)	Default Sales Account	UK Sales			27,648.00	
Feb 15, 2019	RM02370	FFA5MSL TK (Flufenacet + Metosulam) (SBM)	Default Sales Account	UK Sales			60,000.00	
YP2N16 Totals								
42 Totals								

Filters can be applied to the dashboard and these are retained.

Example- Sales Custom Report

Invoices Awaiting Payment Report

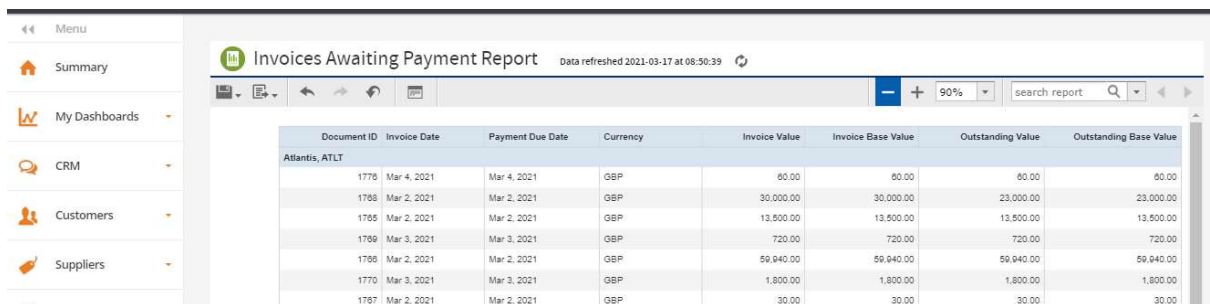
From 'Reports and Dashboards' locate the custom reports 'Invoices Awaiting Payment':



The screenshot shows the 'Reports and Dashboards' section of the Business Cloud Essentials interface. A search bar at the top contains 'Invoices awaiting payment Report'. Below the search bar, there is an 'ADMIN PORTAL' button and a table listing the report.

Name	Description	Type	Last Updated	Report Location
Invoices Awaiting Payment Report		Report	04/03/2021	

The report displays all invoices that are not settled or partially outstanding and can be filtered by customer, date, or by the payment status:



The screenshot shows the 'Invoices Awaiting Payment Report' interface. The report title is 'Invoices Awaiting Payment Report' with a refresh icon and the text 'Data refreshed 2021-03-17 at 08:50:39'. Below the title is a search bar and a table of invoice data.

Document ID	Invoice Date	Payment Due Date	Currency	Invoice Value	Invoice Base Value	Outstanding Value	Outstanding Base Value
Atlantis, ATLT							
1776	Mar 4, 2021	Mar 4, 2021	GBP	80.00	80.00	80.00	80.00
1768	Mar 2, 2021	Mar 2, 2021	GBP	30,000.00	30,000.00	23,000.00	23,000.00
1765	Mar 2, 2021	Mar 2, 2021	GBP	13,500.00	13,500.00	13,500.00	13,500.00
1769	Mar 3, 2021	Mar 3, 2021	GBP	720.00	720.00	720.00	720.00
1796	Mar 2, 2021	Mar 2, 2021	GBP	59,940.00	59,940.00	59,940.00	59,940.00
1770	Mar 3, 2021	Mar 3, 2021	GBP	1,800.00	1,800.00	1,800.00	1,800.00
1767	Mar 2, 2021	Mar 2, 2021	GBP	30.00	30.00	30.00	30.00