

## CHAPTER 5: FINANCE – REPORTING

- Overview
- Chart of Accounts
- Standard Reports
- Account Schedules
- Analysis View
- Analysis by Dimensions
- Business Analytics

### Overview

This chapter contains an overview of the Microsoft® Business Solutions–Navision® reporting functionality available.

### Reporting

In this section, you obtain an overview of finance reports: chart of accounts, standard reports, account schedules, analyses by dimensions and business analytics. More detailed information on the financial reporting features in the program can be found in the Financial Series II training material.

As entries are posted and amounts are accumulated in the General Ledger application area, the challenge is to examine and manage the information contained there.

There are several ways to prepare analyses of G/L accounts (based on posted G/L entries):

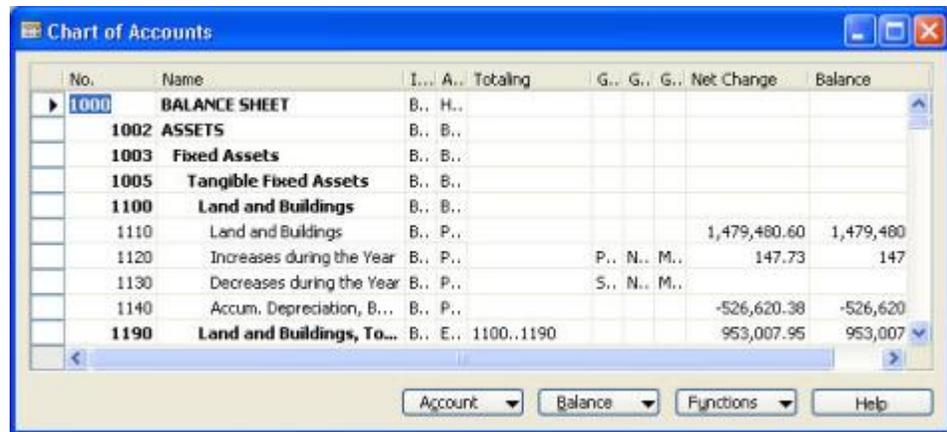
- You can do simple calculations in the Chart of Accounts by using Field Filters and/or FlowFilters.
- You can use the standard reports in the program.
- You can create more complex statements and calculations using Account Schedules to communicate the information.
- You can also use Analyses by Dimensions based on an Analysis View.

## Chart of Accounts

You can filter the accounts and amounts displayed in the Chart of Accounts window using field filters, table filters and flow filters. Field and table filters on any field in the G/L Account table can be used to filter the accounts that are shown in the Chart of Accounts window.

The amounts for each account are determined by summing the G/L Entries for the account. The calculated amounts are shown in the fields in the Chart of Accounts window.

From the Financial Management menu, click GENERAL LEDGER→CHART OF ACCOUNTS. The Chart of Accounts window appears:



By applying a flow filter, you can determine the ledger entries that are summed for the G/L accounts.

To make the process of applying flow filters to the chart of accounts simpler, some standard analysis windows are available. All these analyses windows can be found on the **Balance** button in the Chart of Accounts window. The windows are:

Name	Description
G/L Account Balance	You use this window to view a scrollable summary of the debit and credit balances for different time periods, for the account you select in the chart of accounts.
G/L Balance	You use this window to view a scrollable summary of the debit and credit balances for all the accounts in the chart of accounts, for the time period you select.

Name	Description
G/L Balance by Dimension	You use this window to view a scrollable summary of the balances for all the accounts in the chart of accounts. By using the Show as Line and Show as Column fields, you can define how the list of balances is presented in the matrix window. You can select from: Global Dimensions, Business Unit, Period or G/L Account.
G/L Account Balance/Budget	This window shows a summary of the debit and credit balances, and of the budgeted amounts for different time periods, for the account that you select in the chart of accounts.
G/L Balance/Budget	For each account in the chart of accounts, this window shows a scrollable summary of the debit and credit balances and of the budgeted amounts, for the time period that you select.
Chart of Accounts Overview	You use this window to display the Chart of Accounts with different levels of detail. You can click on a triangle in the Expand field (or select a line and press shift + ctrl + a) to expand or collapse a section of the chart of accounts. This allows you to choose whether you want to see only header and footer accounts, or all of the accounts in between as well.

## Standard Reports

The program contains a number of standard printed reports. These can be found under the Reports menu item in each application area. Standard reports in the General Ledger application area include:

- Trial Balance reports
- Ledger reconciliation reports
- Dimension reports
- Consolidation reports
- Account Schedules
- Budgets
- VAT reports
- Intrastat reports

You can set filtering or options for each report using the request form for the report.

Once you have selected a report from the reports menu, a request form will be displayed. The request form allows you to enter the parameters that you want the report to use when it runs. The report we will look at was selected because it contains all of the different parameters that you might encounter on a request form. Request forms are also used to set the parameters on imports and batch jobs.

On the Financial Management menu, click GENERAL LEDGER→REPORTS→FINANCIAL STATEMENT→BUDGET. The Budget report request form appears:



In Microsoft Navision, reports can be run for many different ranges. Filters allow you to set the report specifications so that it only prints the information you need. On the Budget report, you could select a particular G/L Account or for a range of Accounts, a range of entry dates or date periods, or dimension values. There is a different tab for filters that can be set for each table that is used during a report. Most reports in Microsoft Navision also contain an **Options** tab including additional options.

## Account Schedules

Account schedules are intended for calculations that cannot be done directly in the chart of accounts. You can create as many Account Schedules as you like, each with a unique name. You can set up various report layouts and print the reports with the current figures whenever necessary. You use account schedules to analyze figures in G/L accounts or to compare G/L entries with G/L budget entries. For example, you can view the G/L entries as percentages of the budget entries.

Account schedules can be used to make both simple and complex customized financial statements and management reports. By utilizing the analytical capabilities of the company dimensions features, you can analyze your G/L accounts in even greater detail.

## Microsoft Navision Introduction

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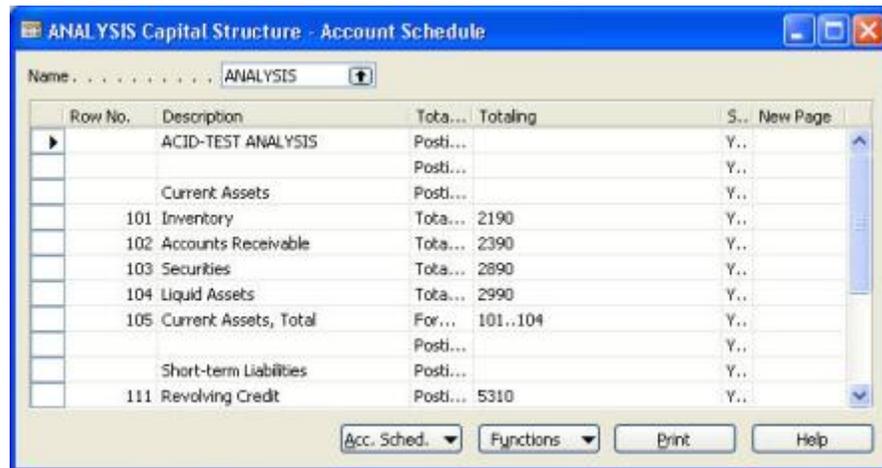
It is also possible to export your Account Schedules to Microsoft® Excel®. This allows other parties to use a copy of your data without requiring direct access to the program.

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**NOTE:** Microsoft Navision does not come with any financial statements and you must therefore create financial statements in account schedules. However, the demonstration company does come with some example account schedules, such as the 'acid test' analysis.

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From the Financial Management menu, click GENERAL LEDGER→ANALYSIS & REPORTING→ACCOUNT SCHEDULES. The Account Schedule window appears:



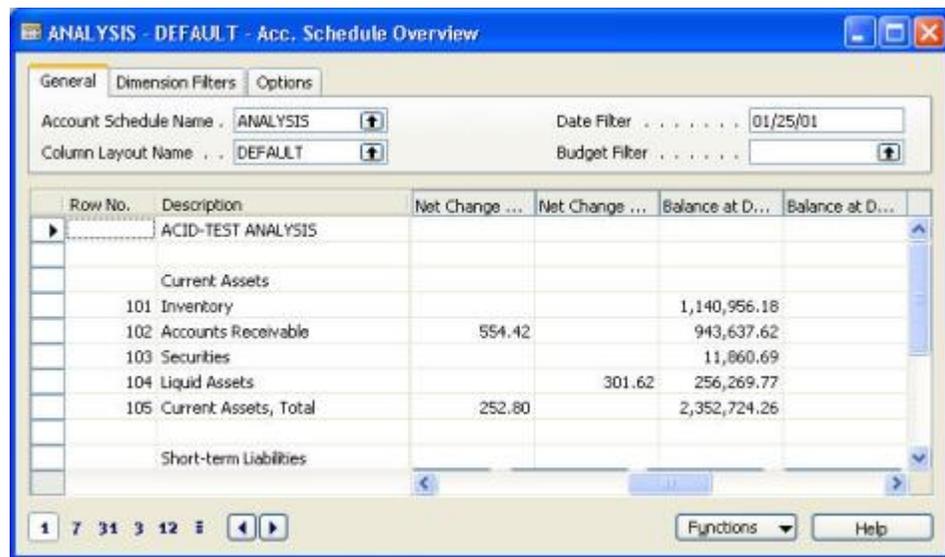
The Account Schedule window is used to create the report lines based on your G/L information. In addition to defining which G/L accounts to include in the report, you can also use formulas to perform calculations based on other rows in the account schedule. Click on FUNCTIONS→SET UP COLUMN LAYOUTS to display the Column Layout window. Here you can define criteria that relate to the amount that will be shown in each column. This can be the time period the amount relates to, whether you wish to see the balance or net change and whether the amount is an actual or budgeted amount. This means you can create reports such as:

- Monthly and Year to Date comparisons of actual balances to budgeted balances for selected G/L accounts.
- Comparisons of current year balances to prior year balances for selected G/L accounts.

By separating the layout of rows and columns, you can easily create different reports by combining the same row layout with different column layouts. So if you have an Income Statement account schedule and two column layouts, one that shows department and another that shows months you can print the Income Statement and select if you want to show it per department or per month. Instead of having to create two complete reports, you only need to create one row layout and two different column layouts.

From the Account Schedule window, click in the **Name** field. The Account Schedule Names window appears. You use the Account Schedule Names window to set up a default column layout for a particular account schedule, as well as an Analysis View. An Analysis View allows you to filter your account schedule by specific dimensions. If an Analysis View is not chosen, the account schedule can be filtered by the Global Dimensions. Analysis View is discussed in more depth in the next section.

If you wish to view the Account schedule without printing it, from the Account Schedule window, click ACC. SCHED.→OVERVIEW. The Acc. Schedule Overview window appears:



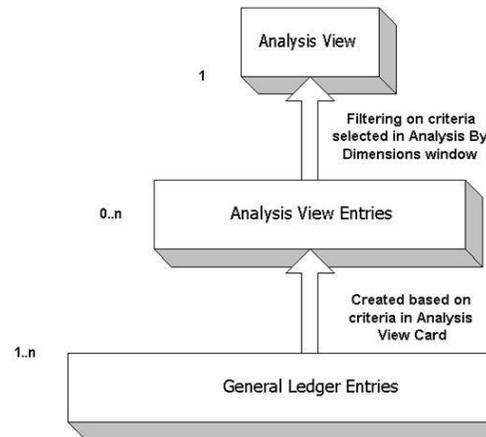
The printed report has a limit of six visible columns, while you can view as many columns as you want in the Acc. Schedule Overview matrix.

## Analysis View

As shown in the previous section, Account Schedule analysis capabilities are primarily based on the G/L Accounts and their structure in the Chart of Accounts.

The analysis view is a means of viewing data from the general ledger for particular output needs based on criteria specified within your business. For an analysis view, G/L entries are grouped by criteria such as G/L accounts, Period, and up to four dimensions. In other words, if a G/L entry has been posted to a particular account with one of the four dimensions selected for an analysis view, this G/L entry information will be included in the analysis view as an analysis view entry. You can be highly specific about the dimension information you want to include in an analysis view by using the Analysis View Filter.

The data structure of the Analysis View is represented in the diagram below:



You can also include G/L budget entries in an analysis view so that actual figures can be compared with expectations.

The analysis view can be continually updated with new G/L entries in the following ways:

- Using the **Update** button on a specific Analysis View Card.
- Using the Update Analysis Views batch job under Periodic Activities.
- Placing a checkmark in the **Update on Posting** field on the analysis view card. It should be noted that the automatic updating of an analysis view each time a G/L entry is posted might become a performance issue.

Budget entries included in an analysis view can only be updated using the first two methods.

The analysis view can be presented in the Analysis by Dimensions window. Note that you can filter on the amounts shown, manipulate the presentation of amounts, and compare actual amounts with budgeted amounts.

## Analysis by Dimensions

In the Analysis by Dimensions window, you analyze activities using dimensions information.

By selecting dimensions on each axis in the matrix window, you can analyze entries from various perspectives. You can filter entries in the window to create a highly specific picture of your company's activities and you can drill-down to the exact G/L entries that have contributed to the view you are seeing.

To view an example of dimension analysis, on the Financial Management menu, click GENERAL LEDGER→ANALYSIS & REPORTING→ANALYSIS BY DIMENSIONS. The Analysis by Dimensions window appears:

Code	Name	Total Amount	01/25/01	01/26/01	01/27/01	01/28/01
▶	<b>6100 Revenue</b>					
	▶ <b>6105 Sales of Retail</b>					
	6110 Sales, Retail - Dom.	-781,146.63				
	6120 Sales, Retail - EU	-68,577.27				
	6130 Sales, Retail - Export	-131,341.70				
	6190 Job Sales Adjnt., Retail					
	▶ <b>6195 Total Sales of Retail</b>	<b>-981,065.60</b>				
	▶ <b>6205 Sales of Raw Materials</b>					
	6210 Sales, Raw Materials - Dom.	-4,449,575.12				
	6220 Sales, Raw Materials - EU	-518,500.72				

You can easily create a library of views for the reports you use in your company, and manipulate and scrutinize analysis views to investigate possible trends that can affect the way that you do business. It is not possible to print an analysis view directly from the Analysis by Dimensions window. However, you can print dimensions information by combining analysis view entries with Account Schedule Column Layouts in the Dimensions – Total and Dimensions – Detail reports.

Similar to account schedules, you can also export an analysis view to Excel. Excel's chart functions can also be used to display your analysis view graphically.

Microsoft Navision exports the information to a text file, open the text file in Excel and create a pivot table based on the information in the text file.

### The Excel Workbook

The workbook in Excel contains three sheets:

- **Data Sheet** – This sheet contains the data that the pivot table is based on. It includes all the Analysis View entries and Analysis View Budget entries that were used to create the Analysis by Dimensions you exported. It also includes G/L account numbers, dimension values and periods that have no posted entries.
- **General Information Sheet** – This sheet contains information in the Analysis View Card and the Analysis by Dimensions windows at the time the export was performed.
- **Pivot Table Sheet** – This sheet contains the pivot table that is created using the information in the data sheet.

## Business Analytics

Business Analytics is a decision support and analysis tool that provides users with a range of visibility (detailed to aggregated) into different aspects of their business. It allows users to quickly get to the information they are looking for at the desired level of detail.

### Business Analytics & Microsoft Navision

The base Microsoft Navision solution Business Analytics tool collects data from multiple domains within Microsoft Navision, arranges them in a hierarchical form, and lends itself to the users for analysis purposes through a client. The client chosen for the base solution is Excel, although it should be noted that a variety of other clients are available. Through the client, users can roll-up or drill-down at the desired level of detail for easy data analysis. For example, users can see the total sales across all products, and then drill-down to the sales at the product family level, or to a detailed product level. As most of the analysts use Excel today for data analysis purposes, Microsoft Navision uses it as the client for the base solution. It serves as a good 2-dimensional client to represent data, with capability to not only represent data, but to also allow users to manipulate it using their own formulas.

### The Business Analytics Configurator

The configurator interface for Business Analytics allows you to specify the different data measures that you want to analyze, and the dimensional hierarchies across which you want to analyze the value of the measures. Using the configurator interface, you select the tables from where you want to get data for the dimensions and the measures. For each table, the program presents a list of fields from which you can select measures and dimension. At any time during the selection, you can save your work. Similarly, you can open an existing configuration definition and edit it. You save the definition of a configuration in an XML file.

Once you have defined a configuration, you can run the configurator to create cubes. The configuration utility invokes the configuration engine. The configuration engine performs several activities. It creates the schema for the staging database, the data mart, and the OLAP cubes. Additionally, it also configures DTS packages for transfer of measure and dimension data to the datamart.

### **Business Analytics Cubes**

Cubes are the main objects in online analytic processing (OLAP), a technology that provides fast access to data in a data warehouse. A cube is a set of data that is usually constructed from a subset of a data warehouse and is organized and summarized into a multidimensional structure defined by a set of dimensions and measures.

You use a client application (such as Microsoft Excel) to connect to an Analysis server and query the cubes on the server. An Analysis server can support many different cubes, such as a cube for sales, a cube for inventory, a cube for customers, and so on.

Every cube has a schema, which is the set of joined tables in the data warehouse from which the cube draws its source data. The central table in the schema is the fact table, the source of the cube's measures. The other tables are dimension tables, the sources of the cube's dimensions.

A cube is defined by the measures and dimensions that it contains. For example, a cube for sales analysis includes the measures Item Sale Price and Item Cost and the dimensions Store Location, Product Line, and Fiscal Year. This cube enables you to separate Item Sale Price and Item Cost into various categories by Store Location, Product Line, and Fiscal Year.

Each cube dimension can contain a hierarchy of levels to specify the categorical breakdown available to you. For example, the Store Location dimension includes the level hierarchy: Continent, Country, Region, State/Province, City, Store Number. Each level in a dimension is of finer granularity than its parent. For example, continents contain countries, and states/provinces contain cities. Similarly, the hierarchy of the Fiscal Year dimension includes the levels Year, Quarter, Month, and Day.

Dimension levels are a powerful data modeling tool because they allow you to ask questions at a high level and then expand a dimension hierarchy to reveal more detail. For example, you start by asking to see Item Cost values of products for the past three fiscal years. You may notice that 1998 Item Cost values are higher than those in other years. Expanding the Fiscal Year dimension to the Month level, you see that Item Cost values were especially high in the months January and August. You can drill down on the Store Location dimension to see if a particular region contributed significantly to the high Item Cost values, or you can expand into the Product Line dimension to see if Item Cost values were high for a particular product group or product.

## Test Your Knowledge – Finance – Reporting

1. What are the various ways to prepare analyses of G/L Accounts?
2. Where are Standard Reports located in Microsoft Navision?
3. What purpose do Account Schedules serve?
4. How can dimension information be reproduced in Excel?
5. What is Business Analytics? Why would a company want to use it?

## Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

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