

# MODULE 10: ANALYSIS AND REPORTING

## Module Overview

The Analysis and Reporting features of Microsoft Dynamics® NAV 2013 provide managers from sales, purchasing, and inventory with tools to easily budget, forecast, and analyze data. These features are designed for users who do not have a background in finance and accounting.

Companies can review real-time data in analysis reports. These reports can be customized, saved under unique names, and positioned in relevant application areas to help users analyze data in preferred formats.

Dimensions are data that you add (or have the program add) to entries to categorize them for analysis. They help you to quickly analyze trends and compare statistics across a range of entries. You can use a program-wide drill-down feature that works in the opposite direction, to explore the detailed transactions that make up summary figures.

Companies can use the Sales and Purchase Budgets functionality to create sales and purchase budgets at multiple levels (item, customer, customer group, and vendor), and in both amounts and quantities. Users can track performance in analysis reports by calculating the difference between actual and budget figures, and can move budget figures between Microsoft Dynamics NAV and Microsoft® Office Excel®. The system also supports budget version control. Therefore, users can work on individual budgets at the same time. This includes budgets for identical levels, time periods, and value types.

Before starting the lessons in this module, set your work date to January 23, 2014.

## Objectives

The objectives are:

- Explain how to set up and use sales and purchase analysis reports.
- Show how to perform analysis by dimensions.
- Explain how to create and export budgets and use them in analysis reports.

## Analysis Views and Reports

Companies can use analysis reports to create customized reports that are based on posted transactions such as sales, purchases, transfers, and inventory adjustments. Inventory analysis reports can also use production order data to report on work in progress (WIP).

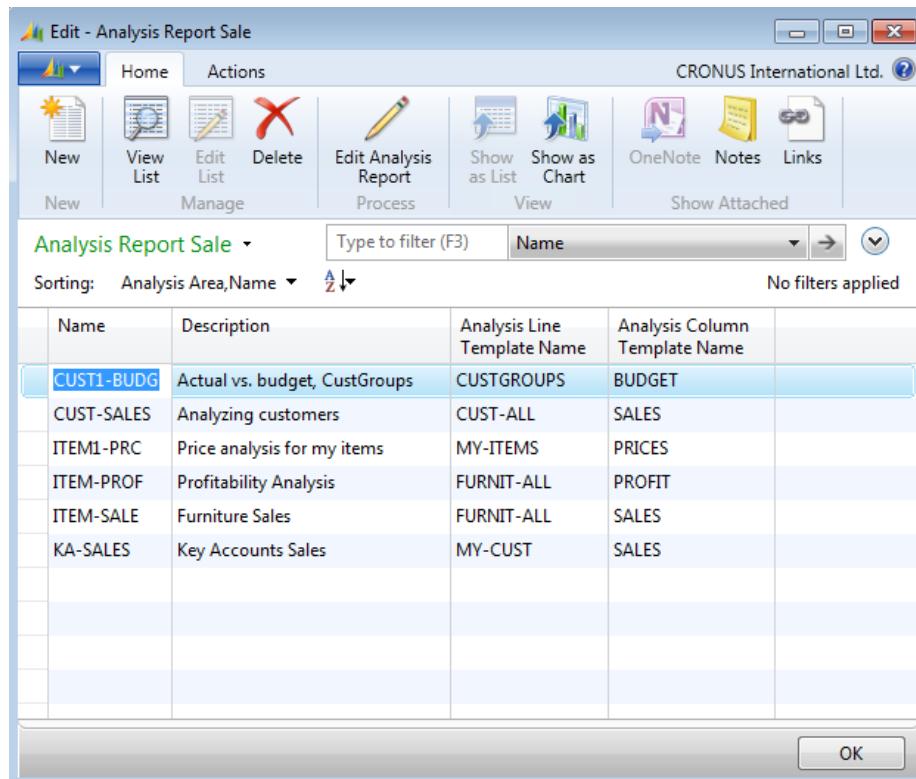
In a customizable report, the source data (derived from the item ledger and associated value entries), can be combined, compared, and presented in meaningful, user-defined ways, similar to a PivotTable report in Microsoft Excel.

An analysis report includes lines and columns. The lines contain the objects that you want to analyze (such as customers, vendors, and so on). The columns contain the analysis parameters that define how you want to view the objects (such as profit calculations, periodic comparisons of sales amounts and volumes, actual versus budget, and so on).

Before you create new reports, you must set up templates for the lines and columns. The reports are then defined as a combination of line and column templates.

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To create, view, or change sales analysis reports, enter “sales analysis reports” in the **Search** box, and then select the related link. This opens the **Analysis Report Sale** page. This page includes a list of sales analysis reports, the analysis line template and the analysis column template attached to each report.



**FIGURE 10.1: A LIST OF SALES ANALYSIS REPORTS**

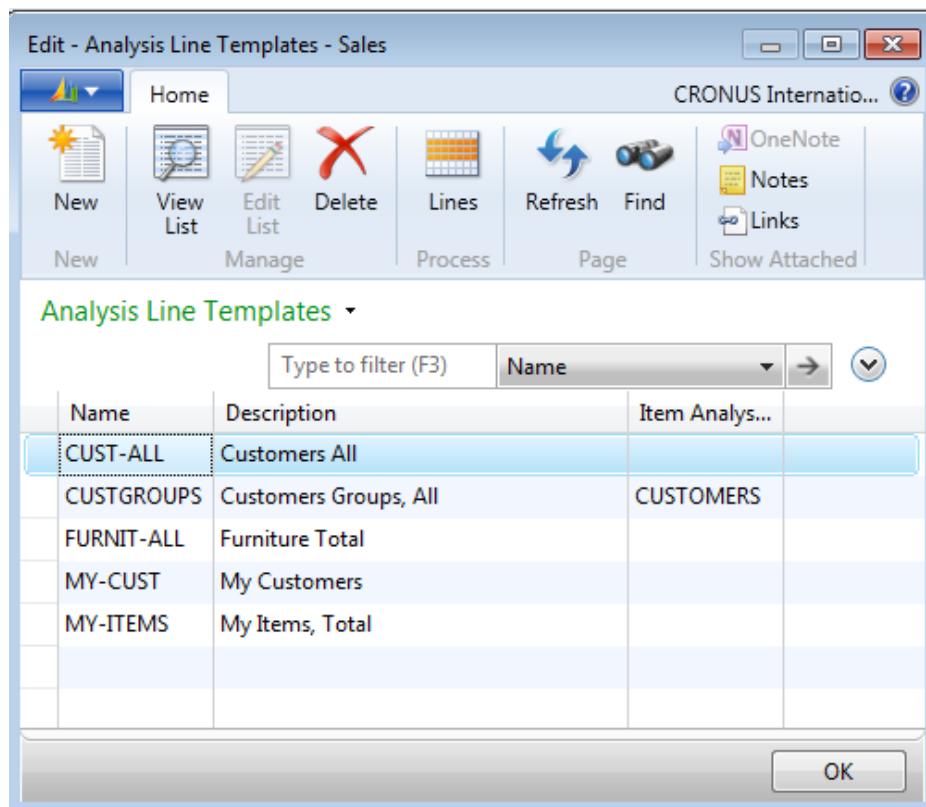
You can view purchase analysis reports and inventory analysis reports in a similar manner. There is no difference in the functionality between the sales analysis reports and the purchase or inventory analysis reports. Therefore, this lesson will focus only on sales analysis reports.

To create an analysis report, you must follow these steps.

1. Set up the line template.
2. Set up the column template.
3. Enter a report name and description in the **Analysis Report Sale** page, and then select the line and column templates.

## Line Templates

The lines in a report contain the objects to analyze. To set up sales line templates, enter “sales analysis line templates” in the **Search** box, and then select the related link. This opens the **Analysis Line Template - Sales** page.



**FIGURE 10.2: ANALYSIS LINE TEMPLATES FOR SALES**

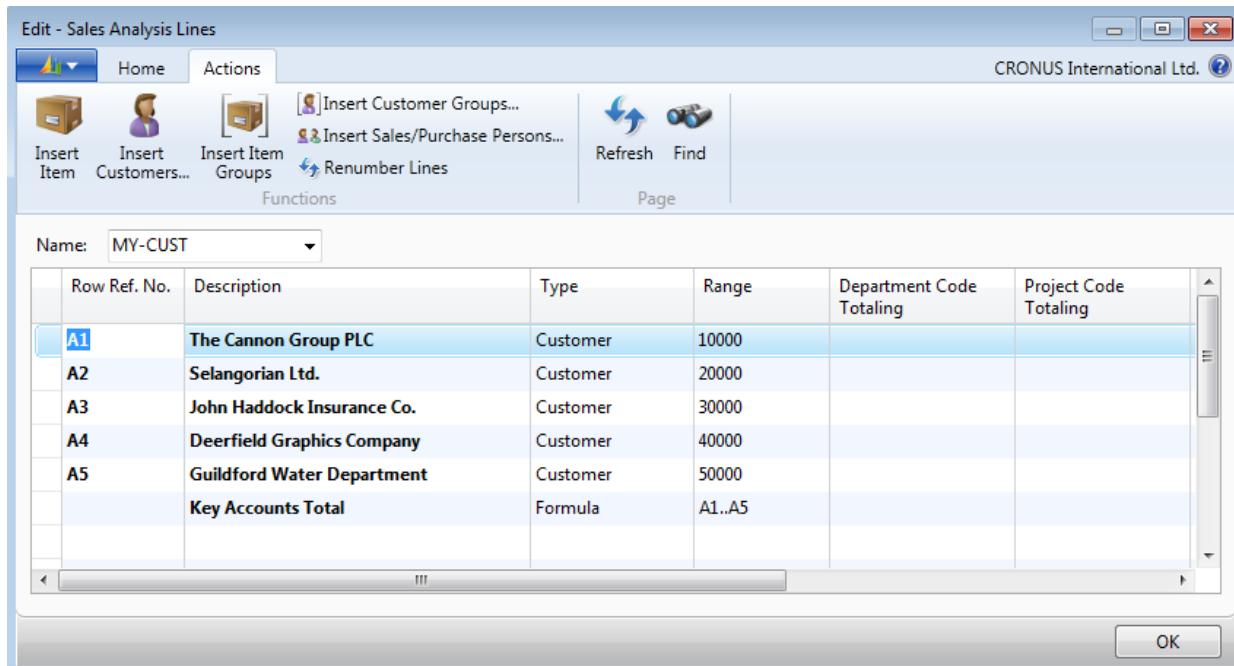
To create an analysis line template, enter a name and description. Line templates describe a set of analysis lines that can be of the following type:

- Customers and customer groups
- Items and item groups
- Salespeople/purchasers
- Formulas

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To view and, or edit the lines defined for the sales analysis line template, follow these steps.

1. Select the template that you want to view and, or edit. In this case, select MY-CUST.
2. On the **Home** tab, click **Lines** to open the **Sales Analysis Lines** page.
3. Select the **Actions** tab.



**FIGURE 10.3: SALES ANALYSIS LINES SET UP FOR THE MY-CUST SALES ANALYSIS LINE TEMPLATE**

These lines appear on the analysis report. You can change the template lines manually or by using the insertion functions on the **Actions** tab.

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The following table describes the fields for each line.

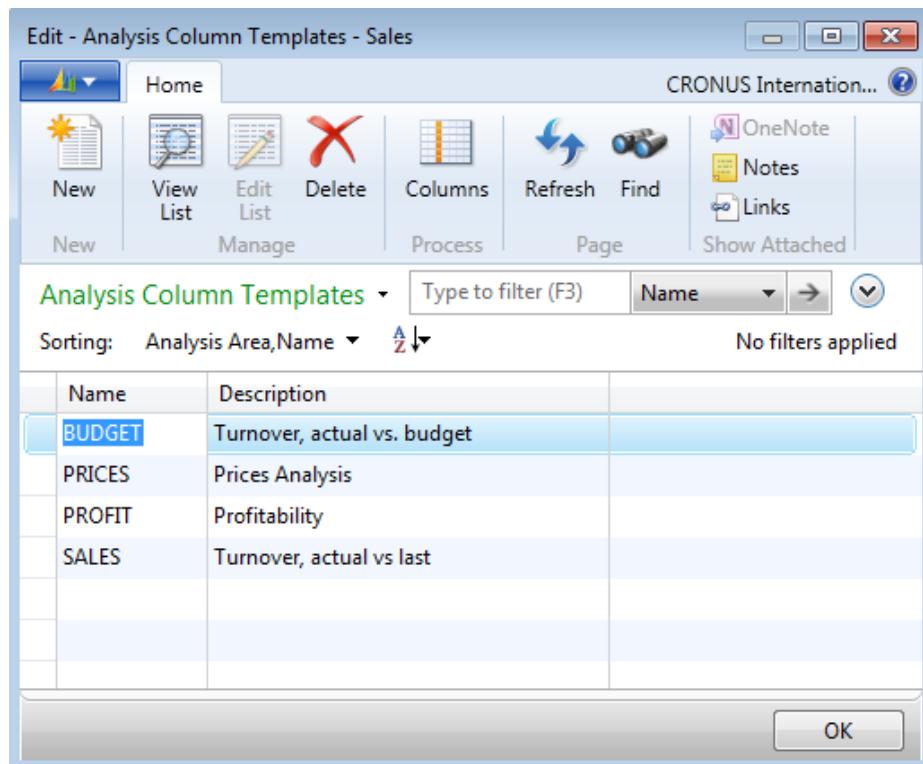
Field	Description
<b>Row Reference No.</b>	A row reference number for the analysis line. Row reference numbers are optional and are only used in formulas. They have no relation to other number series in the program.  If you use the same row reference number on more than one line, the report treats the lines as a group. For example, if you include the row reference number in a formula in the <b>Totaling</b> field, it will represent the sum of all the lines with that row reference number.  If you use one of the insert functions on the <b>Actions</b> tab, this field is automatically copied from the <b>No.</b> or <b>Code</b> field from the inserted record.
<b>Description</b>	A description for the analysis line.  If you use one of the insert functions on the <b>Actions</b> tab, this field is automatically copied from the <b>Name</b> or <b>Description</b> field from the inserted record.
<b>Type</b>	The type to total. You can select one of the following options: <ul style="list-style-type: none"><li>• Item</li><li>• Item Group</li><li>• Customer</li><li>• Customer Group</li><li>• Sales Person/Purchaser</li><li>• Formula</li></ul> The program uses the value in this field combined with the value in the <b>Range</b> field to determine the total for the analysis line.
<b>Range</b>	The number or formula of the type that is used to calculate the total for on this line.

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For more information about these or other fields in the template, refer to the online Help.

### Column Templates

The columns in a report contain the analysis parameters. To set up column templates, enter "sales analysis column templates" in the **Search** box, and then select the related link. This opens the **Analysis Column Templates – Sales** page.



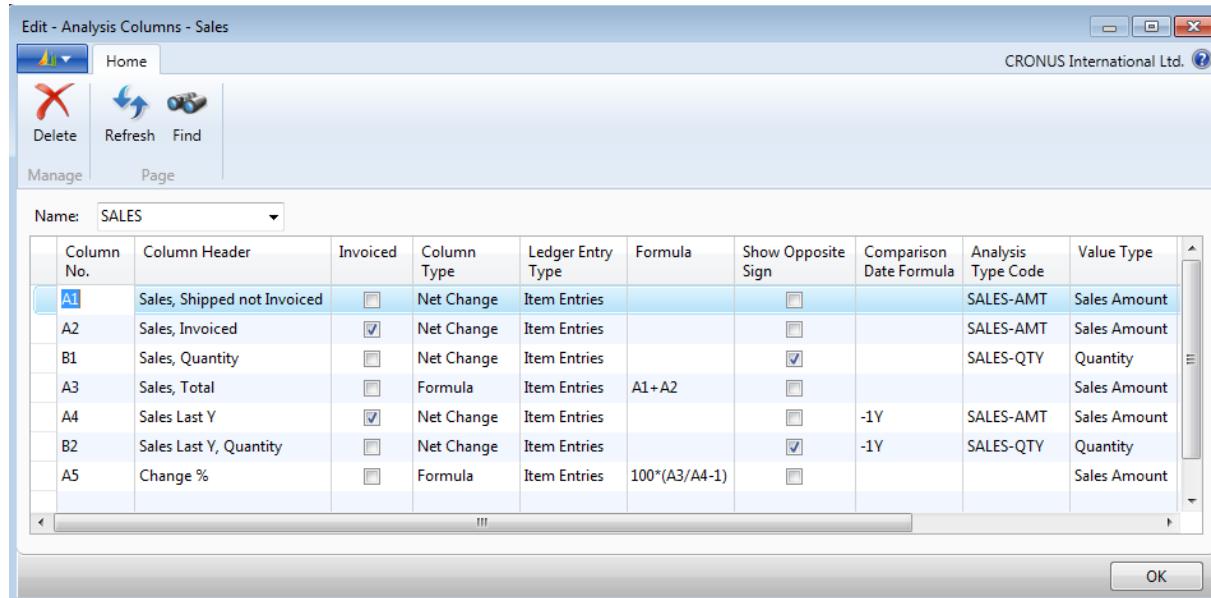
**FIGURE 10.4: ANALYSIS COLUMN TEMPLATES FOR SALES**

To create a sales analysis column template, enter a name and description.

To view and, or edit the columns defined for a template, follow these steps.

1. Select the template that you want to view and, or edit. In this case, select SALES.
2. On the **Home** tab, click **Columns** to open the **Analysis Columns – Sales** page.

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**FIGURE 10.5: COLUMNS SET UP FOR THE SALES COLUMN TEMPLATE**

The following table provides the field names and a description of the columns that are shown on the analysis report.

Field	Description
<b>Column No.</b>	A number for the analysis column. The column numbers are optional and are used only in formulas. They have no relation to other number series in the program.  You can use the same column number on more than one line. The columns are then treated as a group. For example, if you include the column number in a formula, it will represent the sum of all the lines that share the column number.
<b>Column Header</b>	The column header that you want to appear on printed reports. The program prints the header on reports that include this column.
<b>Invoiced</b>	Specifies if you want the analysis report to be based on invoiced amounts. If you leave this field blank, the program bases the analysis report on expected amounts (shipped but not invoiced).

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Field	Description
<b>Column Type</b>	The column type for the analysis column. The type determines how the amounts in the column are calculated.
<b>Ledger Entry Type</b>	The type of ledger entries to include in the amounts in the analysis column. The options include the following: <ul style="list-style-type: none"><li>• <b>Item Entries:</b> The program calculates the total from the item ledger entries or from the item value entries.</li><li>• <b>Item Budget Entries:</b> The program calculates the total from the item budget entries.</li></ul>
<b>Formula</b>	Contains a formula. The result of the formula appears in the column when the analysis report prints. The formula in this field can include other columns (referenced by their column number) so that the report can perform calculations on other columns.

Field	Description
<b>Analysis Type Code</b>	<p>Specifies the analysis type to apply to the column. When you select an analysis type for a column, the program automatically fills in the <b>Item Ledger Entry Type Filter</b>, <b>Value Entry Type Filter</b>, and the <b>Value Type</b> fields.</p> <p>Click the drop-down arrow in the <b>Analysis Type Code</b> field and then click <b>Advanced</b> to view the <b>Analysis Type List</b> page. To view, create, or change analysis type codes, click <b>Setup</b> on the <b>Home</b> tab of the <b>Analysis Type List</b> page, or enter “analysis types” in the <b>Search</b> box, and then select the related link. Both will open the <b>Analysis Types</b> page.</p> <p>Each Analysis Type Code has a default Item Ledger Entry Type Filter, Value Entry Type Filter, and Value Type that together define the values in the item and budget entries to retrieve.</p> <p>Default analysis type codes for most of the relevant analyses are included in the program. To set up these default types, click <b>Reset Default Analysis Types</b> on the <b>Actions</b> tab on the <b>Analysis Types</b> page.</p>

Field	Description
<b>Value Type</b>	<p>The value type that the program uses to calculate the column. The options include the following:</p> <ul style="list-style-type: none"> <li>• (blank)</li> <li>• Quantity</li> <li>• Sales Amount</li> <li>• Cost Amount</li> <li>• Non-Inventoriable Amount</li> <li>• Unit Price</li> <li>• Standard Cost</li> <li>• Indirect Cost</li> <li>• Unit Cost</li> </ul> <p>The <b>Quantity</b> field and the three amount fields obtain their values from the item ledger entries. The values in the three cost fields originate from the item card, and the <b>Unit Price</b> field derives its value from the <b>Sales Prices</b> table.</p> <p>If you select one of the default analysis types in the <b>Analysis Type</b> field, the program fills in this field automatically.</p>

For more information about these or other fields in the template, refer to the online Help.

### Demonstration: Customize Analysis Report

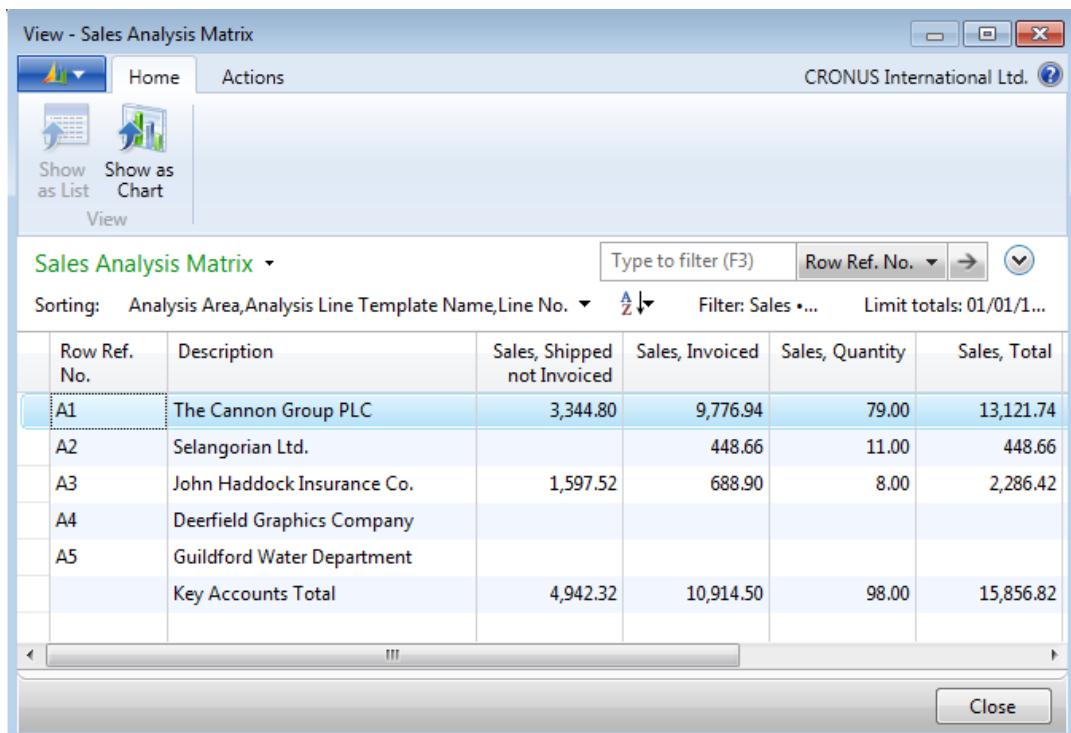
You can use existing analysis reports to create customized reports. This demonstration shows the main fields in the analysis report and describes how to customize an existing analysis report.

**Scenario:** Kevin, the sales manager at CRONUS International Ltd., created a report named **KA-SALES**. This report provides an overview of sales turnover and profit for specific customers. Kevin has to run the report to retrieve January 2014 sales numbers, but first he must add customer 49633663, Autohaus Mielberg KG, to the report.

## Demonstration Steps

To review the current **KA-SALES** analysis report for January 2014, follow these steps.

1. In the **Search** box, enter "sales analysis reports", and then click the related link.
2. On the **Analysis Report Sale** page, select the line for the **KA-SALES** report and then, on the **Home** tab, click **Edit Analysis Report**.
3. On the **Sales Analysis Report** page for **KA-SALES**, expand the **Matrix Options** FastTab.
4. In the **View by** field, select Month.
5. On the **Home** tab, click **Show Matrix** to open the **Sales Analysis Matrix** page.



**FIGURE 10.6: SALES ANALYSIS MATRIX FOR THE KA-SALES REPORT**

Customer 49633663, Autohaus Mielberg KG, is currently not included in the report. To add this customer to the analysis line template for the report, follow these steps.

1. Close the **Sales Analysis Matrix** page.
2. On the **Home** tab of the **Sales Analysis Report** page, click **Set Up Lines**.

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3. On the **Sales Analysis Lines** page, select the Key Accounts Total line.  
On the **Actions** tab, click **Insert Customers**.
4. Select the line for customer 49633663, and then click **OK**.

The program automatically enters the customer information into the report lines. This includes copying the customer number into the **Row Ref. No.** field.

 **Note:** You can also manually insert rows into the **Sales Analysis Lines** page.

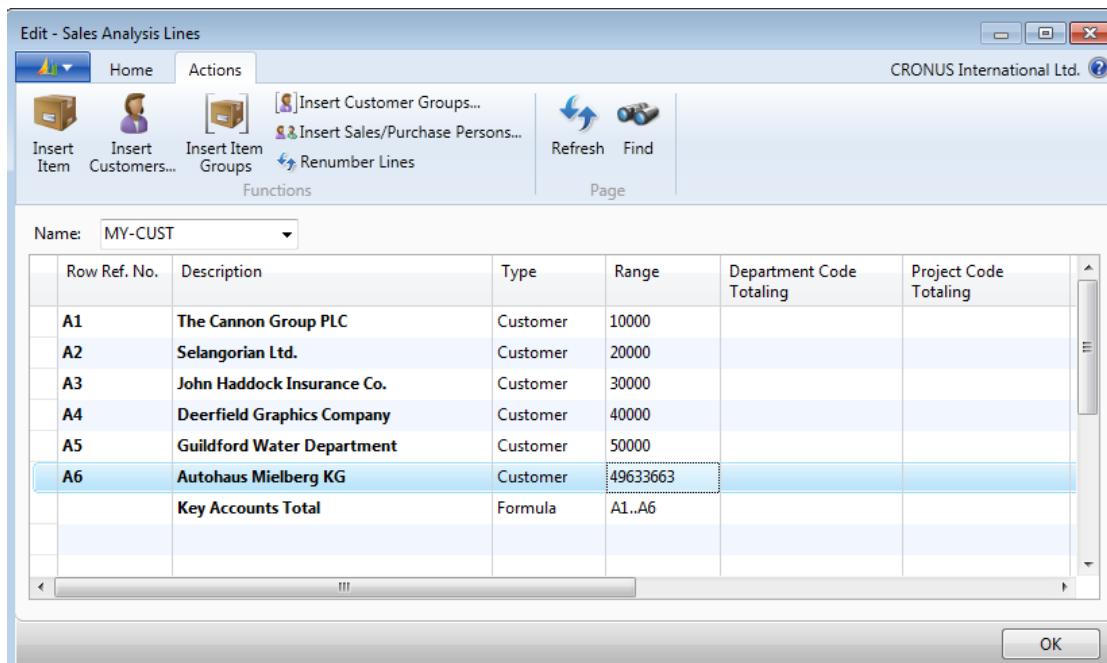
 **Note:** Row reference numbers are optional and are used only in formulas. They are not related to other number series in the program.

To use a row reference number in a formula, the **Row Ref. No.** field must include at least one character that is not a number.

Because row reference numbers are used in a formula to calculate the Key Accounts Total amount, Kevin must change the information in the **Sales Analysis Lines** page.

To update the sales analysis lines and then review the updated **KA-SALES** analysis report for January 2014, follow these steps.

1. In the **Row Ref. No.** field for customer 49633663, type "A6".
2. On the Key Accounts Total line, in the range field, type "A1..A6".



**FIGURE 10.7: SALES ANALYSIS LINES FOR THE KA-SALES REPORT**

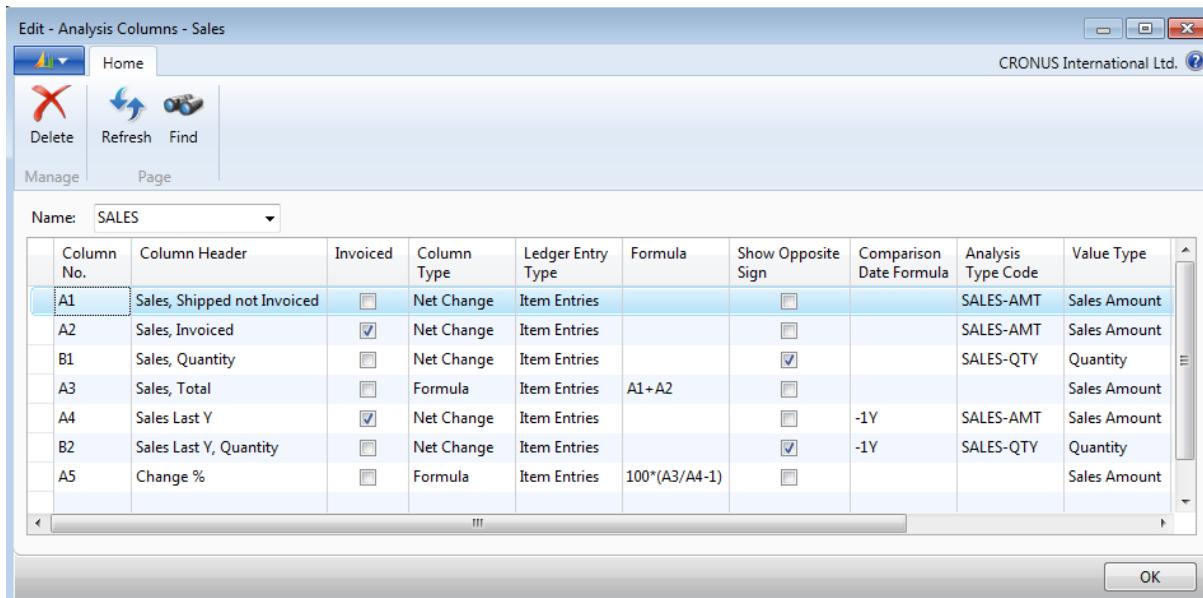
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3. Click **OK** to close the **Sales Analysis Lines** page.
4. On the **Sales Analysis Report** page, on the **Home** tab, click **Show Matrix**.

Customer Autohaus Mielberg KG, now appears in the report.

To view the analysis columns to determine the parameters set up to analyze this data, follow these steps.

1. Close the **Sales Analysis Matrix** page.
2. On the **Home** tab of the **Sales Analysis Report** page, click **Set Up Columns** to open the **Analysis Columns – Sales** page.



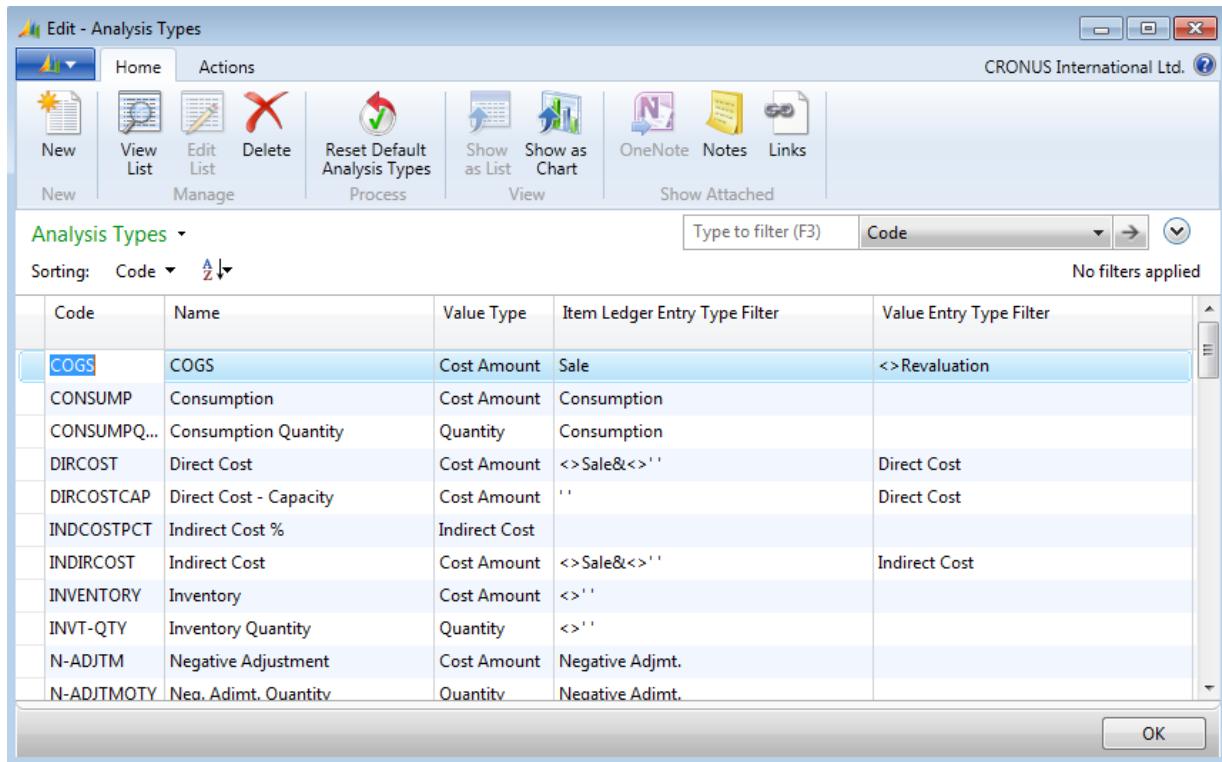
**FIGURE 10.8: SALES ANALYSIS COLUMNS FOR THE KA-SALES REPORT**

The **Column Header** field shows the columns that are used to create the report. The **Formula** field shows how the report calculates certain values.

To view the analysis type selected for the first line, follow these steps.

1. Click the drop-down arrow in the line's **Analysis Type Code** field of the first line (value of SALES-AMT), and then click **Advanced**.
2. On the **Home** tab of the **Analysis Type List** page, click **Setup** to view the filters for each analysis type.

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**FIGURE 10.9: SETUP FOR THE SALES-AMT ANALYSIS TYPE**

3. Escape back to the **Sales Analysis Report** page.

You can use analysis reports to drill down into the data to investigate the results. Drill-down capabilities are available on any lines that extract information from the ledgers. You cannot drill down into formula lines.

To drill down into the **Sales, Invoiced** field on the **KA-SALES** report, follow these steps.

1. On the **Home** tab of the **Sales Analysis Report** page, click **Show Matrix** to open the **Sales Analysis Matrix** page.
2. On the first row of the matrix (row A1 for The Cannon Group PLC), click the **Sales, Invoiced** field to open the **Value Entries** page.

The screenshot shows the Microsoft Dynamics NAV 2013 interface for viewing value entries. The top navigation bar includes 'Home', 'Actions', 'Navigate', and 'CRONUS International Ltd.' The main area is titled 'Value Entries' and displays a grid of sales entries. The columns are: Posting Date, Item Ledger Entry Type, Entry Type, Adjustment, Document Type, Document No., Item Charge No., Description, and Sales Amount (Actual). The data grid contains the following entries:

Posting Date	Item Ledger Entry Type	Entry Type	Adjustment	Document Type	Document No.	Item Charge No.	Description	Sales Amount (Actual)
1/15/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Invoice	103018			2,920.00
1/23/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Credi...	104006	S-ALLOW...	Sales Allowance	-87.60
1/2/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Ship...	102001			0.00
1/3/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Ship...	102002			0.00
1/4/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Ship...	102003			0.00
1/5/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Invoice	103005			234.27
1/5/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Invoice	103005			117.13
1/5/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Invoice	103005			234.27
1/12/2014	Sale	Direct Cost	<input type="checkbox"/>	Sales Credi...	104001			-234.27

**FIGURE 10.10: SALES, INVOICED VALUE ENTRIES FOR THE CANNON GROUP PLC**

The **Value Entries** page shows the invoiced sales entries that are made up of the data for the **Sales, Invoiced** field on the report line.

## Demonstration: Create an Analysis Report

**Scenario:** CRONUS wants a report that shows quantities purchased this year versus last year for all the customers assigned to the YELLOW location.

### Demonstration Steps

To create the analysis line template, follow these steps.

1. In the **Search** box, enter "sales analysis line templates", and then select the related link.
2. On the **Home** tab of the **Analysis Line Templates – Sales** page, click **New**.
3. In the **Name** field, type "YELLOW".
4. In the **Description** field, enter "Yellow Warehouse Customers".
5. On the **Home** tab, click **Lines**.
6. On the **Actions** tab of the **Sales Analysis Lines** page, click **Insert Customers**.
7. On the **Filter** pane, in the **Type to filter** field, enter "YELLOW".

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8. On the drop-down menu, select **Location Code**, and then press **Enter** or **Tab**.
9. Select all lines and then click **OK**. The customer information for all customers assigned to YELLOW location is copied to the sales analysis lines.
10. Select all lines that contain a customer and then, on the **Actions** tab, click **Renumber Lines**.
11. In the **Start Row Ref. No.** field, type "Y1" and then click **OK**.
12. Click **OK** to close the message.
13. In the first blank row that appears after the customer names, in the **Description** field, type "Yellow Warehouse Customers, Total".
14. In the **Type** field, select Formula.
15. In the **Range** field, type "Y1..Y34" to include all customer lines.
16. Use the **Choose Columns** function to move the **Bold** field into view.
17. On the Yellow Warehouse Customers, Total line, select the **Bold** check box.

The screenshot shows the 'Edit - Sales Analysis Lines' dialog box. The 'Name' dropdown is set to 'YELLOW'. The table contains the following data:

	Row Ref. No.	Description	Type	Range	Bold	Department Code Totaling	Project Code Totaling
	Y28	Lauritzen Kontormøbler A/S	Customer	45979797	<input type="checkbox"/>		
	Y29	Marsholm Karmstol	Customer	46251425	<input type="checkbox"/>		
	Y30	Konberg Tapet AB	Customer	46525241	<input type="checkbox"/>		
	Y31	Englunds Kontorsmöbler AB	Customer	46897889	<input type="checkbox"/>		
	Y32	Slubrevik Senger AS	Customer	47523687	<input type="checkbox"/>		
	Y33	Klubben	Customer	47563218	<input type="checkbox"/>		
	Y34	Sjøboden	Customer	47586954	<input type="checkbox"/>		
		Yellow Warehouse Customers, Total	Formula	Y1..Y34	<input checked="" type="checkbox"/>		

**FIGURE 10.11: COMPLETED SALES ANALYSIS LINES FOR THE YELLOW TEMPLATE**

18. Click **OK** to close the **Sales Analysis Lines** page.
19. Click **OK** to close the **Analysis Line Templates - Sales** page.

To create the analysis column template and enter the first column row, follow these steps.

1. In the **Search** box, enter "sales analysis column templates", and then select the related link.
2. On the **Home** tab of the **Analysis Column Templates – Sales** page, click **New**.
3. In the **Name** field, type "QUANTITY".
4. In the **Description** field, type "Quantity".
5. Make sure that the QUANTITY line is still selected. On the **Home** tab, click **Columns**.
6. In the **Column No.** field, type "A1".
7. In the **Column Header** field, type "Quantity Invoiced".
8. Select the **Invoiced** check box.
9. Select the **Show Opposite Sign** check box.
10. In the **Analysis Type Code** field, select SALES-QTY.
11. In the **Rounding Factor** field, enter "1".

To enter the next column row, follow these steps.

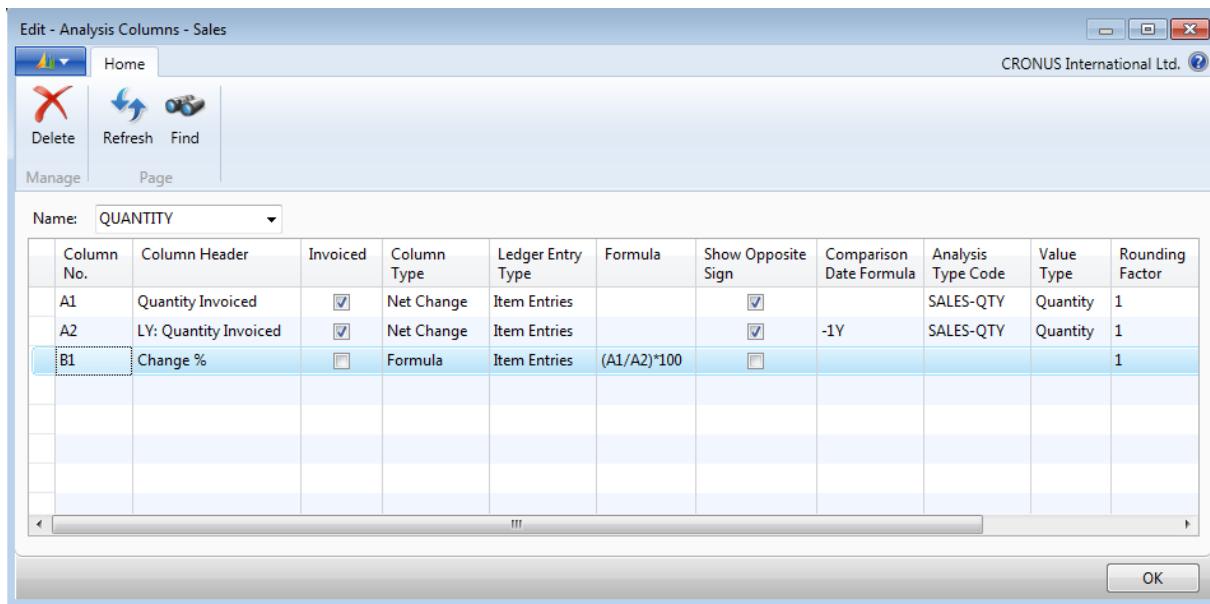
1. Go to the next line.
2. In the **Column No.** field, type "A2".
3. In the **Column Header** field, type "LY: Quantity Invoiced".
4. Select the **Invoiced** check box.
5. Select the **Show Opposite Sign** check box.
6. In the **Comparison Date Formula** field, type "-1Y".
7. In the **Analysis Type Code** field, select SALES-QTY.
8. In the **Rounding Factor** field, enter "1".

To enter the last column row and finish creating the column template, follow these steps.

1. Go to the next line.
2. In the **Column No.** field, type "B1".
3. In the **Column Header** field, type "Change %".
4. In the **Column Type** field, select Formula.

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5. In the **Formula** field, type "(A1/A2)\*100".
6. In the **Rounding Factor** field, enter "1".



**FIGURE 10.12: COMPLETED SALES ANALYSIS COLUMNS FOR THE QUANTITY TEMPLATE**

7. Click **OK** to close the **Analysis Columns - Sales** page.
8. Click **OK** to close the **Analysis Columns Templates - Sales** page.

To create the analysis report and assign the lines and columns templates, follow these steps.

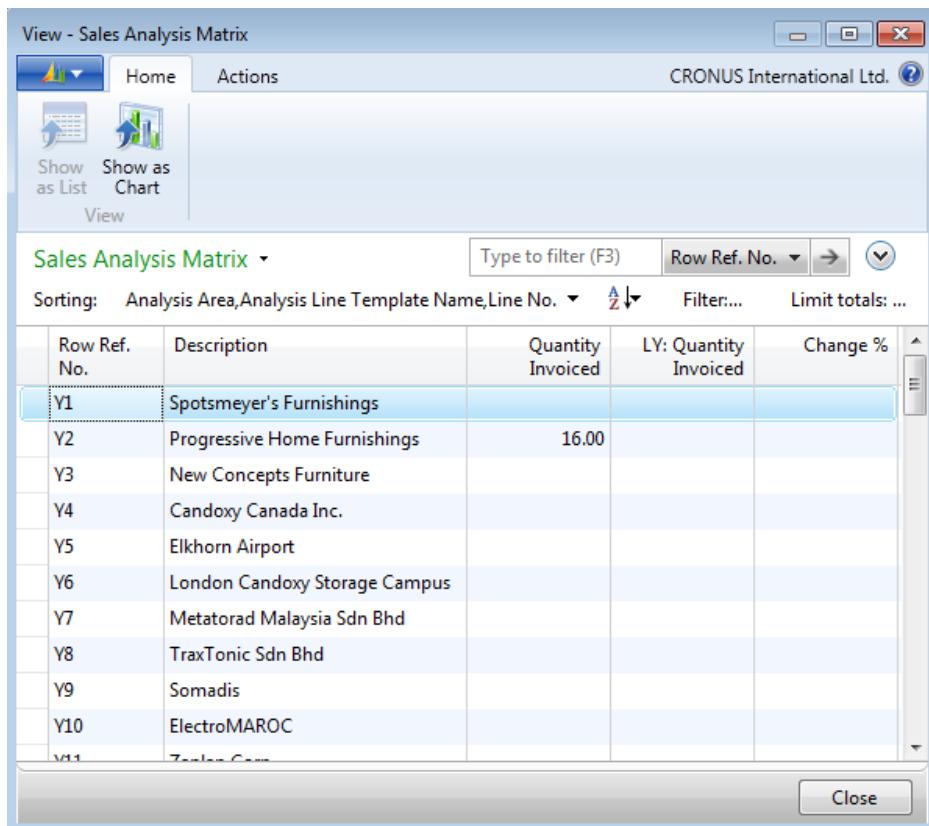
1. In the **Search** box, enter "sales analysis reports", and then select the related link.
2. On the **Home** tab of the **Analysis Report Sale** page, click **New**.
3. In the **Name** field, enter "QUANTITY".
4. In the **Description**, enter "Location by Quantity".
5. In the **Analysis Line Template Name** field, select YELLOW.
6. In the **Analysis Column Template Name** field, select QUANTITY.

To review the report, follow these steps.

1. On the **Home** tab of the **Analysis Report Sale** page, with the row for the QUANTITY report still selected, click **Edit Analysis Report** to open the **Sales Analysis Report** page.
2. Expand the **Matrix Options** FastTab.

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3. In the **View by** field, select Year.
4. On the **Home** tab, click **Show Matrix** to open the **Sales Analysis Matrix** page.



**FIGURE 10.13: SALES ANALYSIS MATRIX FOR THE QUANTITY REPORT**

The report contains quantity statistics for the YELLOW location customers for the current and previous year.

When Kevin prints this report, he wants it to show only those customers who bought from CRONUS this or last year. To achieve this, he must change the line template.

To change the line template, follow these steps.

1. Close the **Sales Analysis Matrix** page.
2. On the **Home** tab of the **Sales Analysis Report** page, click **Set Up Lines**.
3. On each line, in the **Show** field, select If Any Column Not Zero.
4. Click **OK** to close the **Sales Analysis Lines** page.



**Note:** This change does not affect the view in the **Sales Analysis Matrix** page.

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To preview the printed report, follow these steps.

1. On the **Home** tab, the **Sales Analysis Report** page, click **Print**.
2. Click **Preview**.

Only customers who bought from CRONUS this year or last year appear on the report.

### Procedure: Review Customer Groups and Item Groups

When you create analysis report line templates, you cannot select customer groups, item groups, or salespeople without setting up a corresponding dimension in an analysis view card.

As explained in the Module Overview, dimensions are data that you add (or have the program add) to entries to categorize them for analysis. You can use them to quickly analyze trends and compare statistics across a range of entries.

You define customer groups and salespeople as dimensions in **Sales & Receivables Setup**. Before you can use product groups in an analysis view card, they must be defined as dimensions in **Inventory Setup**.

To review customer groups and salesperson dimensions for use in analysis reports, follow these steps.

1. In the **Search** box, enter "sales & receivables setup", and then select the related link.
2. On the **Dimensions** FastTab of the **Sales & Receivables Setup** page, notice that the **Customer Group Dimension Code** field is set to the CUSTOMERGROUP dimension, and that the **Salesperson Dimension Code** field is set to the SALESPERSON dimension.
3. Click **OK** to close the **Sales & Receivables Setup** page.

To review the product groups dimension for use in analysis reports, follow these steps.

1. In the **Search** box, enter "inventory setup", and then select the related link.
2. On the **Dimensions** FastTab of the **Inventory Setup** page, notice that the **Item Group Dimension Code** field is currently blank.
3. Click **OK** to close the **Inventory Setup** page.

After you define these dimensions in setup, you can assign each one to an analysis view.

 **Note:** Advanced dimensions functionality is necessary to use groups of objects in analysis reports. Generally, the two global dimensions are used for other reporting entities and are unavailable for analysis report grouping.

 **Note:** To run analysis reports for groups that are based on dimensions, you must associate the analysis line template with an analysis view code. If you do not do this, and you select type "Customer Group/Item Group/sales person" in the **Analysis Lines** setup page, the analysis report will fail.

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## Procedure: Review Analysis View Setup

Analysis views specify how you want to analyze the dimension information that is posted on the general ledger entries, budgets, and so on. By using analysis views, you can retrieve information about dimensions based on the criteria that you have set.

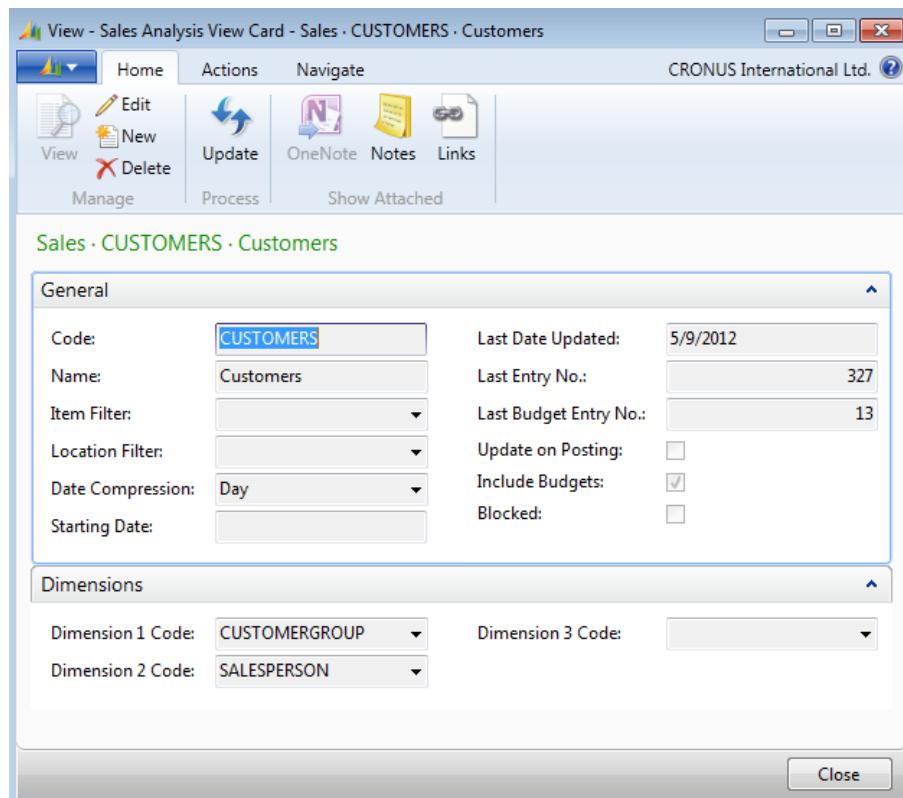
In CRONUS, an analysis view card exists for customers who have the CUSTOMERGROUP and SALESPERSON dimensions.

To review the dimensions set up in the CUSTOMERS analysis view, follow these steps.

1. In the **Search** box, enter "sales analysis view card".
2. Select the line for CUSTOMERS. On the **Home** tab, click **View** to open the **Sales Analysis View Card** page.

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### 3. Expand the Dimensions FastTab.



**FIGURE 10.14: SALES ANALYSIS VIEW CARD FOR THE CUSTOMERS ANALYSIS VIEW**

As the example shows, this analysis view is set up with CUSTOMERGROUP and SALESPERSON dimensions. You can select up to three dimensions for each analysis view. You can also set up filters on dimensions that are not included in the analysis view by clicking **Filter** on the **Navigate** tab. No additional filters are set on this analysis view.

On the **General** FastTab, the **Update on Posting** check box is clear. This means that you must manually update the analysis view to include recent posted entries. You can update this view by clicking **Update** on the **Home** tab or by running the **Update Analysis Views** batch job.

To update now, follow these steps.

1. On the **Home** tab, click **Update**.
2. Close the **Sales Analysis View Card** and **Analysis View List Sales** pages.

## Demonstration: Analyze the Quantity Purchased by Customer Groups

This is a continuation of the "Create an Analysis Report" demonstration.

**Scenario:** Now, Kevin must change the **QUANTITY** report to analyze the quantity that is purchased by customer groups for this year versus last year.

### Demonstration Steps

To change the existing analysis report, follow these steps.

1. In the **Search** box, enter "sales analysis reports", and then select the related link.
2. On the **Analysis Report Sale** page, select the line for the **QUANTITY** report, and then click **Edit Analysis Report** to open the **Sales Analysis Report** page.
3. On the **General** FastTab, in the **Analysis Line Template** field, select **CUSTGROUPS**.
4. Expand the **Matrix Options** FastTab. In the **View by** field, select **Year**.
5. On the **Home** tab, click **Show Matrix**.

The report updates to show quantity statistics for each customer group.

## View and Change the Content of Analysis Reports

You can present and even change the content of analysis view reports in many ways from the **Sales Analysis Report**, **Purchase Analysis Report**, and **Inventory Analysis Report** pages. The different ways include the following:

- On the **Home** tab, click **Show Matrix**. Use the advanced filter and limit totals capabilities to interactively analyze the content of the reports.
- On the **Home** tab, click **Print** to print or preview the report. Use the options on the **Options** FastTab of the request page to change the report output.
- On the **Home** tab, click **Export to Excel** to export the report to Microsoft Excel. Use the features in Excel to customize and present the report.

### Demonstration: Export an Analysis Report to Microsoft Excel

This is a continuation of the "Customize Analysis Report" demonstration.

**Scenario:** Kevin has to demonstrate to the sales staff the January 2014 turnover for its top customers. Kevin exports the **KA-SALES** analysis report to Microsoft Excel so that he can use Excel's features to create the presentation.

#### Demonstration Steps

To export the **KA-SALES** report to Microsoft Excel, follow these steps.

1. In the **Search** box, enter "sales analysis reports", and then select the related link.
2. On the **Analysis Report Sale** page, select the line for the **KA-SALES** report.
3. On the **Home** tab, click **Edit Analysis Report** to open the **Sales Analysis Report** page.
4. Expand the **Matrix Options** FastTab.
5. In the **View by** field, select Month.
6. On the **Home** tab, click **Export to Excel**.
7. Click **OK** to create a new workbook.
8. If it applies, select the relevant server access to Excel, and then click **OK**.

Microsoft Excel opens with the sales analysis report information.

## Lab 10.1: Create an Analysis Report

### Scenario

CRONUS management has asked you, the sales manager, to provide a sales report that shows sales by sales representatives for January 2014. The report has the following requirements:

- It can only include sales representatives assigned the SALESPERSON dimension.
- It must be broken down by invoiced sales and those that are not yet invoiced.
- It must include a final line that shows total sales by salespeople.
- The printed report can show only those salespeople who recorded sales in the report timeframe.

As the sales manager, you must first set up an analysis view by using the SALESPERSON dimension. Call the new analysis view SALESREPS. Then you must create a new analysis lines template and add the SALESREPS analysis view to this template before you select it in an analysis report. Before you set up the analysis column template, review existing templates to check whether you can reuse or change one. The final step is to print preview the report.

### High Level Steps

1. Create a new analysis view so that it has a code of SALESREPS, a name of Sales by Sales Representatives, and a dimension filter of SALESPERSON.
2. Create a new sales analysis line template with a code of SALESPERS, a description of Salespeople, and use the SALESREPS item analysis view. Make sure that you insert all the sales and, or purchase persons in the lines, and that you renumber the lines starting with row number S1. Also, add a final row called Total Sales with the formula to include all salesperson lines and make this line bold. Finally, set each line to print only if its value is not equal to zero.
3. Open the **Sales Analysis Column Templates** page and review the columns for the SALES template to verify that it contains the necessary information.
4. Create a new analysis report and name it **SALES** with a description of Sales by Salesperson. Use the SALESPERS line template and the SALES column template.
5. Open the **Sales Analysis Report** page for the **SALES** report, set the filters to view the analysis for January 2014, and then print preview the report.

### Detailed Steps

1. Create a new analysis view so that it has a code of SALESREPS, a name of Sales by Sales Representatives, and a dimension filter of SALESPERSON.
  - a. In the **Search** box, enter "sales analysis view card", and then select the related link.
  - b. On the **Home** tab of the **Analysis View List Sales** page, click **New**.
  - c. On the **General** FastTab of the **Sales Analysis View Card – Sales** page, in the **Code** field type "SALESREPS".
  - d. In the **Name** field, type "Sales by Sales Representatives".
  - e. On the **Dimensions** FastTab, in the **Dimension 1 Code** field, select SALESPERSON.
  - f. On the **Home** tab, click **Update** to update the analysis view.
  - g. Click **OK** to save the analysis view and close the **Sales Analysis View Card – Sales** page.
  - h. Close the **Analysis View List Sales** page.
2. Create a new sales analysis line template with a code of SALESPERS, a description of Salespeople, and use the SALESREPS item analysis view. Make sure that you insert all the sales and, or purchase persons in the lines, and that you renumber the lines starting with row number S1. Also, add a final row called Total Sales with the formula to include all salesperson lines and make this line bold. Finally, set each line to print only if its value is not equal to zero.
  - a. In the **Search** box, enter "sales analysis line templates", and then select the related link.
  - b. On the **Home** tab, click **New**.
  - c. In the **Name** field, type "SALESPERS".
  - d. In the **Description** field, type "Salespeople".
  - e. In the **Item Analysis View Code** field, select SALESREPS.
  - f. On the **Home** tab, click **Lines**.
  - g. On the **Actions** tab of the **Sales Analysis Lines** page, click **Insert Sales/Purchase Persons**.
  - h. On the **Dimension Values List** page, select all lines and then click **OK**.
  - i. On **Sales Analysis Lines** page, select all lines, and then, on the **Actions** tab, click **Renumber Lines**.
  - j. In the **Start Row Ref. No.** field, type "S1" and then click **OK**.
  - k. Click **OK** to close the message.
  - l. In the first blank row that appears after the salesperson names, in the **Description** field, type "Total Sales".

- m. In the **Type** field, select Formula.
  - n. In the **Range** field, type "S1..S4" to include all salesperson lines.
    - o. Select the **Bold** check box.
    - o. On each line, change the **Show** field to If Any Column Not Zero.
  - p. Click **OK** to close the **Sales Analysis Lines** page.
  - q. Click **OK** to close the **Analysis Line Templates - Sales** page.
3. Open the **Sales Analysis Column Templates** page and review the columns for the SALES template to verify that it contains the necessary information.
    - a. In the **Search** box, enter "sales analysis column templates", and then select the related link.
    - b. On the **Analysis Column Templates – Sales** page, select the line for the SALES template.
    - c. On the **Home** tab, click **Columns** to open the **Analysis Columns – Sales** page. The analysis column template provides the needed salesperson information.
    - d. Click **OK** to close the **Analysis Columns - Sales** page.
    - e. Click **OK** to close the **Analysis Columns Templates - Sales** page.
  4. Create a new analysis report and name it **SALES** with a description of Sales by Salesperson. Use the SALESPERS line template and the SALES column template.
    - a. In the **Search** box, enter "sales analysis reports", and then select the related link.
    - b. On the **Home** tab of the **Analysis Report Sale** page, click **New**.
    - c. In the **Name** field, type "SALES".
    - d. In the **Description**, type "Sales by Salesperson".
    - e. In the **Analysis Line Template Name** field, select SALESPERS.
    - f. In the **Analysis Column Template Name** field, select SALES.
  5. Open the **Sales Analysis Report** page for the **SALES** report, set the filters to view the analysis for January 2014, and then print preview the report.
    - a. On the **Home** tab, click **Edit Analysis Report**.
    - b. Expand the **Matrix Options** FastTab.
    - c. In the **View by** field, select Month.
    - d. On the **Home** tab, click **Print**.
    - e. Click **Preview** and review the report.

# Analysis by Dimensions

To analyze information by using multiple dimensions, companies can use the **Analysis by Dimensions** page. You can use this page to view amounts that are derived from analysis views.

With analysis by dimensions, you can do the following:

- Combine dimensions
- Filter entries
- Explore data from different perspectives
- View net change or balance at date numbers
- Select time periods

You cannot print this information directly. You can instead export it to Microsoft Excel and use all the Excel tools to create presentations and print data.

To learn more about analysis views, refer to the “Analysis Views and Reports” lesson in this training material.

## Demonstration: Analyze Purchase Costs by Dimensions

In this demonstration, you create a purchase analysis by dimensions to explore the analysis by dimensions features.

**Scenario:** Vince, the operations manager at CRONUS, must determine the cost amount of the inventory at each location. He wants to filter by purchaser and by specific business groups. This requires the following dimensions:

- Location
- PURCHASER
- BUSINESSGROUP

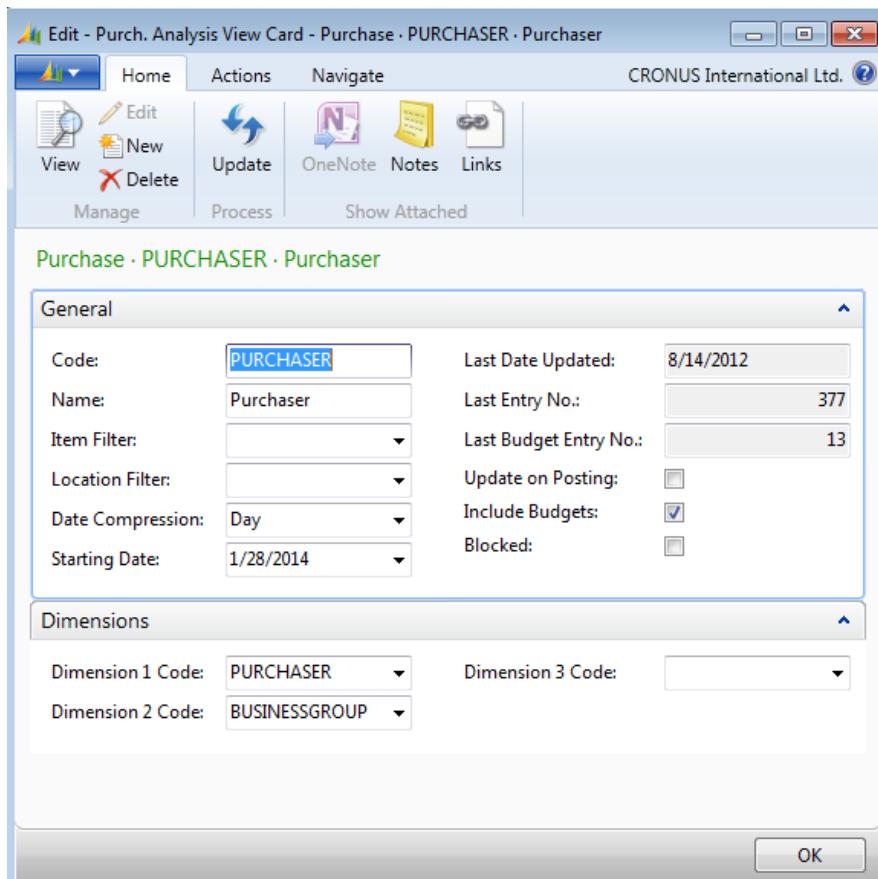
### Demonstration Steps

To create the analysis view card, follow these steps.

1. In the **Search** box, enter “purchase analysis view card”, and then select the related link.
2. On the **Home** tab of the **Analysis View List Purchase** page, click **New**.
3. On the **Purch. Analysis View Card** page, in the **Code** field, type “PURCHASER”.
4. In the **Name** field, type “Purchaser”.
5. Set the **Starting Date** field to January 28, 2014.

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6. Select the **Include Budgets** check box.
7. Expand the **Dimensions** FastTab.
8. In the **Dimension 1 Code** field, select PURCHASER.
9. In the **Dimension 2 Code** field, select BUSINESSGROUP.
10. On the **Home** tab, click **Update**.



**FIGURE 10.15: THE PURCHASER PURCH. ANALYSIS VIEW CARD**

11. Click **OK** to close the **Purch. Analysis View Card** page.
12. Close the **Analysis View List Purchase** page.



**Note:** Because the location dimension is available in the **Analysis by Dimensions** page, the analysis view card is set up with only the PURCHASER and BUSINESSGROUP dimensions.

To review the total quantity and total cost by location by time period, follow these steps.

1. In the **Search** box, enter "purchase analysis by dimensions", and then select the related link.
2. On the **Analysis View List Purchase** page, click the line for PURCHASER and then, on the **HOME** tab, click **Edit Analysis View**.

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3. On the **Purch. Analysis by Dimensions** page, on the **General** FastTab, in the **Show as Lines** field, select Location.
4. Make sure that the **Show as Columns** field is set to Period and the **Show Value As** field is set to Cost Amount.
5. On the **Home** tab, click **Show Matrix** to open the **Purch. Analysis by Dim Matrix** page. Notice the values in the **Total Quantity** and **Total Cost Amount** fields.

The screenshot shows a Microsoft Dynamics application window titled "View - Purch. Analysis by Dim Matrix". The ribbon has tabs for Home, Actions, and Navigate. The status bar shows "CRONUS International Ltd." and a help icon. The main area displays a table titled "Purch. Analysis by Dim Matrix". The table has columns: Code, Name, Total Quantity, Total Cost Amount, Jan 2014, and Feb 2014. The rows list various warehouses: BLUE, GREEN, OUT. LOG., OWN LOG., RED, SILVER, WHITE, and YELLOW. The data shows the total quantity and cost amount for each warehouse, with the cost amount being significantly higher for Green and Blue Warehouses. The "Total Cost Amount" column header is bolded. A sorting dropdown shows "Code" and "Z" as the current sort criteria. A filter bar at the top right includes "Type to filter (F3)", "Code", and a search icon. A message "No filters applied" is displayed. The bottom right of the table has a "Close" button.

Code	Name	Total Quantity	Total Cost Amount	Jan 2014	Feb 2014
BLUE	Blue Warehouse	1,384.00	11,065.57		
GREEN	Green Warehouse	6,695.00	35,615.17		
OUT. LOG.	Outsourced Logistics				
OWN LOG.	Own Logistics				
RED	Red Warehouse	256.00	2,152.85		
SILVER	Silver Warehouse				
WHITE	White Warehouse				
YELLOW	Yellow Warehouse	224.00	26,064.60		

**FIGURE 10.16: PURCH. ANALYSIS BY DIM MATRIX**

6. Close the **Purch. Analysis by Dim Matrix** page.

To review the analysis by dimension by quantity instead of cost amount, follow these steps.

1. On the **Purch. Analysis by Dimensions** page, in the **Show Value As** field on the **General** FastTab, select Quantity.
2. On **Home** tab, click **Show Matrix**.
3. Close the **Purch. Analysis by Dim Matrix** page.

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To filter these results by purchaser and business group, follow these steps.

1. On the **Purch. Analysis by Dimensions** page, expand the **Filters** FastTab.
2. In the **Purchaser Filter** field, enter "RL".
3. In the **BusinessGroup Filter** field, select INDUSTRIAL.
4. On the **Home** tab, click **Show Matrix**.
5. Close the **Purch. Analysis by Dim Matrix** page.

To reverse the lines and columns shown on the **Purch. Analysis by Dim Matrix** page, follow these steps.

1. On the **Purch. Analysis by Dimensions** page on the **Navigate** tab, click **Reverse Lines and Columns**.
2. On the **Home** tab, click **Show Matrix**.

The screenshot shows the 'View - Purch. Analysis by Dim Matrix' window. The title bar says 'View - Purch. Analysis by Dim Matrix'. The ribbon has tabs for Home, Actions, and Navigate, with 'CRONUS International Ltd.' in the top right. Below the ribbon is a toolbar with 'Show as List' and 'Show as Chart' buttons. The main area is titled 'Purch. Analysis by Dim Matrix' with a dropdown arrow. It shows a table with the following data:

Code	Name	Total Quantity	Total Cost Amount	BLUE	GREEN
06/01/13	June				
07/01/13	July				
08/01/13	August				
09/01/13	September				
10/01/13	October				
11/01/13	November				
12/01/13	December				
01/01/14	January	923.00	26,792.51	577.00	40.00
02/01/14	February				

**FIGURE 10.17: PURCH. ANALYSIS BY DIM MATRIX THAT HAS REVERSED LINES AND COLUMNS**

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3. Do not close the **Purch. Analysis by Dim Matrix** page.

To export the analysis by dimensions report to Excel, follow these steps.

1. On the **Navigate** tab, click **Export to Excel**.
2. If it applies, select the relevant server access to Excel and then click **OK**

## Lab 10.2: Analyze Item Sales by Area

As the sales manager at CRONUS, you must analyze item sales by area for the year 2014. The analysis includes item numbers 1896-S to 766BC-C.

After you review the sales amounts of item sales by area, do the following:

- View the analysis as the cost of goods sold (COGS) amount and quantity.
- Compare the sales amounts for Peter Saddow with those for John Roberts.
- Export the sales amounts by John Roberts to an Excel workbook.



**Note:** Look for an existing analysis view that uses the AREA and SALESPERSON dimensions.

---

### High Level Steps

1. Open the **Sales Analysis View Card** page and browse through the existing analysis views to check whether one is set up with both the AREA and SALESPERSON dimensions. If this is the case, update it.
2. Set the filters for the DEFAULT analysis view to analyze the year's item sales by area for item numbers 1896-S through 766BC-C. Also, show column names, and then review the analysis view matrix.
3. View the same item sales by area by COGS amount, and then by quantity.
4. View the item sales by area by sales amount for salesperson Peter Saddow, and then for salesperson John Roberts. Export the data for John Roberts to Excel.

### Detailed Steps

1. Open the **Sales Analysis View Card** page and browse through the existing analysis views to check whether one is set up with both the AREA and SALESPERSON dimensions. If this is the case, update it.
  - a. In the **Search** box, enter "sales analysis view card", and then select the related link.
  - b. Browse through the existing analysis views to check whether one is set up with both the AREA and SALESPERSON dimensions. The DEFAULT analysis view contains these dimensions.
  - c. Select the line for the DEFAULT analysis view.
  - d. On the **Home** tab, click **Update**.

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2. Set the filters for the DEFAULT analysis view to analyze the year's item sales by area for item numbers 1896-S through 766BC-C. Also, show column names, and then review the analysis view matrix.
  - a. With the DEFAULT analysis view selected, on the **Home** tab, click **Edit Analysis View**.
  - b. On the **General** FastTab of the **Sales Analysis by Dimensions** page, set the **Show as Lines** field to Item.
  - c. In the **Show as Columns** field, select AREA.
  - d. Expand the **Filters** FastTab.
  - e. In the **Item Filter** field, enter "1896-S..766BC-C".
  - f. Expand the **Options** FastTab.
  - g. Make sure the **Show Column Name** check box is NOT selected.
  - h. Expand the **Matrix Options** FastTab.
  - i. In the **View by** field, select Year.
  - j. On the **Home** tab, click **Show Matrix**.
  - k. Close the **Sales Analysis by Dim Matrix** page.
3. View the same item sales by area by COGS amount, and then by quantity.
  - a. On the **General** FastTab of the **Sales Analysis by Dimensions** page, in the **Show Value As** field, select COGS Amount.
  - b. On the **Home** tab, click **Show Matrix**.
  - c. Close the **Sales Analysis by Dim Matrix** page.
  - d. On the **General** FastTab of the **Sales Analysis by Dimensions** page, in the **Show Value As** field, select Quantity.
  - e. On the **Home** tab, click **Show Matrix**.
  - f. Close the **Sales Analysis by Dim Matrix** page.
4. View the item sales by area by sales amount for salesperson Peter Saddow, and then for salesperson John Roberts. Export the data for John Roberts to Excel.
  - a. On the **General** FastTab of the **Sales Analysis by Dimensions** page, in the **Show Value As** field, select Sales Amount.
  - b. On the **Filters** FastTab, in the **Salesperson Filter** field, enter "PS".
  - c. On the **Home** tab, click **Show Matrix**.
  - d. Close the **Sales Analysis by Dim Matrix** page.

- e. On the **Filters** FastTab of the **Sales Analysis by Dimensions** page, in the **Salesperson Filter** field, enter "JR".
- f. On the **Home** tab, click **Show Matrix**.
- g. On the **Navigate** tab of the **Sales Analysis by Dim Matrix** page, click **Export to Excel**.
- h. If it applies, select the relevant server access to Excel and then click **OK**.

## Sales and Purchase Budgets

Companies use sales and purchase budget functionality for planning, forecasting, and tracking against performance.

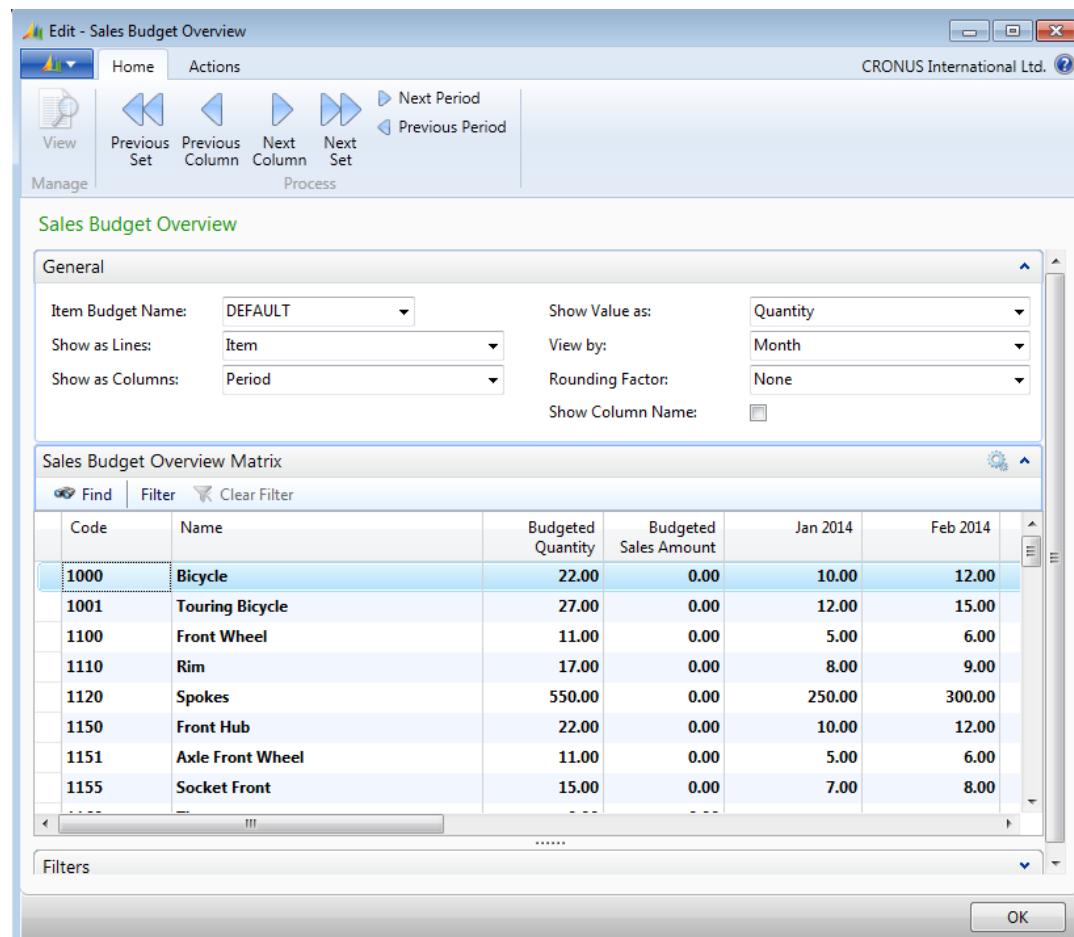


FIGURE 10.18: SALES ITEM BUDGET BY QUANTITY BY MONTH

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In this example, a sales budget is created for items by quantity by month. Quantities entered in the month columns are totaled in the **Budgeted Quantity** field.

In Microsoft Dynamics NAV, budgets can be created at multiple levels (item, customer, customer group, and vendor), and for multiple time periods (day, week, month, quarter, year, accounting period). Time period entries are stored at the day level, but can be rolled up to higher levels.

Sales budgets can be specified in quantities, sales amounts, and COGS amounts, whereas purchase budgets can be specified in quantities and cost amounts. Except for some differences in the headings, the functionality in sales and purchase budgets is otherwise identical.

You can easily change budget layouts by using the fields in the **General** FastTab (available on both the **Sales Budget Overview** and **Purchase Budget Overview** pages).

You can filter budget data in the **Filters** FastTab. You can also import data from or export data to Microsoft Excel. You can also include it in analysis reports to track budgeted figures against actuals and to calculate differences.

Finally, budgets are user-defined and independent of one another. Therefore, users can work on individual budgets for the same levels, time periods, and value types.

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 **Note:** Sales and purchase budgets differ from budgets used in the Financial Management area of the program. They are completely independent of one another.

---

This lesson focuses on three potential tasks in the budgeting process:

- Create a budget
- Export the budget to Microsoft Excel
- Use the budget in an analysis report

## Demonstration: Create a Purchase Budget

**Scenario:** Inga, the purchasing manager at CRONUS, must create a budget to forecast spending for each vendor for January through April 2014. This requires a new budget to be set up in Microsoft Dynamics NAV.

The first budget she sets up only has to include vendors 01254796 through 01905382. Therefore, she filters out all other vendors.

### Demonstration Steps

To set up the purchase budget, follow these steps.

1. In the **Search** box, enter “purchase budgets”, and then select the related link.
2. On the **Budget Names Purchase** page, on the **Home** tab, click **New**.
3. In the **Name** field, type “PURCHASE”.
4. In the **Description** field, type “Purchase”.
5. In the **Budget Dimension 1 Code** field, select PURCHASER.
6. On the **Home** tab, click **Edit Budget**.
7. On the **General** FastTab of the **Purchase Budget Overview** page, in the **Show as Lines** field, select Vendor.
8. Make sure that the **Show as Columns** field is set to Period.
9. Make sure that the **Show Value as** field is set to Cost Amount.
10. In the **View by** field, select Month.
11. In the **Rounding Factor** field, enter “1”.
12. Select the **Show Column Name** check box.
13. Expand the **Filters** FastTab. In the **Date Filter** field, enter “01/01/14..04/30/14”.
14. In the **Vendor Filter** field, enter “01254796..01905382”.

On the **Purch. Budget Overview Matrix** FastTab, enter the following values in the month columns.

Vendor Name, Number	January	February	March	April
Progressive Home Furnishings 01254796	900	900	3600	900

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Vendor Name, Number	January	February	March	April
Custom Metals Incorporated, 01587796	1200	1400	1800	1400
American Wood Exports, 01863656	3600	3600	4800	3600
Mundersand Corporation, 01905283	720	1800	720	720
NewCaSup, 01905382	4800	9000	12600	12600

The screenshot shows a software interface titled "Edit - Purchase Budget Overview". The top navigation bar includes "Home" and "Actions" buttons, along with "CRONUS International Ltd." branding. Below the toolbar, there are buttons for "View", "Manage", and "Process", with sub-options like "Previous Set", "Previous Column", "Next Column", "Next Set", and "Previous Period".

The main area is titled "Purchase Budget Overview" and contains a "General" configuration section. It includes dropdown menus for "Item Budget Name" (set to "PURCHASE"), "Show Value as" (set to "Cost Amount"), "Show as Lines" (set to "Vendor"), "View by" (set to "Month"), "Show as Columns" (set to "Period"), "Rounding Factor" (set to "1"), and a checked "Show Column Name" option.

Below the configuration is a "Purch. Budget Overview Matrix" grid. The columns are labeled "Code", "Name", "Budgeted Quantity", "Budgeted Cost Amount", "January", and "February". The rows list vendor codes: 01254796, 01587796, 01863656, 01905283, and 01905382. The data for each vendor is as follows:

Code	Name	Budgeted Quantity	Budgeted Cost Amount	January	February
01254796	Progressive Home Furnishings	0.00	6,300.00	900.00	900.00
01587796	Custom Metals Incorporated	0.00	5,800.00	1,200.00	1,400.00
01863656	American Wood Exports	0.00	15,600.00	3,600.00	3,600.00
01905283	Mundersand Corporation	0.00	3,960.00	720.00	1,800.00
01905382	NewCaSup	0.00	39,000.00	4,800.00	9,000.00

At the bottom of the window, there are "Filters" sections for "Date Filter" (set to "01/01/14..04/30/14"), "Vendor Filter" (set to "01254796..01905382"), "Budget Dimension 2 Filter", and "Budget Dimension 3 Filter". A large "OK" button is located at the bottom right.

**FIGURE 10.19: PURCHASE BUDGET OVERVIEW FOR THE PURCHASE BUDGET**

Notice how entries in the month columns are totaled in the **Budgeted Cost Amount** field. When the **Show Value As** field (in the **General** FastTab) is set to **Quantity**, the values are instead totaled in the **Budgeted Quantity** field (in a sales budget, sales amounts are totaled in the **Budgeted Sales Amount** field, quantities in the **Budgeted Quantity** field, and COGS amount totals are not shown).

The values entered and viewed in the **Purch. Budget Overview Matrix** FastTab are stored in the **Item Budget Entries** table. To work directly with these entries, drill down into one of the column values. This opens the **Item Budget Entries** page. Working in this page, you can add a description for each budget entry and assign dimensions and other information as needed. For more information about the fields in the **Item Budget Entries** page, refer to the online Help.

### Demonstration: Export Budget to Excel

You can export sales and purchase budgets in Microsoft Excel, make changes, and then import the budgets back into Microsoft Dynamics NAV. Follow the steps in the demonstration and then view the results.

**Scenario:** After Inga creates the purchase budget, she sends it to Vince, the operations manager, for approval.

Vince is traveling and does not have access to Microsoft Dynamics NAV. Inga exports the budget to Microsoft Excel and then sends it to him for changes. Vince wants to reduce purchases of a certain item from vendor NewCaSup. Therefore, he changes the amounts to the following:

- January: 3500
- February: 7500
- March: 10000
- April: 10000

After he makes the changes, Inga imports them into the budget in Microsoft Dynamics NAV.

### Demonstration Steps

To export the budget to Microsoft Excel, follow these steps.

1. Make sure that the **Purchase Budget Overview** page is still open for the PURCHASE budget.
2. On the **Actions** tab, click **Export to Excel**.
3. Set the **Option** field to Create Workbook.
4. Click **OK**.
5. If it applies, select the relevant server access to Excel, and then click **OK**.

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As soon as the data finishes processing, the Microsoft Excel workbook opens. The filters set in Microsoft Dynamics NAV are visible in the Excel worksheet. By default, the program names the worksheet "Budget."

To change the budget in Excel, follow these steps.

1. Save the workbook as Purchase Budget.
2. Change the budget as indicated in the following table.

Vendor No.	January	February	March	April
01905382	3500	7500	10000	10000

3. Save and close the changed workbook.
4. On the **Purchase Budget Overview** page in Microsoft Dynamics NAV, on the **Actions** tab, click **Import from Excel** to open the **Import Item Budget From Excel** page.
5. In the **Workbook File Name** field, click the **Assist>Edit** button and browse to the Purchase Budget workbook.
6. The **Worksheet Name** field should automatically change to Budget. If it does not change, click the **Assist>Edit** button and select Budget.
7. Accept all other default entries, and then click **OK**.
8. Click **Yes** to replace the existing entries and accept the message that appears.

The Microsoft Dynamics NAV budget updates with the new numbers for vendor NewCaSup.

### Demonstration: Include a Budget in the Analysis Report

Use sales and purchase budgets in the analysis reports to track budgeted amounts against actuals. This demonstration shows how to use a sales budget in an analysis report.

**Scenario:** Kevin, the sales manager at CRONUS, must compare the company's customer sales against the company's budget figures for January 2014.

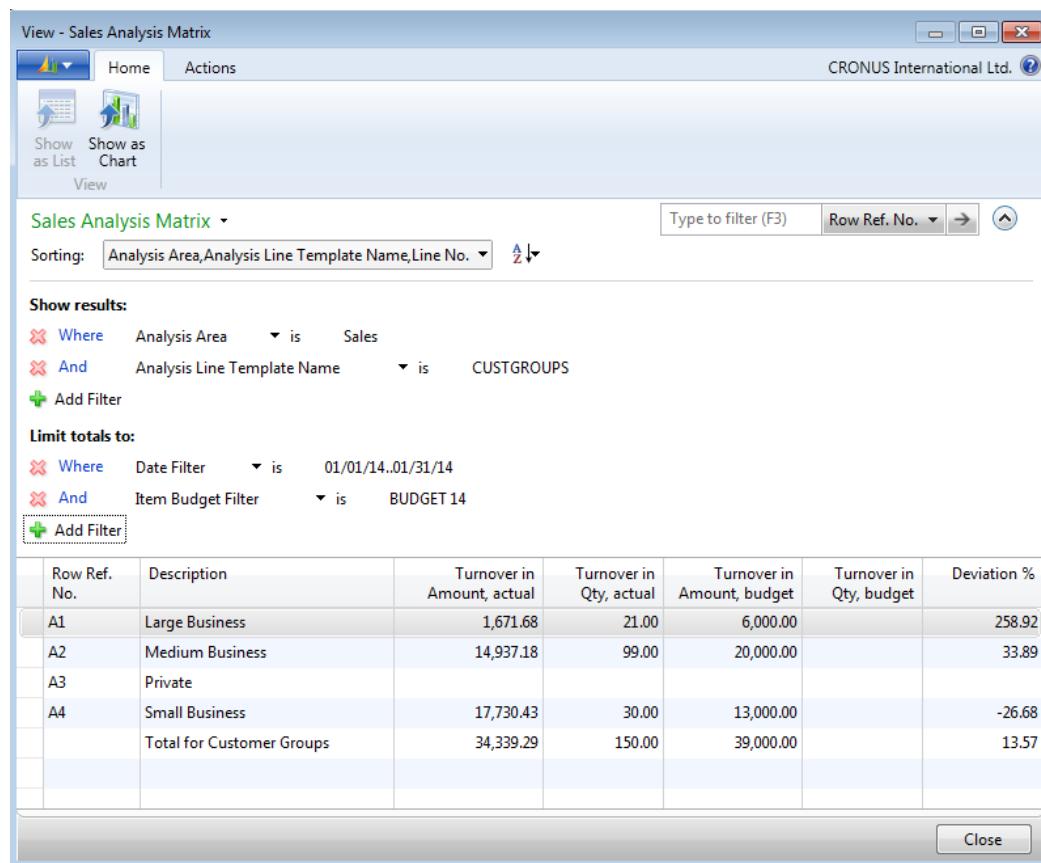
#### Demonstration Steps

To add budget information to the existing **CUST1-BUDG** report that shows actual amounts against budgeted amounts for each customer group, follow these steps.

1. In the **Search** box, enter "sales analysis reports", and then click the selected link.
2. On the **Analysis Report Sale** page, select the **CUST1-BUDG** report.

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3. On the **Home** tab, click **Edit Analysis Report** to open the **Sales Analysis Report** page.
4. Expand the **Matrix Options** FastTab.
5. In the **View by** field, select Month.
6. On the **Home** tab, click **Show Matrix** to open the **Sales Analysis Matrix** page.
7. Expand the **Filter** pane.
8. Under the Limit totals to: heading, click **Add Filter**.
9. Select Item Budget Filter and then, in the Enter a value field, select BUDGET 14.



**FIGURE 10.20: SALES ANALYSIS REPORT THAT HAS ACTUAL VERSUS BUDGETED AMOUNTS**

The **Sales Analysis Matrix** now shows the actual amounts compared to the budgeted amounts.

# Module Review

### ***Module Review and Takeaways***

Companies exhaust much effort to collect accurate data. Typically, this effort results in improved analysis of the company's performance and improvements in its business operations.

The Analysis and Reporting functionality in Microsoft Dynamics NAV is easy to use and provides high levels of integration between budgets, analysis review, reports and source data. Users do not have to have a background in Finance or Accounting to use this functionality.

With the Reporting functionality, you can do the following:

- Calculate a variance and move budget figures between Microsoft Dynamics NAV and Microsoft Excel.
- Use the budget features to create sales budgets and purchase budgets on a detailed level.
- Use budget version control to work on individual budgets at the same time.

The program makes it easy to compare analysis report data against budgets by using dimensions and dimension filters, without the need for high levels of technical training or custom programming.

### **Test Your Knowledge**

Test your knowledge with the following questions.

1. Where must you set up customer groups, item groups, and salespeople before you use them in an Analysis View Card?  
 Sales & Receivables Setup  
 Purchases & Payables Setup  
 General Ledger Setup  
 Inventory Setup

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2. Explain the difference between the line template and column template that is used when you create an analysis report.

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3. How do you set up a budget to enter a quantity of items to be purchased or sold?

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4. List three ways that you can present analysis reports.

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## Test Your Knowledge Solutions

### Module Review and Takeaways

1. Where must you set up customer groups, item groups, and salespeople before you use them in an Analysis View Card?  
 Sales & Receivables Setup  
 Purchases & Payables Setup  
 General Ledger Setup  
 Inventory Setup
2. Explain the difference between the line template and column template that is used when you create an analysis report.

MODEL ANSWER:

Line templates define the objects to analyze in an analysis report, such as customers, vendors, customer groups, items, or formulas. Column templates define the parameters that are used to analyze the objects, such as quantities and sales and cost amounts. The defined lines are listed as rows in the report and the defined columns are listed as columns.

3. How do you set up a budget to enter a quantity of items to be purchased or sold?

MODEL ANSWER:

Set the Show Value field to Quantity on the General FastTab of the Purchase Budget Overview or Sales Budget Overview page.

4. List three ways that you can present analysis reports.

MODEL ANSWER:

Printed document, print preview from the screen, and export to Microsoft Excel.

