***Elite**Series Analytics*

Release 9.5





Content Guide

TECSYS®

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Printed in Canada.
May 2017

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Table of Contents

1. Introduction

1.1 About This Guide

This guide describes the content and models that are available in ***Elite****Series* Analytics. Content ranges from reports to charts, dashboards and analyses that are designed to provide immediate insight into ***Elite****Series* data for the purpose of enabling operational, tactical and strategic decision-making.

This guide is divided into five sections that cover the following topics:

- Content Types
- BI Metadata Models
- Standard and Templates
- Folder Structure
- BI Content Overview

1.2 Intended Audience

The intended audiences for this guide are BI consumers, report developers, business analysts, and administrators.

1.3 Typographical Conventions

The following conventions are used to represent certain text elements within this document:

Convention	Definition
Text that appears in this Times New Roman font	The default font that is used for regular body text.
Text that appears in this Arial font	Titles of chapters, headings and subheadings, captions, and static elements that define the structural organization of this document.
Text That Appears in Title Text	View names and resource names. Page names, page section titles, subview titles, related resource titles, and tab titles from dialog pages. Field names and valid field values and/or descriptions, when these are in the process of being described or when direct cross references are made. **Note:** Table names appear in regular case.
Text that is underlined	Topic or document cross references, either internal or external.
TEXT THAT IS IN SMALL CAPS	Keys that you press on a keyboard.

Convention	Definition
Text that is bolded	Actions (generally buttons) and links that you click to select. Textual equivalent of certain icons (e.g. the **Graph** icon) that must be clicked to perform a given action. **Note:** Notes, warnings, examples and prerequisites are prefixed with the words **Note:, Important Note:, Warning:, Example:**, and **Prerequisite**:.
Text that is in this blue font	Lead-in to a basic procedure.
Text that is italicized	Terms or expressions on which you have placed emphasis.

1.4 Getting Customer Support

Should you need assistance beyond what this guide can provide, contact our Software Assistance Help Desk. TECSYS trained professionals may be reached at 1-888-TECSYS5. Before you call TECSYS Software Assistance, please perform the following steps:

- Check the documentation to ensure that the information you require has not already been supplied.
- Write down a detailed description of your problem or query, to assist you in describing the issue over the phone. Please note any error messages that are displayed on your screen.

2. Content Types

The term *content* refers to all reports, charts, dashboards and analyses that are produced and used to consume business data and enable operational (e.g. "What is happening right now that needs immediate attention?"), tactical (e.g. "How have we performed compared to last year so that we can determine if improvements can be made?"), and strategic (e.g. "Are we meeting the organization's strategic objectives?") decision-making.

Content can be designed to be both representative, such as a tabular report, and visual, such as a chart or graph. Furthermore, content can be designed to be interactive, allowing end-users to navigate through predefined hierarchies of data to conduct analyses.

The purpose of the ***EliteSeries Analytics*** content is to provide a foundation on which users may customize or develop content based on specific needs. It is also intended to demonstrate the various types of content that can be produced using the suite of tools available in ***EliteSeries Analytics***.

The following is a high level description of the various content types available in ***EliteSeries Analytics***.

2.1 Reports

Reports can range from simple tabular representations of data, to more complex outputs consisting of end-user prompts for data filtering, and pixel perfect formatting and layouts. Reports are produced using Report Studio by report writers and can be viewed by all users (subject to permissions defined by the Administrator). Only report writers may create and publish reports.

2.2 Charts

Charts provide a succinct representation of data through the use of visualization. Charts may vary depending on the nature of the data being presented, and are typically used to ease the understanding of large amounts of data and the relationships between data. Charts are produced using Report Studio by report writers and can be viewed by all users (subject to permissions defined by the Administrator). Only report writers may create and publish charts.

2.3 Dashboards

Dashboards provide a consolidated view of content to present a holistic view of an organization's overall performance. Dashboards may be produced to be interactive, such that a user may drill down and up through the data to lower levels of granularity. Dashboard content is produced using Report Studio by report writers and can be viewed by all users (subject to permissions defined by the Administrator). Only report writers may create and publish dashboards.

2.4 Analyses

Analyses represent the product of multi-dimensional data analysis. The term *OLAP* is frequently used to describe this type of activity. Analyses are produced and viewed using Analysis Studio by business analysts. Only business analysts may create and publish analyses.

The following table is a summary of the content types described above.

Content Type	Studio Used to Create	Creator/Publisher	User
Reports	Report Studio	Report Writer	All *
Charts	Report Studio	Report Writer	All *
Dashboards	Report Studio	Report Writer	All *
Analyses	Analysis Studio	Business Analyst	Business Analyst
* The Administrator can assign security at the content level to restrict user access.			

3. BI Metadata Models

BI metadata models are semantic layers of metadata designed to create a business representation of corporate data. These models map complex data into business terms and do not expose complex database language to end-users. Models also ensure that a common and consistent set of data are used. Models are created and published by data modelers using Framework Manager.

3.1 Report Models

Report models provide access to all underlying data elements of ***Elite**Series*. Developing reports from this type of data model must be done with caution as underlying relationships between data elements must be understood beforehand. It is recommended that the report writer have a solid understanding of the ***Elite**Series* data schema prior to developing content from this type of data model. Data available from this type of model represents live, transactional ***Elite**Series* data. The following is a list of the available report models:

Report Model Name
Accounts Payable
Accounts Receivable
Analysis Supplement - General Ledger
Analysis Supplement - Item Demand
Analysis Supplement - Sales Analysis
Analysis Supplement - Warehouse Transaction History
Centre Ice Distribution
Centre Ice Distribution Audit History
Customer Relationship Management
DMS Audit History
Electronic Data Interchange
General Ledger
Inventory Management
Issue Tracking Management System
MD M Audit History
Metadata
Metadata Audit History
Order Management System
Production
Purchasing
Requisition Management System
RMS Audit History
Sales Analysis
SMS Audit History
Supply Management System

Report Model Name
System Administration
TMS Audit History
Transportation Management System
Warehouse Management System
WMS Audit History

3.2 Query Models

Query models provide access to main data elements of ***Elite**Series*. Query models are simplified so that a report writer may quickly produce content. It is recommended that report writers with a limited understanding of the underlying data schema structure use this model as it will provide the necessary data for most types of content. Data available from this type of model represents live data that exists in ***Elite**Series*.

Query Model Name
Accounts Payable Transaction
Accounts Receivable Transaction
Commission History
Customer Return Line
Item History
Item Warehouse
Purchase Order Line
Sales History
Sales Invoice
Sales Invoice Line
Sales Order
Sales Order Line
TMS Shipment
TMS Shipment Package
WMS Command
WMS Daily Transaction Log
WMS Inbound Order Detail
WMS Outbound Order Detail
WMS Transaction History Log

3.3 Analysis Models

Analysis models are multi-dimensional representations of ***Elite**Series* data. These models enable OLAP type activities such as drilling down and up through data, as well as dynamically adding and removing dimensions and measures made available by the model. Reports that are generated off of this type of model may be enabled to allow the BI consumer to navigate through the levels of data determined by the report structure.

Data available from this type of model is derived from a *snapshot* of ***Elite**Series* data, and does not necessarily reflect the current state of data. Please see your administrator to inquire on the frequency at which these models are refreshed.

Analysis Model Name
All *
Demand and Forecasting
General Ledger
Item Demand
Sales Analysis
Shipping Performance
Supply Performance
Warehouse Performance
Warehouse Transaction History

* Consists of all analysis models listed in table above. Each of the models within *All* are mutually exclusive (i.e. analysis across models is not permitted). However, models can be linked via query subjects using Report Studio.

The following is a summary of the various models, recommended use, and corresponding Cognos Studio that may be used to leverage them. For further information on data models, please refer to the EliteSeries Analytics User Guide.

		Applicable Cognos Studio			
BI Metadata Model	**Recommended Use**	**Analysis Studio**	**Query Studio**	**Report Studio**	**Event Studio**
Analysis Model	OLAP analysis and end-user reporting with embedded drill functionality	Yes	Yes	Yes	Yes
Query Model	Simplified end-user querying and reporting based on a subset of transactional data designed to eliminate the complexity of data relationships	No	Yes	Yes	Yes
Report Model	Comprehensive access to all transactional data for the purpose of creating complex reports such as forms and statements	No	No	Yes	Yes

4. Content Standard and Templates

A common look and feel has been applied to all ***EliteSeries Analytics*** content. When producing customized content, the available sample reports may be used as a starting point. The samples are generic in design, and may be modified to suit specific needs, such as corporate branding and style guides. They also include sample queries to support multilingual reporting, if applicable.

These samples are located in the following folder within the ***EliteSeries Analytics*** Web portal:

Public Folders > Tecsys EliteSeries > Sample Report Layouts

The following is a summary of the available samples and template.

Report Sample	Description
Report	Sample report that includes generic header and footer. Also includes a Literal query for multilingual reporting.
Report with Prompt and Cover Page	Sample report that includes generic header and footer, as well as a generic prompt and cover page. Also includes a Literal query for multilingual reporting.
Dashboard Report	Sample report that includes a generic 2 x 2 table grid for content placement. Also includes a Literal query for multilingual reporting.
Dashboard Report with Prompts	Sample report that includes a generic 2 x 2 table grid for content placement, as well as a generic prompt. Also includes a Literal query for multilingual reporting.
Template	A report template that does not include any underlying query. May be used as a default template when producing content in Query, Report, and Analysis studios. Please note that the footer item called *username* is not available in the template.

5. Folder Structure

EliteSeries Analytics content is located in the following folder within the ***EliteSeries Analytics*** Web portal:

Public Folders > Tecsys EliteSeries

The following is a summary of the underlying folder structure.

Folder	**Description**
Portal Pages	Refers to the custom tabs that appear in the Web portal interface. The Public Folders and My Folders folders are standard tabs that appear by default.
Dashboards	Refers to Dashboard content. All content in this folder will appear as selections under the Dashboard tab.
Alerts	Refers to the alert notifications. Each alert will have an associated specification file and, when executed and when the criteria are met, a news item will be published to this folder. This news item will also appear under the Alerts tab.
Analyses and Queries	Refers to *quick start* links that open the listed query and analysis models with the appropriate Cognos studio. All content in this folder will appear under the Analyses and Queries tab.
Reports	Refers to all available Report, Analysis, and Chart content. All content in this folder will appear under the Reports tab.
Sample Report Layouts	Refers to the sample reports and templates that may be leveraged for report and dashboard development purposes.
Models	Refers to all published BI metadata models. When developing new content, a prompt will appear to select the appropriate model. For more information on publishing models, please refer to the EliteSeries Analytics User Guide.

6. Analytics Content Overview

The following subsections describe the content that is available in ***EliteSeries Analytics***. The structure of this section will present the various modules and related content in alphabetical order.

General Notes on Content Behavior

- Prompts are used to apply filters to content. If a selection is not made, then no filters will be applied against the content for the respective selection criteria.
- Prompts that display an asterisk (*) next to the prompt name are mandatory.
- Selections that are not made on the prompt page of a report will not appear on the corresponding cover page.
- To modify the selections made on the prompt page after having executed the report, simply click (Run action, located in the top right-hand corner of the page).
- Prompt pages are not included as part of the report output.
- Prompts that appear on the report result page are only supported when viewing in HTML format.
- Drill features within reports (if applicable) are only supported when viewed in HTML format.
- When drilling within a report, if the final level of granularity is reached and the intent is to return to the beginning state of the report, simply rerun the report.
- It is important to note the type of metadata model used to produce the report, as it will indicate whether the data being presented is live (directly from the transactional database of ***Elite****Series*) or as of a certain date (a snapshot of transactional data taken at regular intervals defined by the administrator).
- When drilling within a drill-enabled dashboard, if the final level of granularity is reached and the intent is to return to the beginning state of the report, simply refresh the dashboard page by clicking (Refresh action, located at the top of the page).

6.1 Distribution Management System

6.1.1 Accounts Payable

6.1.1.1 A/P Aging - Summary

This content represents an aging report summary of outstanding vendor invoices. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through source to A/P Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.

Prompt (* = Required)	Prompt Type	Comment
Minimum AP Owing	Edit Box	Applies to the AP balance of a vendor. Vendors that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Transaction Date Source	Radio Button	Default is transaction date.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an AP Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> ○ Blank will only apply the Group By 1 selection.

6.1.1.2 A/P Aging - Transaction

This content represents an aging report of outstanding vendor invoices. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts by document. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through target from A/P Aging - Summary. Drill through source to A/P Aging - Detail. Drill through to the next level is achieved by clicking on the **View Details** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum AP Owing	Edit Box	Applies to the AP balance of a vendor. Vendors that do not meet the criteria will be excluded.

Prompt (* = Required)	Prompt Type	Comment
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Transaction Date Source	Radio Button	Default is transaction date.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an AP Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> ○ Blank will only apply the Group By 1 selection.

Prompt (* = Required)	Prompt Type	Comment
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.1.3 A/P Aging - Detail

This content represents an aging report of outstanding vendor invoices. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts by document and transaction. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through target from A/P Aging - Transaction.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum AP Owing	Edit Box	Applies to the AP balance of a vendor. Vendors that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.

Prompt (* = Required)	Prompt Type	Comment
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Transaction Date Source	Radio Button	Default is transaction date.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an AP Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List box, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> o Blank will only apply the Group By 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.1.4 A/P Cash Requirement - Summary

This content represents a report of vendor invoices due for payment. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts. The amounts are assigned to customizable disbursement intervals.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through source to A/P Cash Requirement - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum Balance	Edit Box	Applies to the A/P balance of a vendor. Vendors that do not meet the criteria will be excluded.

Prompt (* = Required)	Prompt Type	Comment
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an A/P Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> ○ Blank will only apply the Group By 1 selection.

6.1.1.5 A/P Cash Requirement - Transaction

This content represents a report of vendor invoices due for payment. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts by document. The amounts are assigned to customizable disbursement intervals.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through target from A/P Cash Requirement - Summary. Drill through source to A/P Cash Requirement - Detail. Drill through to the next level is achieved by clicking on the **View Details** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum Balance	Edit Box	Applies to the A/P balance of a vendor. Vendors that do not meet the criteria will be excluded.

Prompt (* = Required)	Prompt Type	Comment
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an A/P Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> o Blank will only apply the Group y 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.1.6 A/P Cash Requirement - Detail

This content represents a report of vendor invoices due for payment. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts by document and transaction. The amounts are assigned to customizable disbursement intervals.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through target from A/P Cash Requirement - Transaction.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum Balance	Edit Box	Applies to the A/P balance of a vendor. Vendors that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.

Prompt (* = Required)	Prompt Type	Comment
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an A/P Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List box, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> ○ Blank will only apply the Group By 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.1.7 A/P Historical Aging - Summary

This content represents an aging report of open and/or closed vendor invoices. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through source to A/P Historical Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum AP Owing	Edit Box	Applies to the A/P balance of a vendor. Vendors that do not meet the criteria will be excluded.

Prompt (* = Required)	Prompt Type	Comment
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Transaction Date Source	Radio Button	Default is transaction date.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an A/P Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> o Blank will only apply the Group By 1 selection.

6.1.1.8 A/P Historical Aging - Transaction

This content represents an aging report of open and/or closed vendor invoices. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts by document. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through target from A/P Historical Aging - Summary. Drill through source to A/P Historical Aging - Detail. Drill through to the next level is achieved by clicking on the **View Details** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum AP Owing	Edit Box	Applies to the AP balance of a vendor. Vendors that do not meet the criteria will be excluded.

Prompt (* = Required)	Prompt Type	Comment
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Transaction Date Source	Radio Button	Default is transaction date.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an AP Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> ○ Blank will only apply the Group By 1 selection.

Prompt (* = Required)	Prompt Type	Comment
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.1.9 A/P Historical Aging - Detail

This content represents an aging report of open and/or closed vendor invoices. The report presents information organized by two customizable groupings and displays the corresponding transaction and balance amounts by document and transaction. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Payable	
Dependencies	Yes	Drill through target from A/P Historical Aging - Transaction.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Vendor	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Minimum AP Owing	Edit Box	Applies to the AP balance of a vendor. Vendors that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.

Prompt (* = Required)	Prompt Type	Comment
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction. Vendors that do not meet the criteria will be excluded.
Transaction Date Source	Radio Button	Default is transaction date.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Vendors	Radio Button	Applies to the vendors with an AP Balance of zero. Vendors that do not meet the criteria will be excluded. Default is No.
Currency	List box, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Group By 1	Drop-down, single-select	Options are: • Currency • Division (default) • GL Account • Vendor
Group By 2	Drop-down, single-select	Options are: • Division • Vendor (default) • <blank> o Blank will only apply the Group By 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.1.10 Applied A/P Transactions Journal

This content represents details of each applied transaction including the transaction number and date of the original unapplied transaction, the number of the document against which it was applied, the amount applied, the date on which the amount was applied, as well as the G/L distribution.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Accounts Payable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Vendor	Search, multi-select	
Year *	Drop-down, single-select	
Period *	Range	Auto populates when Year is selected.
Journal Number	Range	

6.1.1.11 Cash Disbursement Journal

This content represents a verification list of all transactions previously printed via Cash Disbursement List and updated via Cash Disbursement Update.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Accounts Payable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Vendor	Search, multi-select	
Year *	Drop-down, single-select	
Period *	Range	Auto populates when Year is selected.
Journal Number	Range	
Print Tax Detail	Radio button	Default is No
Print Document Detail	Radio button	Default is Yes

6.1.1.12 Payables Journal

This content represents a record of all transactions entered via Payables Entry.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Accounts Payable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Vendor	Search, multi-select	
Year *	Drop-down, single-select	
Period *	Range	Auto populates when Year is selected.
Journal Number	Range	
Print Tax Detail	Radio button	Default is No
Print Accruals	Radio button	Default is Yes

6.1.1.13 Payables List

This content represents a record of all transactions entered via Payables Entry.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model – Accounts Payable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Vendor	Search, multi-select	
Include Updated Transactions	Radio button	Default is No
Transaction	Search, multi-select	
Payable Group	List, multi-select	
Created By	List, multi-select	
Print Tax Detail	Radio button	Default is No
Print Accruals	Radio button	Default is Yes

6.1.2 Accounts Receivable

6.1.2.1 A/R Aging - Summary

This content represents an aging report summary of open customer invoices. The report presents information organized by two customizable groupings and displays the corresponding transactions and amounts. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	Yes	Drill through source to A/R Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Territory	List, multi-select	Auto-populated based on selection of an organization.
Customer Type	Radio button	Governs whether the Customer prompt will display Bill To or Charge To customers. Options are: • Charge To (default) • Bill To
Customer	Search, multi-select	
Interval 1	Edit Box	Default is 30.

Prompt (* = Required)	Prompt Type	Comment
Interval 2	Edit Box	Default is 60.
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Min A/R Owing	Edit Box	Applies to the A/R Owing of a customer. Customers that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction of a customer. Customers that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Customers	Radio Button, boolean	Applies to the customers with an A/R Owing of zero. Customers that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Over Credit Limit Only	Radio Button, boolean	Applies to the customer's credit limit and A/R Owing. Customers that do not meet the criteria will be excluded. Default is No.
Aging Method	Radio Button	Applies to the method of calculating the A/R age. Options are: • Due Date (default) • Transaction Date

<table>
<tr><th>Prompt (* = Required)</th><th>Prompt Type</th><th>Comment</th></tr>
<tr><td>Group By 1</td><td>Drop-down, single-select</td><td>Options are:
Bill To
Charge To (default)
Currency
Division
G/L Account
Salesperson
Territory</td></tr>
<tr><td>Group By 2</td><td>Drop-down, single-select</td><td>Options are:
Bill To (default)
Charge To
Division
<blank>
Blank will only apply the Group By 1 selection.</td></tr>
</table>

6.1.2.2 A/R Aging - Transaction

This content represents an aging report summary of open customer invoices. The report presents information organized by two customizable groupings and displays the corresponding transactions and amounts by document. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	Yes	Drill through source to A/R Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Territory	List, multi-select	Auto-populated based on selection of an organization.
Customer Type	Radio button	Governs whether the Customer prompt will display Bill To or Charge To customers. Options are: • Charge To (default) • Bill To
Customer	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.

Prompt (* = Required)	Prompt Type	Comment
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Min A/R Owing	Edit Box	Applies to the A/R Owing of a customer. Customers that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction of a customer. Customers that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Customers	Radio Button, boolean	Applies to the customers with an A/R Owing of zero. Customers that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Over Credit Limit Only	Radio Button, boolean	Applies to the customer’s credit limit and A/R Owing. Customers that do not meet the criteria will be excluded. Default is No.
Aging Method	Radio Button	Applies to the method of calculating the A/R age. Options are: • Due Date (default) • Transaction Date

<table>
<tr><th>Prompt (* = Required)</th><th>Prompt Type</th><th>Comment</th></tr>
<tr><td>Group By 1</td><td>Drop-down, single-select</td><td>Options are:
• Bill To
• Charge To (default)
• Currency
• Division
• G/L Account
• Salesperson
• Territory</td></tr>
<tr><td>Group By 2</td><td>Drop-down, single-select</td><td>Options are:
• Bill To (default)
• Charge To
• Division
• <blank>
  ○ Blank will only apply the Group By 1 selection.</td></tr>
<tr><td>Sort Details By</td><td>Radio Button</td><td>Applies to the sort sequence of the document transactions.
Options are:
• Document (default)
• Due Date
• Vendor Transaction Date</td></tr>
</table>

6.1.2.3 A/R Aging - Detail

This content represents an aging report summary of open customer invoices. The report presents information organized by two customizable groupings and displays the corresponding transactions and amounts by document and transaction. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	Yes	Drill through source to A/R Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Territory	List, multi-select	Auto-populated based on selection of an organization.
Customer Type	Radio button	Governs whether the Customer prompt will display Bill To or Charge To customers. Options are: • Charge To (default) • Bill To
Customer	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.

Prompt (* = Required)	Prompt Type	Comment
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Min A/R Owing	Edit Box	Applies to the A/R Owing of a customer. Customers that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction of a customer. Customers that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Customers	Radio Button, boolean	Applies to the customers with an A/R Owing of zero. Customers that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Over Credit Limit Only	Radio Button, boolean	Applies to the customer’s credit limit and A/R Owing. Customers that do not meet the criteria will be excluded. Default is No.
Aging Method	Radio Button	Applies to the method of calculating the A/R age. Options are: • Due Date (default) • Transaction Date

Prompt (* = Required)	Prompt Type	Comment
Group By 1	Drop-down, single-select	Options are: • Bill To • Charge To (default) • Currency • Division • G/L Account • Salesperson • Territory
Group By 2	Drop-down, single-select	Options are: • Bill To (default) • Charge To • Division • <blank> ○ Blank will only apply the Group By 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.2.4 A/R Historical Aging - Summary

This content represents an aging report summary of open and/or closed customer invoices. The report presents information organized by two customizable groupings and displays the corresponding transactions and amounts. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	Yes	Drill through source to A/R Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Territory	List, multi-select	Auto-populated based on selection of an organization.
Customer Type	Radio button	Governs whether the Customer prompt will display Bill To or Charge To customers. Options are: • Charge To (default) • Bill To
Customer	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.

Prompt (* = Required)	Prompt Type	Comment
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Min A/R Owing	Edit Box	Applies to the A/R Owing of a customer. Customers that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction of a customer. Customers that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Customers	Radio Button, boolean	Applies to the customers with an A/R Owing of zero. Customers that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Over Credit Limit Only	Radio Button, boolean	Applies to the customer’s credit limit and A/R Owing. Customers that do not meet the criteria will be excluded. Default is No.
Aging Method	Radio Button	Applies to the method of calculating the A/R age. Options are: • Due Date (default) • Transaction Date

Prompt (* = Required)	Prompt Type	Comment
Group By 1	Drop-down, single-select	Options are: • Bill To • Charge To (default) • Currency • Division • G/L Account • Salesperson • Territory
Group By 2	Drop-down, single-select	Options are: • Bill To (default) • Charge To • Division • <blank> ○ Blank will only apply the Group By 1 selection.

6.1.2.5 A/R Aging - Transaction

This content represents an aging report summary of open and/or closed customer invoices. The report presents information organized by two customizable groupings and displays the corresponding transactions and amounts by document. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	Yes	Drill through source to A/R Aging - Transaction. Drill through to the next level is achieved by clicking on the View Transactions hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Territory	List, multi-select	Auto-populated based on selection of an organization.
Customer Type	Radio button	Governs whether the Customer prompt will display Bill To or Charge To customers. Options are: • Charge To (default) • Bill To
Customer	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.

Prompt (* = Required)	Prompt Type	Comment
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Min A/R Owing	Edit Box	Applies to the A/R Owing of a customer. Customers that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction of a customer. Customers that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Customers	Radio Button, boolean	Applies to the customers with an A/R Owing of zero. Customers that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Over Credit Limit Only	Radio Button, boolean	Applies to the customer’s credit limit and A/R Owing. Customers that do not meet the criteria will be excluded. Default is No.
Aging Method	Radio Button	Applies to the method of calculating the A/R age. Options are: • Due Date (default) • Transaction Date

Prompt (* = Required)	Prompt Type	Comment
Group By 1	Drop-down, single-select	Options are: • Bill To • Charge To (default) • Currency • Division • G/L Account • Salesperson • Territory
Group By 2	Drop-down, single-select	Options are: • Bill To (default) • Charge To • Division • <blank> ○ Blank will only apply the Group By 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.2.6 A/R Aging - Detail

This content represents an aging report summary of open and/or closed customer invoices. The report presents information organized by two customizable groupings and displays the corresponding transactions and amounts by document and transaction. The amounts are assigned to customizable aging ranges.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, As of Date
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	Yes	Drill through source to A/R Aging - Transaction. Drill through to the next level is achieved by clicking on the **View Transactions** hyperlink. The criteria selections will be passed to the target report.

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Division	List, multi-select	Auto-populated based on selection of an organization.
G/L Account	List, multi-select	Auto-populated based on selection of an organization.
Territory	List, multi-select	Auto-populated based on selection of an organization.
Customer Type	Radio button	Governs whether the Customer prompt will display Bill To or Charge To customers. Options are: • Charge To (default) • Bill To
Customer	Search, multi-select	
Interval 1	Edit Box	Default is 30.
Interval 2	Edit Box	Default is 60.

Prompt (* = Required)	Prompt Type	Comment
Interval 3	Edit Box	Default is 90.
Interval 4	Edit Box	Default is 120.
Min A/R Owing	Edit Box	Applies to the A/R Owing of a customer. Customers that do not meet the criteria will be excluded.
As of Date	Date	Applies to the transaction date. Transactions that do not meet the criteria will be excluded. Default is current date.
Minimum Days Overdue	Edit Box	Applies to the oldest overdue transaction of a customer. Customers that do not meet the criteria will be excluded.
Print Currency	Radio Button	Applies to the method used to calculate the age amounts. Options are: • Domestic (default) • Transactional
Include Zero Balance Customers	Radio Button, boolean	Applies to the customers with an A/R Owing of zero. Customers that do not meet the criteria will be excluded. Default is No.
Currency	List, multi-select	Applies to the currency used in the transaction. Transactions that do not meet the criteria will be excluded.
Over Credit Limit Only	Radio Button, boolean	Applies to the customer’s credit limit and A/R Owing. Customers that do not meet the criteria will be excluded. Default is No.
Aging Method	Radio Button	Applies to the method of calculating the A/R age. Options are: • Due Date (default) • Transaction Date

Prompt (* = Required)	Prompt Type	Comment
Group By 1	Drop-down, single-select	Options are: • Bill To • Charge To (default) • Currency • Division • G/L Account • Salesperson • Territory
Group By 2	Drop-down, single-select	Options are: • Bill To (default) • Charge To • Division • <blank> ○ Blank will only apply the Group By 1 selection.
Sort Details By	Radio Button	Applies to the sort sequence of the document transactions. Options are: • Document (default) • Due Date • Vendor Transaction Date

6.1.2.7 A/R Memo Journal

This content represents a journal entry of all transactions entered via A/R Memo Entry.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Customer	Search, multi-select	
Year *	List, multi-select	
Period *	Range	Auto-populated when Year selected
Journal	Range	

6.1.2.8 A/R Memo List

This content represents a list of all transactions entered via A/R Memo Entry.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Customer	Search, multi-select	
Created By	List, multi-select	
Include Updated Batches	Radio button	Default is No
Batch	Range	

6.1.2.9 Applied A/R Transactions Journal

This content represents a record of all transactions entered via A/R Transaction Application.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model - Accounts Receivable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Customer	Search, multi-select	
Year *	List, multi-select	
Period *	Range	Auto-populated when Year selected
Journal	Range	

6.1.2.10 Cash Receipt Journal

This content represents journals generated via Cash Receipt Update for the transactions entered using Cash Receipt Entry.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Accounts Receivable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Year *	List, multi-select	
Period *	Range	Auto-populated when Year selected
Journal	Range	
Bank	List, multi-select	
Print Document Details	Radio button	Default is Yes
Print Payment Details	Radio button	Default is Yes

6.1.2.11 Cash Receipt List

This content represents a list of cash receipts.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	The cover page can be suppressed with the corresponding prompt.
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Accounts Receivable	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization *	Drop-down, single-select	
Bank	List, multi-select	
Include Update Batches	Radio button	Default is No
Batch	Range	Auto-populated when Year selected
Created By	List, multi-select	
Print Document Details	Radio button	Default is Yes
Print Payment Details	Radio button	Default is Yes

6.1.3 Customer Performance - Dashboard

This content presents a visual representation of customer credit, account balance, sales and margins, orders, and returns performance.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model - Sales Analysis	
Dashlets	1- On Credit Hold	Shows the current number of customers on credit hold. An empty dial indicates no data returned. The Year prompt does not apply to this section.
	2- Over Credit	Shows the current total value of customers over their credit limit, converted to the organization's domestic currency. An empty dial indicates no data returned. The Year prompt does not apply to this section.
	3- Overall AR Owing	Shows the current total value of Accounts Receivable organized by aging intervals, and converted to the organization's domestic currency. The Year prompt does not apply to this section.
	4- AR Owing	Shows the current top/ bottom Accounts Receivable by customer, organized by aging intervals, and converted to the organization's domestic currency. The Year prompt does not apply to this section.
	5- Item Visibility (Customer)	Shows the top/ bottom Sales and Margins by Customer as a percentage of Overall Sales and Margins for the organization. The Rank By and Top/Bottom prompts are applied to this section.
	6- Item Visibility (Customer Item)	Shows the top/ bottom Sales and Margins by Item and Customer as a percentage of overall Sales and Margin for the customer.

Feature	Description	Comment
	7- Orders	Shows Customer order performance. Percentages are based on the respective value as a percentage of overall values for the organization. The selection made in the Rank By prompt will highlight the applicable column in the result.
Dependencies	8- Returns	Shows the top/bottom number of returns and lines returned.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	
	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization*	Drop-down, single-select	Default is All.
Division*	Drop-down, single-select	All divisions for all organizations are displayed. Default is All.
Ranking*	Drop-down, single-select	Default is All.
Year*	Drop-down, single-select	Default is Current Year.
Submit	Button	The **Submit** button will apply all the values of the prompts to the dashboard.
Top / Bottom	Drop-down, single-select	Used to display top and bottom performers. Default is Top 10.
Rank By (Item Visibility)	Drop-down, single-select	Specifies how the Top/Bottom prompt will rank the results. Default is Sales.
Rank By (Orders)	Drop-down, single-select	Specifies how the Top/Bottom prompt will rank the results. Default is Number of Orders.

6.1.4 General Ledger

Key Notes

- In the features grid, there is an entry that indicates whether the report has an equivalent analysis. Analysis content can only be viewed by the business analyst role(s).
- Balance Sheet Accounts and Income Statement Accounts reports are not designed to be used as statements. They are designed to conduct analysis on specific GL accounts. At the highest level, subtotals will not be meaningful.
- Reports that are by Quarter will begin at the year level, but will drill down to the quarter level.
- Reports that are by Period will begin at the year level, but will drill down to the period level.
- Analysis content does not contain prompts, headers or footers.

6.1.4.1 Financial Performance – Dashboard

This content represents a summarized view of both key Balance Sheet and Income Statement accounts, as well as a series of financial metrics.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – General Ledger	
Dashlets	1- Balance Sheet	Shows a summarized representation of the balance sheet with a YTD vs. LYTD comparison.
	2- Income Statement	Shows a summarized representation of the income statement with a YTD vs. LYTD comparison.
	3- Balance Sheet Cumulative	Shows cumulative changes to key balance sheet accounts over the last 12 periods.
	4- Income Statement Cumulative	Shows cumulative changes to key income statement accounts over the last 12 periods.
	5- Balance Sheet Net Change	Shows net changes to key balance sheet accounts over the last 12 periods.
	6- Income Statement Net Change	Shows net changes to key income statement accounts over the last 12 periods.

Feature	Description	Comment
	7- Metric a. Current Ratio b. Quick Ratio c. Liability Ratio d. Return on Assets Ratio e. Gross Margin Ratio f. Return on Investment Ratio g. AR Turnover Ratio h. Sales to Net Working Capital.	Shows a series of financial metrics comparing YTD vs. LYTD measures, as well as a trend of the last 12 periods.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.
Period	Drop-down, single-select	The chosen period determines the scope of YTD vs. LYTD and last 12 periods.
Submit	Button	

6.1.4.2 Balance Sheet Accounts - Actuals by Period - Report

This content represents the closing balance per balance sheet account, by period. Periods are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	

Feature	Description	Comment
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.3 Balance Sheet Accounts - Actuals by Quarter - Report

This content represents the closing balance per balance sheet account, by quarter. Quarters are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.4 Income Statement Accounts - Actuals vs. Budget by Period - Report

This content represents the actual, budget, and variance amounts per income statement account, by period. Periods are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.
Budget	Drop-down, single-select	Auto-submit

6.1.4.5 Income Statement Accounts - Actuals vs. Budget by Quarter - Report

This content represents the actual, budget, and variance amounts per income statement account, by quarter. Quarters are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.
Budget	Drop-down, single-select	Auto-submit

6.1.4.6 Revenue by Period - Report

This content represents revenues by period. Periods are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.7 Revenue by Quarter - Report

This content represents revenues by quarter. Quarters are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.8 Revenue by YTD vs. LYTD - Report

This content represents revenues by year to date vs. last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.9 Expenses by Period - Report

This content represents expenses by period. Periods are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.10 Expenses by Quarter - Report

This content represents expenses by quarter. Quarters are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.11 Expenses by YTD vs. LYTD - Report

This content represents expenses by year to date vs. last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.12 Cost of Goods Sold by Period - Report

This content represents the cost of goods sold by period. Periods are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.13 Cost of Goods Sold by Quarter - Report

This content represents the cost of goods sold by quarter. Quarters are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.14 Cost of Goods Sold by YTD vs. LYTD - Report

This content represents the cost of goods sold by year to date vs. last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.

6.1.4.15 Balance Sheet

This content represents a financial balance sheet comparing the selected period for the current year versus the previous year. Data is presented at the account detail level for the corresponding account classes.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Year, Period, Organization, Division(s)
BI Metadata Model	Analysis Model (DMR) - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Year *	Drop-down, single-select	
Period *	Drop-down, single-select	Dynamically populated based on Year selection.
Organization	Drop-down, single-select	
Division	List, multi-select	Dynamically populated based on Organization selection.

6.1.4.16 Income Statement

This content represents a financial income statement comparing actual amounts versus budget amounts, presented for the period and year to date. Data is presented at the account detail level for the corresponding account classes.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Year, Period, Organization, Division(s)
BI Metadata Model	Analysis Model (DMR) - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Year *	Drop-down, single-select	
Period *	Drop-down, single-select	Dynamically populated based on Year selection.
Budget *	Drop-down, single-select	
Organization	Drop-down, single-select	
Division	List, multi-select	Dynamically populated based on Organization selection.

6.1.4.17 Trial Balance

This content represents a list of the opening balance, total debits, total credits and closing balance of any range of General Ledger accounts belonging to the specified organization and division codes.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization*	Drop-down, single-select	
Division	List, multi-select	Dynamically populated based on Organization selection.
Year *	Drop-down, single-select	
Period *	Drop-down, range	Dynamically populated based on Year selection.
GL Account	List, multi-select	
GL Class	List, multi-select	
Include Zero Balance Accounts	Radio button	Default is No

6.1.4.18 Trial Balance Detail

This content represents a detailed list of the opening balance, total debits, total credits and closing balance of any range of General Ledger accounts belonging to the specified organization and division codes. Details include journal entries.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization*	Drop-down, single-select	
Division	List, multi-select	Dynamically populated based on Organization selection.
Year *	Drop-down, single-select	
Period *	Drop-down, range	Dynamically populated based on Year selection.
GL Account	List, multi-select	
GL Class	List, multi-select	
Include Zero Balance Accounts	Radio button	Default is No

6.1.4.19 General Journal

This content represents a list entries made in the general ledger.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - General Ledger	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization*	Drop-down, single-select	
Year *	Drop-down, single-select	
Period *	Range	Dynamically populated based on Year selection.
Journal		
Print Comments	Radio button	Default is Yes

6.1.5 Inventory Management

6.1.5.1 Inventory Performance – Dashboard

This content presents a visual representation of customer credit, account balance, sales and margins, orders, and returns performance.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model – Inventory Management	
Dashlets	1- Sales and Margins	Shows the top/ bottom Sales and Margins by Item.
	2- Hits and Customers	Shows the top/ bottom # of times an item appears on a sales order (Hit) and the unique number of customers who placed an order for that item.
	3- GMROI	Shows the top/ bottom GMROI by item.
	4- Customer Visibility (Item)	Shows the top/ bottom Sales and Margins by Item as a percentage of Overall Sales and Margins for the organization. The Rank By and Top/Bottom prompts are applied to this section.
	5- Customer Visibility (Item Customer)	Shows the top/ bottom Sales and Margins by Item and Customer as a percentage of overall Sales and Margin for the customer.
	6- Turnover Days	Shows the top/ bottom Turnover Days by item.
	7- Demand Variability	Shows the top/ bottom Demand Variability by item.
	8- Inventory Value and Activity	Shows the top/ bottom Value on Hand and Days Inactive by Item. Can be ranked Value on Hand or Days Inactive.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization*	Drop-down, single-select	Default is All.

Warehouse*	Drop-down, single-select	All warehouses for all organizations are displayed. Default is All.
SA Group*	Drop-down, single-select	All SA Groups for all organizations are displayed. Default is All.
Item Ranking*	Drop-down, single-select	Default is All.
Year*	Drop-down, single-select	Default is Current Year.
Submit	Button	The **Submit** button will apply all the values of the prompts to the dashboard.
Top / Bottom	Drop-down, single-select	Used to display top and bottom performers. Default is Top 10.
Rank By (Customer Visibility)	Drop-down, single-select	Specifies how the Top/Bottom prompt will rank the results. Default is Sales.
Rank By (Inventory Value and Activitiy)	Drop-down, single-select	Specifies how the Top/Bottom prompt will rank the results. Default is Number of Value on Hand.

6.1.5.2 Future Analysis Report

This content provides a listing of current inventories as well as projected inventory commitments.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Projection End Date, Scale
BI Metadata Model	Report Model – Inventory Management	
Dependencies	None	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization*	Drop-down, single-select	Default is All.
Warehouse	List, multi-select	Populated when Organization is selected.
Item	Search, multi-select	
Projection End Date	Date	
Scale	Radio button	Default is Monthly

6.1.5.3 Inventory Analysis Report

This content represents current inventory stock statistics versus lead times and minimum/maximum levels. This information is then used to suggest reorder quantities and to advise you of the number of days for which supply is available.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Warehouse(s)
BI Metadata Model	Report Model – Inventory Management	
Dependencies	None	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization*	Drop-down, single-select	Default is All.
Warehouse	List, multi-select	Populated when Organization is selected.
Item	Search, multi-select	
Item Status	Radio button	Default is Active
Year*	Drop-down, single-select	
Period	Range	Populated when Year is selected.
Number of Days per Period	Edit box	Default is 20
Availability Calculation Method	Radio button	Default is Outgoing
Include	Drop-down, single-select	Default is All
Inventory Turnover Method	Check box	Default is Shipped
Annualized	Radio button	Default is Yes
Sort By	Drop-down, single-select	Default is Warehouse,Item

6.1.5.4 Inventory Book

This content represents an inventory count worksheet. The worksheet provides a method of gathering and entering physical inventory count information.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Division(s)
BI Metadata Model	Report Model – Inventory Management	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization*	Drop-down, single-select	
Warehouse	List, multi-select	
Run Number	List, multi-select	
Sheet Number	List, multi-select	
Print on Hand	Radio button	Default is No.
Count Source	Radio button	Default is Physical Inventory.

6.1.5.5 Inventory Journal

This content represents a list of all transactions entered and processed via the following resources: Stock Adjustment Entry, Stock Damaged Entry, Stock Used Entry, Stock Purchased Entry, Stock Produced Entry, Stock Received Entry, Stock Returned Entry, Stock Shipped Entry, Stock Transferred Entry, Shipment Update (Warehouse Transfers), Receipts Update (Warehouse Transfers), Physical Inventory Update, Item Cost Adjustment Entry, Bin Inventory Adjustment Entry, Vendor Return Entry, and the WMS Inbound Data Handler.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Inventory Management	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization*	Drop-down, single-select	
Warehouse	List, multi-select	
Year *		
Period *		Auto populates when Year is selected.
Journal		
Movement Code	List, multi-select	

6.1.5.6 Inventory Receipts Projection

This content provides a listing of items, their current on hand quantities, as well future inbound items based on the selected projection date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model – Inventory Management	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Show Cover Page	Check Box	Default is Yes (check box is checked).
Organization*	Drop-down, single-select	
Item	Search, multi-select	
P/O	Range	
Projection End Date	Date	
Scale	Radio button	Default is Monthly

6.1.6 Order Management System

6.1.6.1 Invoice Journal

This content represents a journal entry of all invoices created through the Order Management System, and updated through Invoice Update.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Division(s)
BI Metadata Model	Report Model - Order Management System	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Customer	Search, multi-select	
Year *	Drop-down, single-select	
Period *	Range	Auto populates when Year is selected.
Journal Number	Range	
Currency	List box, mult-select	

6.1.6.2 Open Order Lines by Customer Report

This content presents a list of all open order lines by customer. It is also associated with the Open Orders by Customer Report (please see Open Orders by Customer Report).

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Division(s)
BI Metadata Model	Report Model - Order Management System	
Dependencies	Yes	Open Orders by Customer Report

Prompts

Prompt (* = Required)	Prompt Type	Comment
Customer	Search, multi-select	
Organization	Drop-down, single-select	
Division	List, multi-select	
Order Number	Range	Default is lowest to highest value.
Order Date	Date Range	Default is earliest date to latest date.
Cancel by Date	Date Range	Default is earliest date to latest date.
Priority	Range	Default is lowest to highest value.
Customer P/O	Range	Default is lowest to highest value.
Warehouse	List, multi-select	
Item	List, multi-select	
Request Receipt Date	Date Range	Default is earliest date to latest date.

6.1.6.3 Open Orders by Customer Report

This content presents a list of all open orders by customer. It also includes an embedded hyperlink for each open order that, when selected, will present the Open Order Lines by Customer report for the selected open order.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Division(s)
BI Metadata Model	Report Model - Order Management System	
Dependencies	Yes	Open Order Lines by Customer Report

Prompts

Prompt (* = Required)	Prompt Type	Comment
Customer	Search, multi-select	
Organization	Drop-down, single-select	
Division	List, multi-select	Dynamically populated based on Organization selection.
Order Number	Range	Default is lowest to highest value.
Order Date	Date Range	Default is earliest date to latest date.
Cancel by Date	Date Range	Default is earliest date to latest date.
Priority	Range	Default is lowest to highest value.
Customer P/O	Range	Default is lowest to highest value.

6.1.6.4 Open Orders by Sales Representative Report

This content presents a list of all open orders by sales representative. It is also associated with the open orders dashboard (please see Open Orders - Dashboard).

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	Organization, Division(s)
BI Metadata Model	Report Model - Order Management System	
Dependencies	Yes	Open Orders Dashboard

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sale Representative *	Drop-down, multi-select	

6.1.6.5 Open Orders - Dashboard

This content presents a visual representation of (1) the value of open orders by sales representative and (2) the total value of the current week's sales by date. The current week is the current calendar week that begins on Monday and ends on Sunday. The current week can span across two months.

Features

Feature	Description	Comment
Content Type	Dashboard	
Data Model	Report Model - Order Management System	
Sections	1- Open Order Value by Sales Representative 2- Current Week Sales	
Dependencies	Yes	Drill-through from Open Order value by Sales Representative to Open Orders by Sales Representative Report

6.1.6.6 Orders on Hold Report

This content presents a list of all orders on hold by customer.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - Order Management System	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Division	List, multi-select	
Warehouse	List, multi-select	
Customer	Search, multi-select	
Item	Search, multi-select	
Hold Reason	List, multi-select	
Pick Date	Date range	Default is lowest to highest values.

6.1.6.7 Sales Order Fill Rate

This content represents information pertaining sales order fill rate performance. This information is presented in overview form on the cover page, in detail form in the detail section, and has summary sections at the end of the report.

% Filled refers to the individual quantity fill rate of a particular line. For example, a line that has 20 ordered but 10 shipped is represented as 50% filled. This metric is only used at the detail level.

Fill rate refers to the overall rate at which lines are filled, regardless of quantities. For example, a line that has 20 ordered but 10 shipped is counted as a line not filled. The overall rate represents the total number of lines filled divided by the total number of lines. Fill rates are presented in the summary pages.

The % Filled on the prompt page indicates the range of % Filled to focus the report. In order to view only the lines that have not been filled, change the To range to '99'.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Order Date
BI Metadata Model	Report Model - Order Management System	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	Auto-submit
Division	List, multi-select	based on org selection
Warehouse	List, multi-select	based on org selection
Customer	Search, multi-select	based on org selection
Item	Search, multi-select	based on org selection
Order	Range	Default is lowest to highest value.
Order Status	List, multi-select	
Order Date	Date range	Default is lowest to highest value.
ABC Classification	List, multi-select	
% Filled	Range	Default is 0 to 100

6.1.6.8 Shipment Accrual Journal

This content represents a trace of all shipments that have not been invoiced for a given period. It can be a valuable tool when reviewing what is to be invoiced at a later date for the period in question.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Division(s)
BI Metadata Model	Report Model - Order Management System	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Year *	Drop-down, single-select	
Period *	Range	Auto populates when Year is selected.
Journal Number	Range	
PPS Number	Range	

6.1.7 Production

6.1.7.1 Indented BOM Availability List

This content represents a trace of all bill of material items and their availability.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Warehouse(s)
BI Metadata Model	Report Model - Production	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Warehouse *	Drop-down, single-select	
BOM Item	Search, multi-select	
Process	List, multi-select	
Number of Levels	Edit field	Only accepts numerics
Revision Level	Drop-down, single-select	

6.1.7.2 Production Entry List

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Warehouse(s)
BI Metadata Model	Report Model - Production	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Warehouse *	Drop-down, single-select	
Item	Search, multi-select	
Work Order Number	Drop-down, range	
Process	List, multi-select	

6.1.7.3 Production Journal

This content represents a journal of all transactions entered via Production Completion Entry.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Warehouse(s)
BI Metadata Model	Report Model - Production	
Dependencies	None	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Warehouse	Search, multi-select	
Year	Drop-down, single-select	Triggers Period
Period	Drop-down, range	Auto-populates when Year is selected.
Journal Number	Drop-down, range	
Work Order Number	Drop-down, range	
Print Detail	Edit field	Default is No

6.1.8 Purchasing

Key Notes

- For reports that display YTD and LYTD vs. YTD figures and have drill down/up enabled, it is important to note that when drilling up on the periods to the initial level of the report, the result will present figures representing totals for all years in the database. To return to the initial level of the report, it is recommended to simply rerun the report.
- In the features grid, there is an entry that indicates whether the report has an equivalent analysis. Analysis content can only be viewed by the business analyst role(s).
- Analysis content does not contain prompts, headers or footers.

6.1.8.1 Adjusted Forecast Report

This content displays demand, adjusted forecast and a choice of four commonly used forecast accuracy metrics.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Demand and Forecasting	
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	
Warehouse	Drop-down, single-select	
Item Forecast Group	Drop-down, single-select	
Accuracy	Drop-down, single-select	Default is Adjusted MAD
Timeline	Drop-down, single-select	Default is By Period
Group By	Drop-down, single-select	Default is ABC Class

6.1.8.2 Cost Exception Report

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Ye	
Report Header Selection Criteria	Yes	Organization, PO Date
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	Auto-submit
Division	List, multi-select	based on org selection
Warehouse	List, multi-select	based on org selection
Buyer	List, multi-select	
Vendor	Search, multi-select	
Item	Search, multi-select	
P/O	Range	Default is lowest to highest value.
P/O Date	Date range	Default is lowest to highest value.
Variance %	Range	Default is 0 to 100
Warehouse	Drop-down, single-select	Auto-submit; auto populated based on selection of Organization.
Day Range		Options are: • All Days • 10 Days • 20 Days • 30 Days Default is 10 days. Applies only to the PO Line Deliveries Dashlet.

6.1.8.3 Demand and Variation Report

This content displays revised demand and the variation of demand over time.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Item Demand	
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	
Warehouse	Drop-down, single-select	
Timeline	Drop-down, single-select	Default is By Period
Group By	Drop-down, single-select	Default is ABC Class

6.1.8.4 Forecast Performance Dashboard

This content presents a list of vendor performance metrics including receivers, on-time receivers, average lead time, fill rate, sales % of total, margin % of total, lines returned, and purchase amount, by vendor.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Demand and Forecast	
Dashlets	1- Forecast Accuracy by ABC Class	
	2- Forecast Accuracy by Item Forecast Group	
	3- Forecast Adjustments by Reason	
	4- Forecast Performance Analysis	
Dependencies	No	
Drill Down/Up Enabled	Yes	Only for Forecast Performance Analysis
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop-down, single-select	
Inventory Planner	Drop-down, single-select	
ABC Class	Drop-down, single-select	
Measures		Options: MAD, MAPE, SMAPE Default is MAD
Timeline		Default is Year to Date
Submit	Button	The **Submit** button will apply all the values of the prompts to the dashboard.

6.1.8.5 P/O Receipt Journal

This content represents a trace of the receiver transactions that affect an organization's inventory. Also, it presents General Ledger account distribution for each P/O receipt transaction, thereby completing the audit trail.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Vendor	Search, multi-select	
Year *	Drop-down, single-select	
Period *	Range	Auto populates when Year is selected.
Journal Number	Range	
Receiver	Range	Default is lowest to highest value.

6.1.8.6 Purchase Order Fill Rate

This content provides information related to PO fill rate performance. This information is presented in overview form on the cover page, in detail form in the detail section, and has summary sections at the end of the report.

% Filled refers to the individual quantity fill rate of a particular line. For example, a line that has 20 ordered but 10 received is represented as 50% filled. This metric is only used at the detail level.

Fill rate refers to the overall rate at which lines are filled, regardless of quantities. For example, a line that has 20 ordered but 10 received is counted as a line not filled. The overall rate represents the total number of lines filled divided by the total number of lines. Fill rates are presented in the summary pages.

% Filled and fill rates that are based on the first receiver only may in fact be 100% filled by subsequent receivers. The intent of the prompt is to focus on a vendor's ability to deliver the required quantities with one receiver.

The % Filled on the prompt page indicates the range of % Filled to focus the report. In order to view only the lines that have not been filled, change the To range to '99'.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	Auto-submit
Division	List, multi-select	based on org selection
Warehouse	List, multi-select	based on org selection
Buyer	List, multi-select	
Vendor	Search, multi-select	
Item	Search, multi-select	
P/O	Range	Default is lowest to highest value.
P/O Status	List, multi-select	
P/O Date	Date range	Default is lowest to highest value.
ABC Classification	List, multi-select	
% Filled	Range	Default is 0 to 100
First Receiver Only	Radio button	

6.1.8.7 Purchase Order Receiving

This content provides information on PO activity and status, including quantities received vs. outstanding. In addition, there is an option to view receiver information related to the PO.

This content provides information related to PO fill rate performance. This information is presented in overview form on the cover page, in detail form in the detail section, and has summary sections at the end of the report.

Balance represents the difference between ordered qty and received qty when the PO <> '5 - Finished', OR when there is no associated receiver.

Variance represents the difference between ordered qty and received qty when the PO is '5 - Finished'.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	Auto-submit
Division	List, multi-select	based on org selection
Warehouse	List, multi-select	based on org selection
Buyer	List, multi-select	
Vendor	Search, multi-select	
Item	Search, multi-select	
P/O	Range	Default is lowest to highest value.
P/O Status	List, multi-select	
P/O Date	Date range	Default is lowest to highest value.
Include zero variance	Radio button	Default is Yes.
Display Receiver Details	Radio button	Default is No.

6.1.8.8 Purchase Order Value

This content provides P/O buyer information such as PO Status and PO Value.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	PO Date
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	Auto-submit
Division	List, multi-select	based on org selection
Warehouse	List, multi-select	based on org selection
Buyer	List, multi-select	
Vendor	Search, multi-select	
P/O	Range	Default is lowest to highest value.
P/O Date	Date range	Default is lowest to highest value.
P/O Status	List, multi-select	

6.1.8.9 Receiving Copy

This content presents the receiving copy of one or more purchase orders, in order to record the receipt of merchandise in the specified warehouse.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	Autosubmit
Warehouse	List, multi-select	Based on org selection
Vendor	Search, multi-select	
Item	Search, multi-select	
Receiver	Range	Default is lowest to highest value.
P/O	Range	Default is lowest to highest value.
Include Outbound Requirements	Radio button	Default is No

6.1.8.10 Special Order Exception Report

This content prints the discrepancies between an open special sales order (line) or a drop shipment sales order (line) and its corresponding purchase order (line).

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Organization
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	Auto-submit
Warehouse	List, multi-select	based on org selection
Customer	List, multi-select	based on org selection
Vendor	Search, multi-select	based on org selection
Item	Search, multi-select	based on org selection
P/O	Range	based on org selection Default is lowest to highest value.
Order	Range	based on org selection Default is lowest to highest value.
Line Type	Check box	

6.1.8.11 Statistical Forecast Report

This content displays demand, statistical forecast and a choice of four commonly used forecast accuracy metrics.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Demand and Forecasting	
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	
Warehouse	Drop-down, single-select	
Item Forecast Group	Drop-down, single-select	
Accuracy	Drop-down, single-select	Default is Statistical MAD
Timeline	Drop-down, single-select	Default is By Period
Group By	Drop-down, single-select	Default is ABC Class

6.1.8.12 Statistical vs. Adjusted Forecast Report

This content displays demand, statistical and adjusted forecast and and the mean absolute percent error (MAPE) forecast accuracy metric.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Demand and Forecasting	
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	
Warehouse	Drop-down, single-select	
Item Forecast Group	Drop-down, single-select	
Timeline	Drop-down, single-select	Default is By Period
Group By	Drop-down, single-select	Default is ABC Class

6.1.8.13 Vendor Performance - Dashboard

This content presents a visual representation of vendor P/O, receivers, lead time, fill rate, quality, product sales and purchases performance.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model - Purchasing	
Dashlets	5- Open P/O	Shows the number of open purchase orders.
	6- Open D/S P/O	Shows the number of open drop ship purchase orders.
	7- P/O on Hold	Shows the number of purchases orders on hold.
	8- Late P/O	Shows the number of late purchase orders.
	9- P/O Line Deliveries	Shows all PO Lines that have been delivered or not delivered. A negative value indicates a late P/O. Red indicates a P/O that has not been delivered. Green indicates a P/O that has been delivered. Yellow indicates a P/O that was delivered in multiple shipments.
	10- On Time Receivers	Shows the top/ bottom rates of on-time receivers by vendor.
	11- Average Lead Time	Shows the top/ bottom average lead times by vendor.
	12- Line Fill Rate	Shows the top/ bottom rates of fill rates by vendor.
	13- Vendor Returns	Shows the top/ bottom vendor returns by vendor.
	14- Vendor Sales	Shows the top/ bottom sales % of total and margin % of total by vendor. Ranking is based on sales % of total
	15- Purchases	Shows the top/ bottom purchases from vendors by vendor.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization*	Drop-down, single-select	Default is All.
Warehouse*	Drop-down, single-select	All divisions for all organizations are displayed. Default is All.
Ranking*	Drop-down, single-select	Default is All.
Year*	Drop-down, single-select	Default is Current Year.
Submit	Button	The **Submit** button will apply all the values of the prompts to the dashboard.
Top / Bottom	Drop-down, single-select	Used to display top and bottom performers. Default is Top 10.
Vendor	Drop-down, single-select	Default is All. Applies only to the PO Line Deliveries Dashlet.
Buyer		Default is All. Applies only to the PO Line Deliveries Dashlet.
Item		Default is All. Applies only to the PO Line Deliveries Dashlet.
Status		Options are: • Delivered • Not Delivered • Delivered Multiple Default is Not Delivered. Applies only to the PO Line Deliveries Dashlet.
Day Range		Options are: • All Days • 10 Days • 20 Days • 30 Days Default is 10 days. Applies only to the PO Line Deliveries Dashlet.

6.1.8.14 Vendor Performance Report

This content presents a list of vendor performance metrics including receivers, on-time receivers, average lead time, fill rate, sales % of total, margin % of total, lines returned, and purchase amount, by vendor.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization*	Drop-down, single-select	Default is All.
Warehouse	List, multi-select	Auto populates based on Organization selection.
Vendor	Search, multi-select	
Ranking	Drop-down, single-select	
Year*	Drop-down, single-select	
Sort By	Drop-down, single-select	Options are: • Receivers • 10 Days • 20 Days • 30 Days Default is On Time Receivers. Results are displayed in descending order.
Minimum Number of Receiver Lines	Edit box	

6.1.8.15 Vendor Return Report

This content presents a list of items returned by vendor. The list first presents the return number information and presents information on the items returned as part of the return.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	No	
BI Metadata Model	Report Model - Purchasing	
Dependencies	No	

Prompts

Feature	Description	Comment
Organization *	Drop-down, single-select	
Vendor	Search, multi-select	
Vendor Return	Range	Default is lowest to highest value.
Return Type	List, multi-select	
Return Status	List, multi-select	
Warehouse	List, multi-select	

6.1.9 Sales Analysis

The following are content pertaining to the subject of sales analysis.

Key Notes

- For reports that display YTD and LYTD vs. YTD figures and have drill down/up enabled, it is important to note that when drilling up on the periods to the initial level of the report, the result will present figures representing totals for all years in the database. To return to the initial level of the report, it is recommended to simply rerun the report.
- In the features grid, there is an entry that indicates whether the report has an equivalent analysis. Analysis content can only be viewed by the business analyst role(s).
- Analysis content does not contain prompts, headers or footers.

6.1.9.1 Customer - Gross Margin by Year - Report

This content represents the gross margins per current customer group by S/A calendar year. Years are limited to the last three years. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.2 Customer - Gross Margin by YTD - Report

This content represents the gross margins per current customer group by S/A calendar year to date. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.3 Customer - Gross Margin by YTD vs. LYTD - Report

This content represents the gross margins per current customer group by S/A calendar year to date vs. S/A calendar last year to date. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.4 Customer - Gross Margin Percentage by Year - Report

This content represents the gross margin percentage per current customer group by S/A calendar year. Years are limited to the last three years. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.5 Customer - Gross Margin Percentage by YTD - Report

This content represents the gross margin percentage per current customer group by S/A calendar year to date. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.6 Customer - Gross Margin Percentage by YTD vs. LYTD - Report

This content represents the gross margin percentage per current customer group by S/A calendar year to date vs. S/A calendar last year to date. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.7 Customer - Sales Value by Year - Report

This content represents the sales value per current customer group by S/A calendar year. Years are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.8 Customer - Sales Value by YTD - Report

This content represents the sales value per current customer group by S/A calendar year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.9 Customer - Sales Value by YTD vs. LYTD - Report

This content represents the sales value per current customer group by S/A calendar year to date vs. S/A calendar last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.10 Customer, Current Item - Sales Quantity by Year - Report

This content represents the quantity sold per current customer group and current item group by S/A calendar year. Years are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.11 Customer, Current Item - Sales Quantity by YTD - Report

This content represents the quantity sold per current customer group and current item group by S/A calendar year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.12 Customer, Current Item - Sales Quantity by YTD vs. LYTD - Report

This content represents the quantity sold per current customer group and current item group by S/A calendar year to date vs. S/A calendar last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.13 Historical Item - Gross Margin by Year - Report

This content represents the gross margins per historical item group by S/A calendar year. Years are limited to the last three years. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.14 Historical Item - Gross Margin by YTD - Report

This content represents the gross margins per historical item group by S/A calendar year to date. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.15 Historical Item - Gross Margin by YTD vs. LYTD - Report

This content represents the gross margins per historical item group by S/A calendar year to date vs. S/A calendar last year to date. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.16 Historical Item - Gross Margin Percentage by Year - Report

This content represents the gross margin percentage per historical item group by S/A calendar year. Years are limited to the last three years. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.17 Historical Item - Gross Margin Percentage by YTD - Report

This content represents the gross margin percentage per historical item group by S/A calendar year to date. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.18 Historical Item - Gross Margin Percentage by YTD vs. LYTD - Report

This content represents the gross margin percentage per historical item group by S/A calendar year to date vs. S/A calendar last year to date. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.19 Historical Item - Sales Quantity by Year - Report

This content represents the quantity sold per historical item group by S/A calendar year. Years are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.20 Historical Item - Sales Quantity by YTD - Report

This content represents the quantity sold per historical item group by S/A calendar year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.21 Historical Item - Sales Quantity by YTD vs. LYTD- Report

This content represents the quantity sold per historical item group by S/A calendar year to date versus S/A calendar last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.22 Historical Item - Sales Value by Year - Report

This content represents the sales value per historical item group by S/A calendar year. Years are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.23 Historical Item - Sales Value by YTD - Report

This content represents the sales value per historical item group by S/A calendar year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.24 Historical Item - Sales Value by YTD vs. LYTD - Report

This content represents the sales value per historical item group by S/A calendar year to date versus S/A calendar last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.25 Sales Analysis PTD/YTD Comparison Report

This content represents the sales value per current customer group and current item group by (1) S/A calendar period to date versus S/A calendar last period to date with the variance and (2) S/A calendar year to date versus S/A calendar last year date with the variance. Variance is based on the following calculation:

Period to Date – Last Year Period to Date = Variance

Year to Date - Last Year to Date = Variance

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	Organization, Year, Period
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization *	Drop-down, single-select	
Year *	Drop-down, single-select	
Period *	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.26 Sales - Dashboard

This content presents a visual representation of (1) sales by organization, (2) sales by S/A calendar period, (3) sales by current item group, and (4) sales by current customer group.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model - Sales Analysis	
Sections	1- Sales by organization 2- Sales by period 3- Sales by item 4- Sales by customer	
Dependencies	Yes	All of the sections are synchronized with one another so that the values presented are consistent based on whether a drill down is performed in any of the sections. For example, drilling down on an organization will refresh all other results in the other sections to reflect figures for the selected organization.
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	Can only be viewed by the business analyst role(s).

Prompt

Prompt (* = Required)	Prompt Type	Comment
Year	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.27 Sales and Margins - Dashboard

This content presents a visual representation of (1) sales and gross margins by organization, (2) sales and gross margins by territory, (3) sales and gross margins by current item group, and (4) sales and gross margins by current customer group.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model - Sales Analysis	
Sections	Sales and gross margins by organization Sales and gross margins by territory Sales and gross margins by item Sales and gross margins by customer	
Dependencies	Yes	All of the sections are synchronized with one another so that the values presented are consistent based on whether a drill down is performed in any of the sections. For example, drilling down on an organization will refresh all other results in the other sections to reflect figures for the selected organization.
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	
Year	Drop-down, single-select	
Submit	Button	This button must be clicked in order to apply the selections made in the prompts.

6.1.9.28 Sales by Customer - Dashboard

This content presents a visual representation of (1) sales by organization, (2) sales by current customer group, and (3) sales by S/A calendar period.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model - Sales Analysis	
Sections	1- Sales by organization 2- Sales by customer 3- Sales by period	
Dependencies	Yes	All of the sections are synchronized with one another so that the values presented are consistent based on whether a drill down is performed in any of the sections. For example, drilling down on an organization will refresh all other results in the other sections to reflect figures for the selected organization.
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Year	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.29 Sales by Item - Dashboard

This content presents a visual representation of (1) sales by organization, (2) sales by current item group, and (3) sales by S/A calendar period.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model - Sales Analysis	
Sections	1- Sales by organization 2- Sales by item 3- Sales by period	
Dependencies	Yes	All of the sections are synchronized with one another so that the values presented are consistent based on whether a drill down is performed in any of the sections. For example, drilling down on an organization will refresh all other results in the other sections to reflect figures for the selected organization.
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Year	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.30 Sales Representative - Dashboard

This content presents a visual representation of sales and gross margins based on a rolling 13 month time frame. The year and month is specified via the associated prompts.

To submit the selections made in the prompts, click the **Submit** button.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model - Sales Analysis	
Sections	1- Sales Representative Performance 2- Sales Performance For	Displays the results based on the selections made in the Year and Month prompts.
Dependencies	Yes	The Sales Performance For has drill-through enabled to the underlying Sales Representative Performance reports.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Year	Drop-down, single-select	
Month	Drop-down, single-select	

6.1.9.31 Sales Representative - Gross Margin by Year - Report

This content represents the gross margins per sales representative by S/A calendar year. Years are limited to the last three years. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.32 Sales Representative - Gross Margin by Year - Report

This content represents the gross margins per sales representative by S/A calendar year. Years are limited to the last three years. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.33 Sales Representative - Gross Margin by YTD - Report

This content represents the gross margins per sales representative by S/A calendar year to date. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.34 Sales Representative - Gross Margin by YTD vs. LYTD - Report

This content represents the gross margins per sales representative by S/A calendar year to date versus S/A calendar last year to date. Gross margin is based on the following calculation:

Sales Value - Sales Cost = Gross Margin

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.35 Sales Representative - Gross Margin Percentage by Year - Report

This content represents the gross margin percentage per sales representative by S/A calendar year. Years are limited to the last three years. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.36 Sales Representative - Gross Margin Percentage by YTD - Report

This content represents the gross margin percentage per sales representative by S/A calendar year to date. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.37 Sales Representative - Gross Margin Percentage by YTD vs. LYTD - Report

This content represents the gross margin percentage sales representative group by S/A calendar year to date versus S/A calendar last year to date. Gross margin percentage is based on the following calculation:

(Sales Value - Sales Cost) / Sales Value = Gross Margin Percentage

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.38 Sales Representative - Sales Value by Year - Report

This content represents the sales value per sales representative by S/A calendar year. Years are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.39 Sales Representative - Sales Value by YTD - Report

This content represents the sales value per sales representative by S/A calendar year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.40 Sales Representative - Sales Value by YTD vs. LYTD - Report

This content represents the sales value per sales representative by S/A calendar year to date versus S/A calendar last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.41 Sales Representative, Current Item - Sales Quantity by Year - Report

This content represents the quantity sold per sales representative and current item group by S/A calendar year. Years are limited to the last three years.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.42 Sales Representative, Current Item - Sales Quantity by YTD - Report

This content represents the quantity sold per sales representative and current item group by S/A calendar year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.43 Sales Representative, Current Item - Sales Quantity by YTD vs. LYTD - Report

This content represents the quantity sold per sales representative and current item group by S/A calendar year to date versus S/A calendar last year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Organization	Drop-down, single-select	A change made in this prompt will be automatically submitted.

6.1.9.44 Sales Representative Performance – PTD vs. LYPTD

This content represents the sales performance of sales representatives comparing the period to date versus the last year period to date.

The Sales Representative column represents a drill through link to the next report in the sequence; the selected sales representative will be passed as a parameter.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the Sales Representative Dashboard. Drill through source to Sales Representative Performance – PTD vs. LYPTD by Customer.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.45 Sales Representative Performance – PTD vs. LYPTD by Customer

This content represents the sales performance of sales representatives comparing the period to date versus the last year period to date by customer.

The Customer column represents a drill through link to the next report in the sequence; the selected customer will be passed as a parameter.

The Subtotal row represents a drill through link to the next report in the sequence. The selected Sales Representative will be passed as a parameter.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the Sales Representative Dashboard. Drill through source to Sales Representative Performance – PTD vs. LYPTD by Item Group.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.46 Sales Representative Performance – PTD vs. LYPTD by Item Group

This content represents the sales performance of sales representatives comparing the period to date versus the last year period to date by item group.

The Customer column represents a drill through link to the next report in the sequence; the selected customer will be passed as a parameter.

The Subtotal row represents a drill through link to the next report in the sequence. The selected Sales Representative will be passed as a parameter.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the PTD vs. LYPTD by Customer. Drill through source to Sales Representative Performance – PTD vs. LYPTD by Item.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Customer	Drop-down, single-select	
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.47 Sales Representative Performance – PTD vs. LYPTD by Item

This content represents the sales performance of sales representatives comparing the period to date versus the last year period to date by item.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the PTD vs. LYPTD by Item Group.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Customer	Drop-down, single-select	
Item Group*	Drop-down, single-select	
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.48 Sales Representative Performance – YTD vs. LYTD

This content represents the sales performance of sales representatives comparing the year to date versus the last year to date.

The Sales Representative column represents a drill through link to the next report in the sequence; the selected sales representative will be passed as a parameter.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the Sales Representative Dashboard. Drill through source to Sales Representative Performance – YTD vs. LYTD by Item Group.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.49 Sales Representative Performance – YTD vs. LYTD by Customer

This content represents the sales performance of sales representatives comparing the year to date versus the last year to date by customer.

The Customer column represents a drill through link to the next report in the sequence; the selected customer will be passed as a parameter.

The Subtotal row represents a drill through link to the next report in the sequence. The selected Sales Representative will be passed as a parameter.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the Sales Representative Dashboard. Drill through source to Sales Representative Performance – YTD vs. LYTD by Item Group.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.50 Sales Representative Performance – YTD vs. LYTD by Item Group

This content represents the sales performance of sales representatives comparing the year to date versus the last year to date by item group.

The Customer column represents a drill through link to the next report in the sequence; the selected customer will be passed as a parameter.

The Subtotal row represents a drill through link to the next report in the sequence. The selected Sales Representative will be passed as a parameter.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the YTD vs. LYTD by Customer. Drill through source to Sales Representative Performance – YTD vs. LYTD by Item.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Customer	Drop-down, single-select	
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.1.9.51 Sales Representative Performance – YTD vs. LYTD by Item

This content represents the sales performance of sales representatives comparing the year to date versus the last year to date by item.

Variance Percent columns have conditional display logic that highlights cells that are => 0% in red.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model - Sales Analysis	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	Yes	Drill through target from the PTD vs. LYTD by Item Group.
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Sales Representative	List, multi-select	Selecting none will have the same effect as selecting all.
Customer	Drop-down, single-select	
Item Group*	Drop-down, single-select	
Year*	Drop-down, single-select	
Period*	Drop-down, single-select	Dynamically populated based on Year selection.

6.2 Supply Management System

6.2.1 SMS Case Cost – Dashboard

This content presents a visual representation of case costing analysis by procedure and by selecting types of items by categories, making it possible to compare costs between sites, physicians and procedures and compare quantities between sites, physicians and procedures.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Supply Performance	
Dashlets		Displays the value of total cases costing, average cases costing or total cases in the O/R over the locations, physicians, procedures, vendors, manufacturers or cases and displays also the value of total case quantities, average case quantities or total cases in the O/R. Compared with the movements affected the cases over the locations, physicians, procedures, vendors, manufacturers or cases.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Unit		• Populated based on Hospital(Site) selection.
Area		• Populated based on Unit selection.
Location		• Populated based on Area selection.
From Date		• Default is Today's date less 180 days.
To Date		• Default is Today's date.
Procedure	Search, multi-select	
Item Family		• Default is All Item Families.
Item Specialty		• Default is All Item Specialties.
Category	checkbox	• Default is All.
Item Cost	Text Box Prompt, range	• Default is lowest to highest
Tray		• Default is All.

Selection		• Default is Location(Hospital) Other choices: Physician Procedure Vendor Manufacturer Cases

6.2.2 SMS Case Movement - Dashboard

This content presents a visual representation of case quantities of items being used by procedure, including the different supply chain movements, and by selecting types of items by categories, making it possible to compare quantities between sites, physicians and procedures.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Supply Performance	
Dashlets		Displays the value of total case quantities, average case quantities or total cases in the O/R. Compared with the movements affected the cases over the locations, physicians, procedures, vendors, manufacturers or cases.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Unit		• Populated based on Hospital(Site) selection.
Area		• Populated based on Unit selection.
Location		• Populated based on Area selection.
From Date		• Default is Today's date less 180 days.
To Date		• Default is Today's date.
Procedure	Search, multi-select	
Item Family		• Default is All Item Families.
Item Specialty		• Default is All Item Specialties.
Category	checkbox	• Default is All.
Item Cost	Text Box Prompt, range	• Default is lowest to highest
Movement Type	Checkbox, multi-select	• Default is All.
Tray		• Default is All.

Selection		• Default is Location(Hospital) Other choices: Physician Procedure Vendor Manufacturer Cases

6.2.3 SMS Daily Operation - Dashboard

This content presents a visual representation of product expiration management, inventory stock out notification and supply orders status by locations.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Supply Performance	
Dashlets	1- Expiration Management by Interval	Displays the inventory value by item categories over predetermined interval of days.
	2- Stockout	Displays the top 10 locations that contain the most empty bins over the count of empty bins.
	3- Open Supply Orders by Status	Displays the number of supply orders over the status.
	4- Open Supply Orders by Location	Displays the location's supply order quantities over the ones that are new and in process.
	5- Open Supply Orders by Interval	Displays the number of supply orders by item categories over predetermined interval of days.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Area		• Populated based on Unit selection.
Location		• Populated based on Area selection.
Category*	Checkbox, multi-select	• Default is All.

6.2.4 SMS Inventory Movement - Dashboard

This content presents a visual representation of supply movement activity and the relationship with inventory levels over time.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Supply Performance	
Dashlets	1- Inventory Trend vs. Movement	Displays the value of closing inventories over time compared with the movements that affected inventory levels. First graph displays inventory levels based on quantities Second graph displays inventory levels based on dollar amounts.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Site		• Auto submit on location prompt
Location		• Populated based on Site selection.
Timeline		• Default is Year to Date
Par Location Only		• Options: Yes = Only par locations are included; No = Non- par locations are included; Both = all locations • Default is Both.
Movement Type	Checkbox, multi-select	

6.2.5 SMS Inventory Movement - Report

This content presents detailed supply movement activity over time. Time and group by are dynamic and enable the end user to drill to lower and/or higher levels of detail.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Site	List, multi-select	Selecting none will have the same effect as selecting all.
Area	List, multi-select	Populated based on Site selection.
Location	List, multi-select	Populated based on Area selection.
Item	Search, multi-select	
Movement Type	List, multi-select	
Timeline	Drop-down, single-select	Default is By Month
Group by	Drop-down, single-select	Default is Site.

6.2.6 SMS Inventory Optimization – Dashboard

This content presents a visual representation of consumption and inventory analysis to identify opportunities for par optimization by locations and items. A tool is built in to enter the desired number of days of inventory to keep on hand and provides recommend par level quantities for specific item locations.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Area		• Populated based on Hospital selection.
Location		• Populated based on Area selection.
From-To Date		• From Date Default is Today's Date less 6 month • To Date Default is Today's Date
Item	select & search prompt	
Item Cost	range	
Measure	1- Turnover 2- Volatility 3- Total Lines Replenished 4- Total Usage Quantity 5- Total Usage Cost	The inventory turnover rate. The inventory level volatility. The number of lines replenished determined by the replenish movement. The total usage quantity determined by the usage movement. The total usage cost determined by the usage movement.
Measure	range	
Category	checkbox	• Default is All.
Item Family		• Default is All Item Families.
Selection		• Default is Location(Hospital) Other choices: Item

6.2.7 SMS Inventory Optimization – Report

This content presents a visual representation of the dashboard version.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Area		• Populated based on Hospital selection.
Location		• Populated based on Area selection.
From-To Date		• From Date Default is Today's Date less 6 month • To Date Default is Today's Date
Item	select & search prompt	
Item Cost	range	
Measure	1- Turnover 2- Volatility 3- Total Lines Replenished 4- Total Usage Quantity 5- Total Usage Cost	The inventory turnover rate. The inventory level volatility. The number of lines replenished determined by the replenish movement. The total usage quantity determined by the usage movement. The total usage cost determined by the usage movement.
Measure	range	
Category	checkbox	• Default is All.
Item Family		• Default is All Item Families.
Selection		• Default is Location(Hospital) Other choices: Item

6.2.8 SMS Inventory Optimization – Tool

This content presents a visual representation tool in order to provides recommend par level quantities for specific item locations.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Area		• Populated based on Hospital selection.
Location		• Populated based on Area selection.
From-To Date		• From Date Default is Today's Date less 6 month • To Date Default is Today's Date
Item	select & search prompt	
Item Cost	range	
Measure	1- Turnover 2- Volatility 3- Total Lines Replenished 4- Total Usage Quantity 5- Total Usage Cost	The inventory turnover rate. The inventory level volatility. The number of lines replenished determined by the replenish movement. The total usage quantity determined by the usage movement. The total usage cost determined by the usage movement.
Measure	range	
Category	checkbox	• Default is All.
Item Family		• Default is All Item Families.
Selection		• Default is Location(Hospital) • Other choices: Item

6.2.9 SMS Inventory Performance - Dashboard

This content presents a visual representation of supply inventory performance with focus on inventory levels, usage rates, turnover, and volatility.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Supply Performance	
Dashlets	6- Closing Cost by Site	Displays the value of closing inventories by site. Drill down available on Site.
	7- Inventory Usage Rate	Displays the trend of opening and closing inventory costs relative the rate of inventory usage over time. Drill down available on Timeline.
	8- Usage Rate by Location	The usage rate by location.
	9- Turnover by Location	The inventory turnover rate by location. Identifies high vs. low turnover inventories.
	10- Volatility by Location	The inventory level volatility by location. Identifies instable vs. stable inventory levels by location.
	11- Total Inventory Value	Displays the closing inventory value for the selected Timeline.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Site		• Auto submit on location prompt
Location		• Populated based on Site selection.
Timeline		• Default is Year to Date
Par Location Only		• Options: Yes = Only par locations are included; No = Non- par locations are included; Both = all locations • Default is Both.

6.2.10 SMS Inventory Performance - Report

This content presents detailed inventory levels, usage rates, turnover and usage volatility over time. Time and group by are dynamic and enable the end user to drill to lower and/or higher levels of detail.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Site	List, multi-select	Selecting none will have the same effect as selecting all.
Area	List, multi-select	Populated based on Site selection.
Location	List, multi-select	Populated based on Area selection.
Item	Search, multi-select	
Timeline	Drop-down, single-select	Default is By Month
Group by	Drop-down, single-select	Default is Site.

6.2.11 SMS Procedure Type Detail - Report

This content presents detailed case cost analysis between physician, procedures, type of items used, etc.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Unit		• Populated based on Hospital(Site) selection.
Area		• Populated based on Unit selection.
Location		• Populated based on Area selection.
From Date		• Default is Today's date less 180 days.
To Date		• Default is Today's date.
Procedure	Search, multi-select	
Item Family		• Default is All Item Families.
Item Specialty		• Default is All Item Specialties.
Category	checkbox	• Default is All.
Item Cost	Text Box Prompt, range	• Default is lowest to highest
Tray		• Default is All.

6.2.12 SMS Procedure Type Summary - Report

This content presents summaries case cost analysis between physician, procedures, type of items used, etc.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	Yes	
BI Metadata Model	Analysis Model – Supply Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Hospital		• Default is All Sites.
Unit		• Populated based on Hospital(Site) selection.
Area		• Populated based on Unit selection.
Location		• Populated based on Area selection.
From Date		• Default is Today's date less 180 days.
To Date		• Default is Today's date.
Procedure	Search, multi-select	
Item Family		• Default is All Item Families.
Item Specialty		• Default is All Item Specialties.
Category	checkbox	• Default is All.
Item Cost	Text Box Prompt, range	• Default is lowest to highest
Tray		• Default is All.

6.3 Transportation Management System

6.3.1 TMS – Activity – Dashboard

This content presents a visual representation of shipping activity, cycle time, shipped on time rate, remaining shipments, and remaining activity. The dashboard is intended to serve as an operational view of the current shipping activity, and incorporates a feature that allows the dashboard to be automatically refreshed at regular intervals.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model – Transportation Management System	
Dashlets	12- Cycle Time (Days)	Represents the number of days it takes to manifest a shipment. An empty dial indicates no data returned. The gauge is set to a maximum of 20 (configurable).
	13- Shipped on Time (%)	Represents the rate at which shipments are sent out on time. An empty dial indicates no data returned. The gauge is set to a maximum of 100%.
	14- Remaining Shipments	Represents the shipments that are outstanding (open or ready). Sorted by Latest shipment first. Required shipment date is red if later than current date.
	15- Activity – Number of Packages	Represents the number of packages by status and by carrier. Represents both outstanding and completed work.
	16- Activity – Total Weight	Represents the total weight by status and by carrier. Represents both outstanding and completed work.
	17- Activity – Number of Shipments	Represents the number of shipments by status and by carrier. Represents both outstanding and completed work.
	18- Activity – Total Volume	Represents the total volume by status and by carrier. Represents both outstanding and completed work.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Site *		• Default is All Sites
Refresh*	Drop-down, single-select	Options are: • Off (Default) • 5 seconds • 10 seconds • 15 seconds
Metric*	Drop-down, single-select	Options are: • Metric (default) • Imperial

6.3.2 TMS – Shipping Performance - Dashboard

This content presents a visual representation of carrier performance.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model – Transportation Management System	
	1- Shipments	Represents total shipments by state or province. Shipments are measured by total weight, number of packages, or number of shipments. United States (continental) and Canada are available (others maps available as well)
	2- Shipping Analysis	Shows shipping performance based on the user's choice of X and Y axis against the Shipped on Time Rate (Bubble Size).
	3- Activity	Represents total shipments by state or province. Shipments are measured by total weight, number of packages, or number of shipments.
	4- Shipped On Time (%)	Represents the rate at which shipments are shipped on time.
	5- Cycle Time (Days)	Represents the number of days between when a shipment order is created and when it is manifested.
	6- Packages per Shipment	Represents the number of packages per shipment.
	7- Cost per Shipment ($)	Represents the average cost per shipment.
	8- Cost per Weight ($ per LBS)	Represents the average cost per pound. UOM can be configured.
Dependencies	Yes	Drill through source to Shipping Performance Report.

Prompt

Prompt (* = Required)	Prompt Type	Comment
Sites*	Drop-down, single-select	Default is All.

Weight UOM	Drop-down, single-select	Default is Metric.
Year*	Drop-down, single-select	Default is Current Year.
Submit	Button	The **Submit** button will apply all the values of the prompts to the dashboard.
Country	Drop-down, single-select	Default is United States. Applies only to Shipments dashlet.
Measure	Drop-down, single-select	Default is Weight. Applies only to Shipments and Activity dashlet.
Top / Bottom	Drop-down, single-select	Used to display top and bottom performers. Default is Top 10.
Carrier	Drop-down, single-select	Default is All. Applies only to the Shipping Schedule Dashlet.
X Axis	Drop-down, single-select	Options are: • Cost per shipment • Cost per weight • Packages per shipment (default) • Number of shipments • Total weight Applies only to the Shipping Analysis Dashlet.
Y Axis	Drop-down, single-select	Options are: • Cost per shipment (default) • Cost per weight • Packages per shipment • Number of shipments • Total weight Applies only to the Shipping Analysis Dashlet.

6.3.3 TMS – Shipping Performance Report

This content presents a comprehensive list of key performance metrics by carrier and by the chosen 2nd level grouping.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Carrier Performance	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Site *	Drop down, single select	
Carrier	Search, multi-select	No selection implies all.
Consignee	Search, multi-select	
Country	Drop down, single select	
State\Province	Drop down, single select	
Year	Drop down, single select	Default is Current Year.
Sort By	Drop down, single select	Default is Weight
Weight UOM	Drop down, single select	Default is Metric
Group By	Drop down, single select	Default is Site Drill down is enabled when 'Country' is selected.

6.4 Warehouse Management System

6.4.1 User Performance

6.4.1.1 Bottom 10 Users - Quantity per Hour by Task Group - Report

This content represents the ten lowest overall quantities processed per user by task group for master year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.2 Task Groups, Users - Productivity Ratio by Area - Report

This content represents the productivity ratio per task group and user by area for year to date. Productivity ratio is based on the following calculation:

Standard Time in Seconds / Elapsed Time in Seconds

A ratio above 100% indicates above par productivity. A ratio below 100% indicates below par productivity.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.3 Task Groups, Users - Productivity Ratio by Equipment Class - Report

This content represents the productivity ratio per task group and user by equipment class for year to date. Productivity ratio is based on the following calculation:

Standard Time in Seconds / Elapsed Time in Seconds

A ratio above 100% indicates above par productivity. A ratio below 100% indicates below par productivity.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.4 Task Groups, Users - Tasks Completed by Area - Report

This content represents the tasks completed per task group and user by area for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.5 Task Groups, Users - Tasks Completed by Equipment Class - Report

This content represents the tasks completed per task group and user by equipment class for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.6 Task Groups, Users - Tasks Completed per Hour by Area - Report

This content represents the tasks completed per hour, per task group and user by area for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.7 Task Groups, Users - Tasks Completed per Hour by Equipment Class - Report

This content represents the tasks completed per hour, per task group and user by equipment class for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.8 Task Groups, Users - Time Over or Under Standard in Minutes by Area - Report

This content represents the time over or under the standard in minutes, per task group and user by area for year to date. Negative time indicates time under the standard. Positive time indicates time over the standard.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.9 Task Groups, Users - Time Over or Under Standard in Minutes by Equipment Class - Report

This content represents the time over or under the standard in minutes, per task group and user by equipment class for year to date. Negative time indicates time under the standard. Positive time indicates time over the standard.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.10 Task Groups, Users - Volume by Area - Report

This content represents the volume per task group and user by area for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.11 Task Groups, Users - Volume by Equipment Class - Report

This content represents the volume per task group and user by equipment class for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.12 Task Groups, Users - Volume per Hour by Area - Report

This content represents the volume per hour, per task group and user by area for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.13 Task Groups, Users - Volume per Hour by Equipment Class - Report

This content represents the volume per hour, per task group and user by equipment class for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.14 Task Groups, Users - Weight by Area - Report

This content represents the weight, per task group and user by area for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.15 Task Groups, Users - Weight by Equipment Class - Report

This content represents the weight, per task group and user by equipment class for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.16 Task Groups, Users - Weight per Hour by Area - Report

This content represents the weight per hour, per task group and user by area for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.17 Task Groups, Users - Weight per Hour by Equipment Class - Report

This content represents the weight per hour, per task group and user by equipment class for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.1.18 Top 10 Users - Quantity per Hour by Task Group - Report

This content represents the ten highest overall quantities processed per user by task group for year to date.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model - Warehouse Transaction History	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	Yes	Can only be viewed by the business analyst role(s).

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	No selection implies all.
Timeline *	Drop down, single select	Options are: • Year to date (default) • Month to date • Week to date

6.4.2 Inventory Accuracy

This content provides information on inventory accuracy based on inventory count transactions carried out in the warehouse. Information is provided in an overview, details, and summary format.

Line Accuracy % refers to the individual line count for a particular Cycle Count order. For example, a line that has a system quantity of 100 and a physical quantity of 80 is represented as 80% accurate. This metric is only used at the detail level.

Accuracy rate refers to the overall rate at which cycle count lines are accurate, regardless of quantities. For example, a line that has a system quantity of 100 and a physical quantity of 80 is counted as a line not accurate (0%). The overall rate represents the total number of lines that are accurate divided by the total number of lines counted. Accuracy rates are presented in the summary pages.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	Yes	Date
BI Metadata Model	Analysis Model - Warehouse Performance	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	List, multi-select	
Item	Search, multi-select	
Location	List, multi-select	
Transaction Date	Date range	Default is Earliest Date and Latest Date.

6.4.3 Pick Statistics

This content represents pick quantities and frequencies by location and item for the selected time scale.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	No	
BI Metadata Model	Report Model - Warehouse Management System	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	List, single select	
Item	List, multi-select	No selection implies all.
Location	List, multi-select	No selection implies all.
Location Type	List, multi-select	No selection implies all.
Day Range	Range	Default is Earliest Date and Latest Date.
Scale*	Radio button	Options: • Day • Month (default) • Year
Show Cover Page	Check box	Default is Yes (check box is checked).
Show graphs	Check box	Default is Yes (check box is checked).

6.4.4 Pick Slot Statistics

This content represents pick quantities, frequencies and turns by forward pick location and item for the selected time scale.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	Yes	
Report Header Selection Criteria	No	
BI Metadata Model	Report Model - Warehouse Management System	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	List, single select	
Item	List, multi-select	No selection implies all.
Location	List, multi-select	No selection implies all.
Day Range	Range	Default is Earliest Date and Latest Date.
Scale*	Radio button	Options: • Day • Month (default) • Year
Show Cover Page	Check box	Default is Yes (check box is checked).
Show graphs	Check box	Default is Yes (check box is checked).

6.4.5 Receiving Report

This content represents a list of items received by receipt ID and order number. There is a page break on Receipt ID (i.e. when the receipt ID changes a new page is displayed). This report has been optimized to be run and printed in PDF format; doing so in HTML format will not properly render the report.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Report Model - Warehouse Management System	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	List, single select	
Receipt *	Drop-down, multi-select	

6.4.6 Trailer Loading Report - Summary Report

This content represents a summary list of all orders and shipments, whether they are ready to load or not, sorted by stop sequence for the selected route. Stop sequences are sorted so that the last stop appears first. This report has been optimized to be run and printed in PDF format; doing so in HTML format will not properly render the report.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Report Model - Warehouse Management System	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	List, single select	
Route *	Drop-down, single-select	

6.4.7 Trailer Loading Report - Ready to Load

This content represents a list of orders and shipments that are ready to load, sorted by stop sequence for the selected route. Stop sequences are sorted so that the last stop appears first. This report has been optimized to be run and printed in PDF format; doing so in HTML format will not properly render the report.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	Yes	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Report Model - Warehouse Management System	
Dependencies	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	List, single select	
Route *	Drop-down, single-select	

6.4.8 WMS – Activity – Dashboard

This content presents a visual representation of warehouse activity, including open commands, P/O delivery status, receiver status, user activity, order status, remaining work and completed transactions. The dashboard is intended to serve as an operational view of the current warehouse activity, and incorporates a feature that allows the dashboard to be automatically refreshed at regular intervals.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model – Warehouse Management System	
Dashlets	1- Open Commands	Represents the open transactions that need to be completed. The Orders column represents a rollup up of the orders that are associated with the outstanding tasks.
	2- P/O Lines Expected	Represents the number of P/O Lines that are expected to arrive on the current date (based on the P/O Line expected date). An empty dial indicates no data returned. The gauge is set to a maximum of 100 (configurable).
	3- P/O Lines Received	Represents the number of P/O Lines that were received on the current date. An empty dial indicates no data returned. The gauge is set to a maximum of 100 (configurable).
	4- P/O Lines Late	Represents the number of P/O Lines that are late and have not been received (based on the P/O Line expected date). An empty dial indicates no data returned. The gauge is set to a maximum of 100 (configurable).
	5- Open Receipts	Represents the number of open receivers. An empty dial indicates no data returned. The gauge is set to a maximum of 50 (configurable). The table lists the detailed information of the open receipts.

Feature	Description	Comment
	6- User Activity	Represents the current activity of the warehouse users. Records are red when the user's activity has not changed for 5 minutes. Records are gray when the user's last activity was a Logout. All users, including system users are included.
	7- Order Funnel	Represents the progression of an order through the order funnel. Shipped status represents the number of orders that were shipped today.
	8- Remaining Work by Area	Represents the number of tasks to be completed by the area in which the tasks should be completed.
	9- Remaining Picking Labour by Carrier	Represents the number of pick tasks to be completed by carrier service.
	10- Cube by Carrier	Represents the current order volume by carrier.
	11- Completed Transactions	Represents a summary of the current day's completed transactions.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	Drop down, single select	
Refresh*	Drop-down, single-select	Options are: • Off (Default) • 5 seconds • 10 seconds • 15 seconds

6.4.9 WMS – Warehouse Performance – Dashboard

This content presents a visual representation of warehouse performance, including inventory accuracy, order cycle time, fill rate, and shipments.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Report Model – Warehouse Management System	
Dashlets	1- Accuracy	Represents the overall inventory accuracy rate based on cycle counts. Errors are determined by comparing the actual quantity with the system quantity at the cycle count order level. • (Total number of cycle count order errors / Total number of cycle count orders) An empty dial indicates no data returned.
	2- Actual Cycle Time	Represents the overall average order cycle time. Cycle time represents the time between when the order was placed and the time that the order was shipped. • (Ship Date – Order Date) An empty dial indicates no data returned.
	3- Line Fill Rate	Represents the overall order line fill rate for order lines that have been shipped. Incomplete order lines are those that have been picked short. • Total number of order lines picked short shipped / Total number of order lines shipped An empty dial indicates no data returned.

Feature	Description	Comment
	4- On Time Shipments	Represents the overall ship on time rate for order lines. A order line shipped on time is determined by comparing the order line ship date with the order line requested by date. • Total number of order lines shipped late / Total number of lines shipped An empty dial indicates no data returned.
	5- Order Line Performance	Represents the line fill rate, on time shipments, and number of lines shipped by day.
	6- Item Accuracy	Represents the cycle count accuracy by item.
	7- Location Accuracy	Represents the cycle count accuracy by location.
	8- Cycle Time by Customer	Represents both the promised and actual order cycle time by customer.
	9- Cycle Time Variance by Customer	Represents the promised and actual order cycle time variance by customer.
	10- Line Fill Rate, On Time Shipments by Customer	Represents both the order line fill rate and ship on time rate by customer.
	11- Line Fill Rate by Item	Represents the order line fill rate by item.
Dependencies	Yes	Drill through source to Warehouse Performance Report.
Drill Down/Up Enabled	Yes	Order Line Performance
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	Drop down, single select	
Day Range*	Drop-down, single-select	Options are: • This Week • Last 30 Days (default) • Last 60 Days • Last 90 Days • YTD
Top / Bottom	Drop-down, single-select	Used to display top and bottom performers. Default is Top 10.

Submit Button	Button	Must be clicked in order to apply the prompt selections.

6.4.9.1 Warehouse Performance Report

This content presents a detailed perspective of warehouse performance metrics compared to industry benchmarks provided by WERC. Data it presented by year with drill down capabilities.

Features

Feature	Description	Comment
Content Type	Report	
Prompt Page	No	
Cover Page	No	
Report Header Selection Criteria	No	
BI Metadata Model	Analysis Model – Warehouse Performance	Data in this report is as of the last day the corresponding model was refreshed.
Dependencies	No	
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompts

Prompt (* = Required)	Prompt Type	Comment
Warehouse	Drop down, single select	
Industry Type	Drop-down, single-select	
Customer Type	Drop-down, single-select	
Sales	Drop-down, single-select	
Strategy	Drop-down, single-select	

6.4.10 WMS – User Performance – Dashboard

This content presents a visual representation of warehouse user performance, including tasks completed and quantities processed. The dashboard features drill down/up capabilities that enable further analysis of user performance.

Tasks are grouped by task group. The grouping of tasks is located in the wms.transact resource in Elite. The WMS Analysis Model must be refreshed to reflect changes made to this resource.

The dashboard presents information for the current year (YTD).

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Warehouse Management System	
Dashlets	1- Tasks Completed by Period	Represents the number of tasks completed by period.
	2- Tasks Completed by Shift	Represents the number of tasks completed by shift.
	3- Tasks Completed by Area	Represents the number of tasks completed by shift.
	4- Tasks Completed by User	Represents the number of tasks completed by user.
	5- Tasks Completed Per Hour by User	Represents the number of tasks completed per hour by user.
	6- Weight by User	Represents the weight processed by user.
	7- Volume by User	Represents the volume processed per hour by user.
Dependencies	Yes	Drilling on a shared dimension will be applied across all dashlets (ex: Task Group and User dimensions). Drilling on any other dimension will be applied
Drill Down/Up Enabled	Yes	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	Drop down, single select	
User	Drop-down, single-select	Default is All Users.
Timeline	Drop-down, single-select	Default is Year to Date.

Submit Button	Button	Must be clicked in order to apply the prompt selections.

6.4.11 WMS – Actuals vs. Benchmarks – Dashboard

This content presents a visual representation of warehouse performance compared to industry benchmarks provided by WERC.

Features

Feature	Description	Comment
Content Type	Dashboard	
BI Metadata Model	Analysis Model – Warehouse Performance	
Dashlets	1- Trend	Compares annual actuals trend versus the benchmark trend. Trends begin based on the earliest period that actuals are recorded. Will not be limited by the Year prompt.
	2- Target	Compares performance vs. the benchmark.
	3- Actual	Represents the performance. Red if performance falls below the target.
Dependencies	No	
Drill Down/Up Enabled	No	
Equivalent Analysis	No	

Prompt

Prompt (* = Required)	Prompt Type	Comment
Warehouse *	Drop down, single select	
Industry Type	Drop-down, single-select	
Customer Type	Drop-down, single-select	
Sales	Drop-down, single-select	
Strategy	Drop-down, single-select	
Year	Drop-down, single-select	Default is Year to Date
Submit Button	Button	Must be clicked in order to apply the prompt selections.