

MODULE 7: FINANCIAL REPORTING AND ANALYSIS

Module Overview

Businesses running ERP systems capture lots of data through daily activity. This data, which reflects such things as the organization's sales figures, purchases, operational expenses, employee salaries, and budgets, can become valuable for decision makers when they know how to use it.

The aim of this module is to demonstrate several ways that the information workers—those responsible for making strategic decisions—can easily generate business intelligence out of their organization's Microsoft Dynamics® NAV database.

Based on the chart of accounts, you set up account schedules and use them to report on financial data. This module also shows how to use account schedules in combination with data from cost accounting and cash flow forecasting.

To give you more insight into your business, you can analyze data by the different dimensions that you use. Microsoft Dynamics NAV enables you to organize and analyze your data by dimensions. This module describes the different types of dimensions, and how to create reports that are based on dimensions.

Objectives

The objectives are:

- Describe filtering and analysis pages related to the chart of accounts.
- Explain how to set up an account schedule and explain other processes that relate to account schedules.
- Demonstrate cost account schedules.
- Demonstrate cash flow account schedules.
- Describe types of dimensions.
- Explain how to set up analysis views.
- Explain the process of exporting analysis views to Microsoft® Office Excel® 2007, and describe the elements of the exported file.
- Show how to generate analysis by dimensions and other dimension analysis reports.
- Show how to set up a Finance Performance chart.

Analyze the Chart of Accounts

The chart of accounts is the place to start financial analysis and reporting. The standard analyses in the chart of accounts are easy to access and they provide information without any setup requirements.

You can access the following analysis pages from the **Chart of Accounts** page:

- G/L Account Balance
- G/L Balance
- G/L Balance by Dimension
- G/L Account Balance/Budget
- G/L Balance/Budget

Apply Filters in the Chart of Accounts

In the Chart of Accounts page, you can filter accounts and amounts by using single field filters, advanced filters, and limit totals. Single field and advanced filters on any field in the G/L Account table can be used to filter the G/L accounts.

The screenshot shows the 'Chart of Accounts' page in Microsoft Dynamics NAV. The interface includes a navigation pane on the left, a ribbon at the top with various actions, and a main table of accounts. The table is filtered to show results for 'No. 1100' and has a limit total applied to '1100..1190'. The table columns include No., Name, Income/B., Account Type, Totaling, Gen. Posting Type, Gen. Bus. Posting Group, Gen. Prod. Posting Group, Balance at Date, Add.-Currency Balance at Date, and Balance.

No.	Name	Income/B.	Account Type	Totaling	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Balance at Date	Add.-Currency Balance at Date	Balance
1000	BALANCE SHEET	Balance Sh...	Heading							
1002	ASSETS	Balance Sh...	Begin-Total							
1003	Fixed Assets	Balance Sh...	Begin-Total							
1005	Tangible Fixed Assets	Balance Sh...	Begin-Total							
1100	Land and Buildings	Balance Sh...	Begin-Total							
1110	Land and Buildings	Balance Sh...	Posting					1,479,480.60	2,653,534.11	1,479,480.60
1120	Increases during the Year	Balance Sh...	Posting		Purchase	NATIONAL	MISC	147.73	286.24	147.73
1130	Decreases during the Year	Balance Sh...	Posting		Sale	NATIONAL	MISC			
1140	Accum. Depreciation, Buildings	Balance Sh...	Posting					-526,620.38	-944,524.15	-526,620.38
1190	Land and Buildings, Total	Balance Sh...	End-Total	1100..1190				953,007.95	1,709,296.20	953,007.95
1200	Operating Equipment	Balance Sh...	Begin-Total							
1210	Operating Equipment	Balance Sh...	Posting					582,872.18	1,045,415.00	582,872.18

FIGURE 7.1: CHART OF ACCOUNTS PAGE WITH ADVANCED FILTERING AND LIMIT TOTALS TO FILTERING DISPLAYED IN THE FILTER PANE

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The amounts for each account are determined by summing the G/L entries for the account. The following table shows the calculated amount fields in the **Chart of Accounts** page.

Field	Description
Net Change	The sum of the G/L entries for a date range determined by the Date Filter limit totals to filter.
Balance	The current balance of the account. This is the sum of all G/L entries for the account. The Date Filter is ignored.
Balance at Date	The balance of the account at the date entered in the Date Filter limit totals to filter. If a date range is entered in the Date Filter, only the ending date is used.

When users apply limit totals to filter, the ledger entries that are summed for the G/L accounts can be determined. The limit totals to filters available for the chart of accounts are shown in the following table.

Limit Totals To Filter	Description
Budget Filter	Filters the amounts displayed for each account based on the Budget field of the G/L Budget Entries for the account.
Business Unit Filter	Filters the amounts displayed for each account based on the Business Unit Code field on the G/L entries and G/L Budget entries for the account. Business units specify the companies that are part of a consolidation group.
Date Filter	Filters the amounts displayed for each account based on the Posting Date field on the G/L entries and G/L Budget entries for the account.
Global Dimension 1 and Global Dimension 2 Filters	Filters the amounts displayed for each account based on the Global Dimension 1 Code field and Global Dimension 2 Code field on the G/L Entries and G/L Budget Entries for the account. In the demonstration company, these filters are the Department Filter and Project Filter.

Balance Analysis in the Chart of Accounts

To simplify applying limit totals to filters to the chart of accounts, the following standard analysis pages are available:

- **G/L Account Balance**
- **G/L Balance**
- **G/L Balance by Dimension**
- **G/L Account Balance/Budget**
- **G/L Balance/Budget**

You can access these analysis pages from the **Navigate** tab of the ribbon.

Procedure: Review G/L Account Balances

The **G/L Account Balance** page contains the total G/L entries for a single account over several time periods. The account displayed is the one that the cursor was on in the chart of accounts when the page was opened.

For each period, you can view the net change, debit amount, and credit amount of the G/L entries posted to the account. Additionally, you can filter amounts by budget, business unit, date, and dimensions with the limit totals to filters.

To review the **G/L Account Balance** page for account 6110, follow these steps:

1. In the **Search** box, type "Chart of Accounts", and then click the related link.
2. Locate G/L account 6110.
3. On the **Navigate** tab of the ribbon, click **G/L Account Balance**.

4. In the View by field, enter Month to view the entries by month.

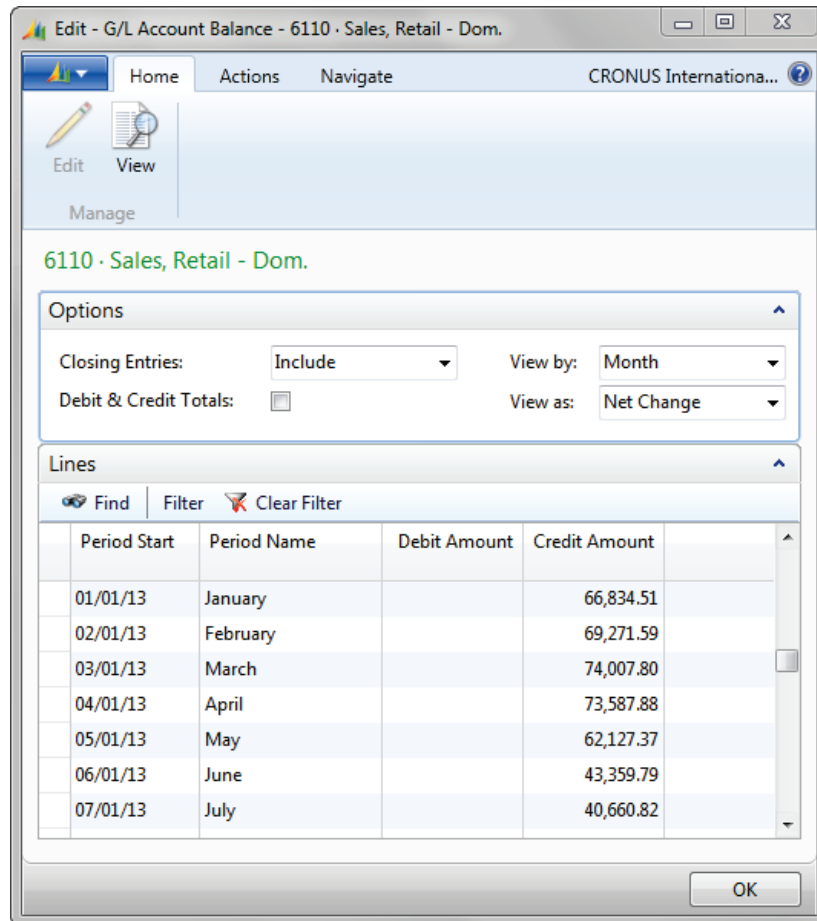


FIGURE 7.2: G/L ACCOUNT BALANCE WINDOW

On the **G/L Account Balance** page, the **Options** FastTab contains the fields shown in the following table.

Field	Description
Closing Entries	Determines whether to include or exclude closing entries in the amounts.
Debit & Credit Totals	When this check box is selected, Microsoft Dynamics NAV separately displays the debit and credit amounts posted in the same period. If the check box is clear, the net of all entries posted in that period are displayed as Debit Amount or Credit Amount.

Field	Description
View by	Determines the time period displayed for each line. The options are Day, Week, Month, Quarter, Year, and Accounting Period . The date in the Start Date field on each line is always the starting date for each period.
View as	<ul style="list-style-type: none">• Determines what type of amount is shown in the columns: Net Change or Balance at Date.• Select Net Change to display the net change in the account balance for the period.• Select Balance at Date to display the G/L account balance as of the last day in the period.

Together, time periods and amount types determine the following:

- If the **View by** field is greater than one day, and net change amounts are displayed, the date on a line represents the starting date of the time period.
- If the period is greater than one day, and balance amounts are displayed, the balance is based on the ending date of the time period.

For example, if the **View as** option is set to Balance at Date and the **View by** option is set to Month, for the line with a **Period Start** of 01/01/14, the balance displayed is the balance on January 31, 2014.

Using the limit totals to filters, amounts can also be filtered by the following:

- Budget
- Business Unit
- Date
- Global Dimension 1 and 2 Filters (known as Department and Project Filters in the CRONUS International Ltd. demonstration company)

Procedure: Review G/L Balances

The **G/L Balance** page displays the total of G/L entries for all accounts for a specified time period.

To review the **G/L Balance** page, follow these steps:

1. On the **General Ledger** page, click **Chart of Accounts**.
2. On the **Navigate** tab of the ribbon, click **G/L Balance**.

- In the **View by** field, enter **Month** to view the entries by month.

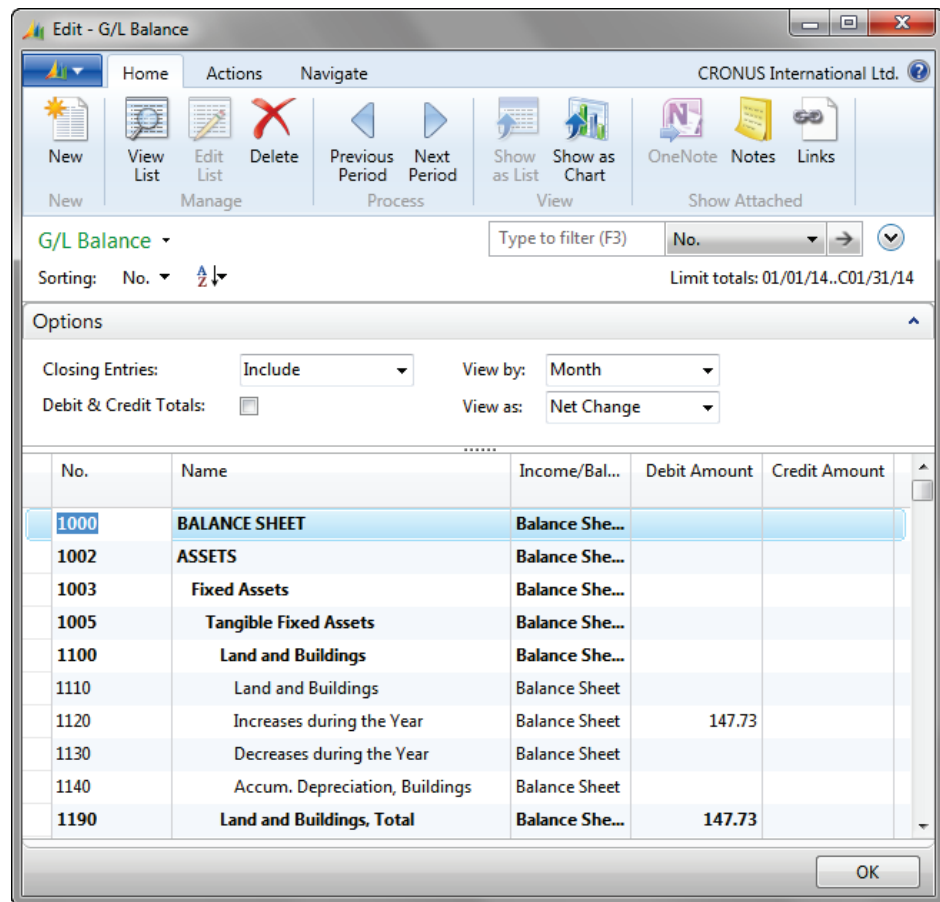


FIGURE 7.3: G/L BALANCE WINDOW

The **G/L Balance** page contains the same amounts and filters as the **G/L Account Balance** page. You can quickly display the amounts from prior and future periods with the **Previous Period** and **Next Period** buttons on the ribbon.

In addition to the time period functions, users can set more complex date filters in the filter pane by using the limit totals to feature. With this feature, users can combine selected entries from different periods.

Procedure: Review G/L Balances by Dimension

The **G/L Balance by Dimension** page provides dimensional analysis of actual or budgeted entries in a user-defined format. This page has the same format as the **Analysis by Dimensions** page, but is built on G/L Entries and G/L Budget Entries instead of Analysis View entries and Analysis View budget entries. Therefore, only global dimension information can be viewed in this page.

To review the **G/L Balance by Dimension** page, follow these steps:

1. On the **General Ledger** page, click **Chart of Accounts**.
2. In the **Navigate** tab of the ribbon, click **G/L Balance by Dimension**.
3. Expand the **Matrix Options** FastTab.
4. In the **View by** field, enter **Month** to view the entries by month.
5. On the ribbon, click **Show Matrix**.

Code	Name	Total Amount	01/01/14	02/01/14	03/01/14	04/01/14
1000	BALANCE SHEET					
1002	ASSETS					
1003	Fixed Assets					
1005	Tangible Fixed Assets					
1100	Land and Buildings					
1110	Land and Buildings	1,479,480.60				
1120	Increases during the Year	147.73	147.73			
1130	Decreases during the Year					
1140	Accum. Depreciation, Buildings	-526,620.38				
1190	Land and Buildings, Total	953,007.95	147.73			
1200	Operating Equipment					

FIGURE 7.4: G/L BALANCE BY DIM. MATRIX

Analysis by dimension is described in the "Financial Analysis" lesson in this module.

Procedure: Review G/L Account Balances and Budgets

The **G/L Account Balance/Budget** page compares actual and budgeted entry totals for a single account over several time periods.

To review the **G/L Account Balance/Budget** page, follow these steps:

1. On the **General Ledger** page, click **Chart of Accounts**.
2. Locate G/L account 6110.
3. On the **Navigate** tab of the ribbon, click **G/L Account Balance/Budget**.

4. In the **View by** field, enter **Month** to view the entries by month.

FIGURE 7.5: G/L ACCOUNT BALANCE/BUDGET

The **G/L Account Balance/Budget** page contains the same amounts as the **G/L Account Balance** page. However, in addition to actual amounts, the page also contains the budgeted debit amount, budgeted credit amount, and the net budgeted amount for the same periods. The comparison of the posted entries to the budget entries is calculated as an Index percentage in the **Balance/Budget (%)** field.

The filters are the same as the **G/L Account Balance** page except for two differences:

- There are no **Debit & Credit Totals**, because for a budget entry you can only enter an amount (negative or positive) and no debit or credit amount.
- There is an automatic **Budget Filter** limit totals to filter setting for filtering the budget information that is included in the page.

Procedure: Review G/L Balances and Budgets

The **G/L Balance/Budget** page compares actual and budgeted entries for all accounts for a specified time period.

To review the **G/L Balance/Budget** page, follow these steps:

1. On the **General Ledger** page, click **Chart of Accounts**.

2. On the **Navigate** tab of the ribbon, click **G/L Balance/Budget**.
3. In the **View by** field, enter **Month** to view the entries by month.

No.	Name	Income/Bal...	Debit Amount	Credit Amount	Budgeted Debit Amount	Budgeted Credit Amount	Balance/Budget (%)
8000	Operating Expenses	Income Stat...					
8100	Building Maintenance Expenses	Income Stat...					
8110	Cleaning	Income Stat...	2,114.65		1,760.00		120.2
8120	Electricity and Heating	Income Stat...	2,825.25		2,430.00		116.3
8130	Repairs and Maintenance	Income Stat...	17,394.03		14,610.00		119.1
8190	Total Bldg. Maint. Expenses	Income Stat...	22,333.93		18,800.00		118.8
8200	Administrative Expenses	Income Stat...					
8210	Office Supplies	Income Stat...	5,335.80		4,540.00		117.5
8230	Phone and Fax	Income Stat...	623.14		520.00		119.8
8240	Postage	Income Stat...	314.08		280.00		112.2
8290	Total Administrative Expenses	Income Stat...	6,273.02		5,340.00		117.5

FIGURE 7.6: G/L BALANCE BUDGET WINDOW

The amounts and the filters included in the analysis are the same as those on the **G/L Account Balance/Budget** page. Additionally, the **Date Filter** limit totals to filter, **Previous Period**, and **Next Period** buttons are available.

Account Schedules

You can use account schedules to create financial reports in a flexible way and without any development needed.

You use account schedules to arrange accounts that are listed in the chart of accounts in ways that provide information about those accounts. Users can set up various layouts to define the information that they want to extract from the chart of accounts.

One of the main purposes of account schedules is to provide a place for calculations that cannot be made directly in the chart of accounts. For example, users can create account schedules to calculate profit margins on dimensions such as departments or customer groups. Additionally, they can filter any G/L entries and G/L budget entries, for example, by net change or debit amount.

By using cost types and cash flow entry accounts in the account schedules, users can build cost accounting reports and cash flow reports.

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With account schedules, users can do the following::

- Create customized financial reports without using the Report Designer.
- Create as many account schedules as needed, each with a unique name.
- Set up various report layouts and print the reports with the current figures.
- Export financial data to Microsoft Excel.

Account Schedules Names

An account schedule consists of the following components:

- An account schedule name
- Several lines
- A column layout

The first step when you create an account schedule is to set up an account schedule name.

To access the **Account Schedule Names** page, open the **General Ledger** page, and under **Analysis & Reporting**, click **Account Schedules**.

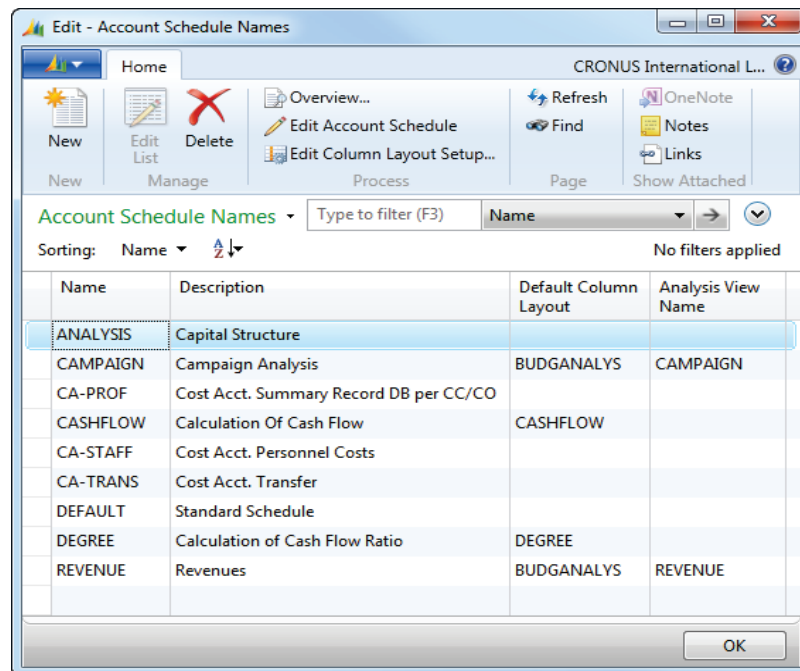


FIGURE 7.7: ACCOUNT SCHEDULE NAMES WINDOW

The **Account Schedule Names** page contains following fields:

- **Name** – Specifies the name of the account schedule.
- **Description** – Specifies a description of the account schedule.
- **Default Column Layout** - Specifies a column layout name that you want to use as a default for this account schedule.
- **Analysis View Name** - Specifies the name of the analysis view on which you want the account schedule based. If you link an analysis view to an account schedule, you can use the dimensions assigned to the analysis view in the account schedule lines. Otherwise you can use only the two global dimensions in an account schedule.



Note: *Setting up and using analysis views is explained in this module.*

The ribbon of the **Account Schedule Names** page gives you single-click access to the following pages:

- **Overview** – Runs the account schedules and shows figures based on the combination of the specified account schedule and column layout.
- **Edit Account Schedule** – Opens the **Account Schedule** page that you use to create account schedule lines.
- **Edit Column Layout Setup** – Opens the **Column Layout** page that you use to create account schedule columns.

Account Schedules Page

After you name an account schedule, you can define the lines in the **Account Schedule** page, accessed from the **Account Schedule Names** page, by clicking **Edit Account Schedule** in the ribbon.

You provide information such as a description and which accounts to total, and set whether it appears in reports or is set up for calculations only.

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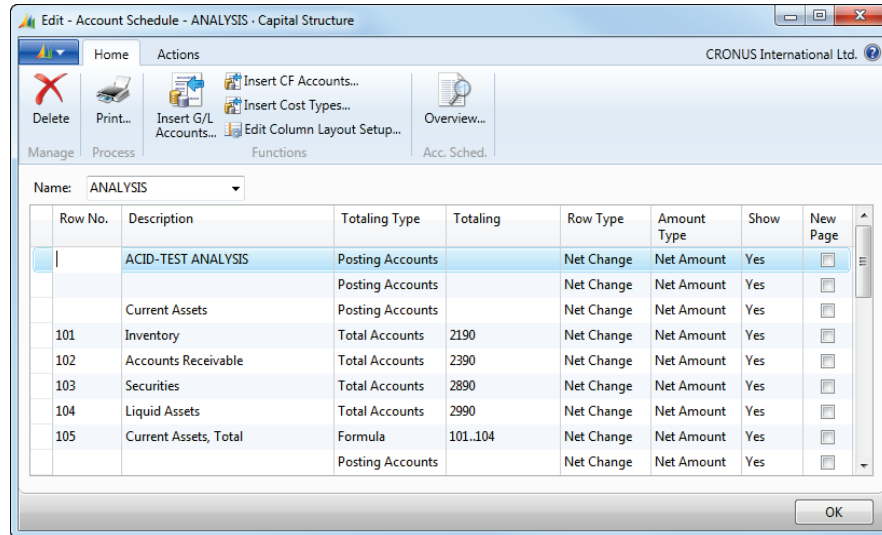



FIGURE 7.8: ACCOUNT SCHEDULE WINDOW

To create an account schedule, you must set up several rows with the following fields.

Field	Description
Row No.	Shows a number for the account schedule line. The same row number can be used on more than one line. The rows with the same number are then treated as a group. For example, if the row number is included in a formula in the Totaling field, it will represent the sum of all the lines that have that row number. If the Insert Accounts function is used, this field is automatically copied from the No. field in the chart of accounts.
Description	Specifies text that will appear on the account schedule line. If the Insert Accounts function is used, this field is automatically copied from the Name field in the G/L account list. If you use an account schedule in the Finance Performance Window , the description must be unique. If the field is empty, the account schedule line is not displayed in the Finance Performance window.

Field	Description
Totaling Type	<p>Determines which accounts within the totaling interval, specified in the Totaling field, are totaled.</p> <p>The options are as follows:</p> <ul style="list-style-type: none"> • Posting Accounts: The total is calculated from amounts in posting accounts in the chart of accounts. This is the default value. • Total Accounts: The total is calculated from amounts in total and end-total accounts in the chart of accounts. • Formula: The total is calculated from amounts in other rows in the account schedule. The formula is entered in the Totaling field. • Set Base For Percent: Used to insert a column that displays the percentage of a total. The formula in the Totaling field on this line is used to calculate the total on which the percentage is based. This line does not appear on Account Schedule reports. • Cost Type: The total is calculated from amounts in posting accounts in the chart of cost accounts. • Cost Type Total: The total is calculated from amounts in total and end-total accounts in the chart of cost accounts. • Cash Flow Posting Accounts: The total is calculated from amounts in posting accounts in the chart of cash flow accounts. • Cash Flow Total Accounts: The total is calculated from amounts in total and end-total accounts in the chart of cash flow accounts. <p>If you use the Insert Accounts function, accounts that have the Account Type Total or End-Total on the chart of accounts are assigned the totaling type Total Accounts. All other lines are automatically assigned the totaling type Posting Accounts.</p>

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Field	Description
Totaling	<p>Indicates which accounts are totaled on this line. This field is filled in based on the contents in the Totaling Type field:</p> <ul style="list-style-type: none"> • If the Formula totaling type is assigned to the account schedule line, enter a formula that includes row numbers (or totaling intervals) from the account schedule. • For the following types, enter an account number (or totaling interval) from the specified chart of accounts: <ul style="list-style-type: none"> ○ Posting Accounts ○ Total Accounts ○ Cost Type ○ Cost Type Total ○ Cash Flow Entry Accounts ○ Cash Flow Total Accounts <p>When you create formulas, use the following symbols:</p> <ul style="list-style-type: none"> • addition: + • subtraction: - • multiplication: * • division: / • exponentiation: ^ • parentheses: () • percentage: % <p>In the ribbon, the following three functions are available to insert accounts:</p> <ul style="list-style-type: none"> • Insert G/L Accounts: The Totaling field is automatically copied from the No. field in the G/L account list. • Insert CF Accounts: The Totaling field is automatically copied from the No. field in the cash flow account list. • Insert Cost Types: The Totaling field is automatically copied from the No. field in the cost type list. <hr/> <p> Note: To include a number in the formula, do not use that number as a row number in the account schedule.</p> <hr/>

Field	Description
Row Type	<ul style="list-style-type: none"> • Determines how the amounts in the row are calculated for the period defined in the Date Filter field on the report or page. The options are as follows: • Net Change: The total is calculated by using the total changes from the start to the end of the specified date range. • Balance at Date: The total is calculated by using the total of all entries from the initial transaction in Microsoft Dynamics NAV through the date at the end of the specified date range. • Beginning Balance: The total is calculated by using the total of all entries from the initial transaction in Microsoft Dynamics NAV to the last entry before the start of the specified date range.
Amount Type	<ul style="list-style-type: none"> • Determines the type of entries that are included in the amounts in the account schedule row. The options are as follows: • Net Amount: The calculated amount includes debit and credit entries. • Debit Amount: The calculated amount includes only debit entries. • Credit Amount: The calculated amount includes only credit entries.
Show	<ul style="list-style-type: none"> • Determines whether the account schedule line is printed on the report. The options are as follows: • Yes: The row is printed. • No: The row is not printed. • If Any Column Not Zero: The row is printed unless all amounts on the row are equal to zero. • When Positive Balance: The row is printed only if the balance of the amounts on the row is positive. • When Negative Balance: The row is printed only if the balance of the amounts on the row is negative.
New Page	If selected, there a page break is added after the current account when the account schedule is printed.

Optional Account Schedule Fields

The following table shows the additional columns that users can add to the **Account Schedule** page by using the **Choose Columns** function.

Field	Description
Dimension Totaling Filters	Dimension values or dimension value ranges that are used to filter the amounts shown in the row. These filters are described in more detail in the "Filter Account Schedules Using Dimensions" procedure.
Bold, Italic, and Underline	If selected, the row contents are bold, italic, or underlined. Only bold formatting is displayed in the Acc. Schedule Overview page, whereas the printed Account Schedule report and exported data in Microsoft Excel worksheets display all three formats.
Show Opposite Sign	If selected, debits in this row are displayed in reports as negative amounts (that is, with a minus sign) and credits are displayed as positive amounts.

Column Layout Overview

The Account Schedule column layout contains the numeric information. You can set up both the visible columns that appear in the reports and the intermediary columns that are used for calculation only.

To open the **Column Layout** window, click **Edit Column Layout Setup** in the ribbon of the **Account Schedule** window.

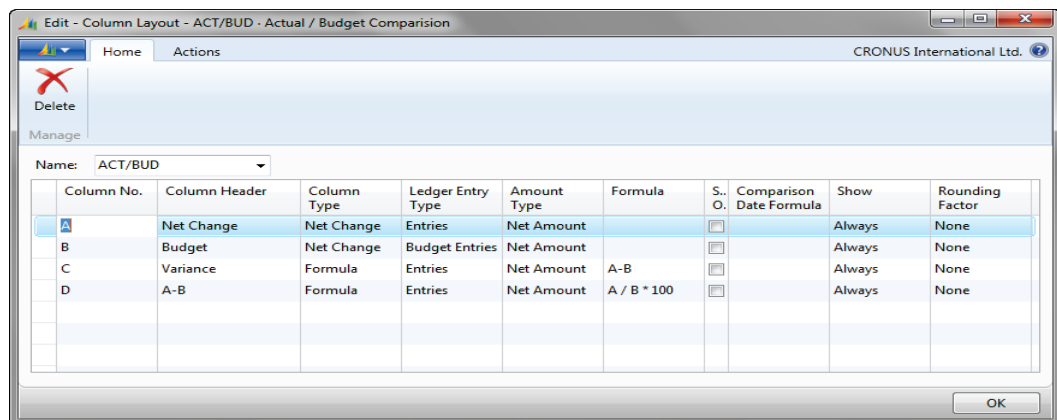


FIGURE 7.9: COLUMN LAYOUT WINDOW

After you create a column layout, you can assign it as a default to any existing account schedule in the **Account Schedule Names** page.

The **Column Layout** page contains the fields that are shown in the following table.

Field	Description
Column No.	Identifies the line for the column. The column numbers are optional and the same column number can be used on more than one line. The columns with the same number are then treated as a group. For example, if the column number is included in a formula, it will represent the sum of all the lines that share the column number.
Column Header	The text in this field is printed on reports that include the column.
Column Type	Determines how the amounts in the column are calculated. The amounts are calculated for the period defined in the Date Filter field on the report or page as follows: <ul style="list-style-type: none">• Formula: The column displays amounts calculated from amounts in other columns in the account schedule. Enter the formula in the Formula field.• Net Change: The column displays the net change in the account balances during the period.• Balance at Date: The column displays the account balances at the end of the period.• Beginning Balance: The column displays the account balances at the beginning of the period.• Year to Date: The column displays the net change in the account balances from the start of the fiscal year to the end of the period.• Rest of Fiscal Year: The column displays the net change in the account balances from the end of the period to the end of the fiscal year in which the period ends.• Entire Fiscal Year: The column displays the net change in the account balances for the fiscal year in which the period ends.

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Field	Description														
Ledger Entry Type	<p>Determines the type of ledger entries that are included in the amounts in the account schedule column. The options are as follows:</p> <ul style="list-style-type: none"> • Entries: The total is calculated from entries. • Budget Entries: The total is calculated from budget entries. <p>The type of ledger entry is based on the Totaling Type field on the account schedule line. The following options are used:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Totaling Type</th> <th style="text-align: left;">Entry Type</th> </tr> </thead> <tbody> <tr> <td>Posting Accounts</td> <td>General Ledger Entries/General Ledger Budget Entries</td> </tr> <tr> <td>Total Accounts</td> <td>General Ledger Entries/General Ledger Budget Entries</td> </tr> <tr> <td>Cost Type</td> <td>Cost Entries</td> </tr> <tr> <td>Cost Type Total</td> <td>Cost Entries</td> </tr> <tr> <td>Cash Flow Entry Accounts</td> <td>Cash Flow Ledger Entries/Cash Flow Forecast Entries</td> </tr> <tr> <td>Cash Flow Total Accounts</td> <td>Cash Flow Ledger Entries/Cash Flow Forecast Entries</td> </tr> </tbody> </table>	Totaling Type	Entry Type	Posting Accounts	General Ledger Entries/General Ledger Budget Entries	Total Accounts	General Ledger Entries/General Ledger Budget Entries	Cost Type	Cost Entries	Cost Type Total	Cost Entries	Cash Flow Entry Accounts	Cash Flow Ledger Entries/Cash Flow Forecast Entries	Cash Flow Total Accounts	Cash Flow Ledger Entries/Cash Flow Forecast Entries
Totaling Type	Entry Type														
Posting Accounts	General Ledger Entries/General Ledger Budget Entries														
Total Accounts	General Ledger Entries/General Ledger Budget Entries														
Cost Type	Cost Entries														
Cost Type Total	Cost Entries														
Cash Flow Entry Accounts	Cash Flow Ledger Entries/Cash Flow Forecast Entries														
Cash Flow Total Accounts	Cash Flow Ledger Entries/Cash Flow Forecast Entries														
Amount Type	<ul style="list-style-type: none"> • Determines the type of entries that are included in the amounts in the account schedule column. The options are as follows: • Net Amount: The amount includes both credit and debit entries. • Debit Amount: The amount includes debit entries only. • Credit Amount: The amount includes credit entries only. 														
Formula	<p>If Formula is selected as the Column Type, enter a formula for the line. The result of the formula is displayed in the column when the account schedule is printed.</p> <p>Use this field to perform calculations on other columns. Other columns are referenced through their column number. The calculation symbols are the same as those used in the row formulas.</p> <p>For example, to calculate the difference in percentage of the G/L entries and the budget entries, enter the following formula: $100 * (\text{Column No. of the G/L entry column} / \text{Column No. of the G/L Budget entry column} - 1)$</p>														

Field	Description
Show Opposite Sign	If selected, debits in this column are shown in reports as negative amounts (that is, with a minus sign) and credits are shown as positive amounts.
Comparison Date Formula	Date formula that specifies which dates must be used to calculate the amount in this column. Microsoft Dynamics NAV uses this formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request. Use the standard time periods of W(eek), M(onth), Y(ear), or Q(arter) to create the formulas. For example, -1Y is the same period one year earlier.
Show	<ul style="list-style-type: none"> • If selected, the amounts in the column are shown in reports. No more than five columns in an account schedule layout can be shown in the printed report. The options are as follows: • Always: All amounts in the column are always shown. This is the default value. • Never: The column does not appear on reports. It is used only for calculations. • When Positive: Only positive amounts (amounts that are positive before Show Opposite Sign is applied) are shown in the column. • When Negative: Only negative amounts (amounts that are negative before Show Opposite Sign is applied) are shown in the column.
Rounding Factor	Rounding factor for amounts in the column. The default value is None, no rounding. Be aware that amounts on printed reports are rounded. For example, if 1000 is selected, all amounts are shown in thousands. Amounts in the Acc. Schedule Overview Matrix page are not rounded.

Column Layout Options

The following table shows the additional columns that users can add to the **Column Layout** page by using the **Choose Columns** function.

Field	Description
Comparison Period Formula	<p>Specifies which accounting periods to use when users are calculating the amount in this column. An accounting period does not have to match the calendar. But each fiscal year must have the same number of accounting periods, even though each period can be different in length.</p> <p>Microsoft Dynamics NAV uses the period formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request.</p> <p>The abbreviations for period specifications are as follows:</p> <ul style="list-style-type: none"> • P = Period. • LP = Last period of a fiscal year, half-year, or quarter. • CP = Current period of a fiscal year, half-year, or quarter. • FY = Fiscal year. <p>For examples of formulas, press F1 to access Help for this field.</p>
Business Unit, Global Dimensions, and Dimensions 3 and 4	<p>Totaling fields used to create column layouts that show global dimension information across columns.</p> <ul style="list-style-type: none"> • When the column layout is not linked to an analysis view, the global dimensions are available in the Column Layout page. • When the column layout is linked to an analysis view, the dimensions specified in the analysis view are displayed in the Column Layout page. <p>Analysis views are linked to column layouts in the Column Layout Names page, in the Analysis View Name field.</p>

☀ **Acc. Schedule Overview Matrix**

With the **Acc. Schedule Overview Matrix** page, users can view account schedules in the various layouts they have set up. These layouts are also available in the **Dimensions - Total** report.

To view the **Acc. Schedule Overview Matrix** page from the **Account Schedule** page, click **Overview** on ribbon.

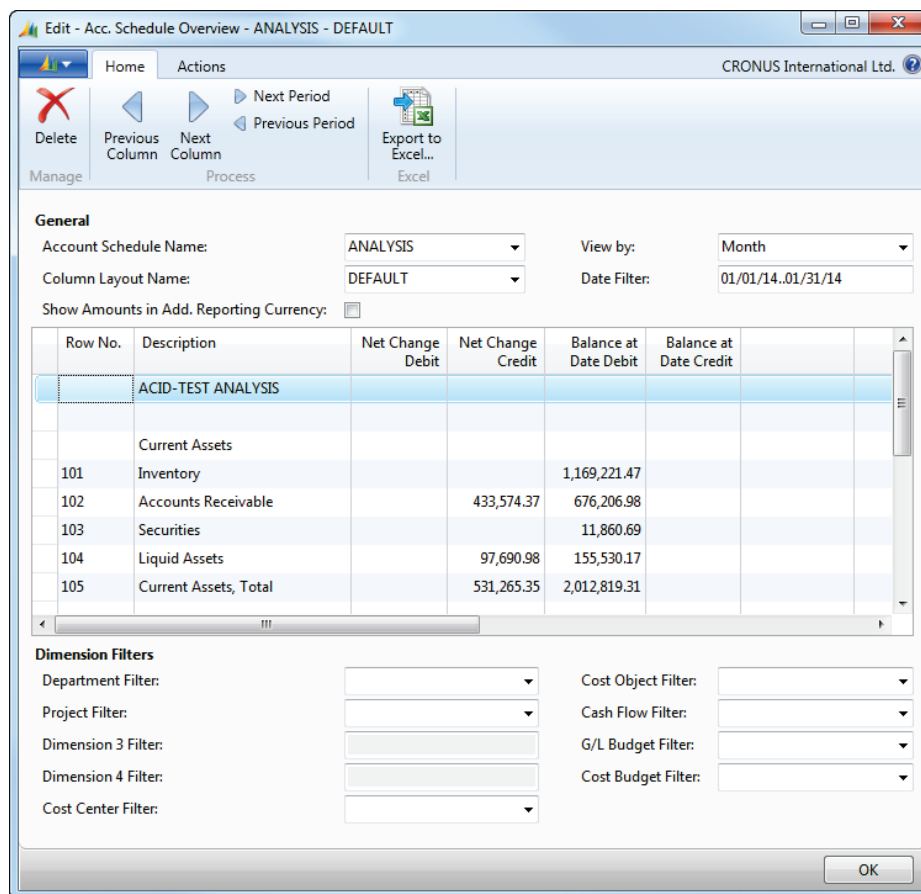


FIGURE 7.10: ACC. SCHEDULE OVERVIEW MATRIX WINDOW

The following table shows the fields in the **Acc. Schedule Overview** page, on the **General** section.

Field	Description
Account Schedule Name	To view a different row layout, select the required account schedule in this field.
Column Layout Name	To view a different column layout, select the required column layout in this field.

Field	Description
View By	<p>Specifies the date interval used to display the amounts in the account schedules. The following options are available:</p> <ul style="list-style-type: none"> • Day • Week • Month • Quarter • Year • Accounting Period
Date Filter	<p>Specifies the dates that are used to filter the amounts on account schedule lines.</p>
Show Amounts in Add. Reporting Currency	<p>If selected, report amounts are shown in the Additional Reporting Currency. Usually, the amounts are shown in the company's local currency (LCY).</p>

In the **Dimension Filters** section, you can set up filters for the following fields:

- **Global Dimensions and Dimensions 3 and 4**
- **Cost Center**
- **Cost Object**
- **Cash Flow**
- **G/L Budget**
- **Cost Budget**

Demonstration: Set Up an Account Schedule

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., must design a report to analyze the discounts granted to customers and received from vendors. She sets up the account schedule to meet the following criteria:

- Discounts granted to customers and discounts received from vendors are displayed in separate rows.
- A row displays the net discounts granted or received.
- The actual and budgeted discount amounts for the current month and the variance between them can be viewed.
- The change in the actual discount amounts from the last month to the current month can be compared.

Setting up an account schedule involves three steps:

1. Create the row layout.
2. Create the column layout.
3. Combine the rows and columns.

Demonstration Steps

1. Create the row layout

To create a new account schedule, follow these steps:

- a. In the **Search** box, type "Account Schedules", and then click the related link.
- b. On the ribbon, click **New** to insert a new account schedule name.
- c. In the **Name** field, type "Discounts".
- d. In the **Description** field, type "Discount Analysis".
- e. Leave the **Default Column Layout** and **Analysis View Name** fields blank.
- f. On the ribbon, click **Edit Account Schedule**.

The **Account Schedule** page opens. This is the page where the rows for the report are designed. It currently only contains blank lines.

To create the report heading for the discount analysis, follow these steps:

- a. On the menu bar, click the **Customize** button, and then click **Choose Columns**.
- b. Add the **Bold** column, and then click **OK** to close the **Customize Account Schedule** page.
- c. On the first line, in the Description field, type "Discount Analysis". This is the report heading.
- d. Select the **Bold** check box.



Note: You may have to close the **Account Schedule** page after you use the **Choose Columns** function to make the changes appear.

To create the first discount account that relates to discounts granted to customers, follow these steps:

- a. Leave a blank line to separate the heading from the report lines.
- b. On the third line, in the **Row No.** field, type "R11".

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- c. In the **Description** field, type "Discount Granted".
- d. In the **Totaling** field, type "6910".
Or, you can click the drop-down arrow in the Totaling field to locate the Discount Granted account.



Note: To quickly add several accounts contained in the chart of accounts, on the **Actions** tab of the ribbon, click **Insert G/L Accounts**, and select the accounts from the G/L account list. Microsoft Dynamics NAV inserts a new row for each account, with all the account information in the **Row No.**, **Description**, **Totaling Type**, and **Totaling fields**. Update the **Row No.** fields as necessary.

To create the remaining rows for granted discounts, follow these steps:

- a. Click the next line.
- b. In the **Row No.** field, type "R21".
- c. In the **Description** field, type "Payment Discount Granted".
- d. In the **Totaling** Field, type "9250..9255".
- e. Leave a blank line.
- f. Click the next line.
- g. In the **Row No.** field, type "R1".
- h. In the **Description** field, type "Total Discounts Granted".
- i. In the **Totaling Type** field, enter **Formula**.
- j. In the **Totaling** field, type "R11+R21".

To create the received discount rows, follow these steps:

- a. Leave a blank line.
- b. Click the next line.
- c. In the **Row No.** field, type "R12".
- d. In the **Description** field, type "Discount Received - Retail".
- e. In the **Totaling** field, type "7140".
- f. Click the next line.
- g. In the **Row No.** field, type "R22".
- h. In the **Description** field, type "Discount Received - Raw Materials".
- i. In the **Totaling** field, type "7240".
- j. Click the next line.
- k. In the **Row No.** field, type "R32".
- l. In the **Description** field, type "Payment Discounts Received".
- m. In the **Totaling** field, type "9130..9135".
- n. Leave a blank line.
- o. Click the next line.

- p. In the **Row No.** field, type "R2".
- q. In the **Description** field, type "Total Discounts Received".
- r. In the **Totaling Type** field, enter **Formula**.
- s. In the **Totaling** field, type "R12+R22+R32".

To create the final totaling row, follow these steps:

- a. Leave a blank line.
 - b. Click the next line.
 - c. In the **Row No.** field, type "R3".
 - d. In the **Description** field, type "Net Discounts Granted/(Received)".
 - e. In the **Totaling Type** field, enter **Formula**.
 - f. In the **Totaling** field, type "R1+R2".
 - g. Select the **Bold** check box.
2. Create the column layout.

To create a basic column layout to be used with the new Discount Analysis account schedule, follow these steps:

- a. Open the **Account Schedule - DISCOUNTS** page.
- b. In the ribbon, click **Edit Column Layout Setup**.
- c. In the **Name** field, click the drop-down arrow to open the **Column Layout Names** page.
- d. On the ribbon, click **New** to insert a new column name.
- e. In the **Name** field, type "Basic".
- f. In the **Description** field, type "Basic Column Layout".
- g. With the Basic Column Layout selected, click OK.
The Column Layout Names page closes, and the cursor is in the Name field with BASIC displayed as the name.
- h. Press TAB or ENTER.

The **Basic Column Layout** page opens, with blank lines. Define the columns by creating a line for each column.



Note: All columns in this demonstration are set as follows:

- Amount Type is Net Amount.
- **Show Opposite Sign** check box is clear.
- Show is set to Always.
- Rounding Factor is None.

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To enter the actual, budget, and variance total columns for the **Discount Analysis** report, follow these steps:

- a. On the first line, in the **Column No.** field, type "C10".
- b. In the **Column Header** field, type "Actual".
- c. Make sure that the **Column Type** is set to **Net Change**.
- d. Make sure that the **Ledger Entry Type** is set to **Entries**. Do not change the settings in the remaining fields.
- e. Click the next line.
- f. In the **Column No.** field, type "C11".
- g. In the **Column Header** field, type "Budget".
- h. Make sure that the **Column Type** is set to **Net Change**.
- i. In the **Ledger Entry Type** field, enter **Budget Entries**.
- j. Click the next line.
- k. In the **Column No.** field, type "C12".
- l. In the **Column Header** field, type "Variance".
- m. In the **Column Type** field, enter **Formula**.
- n. Make sure that the **Ledger Entry Type** is set to **Entries**.
- o. In the **Formula** field, type "C10-C11".

To enter the comparison columns, follow these steps:

- a. Click the next line.
- b. In the **Column No.** field, type "C13".
- c. In the **Column Header** field, type "Actual Last Month".
- d. Make sure that the **Column Type** is set to **Net Change**.
- e. Make sure that the **Ledger Entry Type** is set to **Entries**.
- f. In the **Comparison Date Formula** field, type "-1M".
- g. Click the next line.
- h. In the **Column No.** field, type "C14".
- i. In the **Column Header** field, type "Change from Last Month".
- j. In the **Column Type** field, enter **Formula**.
- k. Make sure that the **Ledger Entry Type** is set to **Entries**.
- l. In the **Formula** field, type "C10-C13".
- m. Click **OK** to close the **Column Layout** page.

3. Combine rows and columns.

The final step in setting up the account schedule is to combine the row and column layouts:

- a. Click **OK** on the **Account Schedule** page to go back to the **Account Schedule Names** page.

- b. On the **Discount Analysis** account schedule line, in the **Default Column Layout** field, enter **Basic**.
- c. Click **OK** to close the **Account Schedule Names** page.

The **Discount Analysis** account schedule setup is completed. Next, review the account schedule in the **Acc. Schedule Overview Matrix** page.

4. Review the account schedule.

To review the **Discount Analysis** account schedule for January 2014, follow these steps:

- a. Open the **Account Schedule Names** page.
- b. Click the **Discount Analysis** line, and then click **Overview** in the ribbon.

General

Account Schedule Name: DISCOUNTS View by: Month
 Column Layout Name: BASIC Date Filter: 01/01/14..01/31/14
 Show Amounts in Add. Reporting Currency:

Row No.	Description	Actual	Budget	Variance	Actual Last Month	Change from Last Month
	Discount Analysis					
R11	Discount Granted	1,723.93		1,723.93	3,093.92	-1,369.99
R21	Payment Discount Granted				199.62	-199.62
R1	Total Discounts Granted	1,723.93		1,723.93	3,293.54	-1,569.61
R12	Discount Received - Retail	-1,131.28		-1,131.28	-507.93	-623.35
R22	Discount Received - Raw Materials	-347.19		-347.19	-1,520.15	1,172.96
R32	Payment Discounts Received					
R2	Total Discounts Received	-1,478.47		-1,478.47	-2,028.08	549.61
R3	Net Discounts Granted/(Received)	245.46		245.46	1,265.46	-1,020.00

Dimension Filters

Department Filter: Cost Object Filter:
 Project Filter: Cash Flow Filter:
 Dimension 3 Filter: G/L Budget Filter:
 Dimension 4 Filter: Cost Budget Filter:
 Cost Center Filter:

FIGURE 7.11: ACC. SCHEDULE OVERVIEW MATRIX FOR DISCOUNT ANALYSIS WINDOW

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The information displayed in this matrix can be changed by setting filters (business units, budgets, dates, and so on) or changing the rows or columns shown in the report.

In the **Acc. Schedule Overview Matrix** page, when you click an amount field that is calculated based on a formula, the formula calculation used to calculate the amount is displayed.

To view a formula, follow these steps:

- a. Click the **Actual** column for row R1. You receive the following message: "Row formula: R11+R21."

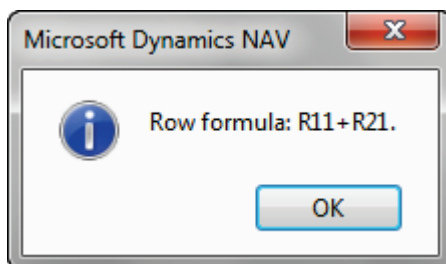


FIGURE 7.12: ACCOUNT SCHEDULE ROW FORMULA WINDOW

- b. Click **OK** to close the message dialog box.

In addition, if you click an amount field that is based on G/L Entries or G/L Budget Entries, the **Chart of Accounts (G/L)** page opens. The **Chart of Accounts (G/L)** page summarizes information from the G/L Budget Entries and the G/L Entries in one page.

To view the G/L summaries, follow these steps:

- a. Click the **Actual** column for row R11.
The Chart of Accounts (G/L) page opens, displaying the values that were used to calculate the amount in the selected field.
- b. Close the **Chart of Accounts (G/L)** page.

The Discount Analysis account schedule for January 2014 shows the following:

- More discounts were granted to customers than were received from vendors.
- There was a large decrease in the discounts granted from December 2013 to January 2014.

In summary, the account schedule has provided valuable information about how much money the company is spending or making on discounts, and how the net change fluctuates from month to month.

You do not have to create or print the account schedule again to view the same report for a different period. Just change the date in the **Date Filter** or select a different time period in the **View by** field on the **Acc. Schedule Overview** page.

Additionally, you can create more discount reports by combining another column layout with the Discount Analysis account schedule rows. You can also use the Basic Column Layout with other account schedule rows to make the same comparisons with other financial information, such as administrative expenses or sales income.

Print Account Schedule Reports

There are several ways to use account schedules. You can run them on your computer screen, you can print them, or you can export them to Excel.

You can print account schedules from the following locations:

- **Account Schedule** page.
- **Acc. Schedule Overview** page.
- Under **Reports** on the **General Ledger** page.

The report contains the same options and filters as the **Acc. Schedule Overview** page. However,, the report is limited to printing the first five columns of the account schedule. The **Acc. Schedule Overview Matrix** page can show all columns.

To print the **Revenue Account Schedule** from **Reports** on the **General Ledger** page, follow these steps:

1. On the **General Ledger** page, under Financial Statement, click **Account Schedule**.

The screenshot shows the 'Edit - Account Schedule' window. The 'Options' section is expanded, showing the following fields:

- Layout**
 - Acc. Schedule Name: [Dropdown]
 - Column Layout Name: [Dropdown]
- Filters**
 - Date Filter: [Text Box]
 - G/L Budget Filter: [Dropdown]
 - Cost Budget Filter: [Dropdown]
 - Business Unit Filter: [Dropdown]
- Dimension Filters**
 - Dimension 1 Filter: [Text Box]
 - Dimension 2 Filter: [Text Box]
 - Dimension 3 Filter: [Text Box]
 - Dimension 4 Filter: [Text Box]
 - Cost Center Filter: [Dropdown]
 - Cost Object Filter: [Dropdown]
 - Cash Flow Filter: [Dropdown]
- Show**
 - Show Error: [Dropdown (None)]
 - Show Amounts in Add. Reporting Currency: [Checkbox]
 - Show Account Schedule Setup: [Checkbox]

At the bottom of the window, there are buttons for 'Print', 'Preview', and 'Cancel'.

FIGURE 7.13: ACCOUNT SCHEDULE REPORT REQUEST FORM WINDOW

2. In the **Acc. Schedule Name** field, enter **Revenue**.
3. Press TAB or ENTER.
The cursor moves to the **Column Layout Name** field, where a column layout is automatically entered.
4. Enter **Default** to use the Standard Column Layout.
5. Click **OK** to close the **Column Layout Names** page.
6. In the **Date Filter** field, type "01/01/14..01/31/14".
7. Click **Preview** to review the Revenue Account Schedule.
The **Revenue Account Schedule** report opens, and revenue description, net change, and balance at date information are displayed in print format.
8. Close the **Print Preview** page.

To print from the **Acc. Schedule Overview** page, follow these steps:

1. Open the **Account Schedule Names** page.
2. Click the **Revenue** line, and on the ribbon, click **Edit Account Schedule**.
3. On the Action Pane, click **Print**.

When you print from this page, the default layout information is automatically copied to the **Account Schedule** report request form.

4. Close the **Account Schedule** report request form.

To print from the **Acc. Schedule Overview Matrix** page, follow these steps:

1. On the **Account Schedule** page, click **Overview**.
2. Set filters, and then click **Show Matrix**.
3. On the **Actions** tab on the ribbon, click **Print**.

When you print from this page, the layout, date filter, dimension filters, and budget filters are automatically copied to the **Account Schedule** report request form.

Export Account Schedules to Excel

You can export account schedules can be exported from the **Acc. Schedule Overview Matrix** page. Exporting to Excel enables you to control your data by using Excel functions and features, and share data with others working outside the Microsoft Dynamics NAV environment.

To export an account schedule, follow these steps:

1. In the **Search** box, type "Account Schedules", and then click the related link.
2. Locate the REVENUE account schedule, and then click **Overview** in the ribbon.
3. In the **Acc. Schedule Overview** page, click **Export to Excel** in the ribbon.
4. The **Option** field uses **Create Workbook** to create a new workbook. If you have an existing Excel spreadsheet, you can also click the drop-down arrow, select **Update Workbook**, and then enter the **Excel Workbook File Name** and **Worksheet Name**.
5. Click **OK**.
6. In the information dialog page, click the correct server access to Microsoft Office Excel Application option, and then click **OK**.

Microsoft Dynamics NAV opens Excel and exports the data and the filter information from the selected account schedule. The worksheet name is Revenue, the same as the account schedule name.



Note: Amounts that were totals in the **Acc. Schedule Overview Matrix** page are not exported as formulas in Excel. The value of the total are copied to a cell in the Excel worksheet. In addition, rounding factors are not applied in the amounts exported to Excel

Filter Account Schedules Using Dimensions

You can extend the reporting function of the account schedules by filtering on dimensions. This lets you create financial reports by dimension.

When you use dimensions in account schedules, there is a difference between using global dimensions and the other dimensions:

- **Global dimensions:** Global dimensions are always available in account schedules and column layouts that have no analysis view assigned.
- **Other dimensions:** Other dimensions are available only if they are included in an analysis view that is assigned to the account schedule or the column layout.



Note: The setup and use of analysis views in account schedules is explained in the "Combine Analysis Views with Account Schedules" lesson in this module.

Dimension filtering can be applied by row and by column. Dimension filtering on a row applies to all amounts in all columns in that row. Column layouts can also be set up with dimension filters.

Filters set on rows and filters set on columns can potentially interact. When an amount is to be printed in a particular cell in the account schedule, it must pass through both the row and the column filters.

Demonstration: Filter Account Schedules Using Global Dimensions

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., notices that payment discount is granted by different departments. To have an overview of the payment discount granted by department, she decides to change the DISCOUNTS, by filtering the **Payment Discount Granted** line by DEPARTMENT dimension.

Afterward she runs the account schedule for December 2013 to review the result.

Demonstration Steps

1. Add the DEPARTMENT dimension to the DISCOUNTS account schedule.

To add the DEPARTMENT dimension to the DISCOUNTS account schedule, follow these steps:

- a. In the Search box, type "Account Schedules", and then click the related link.

- b. Locate the DISCOUNTS account schedule, and in the ribbon, click **Edit Account Schedule**.
 - c. Click the Microsoft Dynamics **Application** menu > **Customize** > **Choose Columns**.
 - d. Add the **Department Code Totaling** field.
 - e. Click **OK**.
 - f. Reopen the **Account Schedule** page for customizations to take effect.
2. Filter the **Payment Discount Granted** line by DEPARTMENT dimension.

To filter the **Payment Discount Granted** line by DEPARTMENT dimension, follow these steps:

- a. Go to the line with **Row No.** R21, and change the description to "Payment Discount Granted ADM".
- b. In the **Department Code Totaling** field, enter ADM.
- c. Right-click the next line, and select **New Line**.
- d. In the **Row No.** field, enter R31.
- e. In the **Description** field, type "Payment Discount Granted PROD".
- f. In the **Totaling** field, type "9250..9255".
- g. In the **Department Code Totaling** field, type "PROD".
- h. Right-click the next line, and select **New Line**.
- i. In the **Row No.** field, type "R41".
- j. In the **Description** field, type "Payment Discount Granted SALES".
- k. In the **Totaling** field, type "9250..9255".
- l. In the **Department Code Totaling** field, type "SALES".
- m. Go to line with **Row No.** R1, and in the **Totaling** field, change the totaling formula to "R11+R21+R31+R41".

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Figure 7.14 shows the Account Schedule window for the DISCOUNTS account. The window title is 'Edit - Account Schedule - DISCOUNTS - Discount Analysis'. The ribbon includes 'Home' and 'Actions' tabs. The 'Actions' tab contains buttons for 'Delete', 'Print...', 'Insert CF Accounts...', 'Insert G/L Accounts...', 'Insert Cost Types...', 'Edit Column Layout Setup...', and 'Overview...'. The 'Name' field is set to 'DISCOUNTS'. The table below displays the account schedule data.

Row No.	Description	Totaling Type	Totaling	Department Code	Row Type
	Discount Analysis	Posting Accounts			Net Change
		Posting Accounts			Net Change
R11	Discount Granted	Posting Accounts	6910		Net Change
R21	Payment Discount Granted ADM	Posting Accounts	9250.9255	'ADM'	Net Change
R31	Payment Discount Granted PROD	Posting Accounts	9250.9255	'PROD'	Net Change
R41	Payment Discount Granted SALES	Posting Accounts	9250.9255	'SALES'	Net Change
		Posting Accounts			Net Change
R1	Total Discounts Granted	Formula	R11+R21+R31+R41		Net Change
		Posting Accounts			Net Change
R12	Discount Received - Retail	Posting Accounts	7140		Net Change
R22	Discount Received - Raw Materials	Posting Accounts	7240		Net Change
R32	Payment Discounts Received	Posting Accounts	9130.9135		Net Change
		Posting Accounts			Net Change
R2	Total Discounts Received	Formula	R12+R22+R32		Net Change
		Posting Accounts			Net Change
R3	Net Discounts Granted/(Received)	Formula	R1+R2		Net Change

FIGURE 7.14: ACCOUNT SCHEDULE WINDOW

3. Run the DISCOUNTS account schedule to review the result.

To run the DISCOUNTS account schedule for December 2013, follow these steps:

- a. In the ribbon of the **Account Schedule** page, click **Overview**.
- b. Verify that the DISCOUNTS account schedule is combined with the BASIC column layout.
- c. In the **View by** field, enter **Month**.
- d. Verify that the **date filter** field contains 12/01/13..12/31/13.

The payment discount granted is now filtered by department and shows the payment discounts granted by each department.

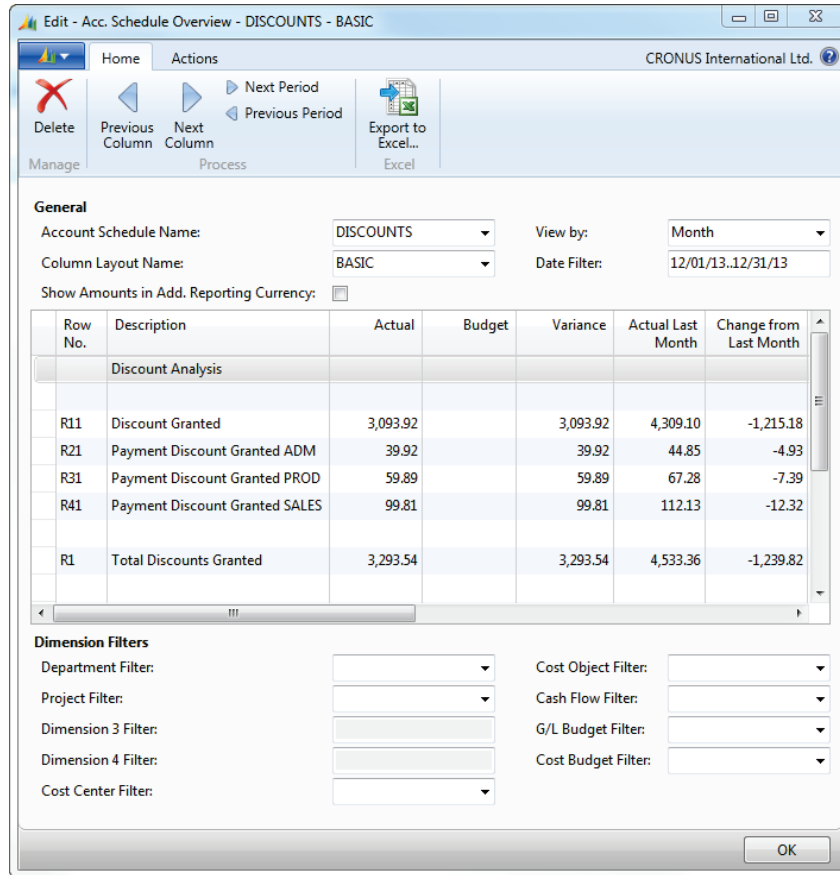


FIGURE 7.15: ACC. SCHEDULE OVERVIEW WINDOW

Lab 7.1: Create a Detailed Account Schedule

Scenario

You are asked to create a small management analysis report no more than two pages long. Give the account schedule a code of MGTRPT and its own column layout with a code of MANAGEMENT.

The first page in the report must contain the following information:

- The report heading is Goods and Materials Profit Analysis. It is bold and underlined.
- The first section must show the sales, the sales discounts, and a line that displays the total sales reduced by the sales discounts. Use row numbers R10-R30 and provide a bold heading of Sales - Goods and Materials.
- The second section must show the costs of goods and materials sold before purchase discounts, the purchase discounts, and a line that displays the total cost of goods sold reduced by the purchase discounts. Use row numbers R40-R60 and provide a bold heading of Cost of Goods Sold - Goods and Materials.
- The third section must show the Gross Loss / Profit on Goods and Materials, and the line must be bold. Use row number R70.
- Enter a blank line between the sections.

The second page must contain the following information:

- An analysis of the Gross Loss / Profit on Goods and Materials by Department, by using row numbers R80-R110 and including the following departments:
 - Administration
 - Production
 - Sales
- A heading line, which must be bold and underlined.
- The final row containing the Total Gross Profit / Loss, which bold and uses row number R120.

The columns in the report must contain the following information:

- Column 1: the Net Change G/L entries from the current fiscal year. All entries are to be shown with the opposite sign.
- Column 2: the Net Change G/L entries from the previous fiscal year. All entries are to be shown with the opposite sign.
- Column 3: a formula to calculate the difference between current and fiscal year results in percentage terms.

Review the row and column layouts in the **Acc. Schedule Overview Matrix** page, and then preview the printed report. Finally, export the results to a new workbook in Excel.

Objectives

This lab reinforces your understanding of the process required to create a detailed account schedule.

Exercise 1: Create a Detailed Account Schedule

Task 1: Create Account Schedule Rows and Account Schedule Columns

High Level Steps

1. Open the **Account Schedule Names** page and create the MGTRPT account schedule.
2. In the **Account Schedule** page, show any columns needed to create the rows.
3. Create the first page lines as specified in the scenario.
4. Create the second page lines as specified in the scenario.
5. Open the **Column Layout Names** page and create the MANAGEMENT column layout.
6. Create the column layout as specified in the scenario.
7. Assign the column layout to the account schedule.

Detailed Steps

1. Open the **Account Schedule Names** page and create the MGTRPT account schedule.
2. In the **Account Schedule** page, show any columns needed to create the rows.
3. Create the first page lines as specified in the scenario.
4. Create the second page lines as specified in the scenario.
5. Open the **Column Layout Names** page and create the MANAGEMENT column layout.

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6. Create the column layout as specified in the scenario.
7. Assign the column layout to the account schedule.

To create the account schedule name and first page, follow these steps:

- a. In the Search box, type "Account Schedules", and then click the related link.
- b. Click **New**.
- c. In the **Name** field, type "MGTRPT".
- d. In the **Description** field, type "Management Analysis Report".
- e. With the Management Analysis Report account schedule selected, click **Edit Account Schedule**.
- f. Click the **Application** menu > **Customize** > **Choose Columns**.
- g. Add the **Department Code Totaling, Bold, and Underline** columns.
- h. Click **OK** to close the **Choose Columns** page.
- i. Click **OK**.
- j. Reopen the **Account Schedule** page for customizations to take effect.
- k. Enter the first page lines as shown in the following table.

Row No.	Description	Totaling Type	Totaling	Bold	Underline
	Goods and Materials Profit Analysis			Yes	Yes
	Sales - Goods and Materials			Yes	
R10	Sales	Total Accounts	6195 6295		
R20	Sales Discounts	Posting Accounts	6910		
R30	Net Sales	Formula	R10+R20		
	Cost of Goods Sold - Goods and Materials			Yes	
R40	COGS before Purchase Discounts	Formula	R60-R50		
R50	Purchase Discounts	Posting Accounts	7140 7240		
R60	Net COGS	Total Accounts	7195 7295		
R70	Gross Profit/(Loss) on Goods and Materials	Formula	R30+R60	Yes	

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To insert a new page, follow these steps:

- l. Click the next line.
- m. Select the **New Page** check box.

Enter the second page as shown in the following table.

Row No.	Description	Totaling Type	Totaling	Department Code Totaling	Bold	Underline
	Gross Profit/(Loss) by Department				Yes	Yes
R80	Administration Department	Posting Accounts	6110..6290 6910 7110..7193 7210..7293	ADM		
R90	Production Department	Posting Accounts	6110..6290 6910 7110..7193 7210..7293	PROD		
R100	Sales Department	Posting Accounts	6110..6290 6910 7110..7193 7210..7293	SALES		
R110	Not Allocated to a Department	Formula	R70-R80- R90-R100			
R120	Total Gross Profit/(Loss)	Formula	R80+R90+ R100+R110		Yes	

To create the column layout, follow these steps:

- n. On the **Actions** tab of the ribbon, click **Edit Column Layout Setup**.
- o. In the **Name** field, click the drop-down arrow.
- p. Click **New**.
- q. In the **Name** field, type "Management".
- r. In the **Description** field, type "Management Report Column Layout".
- s. With the Management Report Column Layout selected, click **OK**.
- t. Press TAB or ENTER.

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u. Enter the layout as indicated in the following table.

Column No.	Column Header	Column Type	Ledger Entry Type	Formula	Show Opposite Sign	Comparison Date Formula
C1	Current Fiscal Year	Net Change	Entries		Yes	
C2	Prior Fiscal Year	Net Change	Entries		Yes	-1Y
C3	Variance %	Formula	Entries	100*(C1/C2-1)		

To assign the column header to the account schedule, follow these steps:

- v. Click **OK** to close the **Column Layout** page.
- w. Press ESC to return to the **Account Schedule Names** page.
- x. On the line for **Management Analysis Report**, in the **Default Column Layout** field, enter **Management**.
- y. Press TAB or ENTER.

Task 2: Review the Account Schedule in the Acc. Schedule Overview Matrix page

High Level Steps

1. Open the **Acc. Schedule Overview Matrix** page.

Detailed Steps

1. Open the **Acc. Schedule Overview Matrix** page.

To view the rows and column layouts for January 2014, follow these steps:

- a. With the **Management Analysis Report** line selected, click **Edit Account Schedule**.
- b. On the **Home** tab of the ribbon, click **Overview**.
- c. In the **View by** field, enter **Month**.
- d. In the **Date Filter** field, type "01/01/14..01/31/14".

Task 3: Preview and Export the Results to Excel

High Level Steps

1. Preview the printed report.
2. Export the results to Excel.

Detailed Steps

1. Preview the printed report.

To print preview the report from the **Acc. Schedule Overview Matrix** page, follow these steps:

- a. On the **Actions** tab of the ribbon, click **Print**.
- b. Click **Preview**.
- c. Review and close the **Print Preview** page.

2. Export the results to Excel.

To export the account schedule to Excel from the **Acc. Schedule Overview Matrix** page, follow these steps:

- a. On the **Home** tab of the ribbon, click **Export to Excel**.
- b. Make sure that the **Option** field is set to Create Workbook.
- c. Click **OK**.
- d. In the information dialog page, choose the proper server access to Excel option, and then click **OK**.
- e. Review and then close Excel.

Lab 7.2: Create a Cost Account Schedule

Scenario

CRONUS International Ltd. calculates and posts depreciations in the general ledger based on national accounting legislation. However, for reporting the company has to depreciate fixed assets faster.

CRONUS uses cost accounting and cost types to post additional depreciations outside the general ledger.

You are asked to create an account schedule that shows the general ledger depreciations instead of the cost accounting depreciations. Give the account schedule the name of DEPRRPT and its own column layout with a code of RATIO.

The report has following requirements:

- The report heading is Depreciation Analysis, and is bold.
- The first section must show the general ledger depreciations for buildings, equipment, and vehicles. Provide a bold heading for this section of "Depreciations – General Ledger."
The general ledger depreciations should be totaled. For each detail line, the percentage of the total should be calculated.
- The second section must show the cost accounting depreciations for buildings, equipment, and vehicles. Provide a bold heading for this section of "Depreciations – Cost Accounting."
The cost accounting depreciations should be totaled. For each detail line, the percentage of the total should be calculated.
- The third section must show the difference between the general ledger depreciations and the cost accounting depreciations.
- Start with row number D10 and use an increment of 10.

The columns in the report must contain the following information:

- Column 1: the net change entries of the current period.
- Column 2: the percentage of the total depreciations.

Review the row and column layouts in the **Acc. Schedule Overview Matrix** page, and then preview the printed report. Finally, export the results to a new workbook in Excel.

Objectives

This lab reinforces your understanding of the process required to create a detailed cost account schedule.

Exercise 1: Create a Cost Account Schedule

Task 1: Create Account Schedule Rows and Account Schedule Columns

High Level Steps

1. Open the **Account Schedule Names** page and create the DEPRRPT account schedule.
2. In the **Account Schedule** page, show any columns needed to create the rows.
3. Create the lines as specified in the scenario.
4. Open the **Column Layout Names** page and create the RATIO column layout.
5. Create the column layout as specified in the scenario.
6. Assign the column layout to the account schedule.

Detailed Steps

1. Open the **Account Schedule Names** page and create the DEPRRPT account schedule.
2. In the **Account Schedule** page, show any columns needed to create the rows.
3. Create the lines as specified in the scenario.
4. Open the **Column Layout Names** page and create the RATIO column layout.
5. Create the column layout as specified in the scenario.
6. Assign the column layout to the account schedule.

To create the account schedule name and first page, follow these steps:

- a. In the Search box, type "Account Schedules", and then click the related link.
- b. Click **New**.
- c. In the **Name** field, type "DEPRRPT".
- d. In the **Description** field, type "Depreciation Analysis".
- e. With the Depreciation Analysis account schedule selected, click **Edit Account Schedule**.

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- f. Click the **Application** menu > **Customize** > **Choose Columns**.
- g. Add the **Bold** column.
- h. Click **OK** to close the **Choose Columns** page.
- i. Enter the first page lines as shown in the following table.

Row No.	Description	Totaling Type	Totaling	Bold
	Depreciation Analysis			Yes
	Depreciation – General Ledger			Yes
	Total%	Set Base For Percent	D40	
D10	Depreciation Buildings	Posting Accounts	8810	
D20	Depreciation Equipment	Posting Accounts	8820	
D30	Depreciation Vehicles	Posting Accounts	8830	
D40	Total - Depreciation - General Ledger	Formula	D10+D20+D30	Yes
	Depreciation - Cost Accounting			Yes
	Total%	Set Base For Percent	D80	
D50	Depreciation Buildings	Cost Type	8810	
D60	Depreciation Equipment	Cost Type	8820	
D70	Depreciation Vehicles	Cost Type	8830	
D80	Total - Depreciation - Cost Accounting	Formula	D50+D60+D70	Yes
D90	Variance	Formula	D80-D40	Yes

To create the column layout, follow these steps:

- a. On the **Actions** tab of the ribbon, click **Edit Column Layout Setup**.
- b. In the **Name** field, click the drop-down arrow.
- c. Click **New**.
- d. In the **Name** field, type "Ratio".
- e. In the **Description** field, type "Ratio Column Layout".
- f. With the Ratio Column Layout selected, click **OK**.
- g. Press TAB or ENTER.
- h. Enter the layout as indicated in the following table.

Column No.	Column Header	Column Type	Ledger Entry Type	Formula
C10	Net change	Net Change	Entries	
C20	Ratio	Formula	Entries	C10%

To assign the column header to the account schedule, follow these steps:

- a. Click **OK** to close the **Column Layout** page.
- b. Press ESC to return to the **Account Schedule Names** page.
- c. On the line for **Depreciation Analysis**, in the **Default Column Layout** field, enter **Ratio**.
- d. Press TAB or ENTER.

Task 2: Review the Account Schedule

High Level Steps

1. Open the **Acc. Schedule Overview Matrix** page.

Detailed Steps

1. Open the **Acc. Schedule Overview Matrix** page.

To view the rows and column layouts for fiscal year 2013, follow these steps:

- a. With the **Depreciation Analysis** line selected, click **Edit Account Schedule**.
- b. On the **Home** tab of the ribbon, click **Overview**.
- c. In the **View by** field, enter **Year**.
- d. In the **Date Filter** field, type "01/01/13..12/31/13".

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General

Account Schedule Name: DEPRRPT View by: Year

Column Layout Name: RATIO Date Filter: 01/01/13..12/31/13

Show Amounts in Add. Reporting Curre...

Row No.	Description	Net change	Ratio
	Depreciation Analysis		
	Depreciation - General Ledger		
	Total%	304,852.13	
D10	Depreciation Buildings	123,139.21	40.39
D20	Depreciation Equipment	145,912.90	47.86
D30	Depreciation Vehicles	35,800.02	11.74
D40	Total Depreciation - General Ledger	304,852.13	100.00
	Depreciation - Cost Accounting		
	Total%	451,652.13	
D50	Depreciation Buildings	142,539.21	31.56
D60	Depreciation Equipment	262,312.90	58.08
D70	Depreciation Vehicles	46,800.02	10.36
D80	Total Depreciation - Cost Accounting	451,652.13	100.00
D90	Variance	146,800.00	32.50

Dimension Filters

Department Filter: Cost Object Fil...

Project Filter: Cash Flow Filter:

Dimension 3 Filter: G/L Budget Fil...

Dimension 4 Filter: Cost Budget Fi...

Cost Center Filter:

OK

FIGURE 7.16: ACC. SCHEDULE OVERVIEW WINDOW

Task 3: Preview and Export the Results to Excel

High Level Steps

1. Preview the printed report.
2. Export the results to Excel.

Detailed Steps

1. Preview the printed report.

To print preview the report from the **Acc. Schedule Overview Matrix** page, follow these steps:

- a. On the **Actions** tab of the ribbon, click **Print**.
- b. Click **Preview**.
- c. Review and close the **Print Preview** page.

2. Export the results to Excel.

- d.
- e.
- f.

To export the account schedule to Excel from the **Acc. Schedule Overview Matrix** page, follow these steps:

- a. On the **Home** tab of the ribbon, click **Export to Excel**.
- b. Make sure that the **Option** field is set to Create Workbook.
- c. Click **OK**.
- d. In the information dialog page, choose the proper server access to Excel option, and then click **OK**.
- e. Review and then close Excel.

Lab 7.3: Create a Cash Flow Account Schedule

Scenario

Phyllis, the accounting manager at CRONUS International Ltd., wants to give the users of the accounting department more insight into the cash flow situation, but only based on CRONUS' trade.

You are asked to create an account schedule that shows a simplified cash flow overview, based on sales and purchase trade. Give the account schedule the name of CFTRADE and use the existing column layout with a code of CASHFLOW.

The report has following requirements:

- The report heading is Trade Cash Flow Analysis, and is bold.
- The first section must show the sales and receivables cash flow, based on following cash flow entries:
 - Receivables
 - Open sales orders

Provide a bold heading for this section of "Sales & Receivables."

The sales and receivables should be totaled.

- The second section must show the purchases and payables cash flow, based on following cash flow entries:
 - Payables
 - Open purchase orders

Provide a bold heading for this section of "Purchases & Payables."

The purchases and payables should be totaled.

- The third section must show include following calculations:
 - The difference between sales and purchases.
 - An index calculation where 100 means that sales and purchases are equal. If there are more sales than purchases, the index is greater than 100.
- Start with row number CF10 and use an increment of 10.

Review the row and column layouts in the **Acc. Schedule Overview Matrix** page, and then preview the printed report. Finally, export the results to a new workbook in Excel.

Exercise 1: Create a Cash Flow Account Schedule

Task 1: Create Account Schedule Rows and Account Schedule Columns

High Level Steps

1. Open the **Account Schedule Names** page and create the CFTRADE account schedule.
2. In the **Account Schedule** page, show any columns needed to create the rows.
3. Create the lines as specified in the scenario.
4. Assign the CASHFLOW column layout to the account schedule.

Detailed Steps

1. Open the **Account Schedule Names** page and create the CFTRADE account schedule.
2. In the **Account Schedule** page, show any columns needed to create the rows.
3. Create the lines as specified in the scenario.
4. Assign the CASHFLOW column layout to the account schedule.

To create the account schedule name and first page, follow these steps:

- a. In the Search box, type "Account Schedules", and then click the related link.
- b. Click **New**.
- c. In the **Name** field, type "CFTRADE".
- d. In the **Description** field, type "Trade Cash Flow Analysis".
- e. In the **Default Column Layout** field, enter CASHFLOW.
- f. With the Trade Cash Flow Analysis account schedule selected, click **Edit Account Schedule**.
- g. Click the **Application** menu > **Customize** > **Choose Columns**.
- h. Add the **Bold** column.
- i. Click **OK** to close the **Choose Columns** page.
- j. Enter the first page lines as shown in the following table.

Row No.	Description	Totaling Type	Totaling	Bold
	Trade Cash Flow Analysis			Yes
	Sales & Receivables			Yes
CF10	Receivables	Cash Flow Entry Accounts	0010	
CF20	Open Sales Orders	Cash Flow Entry Accounts	0020	

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Row No.	Description	Totaling Type	Totaling	Bold
CF30	Total Sales & Receivables	Formula	CF10+CF20	Yes
	Purchases & Payables			Yes
CF40	Payables	Cash Flow Entry Accounts	1010	
CF50	Open Purchase Orders	Cash Flow Entry Accounts	1020	
CF60	Total Purchases & Payables	Formula	CF40+CF50	Yes
CF70	Difference: Sales - Purchases	Formula	CF30+CF60	Yes
CF80	Index Sales/Purchases	Formula	-CF30/CF60*100	Yes

Task 2: Review the Account Schedule

High Level Steps

1. Open the **Acc. Schedule Overview Matrix** page.

Detailed Steps

1. Open the **Acc. Schedule Overview Matrix** page.

To view the rows and column layouts for January 2014, follow these steps:

- a. With the **Trade Cash Flow Analysis** line selected, click **Edit Account Schedule**.
- b. On the **Home** tab of the ribbon, click **Overview**.
- c. In the **View by** field, enter **Month**.
- d. In the **Date Filter** field, type "01/01/14..01/31/14".

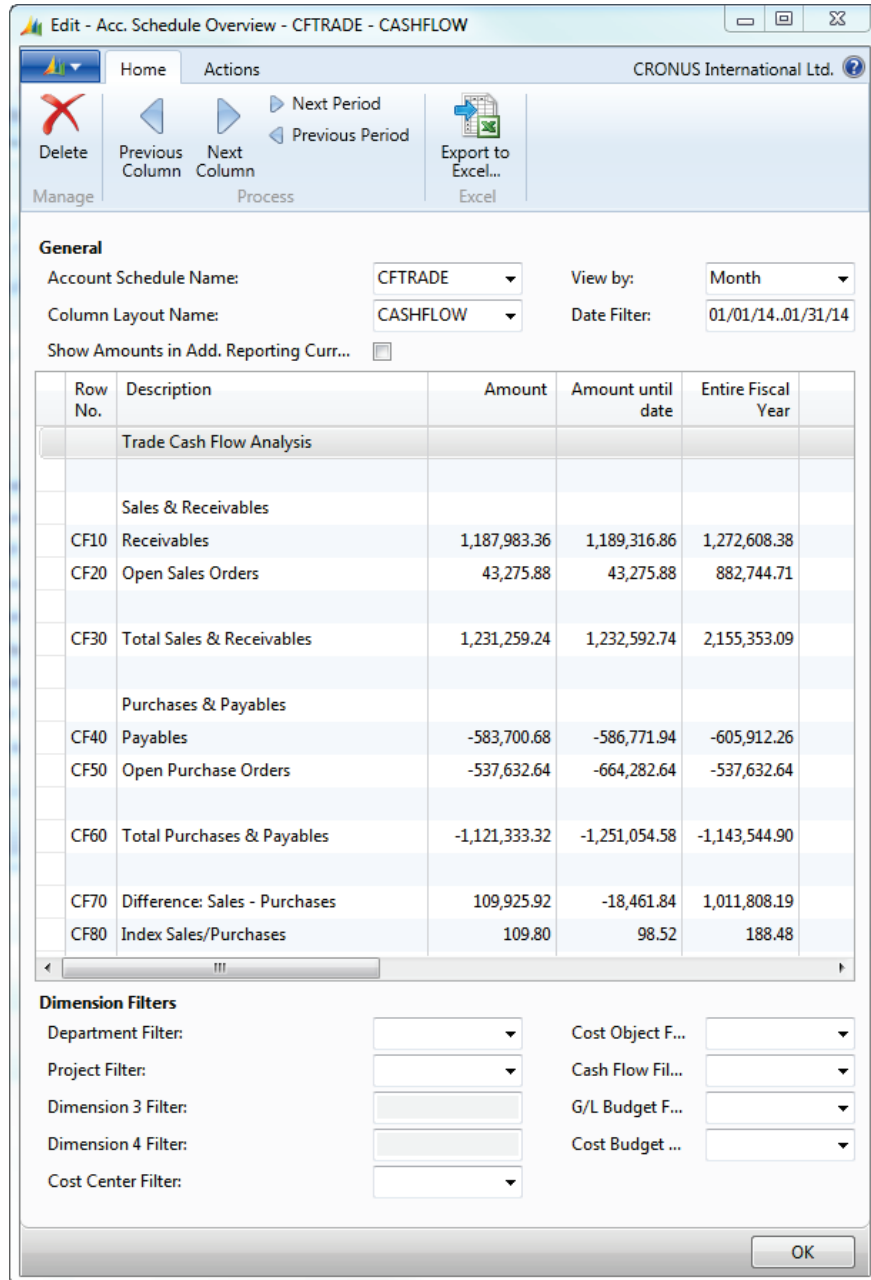


FIGURE 7.17: ACC. SCHEDULE OVERVIEW WINDOW

Task 3: Preview and Export the Results to Excel

High Level Steps

1. Preview the printed report.
2. Export the results to Excel.

Detailed Steps

1. Preview the printed report.

To print preview the report from the **Acc. Schedule Overview Matrix** page, follow these steps:

- a. On the **Actions** tab of the ribbon, click **Print**.
- b. Click **Preview**.
- c. Review and close the **Print Preview** page.

2. Export the results to Excel.

- d.
- e.
- f.

To export the account schedule to Excel from the **Acc. Schedule Overview Matrix** page, follow these steps:

- a. On the **Home** tab of the ribbon, click **Export to Excel**.
- b. Make sure that the **Option** field is set to Create Workbook.
- c. Click **OK**.
- d. In the information dialog page, choose the proper server access to Excel option and then click **OK**.
- e. Review and then close Excel.

Test Your Knowledge

Test your knowledge with the following questions.

1. Which of the following are the steps to create an Account Schedule?
 - Create a Name, create Rows (lines), and select the Overview
 - Create Rows (lines), create Columns, and select the Overview
 - Create a Name, create Columns, and select the Overview
 - Create a Name, create Rows (lines), and create Columns

2. When you define an Account Schedule, the **Row Type** field in the row definition and the **Column Type** field in the Column Layout must be compatible. Which of the following is an example of an incompatible selection?
 - A Row Type of Net Change and a Column Type of Net Change
 - A Row Type of Balance at Date and a Column Type of Beginning Balance
 - A Row Type of Beginning Balance and a Column Type of Net Change
 - A Row Type of Balance at Date and a Column Type of Balance at Date

3. Which of the following analysis pages do you use to review the total G/L entries for a single account over several time periods?
 - G/L Account Balance
 - G/L Balance
 - Detail Trial Balance
 - Acc. Schedule Overview

4. When you export an account schedule to Excel, which of the following two options are available?
 - Add entries / Replace entries
 - Create Workbook / Update Workbook
 - Create Workbook / Replace Workbook
 - New Workbook / Existing Workbook

5. Which of the following is not a **Totaling Type** option in the **Account Schedule** page?
- Cash Flow Total Accounts
 - Cost Type
 - Total Accounts
 - Cost Type Entry Account

Analysis by Dimensions

Account Schedule analysis capabilities are primarily based on the G/L accounts, cost types, and cash flow accounts.

The analysis view is a way to view financial data for particular output needs based on criteria that are specified in a business. For an analysis view, G/L entries, G/L budget entries, and cash flow forecast entries are grouped by criteria such as the following:

- G/L accounts
- Period
- Business units
- Up to four dimensions

In other words, if an entry is posted to a particular account with one of the four dimensions selected for an analysis view, this entry information will be included in the analysis view as an analysis view entry.

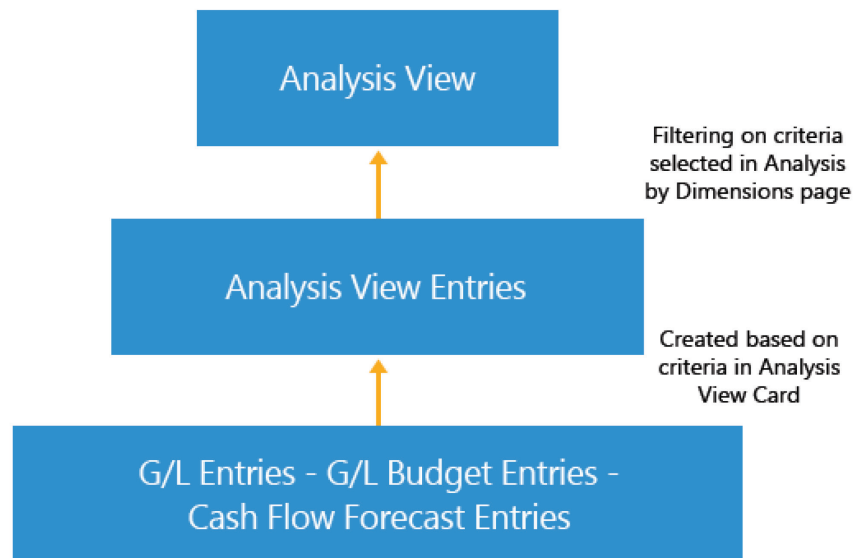


FIGURE 7.18: ANALYSIS VIEW DATA STRUCTURE WINDOW

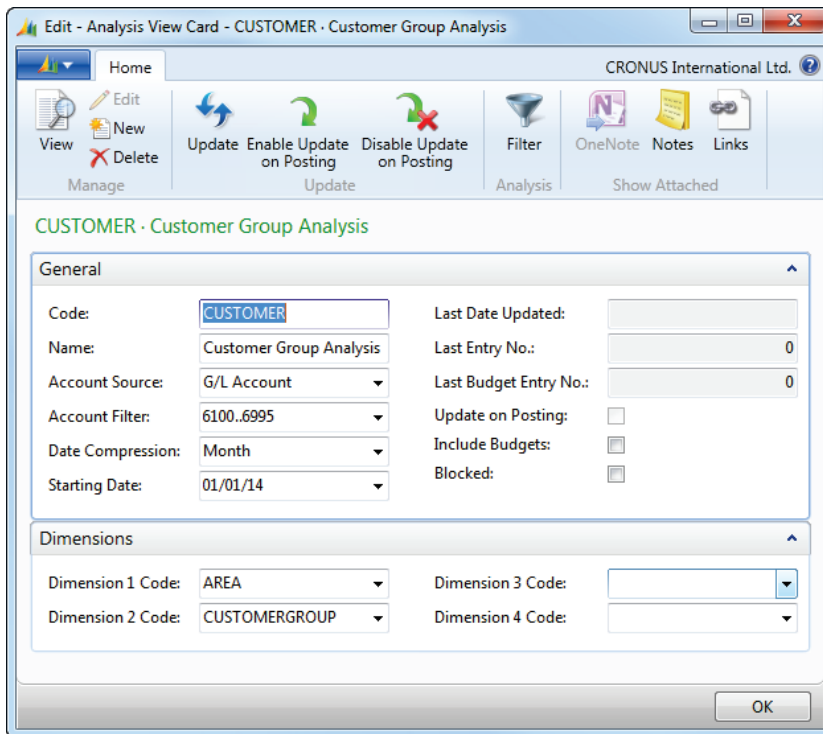
This diagram, "Analysis View Data Structure," shows that analysis views are not directly based on G/L entries, but on analysis view entries. You define the criteria – such as the dimensions – in the analysis view card.

Analysis View Card Overview

The **Analysis View Card** page contains the criteria for creating the analysis view entries for the **Analysis by Dimensions** page. These criteria are based on your reporting requirements. For example, if you want to report on sales by region and customer group, you have to create an analysis view card with at least following criteria:

- G/L accounts
- Region dimension
- Customer group dimension

To open the **Analysis View Card** page go to **Financial Management > General Ledger > Analysis by Dimensions**. In the **Analysis View List** page, double-click on a line.



General	
Code:	CUSTOMER
Name:	Customer Group Analysis
Account Source:	G/L Account
Account Filter:	6100..6995
Date Compression:	Month
Starting Date:	01/01/14
Last Date Updated:	
Last Entry No.:	0
Last Budget Entry No.:	0
Update on Posting:	<input type="checkbox"/>
Include Budgets:	<input type="checkbox"/>
Blocked:	<input type="checkbox"/>

Dimensions	
Dimension 1 Code:	AREA
Dimension 2 Code:	CUSTOMERGROUP
Dimension 3 Code:	
Dimension 4 Code:	

FIGURE 7.19: ANALYSIS VIEW CARD WINDOW

The **General** FastTab contains the fields shown in the following table.

Field	Description
Code and Name	A unique identifier and description of the analysis view.
Account Source	<ul style="list-style-type: none"> One of the account sources that you can include in an analysis view. By specifying an account source, you can filter entries in the Analysis by Dimensions window. You have the following options: <ul style="list-style-type: none"> G/L Account Cash Flow Account
G/L Account Filter	Based on the account source, you specify the accounts that are included in an analysis view. Setting filters also specifies that only entries posted to the filter accounts are included when an analysis view is updated.
Date Compression	By using date compression, you determine the level of detail for an analysis view. For example, to analyze financial information for an analysis view monthly, use the Month date compression to sum all entries in a given month and create one single entry for the month. Microsoft Dynamics NAV assigns the date of the first day in the period to the overall period. However, closing entries are given the date of the last posted entry in that period.
Starting Date	<p>All entries (based on the account source) posted on or after the entered starting date are compressed to the level selected in the Date Compression field and included in the analysis view.</p> <p>The posting date for the compressed entries will be the first date of the related period. For example, if compressing by month with a starting date of 1/1/14, the compressed entries for each month will have a posting date of 1/1/14, 2/1/14, 3/1/14, and so on.</p> <p>All entries before the starting date are compressed into one entry for each account, for each dimension combination. The posting date of these prior entries is the day before the starting date.</p>
Last Date Updated	The date on which the analysis view was last updated.
Last Entry No.	The number of the last entry posted before you updated the analysis view. If entries were posted since the analysis view was last updated, the analysis view does not include these entries.

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Field	Description
Last Budget Entry No.	The number of the last budget entry entered before you updated the analysis view. If additional budget entries were entered since the analysis view was last updated, the analysis view is not be up to date.
Update on Posting	If selected, Microsoft Dynamics NAV automatically updates the analysis view every time that an entry is posted. To select or clear the Update on Posting field, you have to use the Enable Update on Posting and Disable Update on Posting buttons on the Home tab. This function is not valid for Cash Flow. This means that if you select Cash Flow Account as the account source for the analysis view, this field is dimmed and you cannot select it.
Include Budgets	If selected, analysis view budget entries are included when you update an analysis view. Updating both analysis view entries and analysis view budget entries concurrently guarantees that up-to-date information is used in the comparison of actual and budgeted figures. This function is not valid for Cash Flow.
Blocked	If selected, the analysis view cannot be updated. Neither the Update on Posting function nor the Update Analysis View batch job can be used to update an analysis view while it is blocked.



Note: The **Update on Posting** function only updates the analysis view with G/L entries. To update with budget entries, you must use the **Update** batch job or the **Update Analysis View** batch job.

The **Dimensions** FastTab contains the four dimensions that you can use as filters in the **Analysis by Dimensions** page. These dimensions enable users to investigate and monitor relationships between entries and the dimension information attached to them. The amounts are automatically updated when the **Dimension Value** with which to filter is entered.

The dimensions entered on the **Dimensions** FastTab also determine the dimension combinations that you must consider when you compress the G/L entries into analysis view entries. G/L Entries with the same compression period and combination of dimension values for the dimensions on the **Dimensions** FastTab are compressed into one entry.

The analysis view can be continually updated with new entries by using the following methods:

- Click **Update** on a specific analysis view card.
- Run the **Update Analysis Views** batch job.
- On the Home tab of the analysis view card, click **Enable Update on Posting** to select the **Update on Posting** check box. Be aware that automatically updating an analysis view every time that an entry is posted might create a performance issue.

Add Dimension Value Filters

You can additionally filter the entries used to make the analysis view entries by using dimension value filters. Setting a dimension value filter establishes that only entries with the dimension values set in the filter are to be included in an analysis view.

For example, an analysis view is set up for the purposes of analyzing the sales activity of a particular salesperson. The Analysis View filter is then used to specify that only entries with the company-defined dimension called Salesperson and with the specified dimension value of that specific salesperson can be included in that analysis view.

To add dimension value filters, follow these steps:

1. On the **Analysis View Card** page, click the **Home** tab of the ribbon, and then click **Filter**.
2. In the **Dimension Code** field, enter the dimension to filter.
3. In the **Dimension Value Filter** field, enter the dimension value to be included in the analysis view.
4. Repeat steps 2-3 for additional dimension value filters.
5. Click **OK** to close the **Analysis View Filter** page.
6. In the ribbon, click **Update**.
7. Click **Yes** to update the Analysis View.
8. Click **OK** to close the **Analysis View Card** page.

The **Update** function refreshes the amounts that are displayed when this filter is applied in the **Analysis by Dimensions** page.

Analysis by Dimensions Matrix

In the **Analysis by Dimensions Matrix** page, you can view and analyze amounts derived from analysis views that are created. The available dimensions also include period and account.

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You can analyze entries from various perspectives by selecting dimensions on each axis in the matrix. You can also filter entries to create a highly specific picture of a company's activities.

You run the **Analysis by Dimensions Matrix** page from the **Analysis by Dimensions** page, on which you can specify the layout, dimension filters, and several options such as time interval.

To access the **Analysis by Dimensions** page on the **General Ledger** page, by click **Analysis by Dimensions** under Analysis & Reporting, select the relevant analysis view, and then click **Edit Analysis View** in the ribbon.

The screenshot shows the 'Edit - Analysis by Dimensions - CUSTOMER' window. The ribbon contains 'View', 'Show Matrix', 'Previous Set', 'Next Set', and 'Reverse Lines and Columns'. The main area is divided into sections: 'General' with 'Analysis View Code' (CUSTOMER) and 'Show as Columns' (Period); 'Filters' with 'Date Filter', 'Account Filter' (6100..6995), 'Business Unit Filter', 'Budget Filter', 'Area Filter', 'Customergroup Filter', 'Dimension 3 Filter', and 'Dimension 4 Filter'; 'Options' with 'Show' (Actual Amounts), 'Show Amount Field' (Amount), 'Closing Entries' (Include), 'Rounding Factor' (None), 'Show Amounts in Add. Reporting Currency' (unchecked), 'Show Column Name' (unchecked), and 'Show Opposite Sign' (unchecked); and 'Matrix Options' with 'View by' (Day) and 'View as' (Net Change). An 'OK' button is at the bottom right.

FIGURE 7.20: ANALYSIS BY DIMENSIONS WINDOW

The **Analysis by Dimensions** page contains the FastTabs—shown in the following table—that specify the information displayed on the **Analysis by Dimensions Matrix** page.

FastTab	Description
General	Defines which dimensions are used as the columns and the lines.
Filters	Specifies filters for the analysis. This includes Dates, G/L Accounts, Budgets, and dimension values for the dimensions set up on the Analysis View card. This further filters the Analysis View entries that were created when the analysis was updated.
Options	Modifies how the amounts calculated by the Analysis View Entries are displayed.
Matrix Options	Specifies the time period displayed for each line, and indicates the column heading ranges.

For more information about the fields on these FastTabs, press F1 to access Help.



Note: Information displayed by using the **View by** option of Day must be used only if the analysis view entries have a Date Compression of None or Day. For example, if analysis view entries are compressed by Month for January 2014, when Day is used, it will appear as if all entries occurred on January 1, 2014.

To move to the **Analysis by Dimensions Matrix**, click **Show Matrix** in the ribbon. The matrix shows lines and columns that are based on the **Show as Lines** and **Show as Columns** fields on the **Analysis by Dimensions** page. By assigning dimension to these fields, you can create a report that has very specific analysis data.

Code	Name	Total Amount	Institution	Intercompany Customers	Large Business	Medium Business	Private	Small Business
10	Europe							
20	Europe North							
30	Europe North (EU)	-5,847,430.09			-1,277,784.39	-1,460,545.23		-3,109,100.47
40	Europe North (Non EU)	-4,606.03				-7,560.25		2,954.22
45	Europe North, Total	-5,852,036.12			-1,277,784.39	-1,468,105.48		-3,106,146.25
50	Europe South	-371,995.41				-11,693.62		-360,301.79
55	Europe, Total	-6,224,031.53			-1,277,784.39	-1,479,799.10		-3,466,448.04
60	America							
70	America North	-297,916.66				-112,860.88		-185,055.78
80	America South	-212,009.49						-212,009.49
85	America, Total	-509,926.15				-112,860.88		-397,065.27

FIGURE 7.21: ANALYSIS BY DIMENSIONS MATRIX WINDOW

In the **Analysis by Dimensions Matrix** page, notice the following:

- Click any field to display a list of the analysis view entries that make up the amount in the field.
- Click the **Amount** field for a specific analysis view entry shows the source entries that make up this analysis view entry.

Lab 7.4: Create an Analysis View

Scenario

As the accounting manager at CRONUS International Ltd., you must create a new analysis view for Regional Sales Analysis, with a code of Regional.

Create this analysis view by using the following criteria:

- Compression to occur monthly, starting January 1, 2013.
- Update the analysis view on G/L posting, and include the budgeted amounts.
- Use the dimension code AREA as a filter dimension.

Update the analysis view after creation, and then review it by Month in the **Analysis by Dimensions Matrix** page.

Objectives

This lab reinforces your understanding of the process required to create an analysis view.

Exercise 1: Create an Analysis View

Task 1: Create the Analysis View

High Level Steps

1. Open the **Analysis View Card** page.
2. Insert a new analysis view as specified in the scenario.
3. Update the analysis view.

Detailed Steps

1. Open the **Analysis View Card** page.
2. Insert a new analysis view as specified in the scenario.
3. Update the analysis view.

To create the analysis view card, follow these steps:

- a. In the Search box, type "Analysis Views", and then click the related link.
- b. In the ribbon, click **New**.
- c. In the **Code** field, type "Regional".
- d. In the **Name** field, type "Regional Sales Analysis".
- e. In the **Account Source** field, enter **G/L Account**.
- f. In the **Account Filter** field, type "6100..6995".

- g. In the **Date Compression** field, enter **Month**.
- h. In the **Starting Date** field, type "01/01/13".
- i. On the Home tab, click Enable Update on Posting to select **Update on Posting**.
- j. Select **Include Budgets**.
- k. On the **Dimensions** FastTab, in the **Dimension 1 Code** field, enter **Area**.
- l. On the ribbon, click **Update**.
- m. Click **Yes** to update the analysis view.
- n. Click **OK** to close the **Analysis View Card** page.

Task 2: Review the Analysis View

High Level Steps

1. Open the **Analysis by Dimensions** page, and set filters.
2. Review the results of the Regional Sales analysis view in the matrix.

Detailed Steps

1. Open the **Analysis by Dimensions** page, and set filters.
2. Review the results of the Regional Sales analysis view in the matrix.

To review the results of the Regional Sales analysis view, follow these steps:

- a. In **Search** box, type "Analysis by Dimensions", and then click the related link.
- b. Click the **Regional Sales Analysis** line, and then click **Edit Analysis View**.
- c. In the **Show as Lines** field, type "AREA".
- d. Expand the **Matrix Options** FastTab.
- e. In the **View by** field, enter **Month**.
- f. On the Home tab, click **Show Matrix**.

Lab 7.5: Create a Cash Flow Analysis View

Scenario

To mitigate risk, Phyllis – the accounting manager at CRONUS International Ltd. – asks you to create a report that shows the cash flow by region of sales and purchases.

You decide to use the analysis views to run this report.

Create this analysis view by using the following criteria:

- The time interval for this report is month.
- The report will be used from January 2014 onward.
- The dimension AREA will be a filter dimension.

Update the analysis view, and review it by region for January 2014.

Exercise 1: Create a Cash Flow Analysis View

Task 1: Create the Analysis View

High Level Steps

1. Open the **Analysis View Card** page.
2. Insert a new analysis view as specified in the scenario.
3. Update the analysis view.

Detailed Steps

1. Open the **Analysis View Card** page.
2. Insert a new analysis view as specified in the scenario.
3. Update the analysis view.

To create the analysis view card, follow these steps:

- a. In the Search box, type "Analysis Views", and then click the related link.
- b. In the ribbon, click **New**.
- c. In the **Code** field, type "CFTRADEREG".
- d. In the **Name** field, type "Trade cash flow by region".
- e. In the **Account Source** field, enter **Cash Flow Account**.
- f. In the **Account Filter** field, type "0010..0020|1010..1020".
- g. In the **Date Compression** field, enter **Month**.
- h. In the **Starting Date** field, type "01/01/14".

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- i. On the **Dimensions** FastTab, in the **Dimension 1 Code** field, enter **Area**.
- j. On the ribbon, click **Update**.
- k. Click **Yes** to update the analysis view.
- l. Click **OK** to close the **Analysis View Card** page.

Task 2: Review the Analysis View

High Level Steps

1. Open the **Analysis by Dimensions** page and set filters.
2. Review the results of the Trade cash flow by region analysis view in the matrix.

Detailed Steps

1. Open the **Analysis by Dimensions** page and set filters.
2. Review the results of the Trade cash flow by region analysis view in the matrix.

To review the results of the Trade cash flow by region analysis view, follow these steps:

- a. In **Search** box, type "Analysis by Dimensions", and then click the related link.
- b. Click the **Trade cash flow by region** line, and then click **Edit Analysis View**.
- c. Expand the **Matrix Options** FastTab.
- d. In the **Show as Columns** field, type "AREA".
- e. In the **View by** field, enter **Month**.
- f. On the ribbon, click **Show Matrix**.

The result looks as follows:

Code	Name	Total Amount	Europe	Europe North	Europe North (EU)	Europe North (Non EU)	Europe North, Total	Europe South	Europe, Total	America
0010	Receivables	1,187,983.36			1,182,180.30	5,803.06	1,187,983.36		1,187,983.36	
0020	Open Sales Orders	43,275.88			41,470.24		41,470.24		41,470.24	
1010	Payables	-583,700.68			-425,844.50	-2,240.02	-428,084.52		-428,084.52	
1020	Open Purchase Orders	-537,632.64			-268,647.06	-268,985.58	-537,632.64		-537,632.64	

FIGURE 7.22: ANALYSIS BY DIMENSIONS MATRIX WINDOW

Export Analysis Views to Microsoft Excel

Exporting the analysis view to Microsoft Excel enables you to distribute the dimension information to external parties who do not have access to Microsoft Dynamics NAV. When you export the analysis view to Excel, Microsoft Dynamics NAV creates a pivot table in Excel. You can also use the Excel chart functions to display the analysis view graphically.

Demonstration: Export an Analysis View to Microsoft Excel

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., is asked to provide the Revenue analysis view for the fourth quarter of 2013. She exports the analysis view to Microsoft Excel by using the following criteria:

- **Show as Lines:** G/L Account
- **Show as Columns:** Period
- **Date Filter:** 10/01/13..12/31/13
- **Show:** Actual Amounts
- **Show Amount Field:** Amount
- **View by:** Month
- **View as:** Net Change

The exported analysis view is used as an example to explain the worksheets.

Demonstration Steps

1. Export the Revenue analysis view to Microsoft Excel.
 - a. In the **Search** box, type "Analysis by Dimensions", and then click the related link.
 - b. Click the **Sales Revenue** line.
 - c. On the ribbon, click **Edit Analysis View**.
 - d. On the **General** FastTab, make sure that the **Show as Lines** field is set to G/L Account.
 - e. Make sure that the **Show as Columns** field is set to Period.
 - f. On the **Filters** FastTab, in the **Date Filter** field, type "10/01/13..12/31/13".
 - g. Expand the **Options** FastTab, and make sure that the **Show** field is set to Actual Amounts and the **Show Amount Field** field is set to Amount.
 - h. On the **Matrix Options** FastTab, in the **View by** field, enter **Month**.
 - i. In the **View as** field, enter **Net Change**.

- j. On the ribbon, click **Show Matrix**.
- k. On the ribbon, click **Export to Excel**.
- l. In the information dialog box, choose the proper server access to Excel option, and then click **OK**.

During this process, Microsoft Dynamics NAV performs the following:

- o Exports the information to a text file.
- o Opens the text file in Microsoft Excel.
- o Creates a pivot table that is based on the information in the text file.

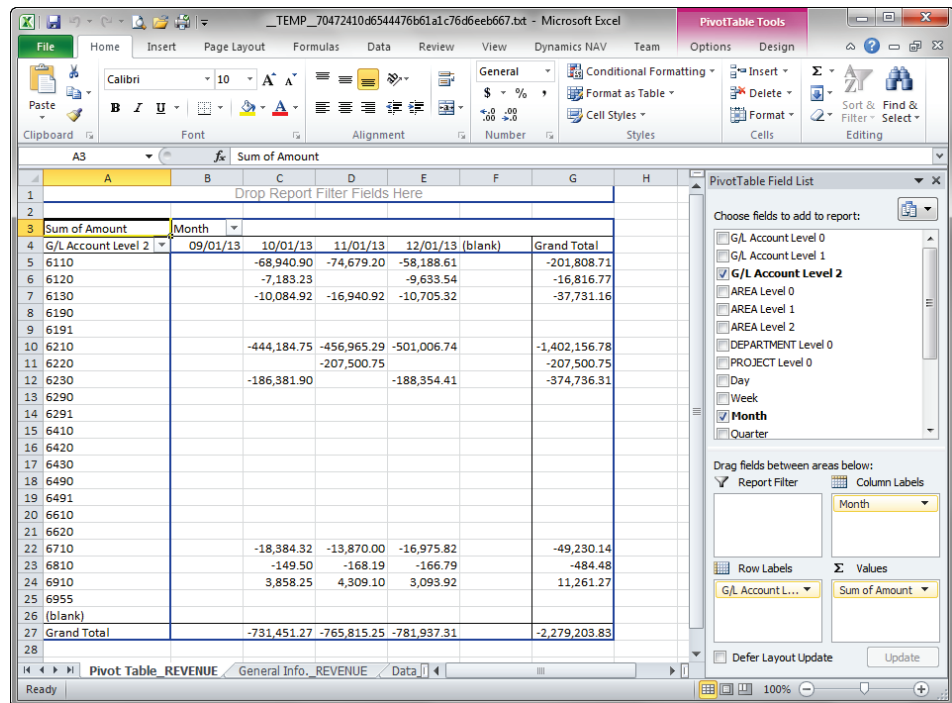


FIGURE 7.23: ANALYSIS VIEW IN MICROSOFT EXCEL PIVOT TABLE WINDOW

- m. When you have finished looking at the pivot table that Microsoft Excel has generated, save the file to your desktop as an Excel workbook named Revenue Analysis.

Analysis by Dimension Settings

The number of entries and the information that is included in the text file that is created when you export to Microsoft Excel depends on the settings in the **Analysis by Dimensions** page. The effect of these settings is shown in the following table.

Field	Setting
Account Filter and Date Filter	Filters the number of entries exported based on Account No. or Posting Date .
Business Unit Filter	When you use the Export to Excel function in a consolidated company, you can use this field to filter the number of entries exported based on Business Unit code.
Budget Filter	Filters the number of analysis view budget entries exported based on Budget No.
Dimension Filters	Filters the number of entries exported based on the dimensions included in the analysis view.
Show	If Variance, Variance%, or Index% is selected, a warning is displayed because no entries will be exported. This is because these amount types are calculated in the page and not recorded on the analysis view entries. If Actual Amounts or Budgeted Amounts is selected, Microsoft Dynamics NAV always exports both.
Show Amount Field	Microsoft Dynamics NAV exports Amount , Debit Amount , and Credit Amount for actual amounts and Amount for Budgeted Amounts , regardless of what is selected in this field. If Debit Amount or Credit Amount is selected for Budgeted Amounts , a warning is displayed.
Closing Entries	If Include is selected, entries on closing dates are included in the analysis by dimensions and therefore exported to Microsoft Excel.
Rounding Factor	This field does not affect the information exported to Microsoft Excel. To round and format the numeric information, do so in Microsoft Excel.

Field	Setting
Show Amounts in Add. Reporting Currency	<p>If an additional reporting currency is set up, the amounts appearing as Amount, Debit Amount, Credit Amount, and Budgeted Amount in the Data Sheet are additional reporting currency amounts.</p> <p>If an additional reporting currency is not used, nothing is exported.</p>
Show Column Name	<p>If selected and a dimension code or G/L Account is selected in the Show as Lines field, the exported information includes the Name of the account or dimension value. If Period is selected in the Show as Lines field, only the date information is exported.</p> <p>If clear, only the account No. or dimension value Code is exported.</p>
Show Opposite Sign	<p>If selected, the amounts exported to the lines will have the sign opposite to the Amount field on the analysis view entries.</p>
View as	<ul style="list-style-type: none"> • The number of entries exported is also affected by whether Net Change or Balance to Date is selected as the amount type. • If you use Net Change, all entries within the date filter are exported. • If you use Balance to Date, Microsoft Dynamics NAV ignores the starting date and exports all entries up to and including the ending date in the filter.

Microsoft Excel Workbook Overview

The workbook in Microsoft Excel contains three worksheets, in reverse order of how they appear on the workbook:

- Data sheet
- General information sheet
- Pivot table sheet

Data Sheet

The data sheet can be separated into two main sections:

- The first section contains information from the analysis view entries and analysis view budget entries.
- The second section contains all the accounts, dimensions, and periods for which there is no data. If the second section is not included, the pivot table only includes accounts and dimension values with data.

In the first section, each line in the sheet represents an analysis view entry or analysis view budget entry. Notice that the settings in the **Analysis by Dimensions** page only affect the number of entries exported.

For each entry exported, all data is exported regardless of what was selected as lines or columns. Therefore, each line usually contains the information in the following table.

Information	Description
Account Level n	<ul style="list-style-type: none"> • The account for the line (a G/L account or a cash flow account). To display the account hierarchy of Begin-Total and End-Total accounts in the pivot table, Microsoft Dynamics NAV must use the grouping functions in Microsoft Excel. Microsoft Dynamics NAV uses the Indentation field of a posting account (G/L accounts) or entry (cash flow accounts) to fill in the Begin-Total account structure to which it belongs. If there is no hierarchy within the chart of accounts, the entries are displayed with G/L Account Level 0 only. • For example, account 6120 is included in the range that begins with account 6100. Therefore, all data related to account 6120 is rolled up to account 6105, and all data related to 6105 is rolled up to account 6100. • G/L Account Level 0: 6100 • G/L Account Level 1: 6105 • G/L Account Level 2: 6120
Dimension Codes	Dimension values can also be hierarchical. The same principles for hierarchical G/L accounts apply to hierarchical dimension values. If there is no hierarchy within the dimension values, the entries are displayed with dimension code level 0 only.

Information	Description
Dates	<p>Each Microsoft Excel line has the period information calculated based on the posting date for the analysis view entry or analysis view budget entry. The periods include day, week, month, quarter, year, and accounting period.</p> <p>If the analysis view entries are compressed by a period greater than a day, the date calculated for the Day period is the starting date of the compressed period. It is not the posting date of the underlying G/L transaction. This is the same as when you view analysis view entries in the Analysis by Dimensions page.</p>
Amounts	<ul style="list-style-type: none"> • The amounts displayed are based on the entry types: • If the Microsoft Excel line relates to an analysis view entry, the line contains the Amount, Debit Amount, and Credit Amount from the entry. • If the Microsoft Excel line relates to an analysis view budget entry, the line contains the Budgeted Amount (Amount field) from the entry.

The second section of the data sheet contains all the accounts, dimension values, and periods without a entries. The exception is the **Day** period. Regardless of the compression of the analysis view, the data sheet will only include days with data. This is to limit the number of lines created in the Microsoft Excel sheet.

General Information Sheet

Microsoft Dynamics NAV records the settings from the **Analysis View Card** and the **Analysis by Dimensions** pages at the time that the analysis view was exported.



Note: This information is only at the time of export and is not updated for changes in the pivot table or changes to Microsoft Dynamics NAV.

The sheet displays the contents of the following fields on the **Analysis View Card** page:

- **Analysis View Code**
- **Analysis View Name**
- **G/L Account Filter**
- **Date Compression**
- **Starting Date**
- **Last Date Updated**

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The sheet displays the contents of the following fields on the **Analysis by Dimensions** page:

- **Date Filter**
- **Account Filter**
- **Budget Filter**
- **Dimension Filters**
- **Closing Entries**
- **Show Opposite Sign**
- **View as**

If any of the filters are empty, they are not displayed on the general information sheet.

Pivot Table Sheet

Microsoft Dynamics NAV creates pivot fields based on each column of data exported to the data sheet and forms the pivot table from the pivot fields.

The fields in the **Analysis by Dimensions** page determine which pivot fields to use as rows and columns in the pivot table.

Field	Setting
Show as Lines	The content of this field determines which pivot field is used as rows in the pivot table.
Show as Columns	The content of this field determines which pivot field is used as columns in the pivot table.

To determine the data pivot fields to display in the pivot table, Microsoft Dynamics NAV uses the **Show** and **Show Amount Field** fields. The actual amount, debit amount, credit amount, or budgeted amount can be displayed.



Note: Only Actual Amounts and Budgeted Amounts can be shown in the pivot table. This is because the other amount types are not stored on the analysis view entries and are not exported. However, calculated fields can be created in the pivot table to represent Variance, Variance%, and Index% amounts.

Benefits of the Pivot Table

Pivot tables help manipulate data quickly within Microsoft Excel. You can change the rows, columns, and data displayed in the pivot table in the layout fields. However, if formatting data in Microsoft Excel, you may be unable to keep the changes. Therefore, you may want to change the layout in the **Analysis by Dimensions** page and re-export the information.

In addition to how quickly you can manipulate data in Microsoft Excel, the pivot table also includes the following benefits:

- Viewing more than one type of amount. For example, you can include both actual and budgeted amounts in the pivot table.
- Showing more than one pivot field for each column or row. For example, the field can show all the G/L account levels for each row or each AREA by Month in each column.
- Creating calculated pivot fields to compare actual to budgeted amounts. Exported data is not limited to the pivot fields created by Microsoft Dynamics NAV.
- Creating a chart linked to the pivot table using a wizard in Microsoft Excel, allowing the graphical display of dimension analysis. The pivot table automatically updates changes that were made to the chart layout.

Limitations to Data Displayed in Pivot Tables

When you export and display information in an Microsoft Excel pivot table, there are some limitations in the following:

- Totaling accounts and dimensions.
- Begin-Total and End-Total accounts and dimensions.
- Sorting account numbers and numeric dimension values.
- Exporting Balance at Date amounts.

The following sections explain these limitations in detail.

Totaling Accounts and Dimensions

Totaling accounts have no posted entries and are never included in the exported accounts. If you implement a hierarchical chart of accounts by using Totaling accounts instead of Begin-Total and End-Total accounts, you can only export posting accounts.

The same limitation applies with the Totaling dimension values.

Begin-Total and End-Total Accounts and Dimensions

If a hierarchical chart of accounts that uses Begin-Total and End-Total accounts is exported, show all the account level pivot fields to view the whole chart of accounts in the pivot table.

Only the Begin-Total accounts are exported. The End-Total account information is included in the pivot table as a subtotal of the posting accounts assigned to the Begin-Total account. The pivot table line for the End-Total information has a description including the Begin-Total account no. and total.

The same rules apply with Begin-Total and End-Total dimension values.

Numeric Sorting Account Numbers and Numeric Dimension Values

Account numbers that are numeric are always sorted as numbers in Microsoft Excel.

When a chart of accounts with account numbers of different lengths is exported, the sorting may be incorrect.

To achieve the correct text sorting, export both the account number and name by selecting the **Show Column Name** check box in the **Analysis by Dimensions** page.

Exporting Balance at Date Amounts

If you are exporting an analysis with the **View as** field set to **Balance at Date**, a starting date in the **Date Filter** field is ignored. All analysis view entries before the ending date in the filter are exported to Microsoft Excel so that the correct running balance can be displayed in the pivot table.

Hide any balance to date periods in the pivot table as needed.

In addition, if the ending date in the filter is after the date of the last analysis view entry, the pivot table does not include the periods without data. This is to reduce the number of entries exported to Microsoft Excel.

Lab 7.6: Export an Analysis View to Microsoft Excel

Scenario

The accounting manager has asked you to create some financial analyses that can be used for a presentation. The analyses must be easily made into graphs and include the company's dimension information. All dimension information must include the name of the dimension so that the board members can understand the analyses.

You are responsible for the following expense analyses:

- Monthly actual expenses for all departments for the 2013 financial year.
- Monthly budgeted expenses for all departments for the 2013 financial year.

Save the exported files as Excel workbooks to your desktop with the following names:

- 2013 Actual Expenses by Department
- 2013 Budgeted Expenses by Department



Note: Because this analysis view is set up to compress data monthly, enter the data filter after the **View by** option is selected.

Exercise 1: Export an Analysis View to Microsoft Excel

Task 1: Create Two Analyses for the Presentation

High Level Steps

1. Open the **Analysis by Dimensions** page.
2. Set up the header as specified in the scenario for the first analysis.
3. Export the file to Microsoft Excel.
4. Save the file as specified in the scenario, and close Microsoft Excel.
5. In the **Analysis by Dimensions** page, set up the header as specified in the scenario for the second analysis.

Detailed Steps

1. Open the **Analysis by Dimensions** page.
2. Set up the header as specified in the scenario for the first analysis.
3. Export the file to Microsoft Excel.
4. Save the file as specified in the scenario, and close Microsoft Excel.

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5. In the **Analysis by Dimensions** page, set up the header as specified in the scenario for the second analysis.
 - a. In the **Search** box, type "Analysis by Dimensions", and then click the related link.
 - b. Click the **Departmental Expenses** line, and then click **Edit Analysis View** in the ribbon.
 - c. On the **General** FastTab, make sure that the **Show as Lines** field is set to G/L Account.
 - d. In the **Show as Columns** field, enter **Department**.
 - e. In the **G/L Account Filter** field, type "8000..8530".
 - f. On the **Options** FastTab, make sure that the **Show** field is set to Actual Amounts and the **Show Amount Field** field is set to Amount.
 - g. Select the **Show Column Name** check box.
 - h. On the **Matrix Options** FastTab, in the **View by** field, enter **Month**.
 - i. In the **View as** field, enter **Net Change**.
 - j. On the **Filters** FastTab, in the **Date Filter** field, type "01/01/13..12/31/13".
 - k. On the ribbon, click **Show Matrix**.

Task 2: Export Each Analysis to Microsoft Excel

High Level Steps

1. Export the file to Microsoft Excel.
2. Save the file as specified in the scenario, and close Microsoft Excel.

Detailed Steps

1. Export the file to Microsoft Excel.
2. Save the file as specified in the scenario, and close Microsoft Excel.
 - a. On ribbon, click **Export to Excel**.
 - b. In the information dialog box, choose the proper server access to Excel option, and then click **OK**.
 - c. Review the exported file.
 - d. Click the **Office Button**, and then click **Save As**.
 - e. In the **Save in** field, select **Desktop**.
 - f. In the **Save as type** field, select **Excel Workbook**.
 - g. In the **File Name** field, type "2013 Actual Expenses by Department".
 - h. Click **Save**.
 - i. Close Microsoft Excel.
 - j. Close the **Analysis by Dimensions Matrix** page.

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To create the monthly budgeted expenses for all departments for the 2013 financial year, follow these steps:

- a. On the **Analysis by Dimensions** page for the DEPTEXP analysis view, make sure that the **Date Filter** field is set to 01/01/13..12/31/13.
- b. In the **Budget Filter** field, enter **2013**.
- c. On the **Options** FastTab, enter **Budgeted Amounts** in the **Show** field.
- d. Make sure that **Show Amount Field** is set to Amount, and that the **Show Column Name** check box is selected.
- e. On the **Matrix Options** FastTab, make sure that the **View by** field is set to Month, and the **View as** field is set to Net Change.
- f. On the ribbon, click **Show Matrix**.
- g. On the ribbon, click **Export to Excel**.
- h. In the information dialog box, click the **proper server access to Excel** option, and then click **OK**.
- i. Review the exported file.
- j. Click the **Office** button, and then click **Save As**.
- k. In the **Save in** field, select **Desktop**.
- l. In the **Save as type** field, select **Excel Workbook**.
- m. In the **File Name** field, type "2013 Budgeted Expenses by Department".
- n. Click **Save**.
- o. Close Microsoft Excel.

Dimension-Based Reports

When you use dimensions, there are two reports that are based on analysis views that you can print:

- Dimensions – Total Report
- Dimensions – Detail Report

Dimensions – Total Report

The **Dimensions - Total** report displays a classification of how dimensions were used on entries over a period. This classification is made by using total amounts. The report provides an overview of dimension information linked to a particular analysis view by using sum totals consisting of many entries. Therefore, only totals for dimensions or dimension combinations included in the selected analysis view are displayed in the report.

You use this report to analyze how dimensions were used for particular activities and to gain an overall impression of how dimensions are being used in the company.

The following table shows the fields that are contained in the **Dimensions - Total** request form.

Field	Description
Analysis View Code	The analysis view the report is to be based on.
Include Dimensions	The dimensions to include in the report. Only dimensions set up on the selected analysis view can be included. At least one dimension must be selected to generate a report. A default G/L Account filter will be copied from the Analysis View card, but can be changed in the Dimension Selection page.
Column Layout Name	The column layout to be used on the report.
Date Filter	Filters entries by date, using a particular date or a time interval.
G/L Budget Name	The budget that the report is based on, if the selected column layout includes budget figures.

Field	Description
Print Empty Lines	If selected, the report includes dimensions and dimension values that have a balance equal to zero.
Show Amounts in Add. Reporting Currency	If selected, the amounts on the report are shown in the additional reporting currency.

Selecting dimensions on the report involves assigning levels to the dimensions, therefore creating a hierarchy. No more than four levels can be assigned.

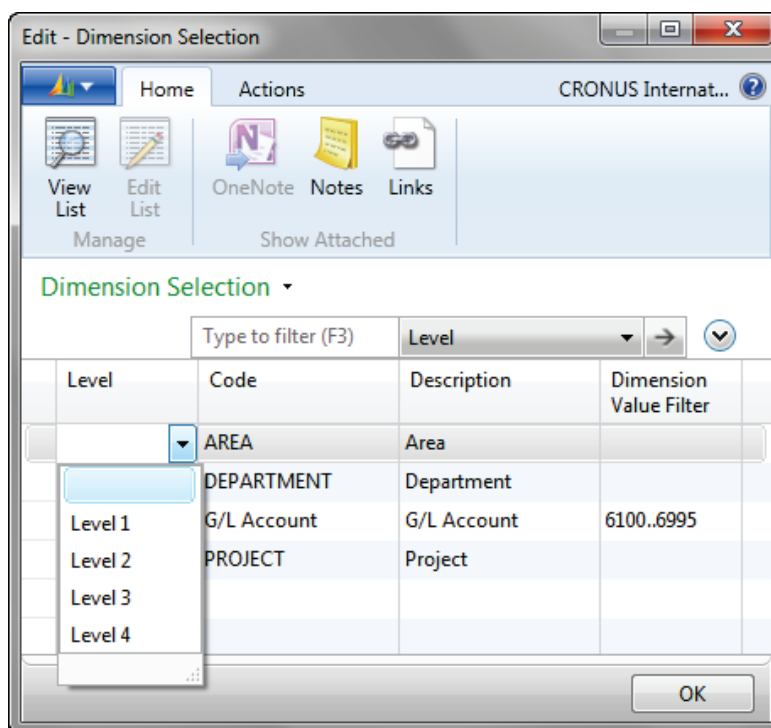


FIGURE 7.24: DIMENSION SELECTION WINDOW

You can filter the report even more by entering specific dimension values in the **Dimension Value Filter** field for the dimensions.

Note: There are many things to consider when assigning levels. For example, if a dimension with many dimension values is placed at a lower level, the report may be very long. Similarly, if there are many G/L accounts and the G/L accounts are placed at a low level, the report may also be very long. In this situation, we recommend that you put the G/L accounts or dimension at a higher level, such as Level 1.

Demonstration: Generate the Dimensions - Total Report

Scenario: Phyllis, the accounting manager at CRONUS, is reviewing January 2014 revenue entries and wants to see how Area dimensions for G/L accounts were used. She runs the **Dimensions - Total** report for the Revenue analysis view, by using the Default column layout, for January 2014.

To provide a list of the total for each Area dimension value for each G/L account, the G/L account dimension is assigned as Level 1 and the Area dimension is assigned as Level 2.

Demonstration Steps

1. Generate the **Dimensions – Total** report.
 - a. On the **General Ledger** page, under Reports, click **Dimensions - Total**.
 - b. In the **Analysis View Code** field, enter **REVENUE**.
 - c. In the **Include Dimensions** field, click the **AssistEdit (...)** button.
 - d. In the **Level** field for **G/L Account**, enter **Level 1**.
 - e. In the **Level** field for **Area**, enter **Level 2**.
 - f. Click **OK** to close the **Dimension Selection** page.
 - g. In the **Column Layout Name** field, enter **DEFAULT**.
 - h. In the **Date Filter** field, type "01/01/14..01/31/14".
 - i. Click **Preview** to view the report.
 - j. Review the report, and then close the **Print Preview** page.

Dimensions – Detail Report

The **Dimensions - Detail** report displays a detailed classification of how dimensions were used on entries over a selected period. The entries shown in the report are the G/L entries that were used to create analysis view entries for the selected analysis view. Therefore, only entries with dimensions or dimension combinations that are included in the selected analysis view are included in the report.

This report can be used to investigate the following:

- Which activities use which dimensions.
- How individual dimensions are combined with other dimensions on specific entries.

The fields on the **Dimensions - Detail** request form resemble those in the **Dimensions - Total** report, except that the column layout is not selected, and a standard format is included in the report. The levels for the dimensions and G/L accounts are entered in a similar manner to the way that they are entered in the **Dimensions - Total** report.

Demonstration: Generate the Dimensions - Detail Report

Scenario: To review the entries that are made up of the Area dimension by G/L account totals on the **Dimensions - Total** report, Phyllis, the accounting manager, runs the **Dimensions - Detail** report by using similar filtering options.

Demonstration Steps

1. Generate the **Dimensions – Detail** report.
 - a. On the **General Ledger** page, under Reports, click **Dimensions - Detail**.
 - b. In the **Analysis View Code** field, enter **REVENUE**.
 - c. In the **Include Dimensions** field, click the **AssistEdit** button.
 - d. On the **Actions** menu, click **Edit List**.
 - e. In the **Level** field for **G/L Account**, enter **Level 1**.
 - f. In the **Level** field for **Area**, enter **Level 2**.
 - g. Click **OK** to close the **Dimension Selection** page.
 - h. In the **Date Filter** field, type "01/01/14..01/31/14".
 - i. Click **Preview**. The report shows the ledger entries separated into debit and credit entries.
 - j. Review the report, and then close the **Print Preview** page.

Cash Flow Dimensions – Detail Report

The **Cash Flow Dimensions – Detail** report shows a detailed classification of how dimensions were used on entries over a selected period.

The entries that are shown in the report are linked to a particular cash flow analysis view. Therefore, only entries with dimensions or dimension combinations that are included in the analysis view that you have selected are included in the report. You can use the report to investigate which activities use which dimensions, and how individual dimensions are combined with other dimensions on specific entries.

You can define what is included in the report by filling the fields on the **Options** FastTab.

Demonstration: Generate the Cash Flow Dimensions – Detail Report

Scenario: Phyllis, the accounting manager at CRONUS, is reviewing January 2014 cash flow entries and wants to see how Area dimensions for cash flow accounts were used. She runs the **Cash Flow Dimensions - Detail** report for the CASHFLOW analysis view for January 2014.

To provide a listing of the total for each Area dimension value for each G/L account, the G/L account dimension is assigned as Level 1 and the Area dimension is assigned as Level 2.

Demonstration Steps

1. Generate the **Cash Flow Dimensions – Detail** report.
 - a. In the **Search** box, type "Cash Flow Dimensions – Detail", and then click the related link.
 - b. In the **Analysis View Code** field, enter **CASHFLOW**.
 - c. In the **Include Dimensions** field, click the **AssistEdit** button.
 - d. In the **Level** field for **G/L Account**, enter **Level 1**.
 - e. In the **Level** field for **Area**, enter **Level 2**.
 - f. Click **OK** to close the **Dimension Selection** page.
 - g. In the **Date Filter** field, type "01/01/14..01/31/14".
 - h. Click **Preview** to view the report.
 - i. Review the report, and then close the **Print Preview** page.

Combine Analysis Views with Account Schedules

If you want to use dimensions other than the two global ones in an account schedule, you can assign an existing analysis view to an account schedule. By doing this, you can use up to four dimensions in an account schedule. Assigning an analysis view changes the entries used to create the amounts in the account schedule from G/L entries to analysis view entries.

If you link an analysis view to an account schedule, you can filter amounts in rows by using the **Dimensions Totaling** fields in the **Account Schedule** page.

By assigning an analysis view to a column layout, you have the same filter ability, but then on a column level.



Note: *If you set up a column layout with an analysis view, and you apply a dimension filter in the column layout, then you can only use that column layout with an account schedule that has the same analysis view assigned.*

Assign an Analysis View to an Account Schedule or Column Layout

To assign an analysis view to an account schedule, follow these steps:

1. In the **Search** box, type "Account Schedules", and then click the related link.
2. In the **Analysis View Name** field for the relevant account schedule, enter the analysis view to be assigned to this account schedule.
3. Click **OK** to close the **Account Schedule Names** page.

To assign an analysis view to a column layout, follow these steps:

1. In the **Search** box, type "Account Schedules", and then click the related link.
2. In the ribbon, click **Edit Column Layout Setup**.
3. In the **Name** field click the drop-down to open the **Column Layout Names** page.
4. In the **Analysis View Name** field for the relevant column layout, enter the analysis view to be assigned to this account schedule.
5. Click **OK** to close the **Column Layout Names** page.

Verify Changes After Combining Analysis Views with Account Schedules

To verify changes to the entries by using analysis views, follow these steps:

1. On the **Account Schedule Names** page, click the **Revenues** line.
2. Notice that it contains the REVENUE analysis view.
3. On the ribbon, click **Overview**.
4. On the header, in the **View by** field, enter **Month**.
5. On **Row No. 12**, click the **Net Change** field. The **Chart of Accs. (Analysis View)** page opens, displaying balances for the account.
6. Click the **Net Change** field. The **Analysis View Entries** page opens, displaying the analysis view entries that make up the Net Change.
7. Press ESC to return to the **Account Schedule Names** page.

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8. On the **Revenue** line, clear the **Analysis View Name** field.
9. On the ribbon, click **Overview**.
10. On the header, in the **View by** field, enter **Month**.
11. On **Row No. 12**, click the **Net Change** field. The **Chart of Accounts (G/L)** page opens, displaying balances for the account.
12. Click the **Net Change** field. The **General Ledger Entries** page opens, displaying the G/L entries that make up the Net Change.
13. Close the open pages.

Lab 7.7: Combine an Analysis View with an Account Schedule

Scenario

The current REVENUES account schedule shows revenue by area. You must modify this account schedule to include revenue for the same accounts by large, medium, and small customers.

To achieve this, modify the existing account schedule as follows:

- Assign the CUSTOMER analysis view.
- Insert three customer lines after the area rows in the account schedule. Use a similar setup as that for the area rows, except filter on customer groups.
- Insert blank lines to separate the groups and final total.

It is helpful to show the **Customergroup Totaling Code** field on the **Account Schedule** page.

After you complete the setup, preview the **Acc. Schedule Overview Matrix** page for the January 2014 period.

Objectives

This lab reinforces your understanding of the process required to combine an analysis view with an account schedule.

Exercise 1: Combine an Analysis View with an Account Schedule

Task 1: Modify the Revenue Account Schedule

High Level Steps

1. Open the **Account Schedule Names** page, and assign the analysis view as specified in the scenario.
2. Open the **Account Schedule** page, and show the **Customergroup Code Totaling** field.
3. Insert the three customer group lines as specified in the scenario.
4. Insert the blank lines as specified in the scenario.

Detailed Steps

1. Open the **Account Schedule Names** page, and assign the analysis view as specified in the scenario.
2. Open the **Account Schedule** page, and show the **Customergroup Code Totaling** field.
3. Insert the three customer group lines as specified in the scenario.
4. Insert the blank lines as specified in the scenario.
 - a. In the **Search** box, type "Account Schedules", and then click the related link.
 - b. In the **Analysis View Name** field for the Revenue account schedule, enter CUSTOMER.
 - c. On the ribbon, click **Edit Account Schedule**.
 - d. If the **Customergroup Code Totaling** column is not displayed in the **Revenues Account Schedule**, use the **Choose Columns** function to add the **Customergroup Code Totaling** column. Make sure that you are still in the Revenue account schedule after you display this column.
 - e. In the **Account Schedule** page, right-click the **Revenue, Total** row and then select **New Line**.
 - f. In the **Description** field, type "Revenue Large Customers, Total".
 - g. In the **Totaling** field, type the same G/L account filter from the field above.
 - h. In the **Customergroup Code Totaling** field, enter **Large**.
 - i. Click **OK** to close the **Dimension Value List** page.
 - j. Right-click the next line, and then select **New Line**.
 - k. In the **Description** field, type "Revenue Medium Customers, Total".
 - l. In the **Totaling** field, type the same G/L account filter from the field above.
 - m. In the **Customergroup Code Totaling** field, enter **Medium**.
 - n. Click **OK** to close the **Dimension Value List** page.
 - o. Right-click the next line, and then select **New Line**.
 - p. In the **Description** field, type "Revenue Small Customers, Total".
 - q. In the **Totaling** field, type the same G/L account filter from the field above.
 - r. In the **Customergroup Code Totaling** field, enter **Small**.
 - s. Click **OK** to close the **Dimension Value List** page.
 - t. Right-click the **Revenue Large Customers, Total** line, select **New Line**, and then press ENTER to insert a blank line.
 - u. Right-click the **Revenue, Total** line, select **New Line**, and then press ENTER to insert a blank line.

Task 2: Preview the Changes in the Acc. Schedule Overview Matrix Page

High Level Steps

1. Open the **Acc. Schedule Overview** page, and set filters.
2. Review the changes in the matrix view.

Detailed Steps

1. Open the **Acc. Schedule Overview** page, and set filters.
2. Review the changes in the matrix view.
 - a. On the ribbon, click **Overview**.
 - b. On the header, in the **View by** field, enter **Month**.

Finance Performance Charts

In Microsoft Dynamics NAV 2013 you can use the following two types of charts to graphically display data:

- **Generic charts** – Can be set up for every table.
- **Specific charts** – Are based on specific tables, such as the account schedules and analysis reports.

One of the specific chart types available in Microsoft Dynamics NAV 2013 is the finance performance chart.

The finance performance chart shows financial performance indicators based on account schedule values. This enables you to combine financial figures in multiple ways to analyze performance and see trends in different graphical views.

This window in the role center functions as a chart holder for all the financial performance indicators that you generate from your account schedule values. You can select from a list of predefined finance charts by clicking **Select Chart** and then select from the list in the **Account Schedule Chart List** window. You can edit existing charts or create new charts by combining account schedule columns and rows in many ways and displayed with different chart types.

The x-axis of the chart can be based on either account schedule columns, account schedule rows, or a period as defined by a date interval and period length.

The calculated account schedule values are displayed in LCY along the y-axis.

When you select a graphical element, the source window, such as the **Account Schedule** window, opens. From there, you can drill down to, for example, the ledger entries that resulted from the transactions that are represented by the graphical element in question.



Note: *The Finance Performance chart is available in the following role centers:*

- **Accounting Manager**
- **President**
- **President – Small Business**

Demonstration: Finance Performance Chart

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., uses the REVENUE account schedule, combined with the REVENUE analysis view, to analyze and compare the EU and non-EU sales. She now wants to create a **Finance Performance** chart in her role center that gives her a graphical overview of this analysis.

She creates a column chart type that shows the monthly actual sales against the monthly budgeted sales, and then for EU and non-EU.

She sets up the chart to display the period November 2013 to January 2014 by month.



Note: To perform this demonstration, it is advised that you use the **ACCOUNTING MANAGER** role center.

Demonstration Steps

1. Create the account schedule chart REVENUE.
 - a. In the **ACCOUNTING MANAGER** role center, click the **Application** menu > **Customize** > **Customize This Page**.
 - b. In the **Available Parts** section, click **Finance Performance**, and then click **Add**.
 - c. Click **Move Left** to move the part to the left side of the role center.
 - d. Click **OK**.
 - e. In the **ACCOUNTING MANAGER** role center, in the **Finance Performance** part, click **Select Chart** to open the **Account Schedule Chart** list.
 - f. On the ribbon, click **New**.
 - g. In the **Name** field, enter REVENUE.
 - h. In the **Account Schedule Name** field, enter REVENUE.
 - i. In the **Column Layout Name** field, enter BUDGANALYS.
 - j. In the **Base X-Axis on** field, enter **Period**.
 - k. In the **Start Date** field, enter 11/01/13.
 - l. In the **Period Length** field, enter **Month**.
 - m. In the **No. of Periods** field, enter 3.

To define the chart type and the columns to display, you have to select measures for the chart.

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To select measures for the chart, follow these steps:

- a. Click the **Measures (Y-Axis)** FastTab.
- b. On the Measures (Y-Axis) FastTab, click **Edit**.
- c. Clear the fields that have the value **Column**.
- d. For the Revenue Area 10..30, Total line, in the **Net Change** column, enter Column.
- e. For the **Revenue Area 10..30, Total** line, in the **Budget** column, enter **Column**.
- f. For the Revenue Area 40..85, Total line, in the **Net Change** column, enter Column.
- g. For the **Revenue Area 40..85, Total** line, in the **Budget** column, enter **Column**.
- h. For the Revenue, no Area code, Total line, in the **Net Change** column, enter Column.
- i. For the Revenue, no Area code, Total line, in the **Budget** column, enter Column.

Row No.	Description	Net Change	Budget	Variance%
	REVENUE			
	Sales of Retail			
11	Sales, Retail - Dom.			
12	Sales, Retail - EU			
13	Sales, Retail - Export			
14	Job Sales Adjmt, Retail			
15	Sales of Retail, Total			
	Revenue Area 10..30, Total	Column	Column	
	Revenue Area 40..85, Total	Column	Column	
	Revenue, no Area code, Total	Column	Column	
	Revenue, Total			

FIGURE 7.25: ACC. SCHEDULE MATRIX WINDOW

- j. Click **OK**.
- k. Click **OK**.
- l. Click **OK**.

Finance Advanced in Microsoft Dynamics® NAV 2013

You can now see the chart in your role center. If you rest the mouse pointer on the columns, you see information on each column displayed.

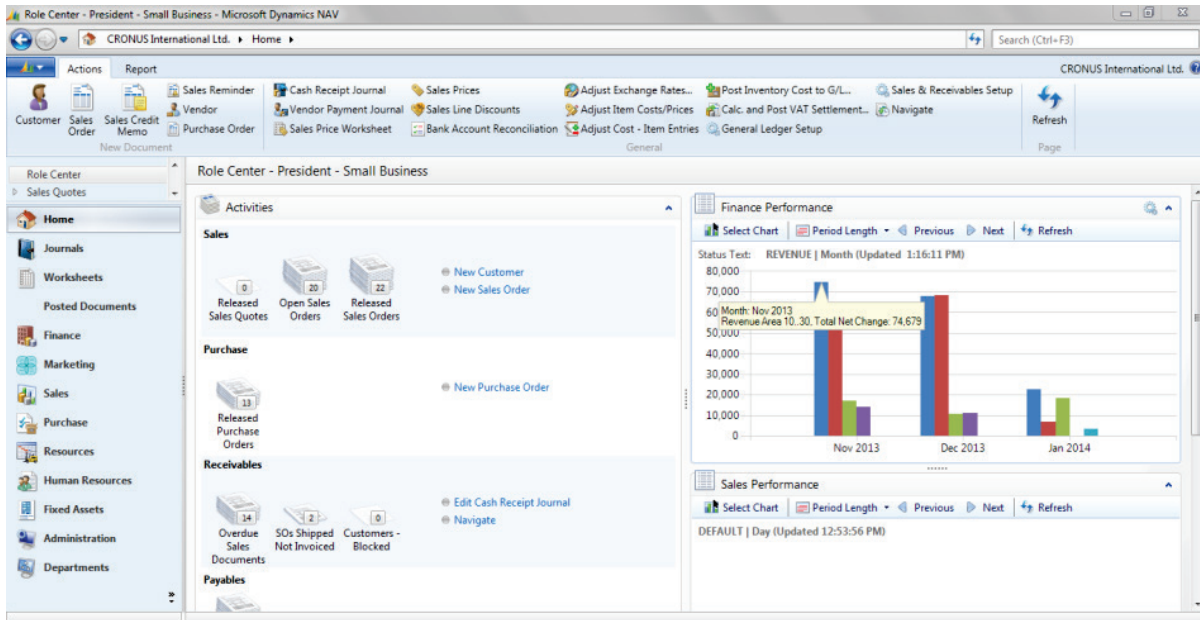


FIGURE 7.26: ROLE CENTER ACCOUNTING MANAGER WINDOW

If you click one of the columns, you see an overview of the entries, represented by that column.



Note: Account schedule line descriptions should be unique to have the data displayed in the chart.

Module Review

Module Review and Takeaways

Microsoft Dynamics NAV contains a wealth of business data that is ready to be turned into business intelligence. The dimensions available in Microsoft Dynamics NAV provide companies with an effective method of analyzing their financial information. By using analysis views, companies can benefit even more by accessing financial and budget information based on specific G/L criteria.

Together, dimensions and analysis views enable companies to analyze trends and compare various characteristics across a range of entries. Through Microsoft Dynamics NAV internal reporting and analysis tools—such as the chart of accounts, account schedules, and Excel—users can identify, organize, and share information that is needed for making strategic business decisions.

Test Your Knowledge

Test your knowledge with the following questions.

1. Which of the following statements is true about budgets and analysis views?
 - () Budgets cannot be used in analysis views
 - () The Update on Posting option does not work with budgets.
 - () By default, budgets are included in an analysis view.
 - () You have to assign a budget name in the analysis view card.
2. How many dimensions can you assign to an analysis view?
 - () 4
 - () 2
 - () 8
 - () Unlimited
3. If you want to use dimensions other than the two global ones in an account schedule, what do you have to do?
 - () Assign the dimensions in the Account Schedule Matrix page.
 - () Set up Account Schedule Dimensions.

- Set up an analysis view with the required dimensions, and assign it to an account schedule.
 - Nothing. By default all the dimensions are available in an account schedule.
4. If you want to export an analysis view to Microsoft Excel, from which page do you run the **Export to Excel** function?
- Analysis View page
 - Account by Dimensions page
 - Analysis by Dimensions Matrix page
 - Account Schedule page
5. Which of the following statements about totaling accounts and dimensions is true?
- You can include them in the exported accounts by selecting the field on the Options FastTab.
 - They have no posted entries and are never included in the exported accounts.
 - You can display them as values in the exported data but cannot include the underlying formula.
 - You can display them as values in the exported data and include the underlying formula.

Test Your Knowledge Solutions

Create a Cash Flow Account Schedule

1. Which of the following are the steps to create an Account Schedule?
 - Create a Name, create Rows (lines), and select the Overview
 - Create Rows (lines), create Columns, and select the Overview
 - Create a Name, create Columns, and select the Overview
 - Create a Name, create Rows (lines), and create Columns
2. When you define an Account Schedule, the **Row Type** field in the row definition and the **Column Type** field in the Column Layout must be compatible. Which of the following is an example of an incompatible selection?
 - A Row Type of Net Change and a Column Type of Net Change
 - A Row Type of Balance at Date and a Column Type of Beginning Balance
 - A Row Type of Beginning Balance and a Column Type of Net Change
 - A Row Type of Balance at Date and a Column Type of Balance at Date
3. Which of the following analysis pages do you use to review the total G/L entries for a single account over several time periods?
 - G/L Account Balance
 - G/L Balance
 - Detail Trial Balance
 - Acc. Schedule Overview
4. When you export an account schedule to Excel, which of the following two options are available?
 - Add entries / Replace entries
 - Create Workbook / Update Workbook
 - Create Workbook / Replace Workbook
 - New Workbook / Existing Workbook

5. Which of the following is not a **Totaling Type** option in the **Account Schedule** page?
- Cash Flow Total Accounts
 - Cost Type
 - Total Accounts
 - Cost Type Entry Account

Module Review and Takeaways

1. Which of the following statements is true about budgets and analysis views?
- Budgets cannot be used in analysis views
 - The Update on Posting option does not work with budgets.
 - By default, budgets are included in an analysis view.
 - You have to assign a budget name in the analysis view card.
2. How many dimensions can you assign to an analysis view?
- 4
 - 2
 - 8
 - Unlimited
3. If you want to use dimensions other than the two global ones in an account schedule, what do you have to do?
- Assign the dimensions in the Account Schedule Matrix page.
 - Set up Account Schedule Dimensions.
 - Set up an analysis view with the required dimensions, and assign it to an account schedule.
 - Nothing. By default all the dimensions are available in an account schedule.

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4. If you want to export an analysis view to Microsoft Excel, from which page do you run the **Export to Excel** function?
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