

Sage 200
Business Intelligence
Cubes and Reports

sage

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Introduction

Sage 200 Business Intelligence (BI) is designed to provide an easy way to analyse your historical data, to help you see trends and spot anomalies in your business.

You can use it to take your Sage 200 data and present it for analysis. This is an automatic process that requires little intervention from yourself, and provides you with useful information as soon as you have run it for the first time.

There are many predefined cubes that will be populated with your data. The type of data in the cubes has been chosen to allow analysis of areas that are of interest to the majority of Sage 200 users.

There are also example reports provided. These are a starting point that show how the data in the cubes can be easily manipulated to provide detailed analyses.

This document describes the content of the cubes and reports.

Once you have installed BI, you can run the BI System Administration utility to populate the cubes from your Sage 200 data. The reports in the Sage 200 menu will then show you the information from your own data.

NB BI is designed as a tool to carry out analysis on your data. It is not intended to provide formatted reports to be printed. That is the purpose of the Report Designer.

Example of a BI report

Dimensions used as report criteria to select data for inclusion in the report

Dimension placed on the columns of the report

Dimension placed on the rows of the report

Measures selected for the report

Calculated values for the measures for the selected dimension members

Sales Analysis [Read-Only] [Compatibility Mode] - Microsoft Excel

Sales User Defined Report Show Excel Toolbar Change Theme Show Report Details

demodata Reporting data was last updated on 20/01/2009 09:05:28

Currency: [EUR](#)
Transaction Type: [Invoices & Credit Notes](#)

	Qtr 1 2007			Qtr 2 2007		
	Gross Value	Net Value	Outstanding Value	Gross Value	Net Value	Outstanding Value
↳ All Customers	42,032	42,032	0	21,381	21,381	0
↳ Rantes Home Stores (Fr)	18,177	18,177	0	12,174	12,174	0
↳ Nieve et Oro (Sp)	0	0	0	8,743	8,743	0
↳ Noventa Casas (Sp)	23,277	23,277	0	310	310	0
↳ Ouest Home Stores (Fr)	578	578	0	155	155	0

Report

start Sage 200 - demodata Microsoft SQL Server ... Shared Microsoft Excel - Sale... 13:20

Terms used in this document

The terms used in this document are the terms used generally within Business Intelligence. However the terms used in the BI Excel Client are occasionally different, these are shown in brackets where appropriate so that you can see both terms applied.

Data Warehouse

This is where the source data for your cubes is stored. This is updated each time you extract data from Sage 200. Data that is deleted from Sage 200 will not be deleted from the warehouse. This means you can report on your data longer with BI, than when using the Sage 200 reports.

Note: It is strongly suggested that the data warehouse is backed up regularly every night. If you lose the data warehouse and you do not have a backup, any data for [As at](#) cubes will not be recoverable. You can rebuild the data for [Latest status](#) cubes but they will only contain the history currently available within Sage 200. Data deleted from Sage 200, previously held in the data warehouse, is not recoverable.

Data Extract

This is the process of extracting data from Sage 200 and populating the data warehouse. This process is run from the BI System Administration utility. You can run this process manually, when required, or schedule it to be done automatically at regular intervals. We recommended that you schedule this to run every night.

Cube

A cube is a set of data containing pre-calculated measures and dimensions. A cube holds every available view of the data, allowing you to analyse (break down) the data for displaying on reports.

Because the measures are pre-calculated, data can be displayed much more quickly in BI than when using other forms of reporting. Drilling down into the data is also swift and accurate because the values do not have to be re-calculated.

The cubes are held in an SQL Server Analysis Services database.

There are two types of cube.

Latest status cube

When this cube is used, details of all relevant transactions are extracted from Sage 200 each time. If a transaction already exists in the cube, it will be over-written. So, an individual transaction exists just once in the cube, showing its latest status when the data was last extracted.

For example, in the Sales cube, sales invoice 54523 is extracted on the 5th with an outstanding value of £20. The cube would summarise this outstanding value of £20 into the measure Outstanding Value. Then within Sage 200 the invoice is fully paid on the 6th. When the data is re-extracted on the evening of the 6th, this invoice transaction is overwritten. The cube would now summarise the outstanding value of 0 into the measure Outstanding Value.

As at cube

This cube is populated with a full snapshot of the data each time it is extracted from Sage 200. So a transaction can exist many times in the data. The status of each instance is that at the time of its extraction from Sage 200, enabling you to analyse status changes over time. This can be very useful for certain types of data. It is often difficult to obtain this kind of information from an operational system, such as Sage 200, that concentrates on allowing the quick data capture of high volumes of transactions.

For example, in the Aged Debt cube, an invoice is extracted on 6th June with an outstanding amount of £20 and its age falls into the 30-60 days range. The same invoice is extracted on 6th July with an outstanding amount of £20, but now its age falls into the 60-90 day range. The

cube now holds this transaction twice. When the next extract occurs on 6th August, the invoice is not extracted as it had been fully paid by then. The cube still retains the two earlier entries which show the history of when and for how long the invoice remained outstanding.

Note: It is important when creating reports from As At cubes that you do not aggregate data from more than one extract together as the results would be incorrect. For example, in the Aged Debt cube you could aggregate the value of the same invoice, into the total value multiple times, which would obviously give incorrect results. This is emphasised in the description of each As At cube later in this document.

Note: For this type of cube, the first time you extract data from Sage 200 there will only be one snapshot of data in the cube. These snapshots have to build up over time as you run extracts. It is only when you have built up several snapshots of the data that you will be able to see how the status of your data changes over time. You will then be able to see how it was in the past and compare it to how it is now.

Building the cubes

This is the process of taking the data in the data warehouse and processing it to populate the cubes. This involves pre-calculating every measure in every way so that it can be analysed through the BI reports. This process is run from the BI System Administration utility. You can run this process manually, when required, or schedule it to be done automatically, at regular intervals. By default this is done every night.

Measure (Value)

Cube Term	BI Excel Client Report Layout panel term
<i>Measure</i>	<i>Value</i>

This is a data item that is held in a cube and can be analysed. It is usually a numeric item that can be counted, summarised or totalled. Measures are added to the main body of reports. They can be analysed (broken down) by adding the available dimensions to the rows, columns or criteria on the report.

For example, Total Sales Value can be shown as a total for all dimensions or it can be analysed by the available dimensions: by customer, by calendar month, by product.

Dimension (Field)

Cube Term	BI Excel Client Report Layout panel term
<i>Dimension</i>	<i>Slice/Filter</i>

A dimension can be used to analyse the measures in your data. For example, Sales Value could be broken down by Customer.

Dimensions can be used:

- As report criteria, to select the data to include in a report.
- On the rows or columns of a report - to show the detailed breakdown of a measure by each dimension member.

Dimension Members

A dimension can contain many items or members. For example, the Customer dimension can contain the members, Customer A, Customer B and Customer C.

Dimension Attributes

A dimension can have many attributes. For example, each member of the Customer dimension can contain the Country Code, Country Name, Currency, Customer Name, Customer Number, Short Name and Analysis Codes.

Dimension Hierarchy

Some dimensions can have hierarchies. These are multiple ways of looking at the attributes of members in that dimension. For example, time periods are usually held in a hierarchy, starting with the Year, then the Quarter, then the Month and then the Day.

You could look at the value of a measure calculated for a full year, one or more quarters, one or more months, or individual days if you want, simply by expanding the hierarchy.

BI Excel Client

This is a facility to interrogate the data in the cubes and produce reports. It has powerful capabilities which allow you to report on and drill into your data. However it is not described in this document. For full details of the BI Excel Client, you should attend a Sage 200 BI training course.

BI System Administration utility

This is a facility to control when and how data is extracted from Sage 200 and the cubes are built. You can choose settings that affect how data is made available for reporting. However, it is not described in this document. For full details of the BI System Administration utility, you should attend a Sage 200 BI training course.

Common dimensions

Common dimensions are common to more than one cube. If one of these dimensions is included in a cube it will be mentioned in the description of that cube. However, the details of the common dimensions are provided here.

Customer

Use the Customer dimension to select which customers are included in a report.

Customer attributes

There are several ways in which customers can be selected or grouped together for analysis. You can choose customers by:

Country Code	For example, GB, US, FR.
Country Name	For example, Great Britain.
Currency	For example, USD.
Customer Name	This is the full customer name from Sage 200.
Customer Number	This is the account reference from Sage 200
Customer Short Name	This is the customer short name from Sage 200.
Analysis Codes	You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes. Note: For slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.
Date Account Opened	The date the account was opened.

Supplier

Use the Supplier dimension to select which suppliers are included in a report.

Supplier attributes

There are several ways in which suppliers can be selected or grouped together for analysis. You can choose suppliers by:

Currency	For example, EUR.
Supplier Number	This is the account reference from Sage 200.
Supplier Name	The supplier name from Sage 200.
Supplier Short Name	This is the supplier short name from Sage 200.
Analysis Codes	You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes. Note: For slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

Date Account Opened The date the account was opened.

Posted Accounting Period

This is the Nominal Ledger accounting period into which the specific transaction (the source of the measure) is posted. The list of accounting periods displayed reflects the accounting periods in your Sage 200.

These are grouped into a hierarchy, by year. The year number formatting is based on the start and end dates of your financial year. If both dates fall in the same calendar year, the calendar year number is shown. If the dates fall in different calendar years, both start and end calendar years are shown. This will be in the format yy-yy.

For example:

Start date = 01/01/2007 End date =31/12/2007 The year is shown as 2007.

Start date = 01/04/2007 End date =31/03/2008 The year is shown as 07-08.

Posted Accounting Period attributes

These attributes return one or more values for the selected measures depending on the periods chosen.

Current Period

This is the current period, chosen in the BI System Administration utility, when building the cubes.

For example, if Period 8, Year 2007, is the current period, when building the cubes, the data for Period 8, 2007, is shown when you select Current Period in the Posted Accounting Period dimension.

Last 3 Periods

This is a selection of three periods, based on the Current Period value. Whenever, the Current Period changes, the last three periods also change.

For example, if the Current Period is Period 8 2007, the Last 3 Periods are Period 6 2007, Period 7 2007 and Period 8 2007. If you choose Posted Accounting Period to appear in the columns of a report, and the Last 3 Periods attribute is selected, the data is shown in three columns; Period 6 2007, Period 7 2007 and Period 8 2007. If Posted Accounting Period is a criterion for the report, and you choose Last 3 Periods for that criterion, the total for periods 6, 7 and 8 is shown in the report.

Last 6 Periods

This is the same as Last 3 Periods, but shows six periods, ending with the Current Period.

Last 12 Periods

This is the same as Last 3 Periods, but shows twelve periods, ending with the Current Period.

YTD Periods

This selection of periods is based on the year from the Current Period. It shows all periods in the same financial year up to the current period.

For example, if the Current Period is Period 8 2007 and you choose YTD Periods when putting Posted Accounting Period on the columns of a report, the columns are: Period 1 2007, Period 2 2007, Period 3 2007, Period 4 2007, Period 5 2007, Period 6 2007, Period 7 2007 and 'Period 8 2007.

If the Current Period is Period 3 2008, and the Posted Accounting Period is a criterion on the report and you choose YTD periods for that criterion, the total for periods 1, 2 and 3 is shown in the report.

Current Financial Year

This is the financial year that holds the Current Period information.

For example, if the Current Period is Period 8 2007, then the Current Financial Year is 2007.

Last 5 Fin Years

This is a selection of five financial years, based on the Current Financial Year. It selects five financial years up to the current financial year.

For example, if the Current Period is Period 8 2007 and Posted Accounting Period is on the columns of the report, selecting Last 5 Fin Years results in the columns displayed being: 2003, 2004, 2005, 2006 and 2007.

The following are similar to the attributes shown above except that they will return a single total value for the selected measure for the chosen time periods, instead of a value for each period. This is irrespective of whether the Posted Accounting Period is placed on the columns of the report or is simply a criterion.

Total Last 3 Periods

This shows the total for the previous three periods (based on the Current Period).

For example, if the Current Period is Period 8 2007 and Total Last 3 Periods is selected, the report shows the total of the measure for Period 6 2007, Period 7 2007 and Period 8 2007.

Total Last 6 Periods

This is the same as Total Last 3 Periods but shows six periods, ending with the Current Period.

Total Last 12 Periods

This is the same as Total Last 3 Periods but shows twelve periods, ending with the Current Period.

Date by Calendar

Versions of this dimension are included in many cubes. The available range of dates that can be analysed are those included in your accounting periods in Sage 200. These dates are arranged in a Year/Quarter/Month/Day hierarchy. You can select members at any level of the hierarchy. The actual date that this dimension relates to will depend on the particular cube; e.g. for the Sales cube this relates to Sales Transaction date, for the SOP Invoices and Credits cube this relates to both the Invoice Date and Order Date.

Date by Calendar attributes

These attributes show one or more values for the selected measures, depending on the periods chosen.

Current Month	<p>This is the current month, selected in the BI System Administration utility, when updating cubes.</p> <p>For example, if you select August 2007 as the Current Month, when cubes are built, the date for August 2007 is used when Current Month is selected in the Transaction Date dimension.</p>
Last 3 Months	<p>This is a selection of three months, based on Current Month value. Whenever Current Month value changes, the Last 3 Months value also changes.</p> <p>For example, if Current Month is August 2007, Last 3 Months are June 2007, July 2007 and August 2007. If you choose Transaction Date by Calendar to appear in the columns of a report with Last 3 Months selected, June 2007, July 2007 and August 2007 are displayed.</p>
Last 6 Months	<p>This is the same as Last 3 Months but shows six months, ending with the Current Month.</p>
Last 12 Months	<p>This is the same as Last 3 Months but shows twelve months, ending with the Current Month.</p>
YTD Months	<p>This is a selection of months, based on the Current Month value. It shows all months in the same calendar year up to the current month.</p> <p>For example, Current Month is August 2007. If you choose Transaction Date by Calendar to appear on the columns of a report with YTD Months selected, January 2007, February 2007, March 2007, April 2007, May 2007, June 2007, July 2007 and August 2007 are displayed.</p> <p>If Current Month is March 2008, and you choose Transaction Date by Calendar as a criterion on the report with YTD months selected, the report will show a measure value that is the total for January 2008, February 2008 and March 2008.</p>
Current Year	<p>This is the calendar year the Current Month belongs to.</p> <p>For example, if Current Month is August 2007, Current Year is 2007.</p>
Last 5 Years	<p>This is a selection of five years, based on the Current Month.</p> <p>For example, Current Month is August 2007. If you choose</p>

Transaction Date by Calendar to appear on the columns of a report with Last 5 Years selected, 2003, 2004, 2005, 2006 and 2007 are displayed.

The following are similar to the attributes shown above except that they will return a single total value for the selected measure for the chosen period, instead of a value for each period. This is irrespective of whether the Transaction Date by Calendar is placed on the columns of the report or is simply a criterion.

Total Last 3 Months This shows the total value of the measure for the previous three months. This is based on the Current Month.

For example, if Current Month is August 2007 and you choose Total Last 3 Months, the value shown is the total value for this measure for June 2007, July 2007 and August 2007.

Total Last 6 Months This is the same as Total Last 3 Months but shows six months, ending with the Current Month.

Total Last 12 Periods This is the same as Total Last 3 Months but shows twelve months, ending with the Current Month.

Time Analysis

The Time Analysis dimension is typically used in the columns or rows of a report. You can use it to show values (and comparisons between values), for the chosen measure, from different years based on the time period selected for your report.

You can choose a time period for your report from any of the Date dimensions and also for the Accounting Period dimensions.

Time Analysis attributes

NB Not all these attributes will be present in every cube – some are only relevant to certain cubes.

Current This is the default. It shows the value for the chosen measure, for the current selected period (or month, quarter or year).

Examples:

If you chose Period 8 2007 in the Posted Accounting Period dimension, when you choose Current in the Time Analysis dimension, the measure value reported is for Period 8 2007.

If you choose April 2008 from the Transaction Date dimension, when you choose Current in the Time Analysis dimension the measure value is for April 2007

You can choose multiple time periods as the basis when using the Current member from the Time Analysis dimension:-

If you chose Periods 1 through 6 in 2007 in the Posted Accounting Period criterion, when you choose Current in the Time Analysis dimension, the measure value is for Periods 1 through 6 in 2007.

If you choose January to April 2007 in the Transaction Date, when Current is chosen in the Time Analysis, then the measure value will be for January through April.

YTD	<p>This shows the year to date value of the selected measure, based on the current selected period.</p> <p>Examples:</p> <p>If you chose Period 8 2007 in the Posted Accounting Period criterion, when you choose YTD in the Time Analysis dimension, the measure value is for Periods 1 through 8 for financial year 2007.</p> <p>If you choose November 2008 from the Transaction Date dimension when using YTD in Time Analysis, the measure value will be for transactions dated from January through November 2008.</p> <p>You should not choose multiple members from the time period dimensions when using the YTD from Time Analysis.</p>
Prior Year	<p>This shows last year's value, based on the current selected period.</p> <p>For example, if chose Period 8 2007, when you choose Prior Year in the Time Analysis dimension, the measure value is for Period 8 2006.</p> <p>You should not choose multiple members from the time period dimensions when using the Prior Year from Time Analysis</p>
Prior Year YTD	<p>This shows last year's year to date figures up to the current selected period.</p> <p>For example, if you chose Period 8 2007, Prior Year YTD shows the sum of the value of periods 1, 2, 3, 4, 5, 6, 7 and 8 in 2006.</p> <p>You should not choose multiple members from the time period dimensions when using the Prior Year YTD from Time Analysis</p>
Growth	<p>This shows the difference between the Current value and the Prior Year value. It is calculated as:</p> <p style="text-align: center;"><i>Time Analysis.Current – Time Analysis.Prior Year</i></p>
% Growth	<p>This shows the difference between the Current value and the Prior Year value, expressed as a percentage. It is calculated as:</p> <p style="text-align: center;"><i>(Time Analysis.Current – Time Analysis.Prior Year) / Time Analysis.Prior Year</i></p> <p>For example, if the Current value is 150 and the Prior Year value is 100, the growth is:</p> <p style="text-align: center;">$(150 - 100) / 100 = 0.5$</p> <p>This equates to a percentage growth of 50% when shown on the report.</p>
YTD Growth	<p>This shows the difference between the YTD value and the Prior Year YTD value. It is calculated as:</p>

Time Analysis.YTD – Time Analysis.Prior Year YTD

% YTD Growth

This shows the difference between the YTD value and the Prior Year YTD value expressed as a percentage. It is calculated as:

(Time Analysis.YTD – Time Analysis.Prior Year YTD) / Time Analysis.Prior Year YTD

For example, if Current YTD value is 150 and Prior Year YTD value is 100, the growth is:

$$(150 - 100) / 100 = 0.5$$

This equates to a percentage growth of 50% when shown on the report.

Product

Use the Product dimension to choose the stock items to be included in your reports.

There is a special dimension member for the Item Code called Non-stock. This is used to link to SOP and POP data for free text items and additional charges. There is a special Product Group for this item, also called Non-stock.

Product Attributes

There are several ways in which products can be selected or grouped together for analysis. Products can be chosen by:

Item Code	This is the main stock item reference from your Sage 200 system.
Item Name	This is the stock item name.
Product Group	This is the product group to which the item belongs in Sage 200. There are two hierarchies set up: <ul style="list-style-type: none">■ Product Group – Item Code.■ Product Group – Item Name.
Stock Unit	This is the stock unit chosen for this item in Sage 200. There are four hierarchies you can use with this attribute. <ul style="list-style-type: none">■ Stock Unit – Item Code.■ Stock Unit – Item Name.■ Stock Unit – Product Group – Item Code.■ Stock Unit – Product Group – Item Name.
Traceable Type	This is the traceable type set up for this stock item in Sage 200, e.g. Batch, Serial or Non-traceable. There are four hierarchies provided: <ul style="list-style-type: none">■ Traceability – Item Code.■ Traceability – Item Name.■ Traceability – Product Group – Item Code.■ Traceability – Product Group – Item Name.
Search Categories	The search categories that you selected in the BI System Administration utility will be shown as attributes on the Product dimension. When using a search category on a report, it is always best to

choose the specific member (category value) that you require, rather than leave the selection defaulting to All Products. This is because stock items that are not linked to the category in Sage 200 will have a value of None applied to them for the category. So they will still appear in the list of items unless you deselect the None member.

Stock Location

This dimension is based on the Warehouses set up in your Sage 200 system. These are where the stock is/was located. There are some special locations called Home, Direct Delivery and Returns, these are used by the Sage 200 system for processing certain transactions and you may wish to filter these locations out from your reports.

Note: Even if you do not have Multiple Locations turned on in Sage 200 these special locations will still exist.

Stock Location Attributes

There are several attributes to use to select members of the stock location dimension. However some of these will only be populated correctly if you have set up full segmented addresses for your Warehouses in Sage 200.

Location Name	This is the main warehouse name from Sage 200.
Location Description	This is the description set up in Sage 200 for your warehouse.
Location Country	This is the Country part of the address for this warehouse.
Location Country Code	This is the country code set up for the warehouse. If the country code is blank in your warehouse this will default to the country code set up for this Sage 200 company. This is available in a hierarchy: <ul style="list-style-type: none">■ Location Country Code – Name
Location County	This is the County part of the address for this warehouse.
Location Post Code	This is the Post Code part of the address for this warehouse.
Location Town	This is the Town part of the address for this warehouse.

SOP Transaction Type

This dimension allows you to select data based on the transaction types: Invoice and Credit Note.

POP Transaction Type

This dimension allows you to select data based on the transaction types: Invoice and Credit Note.

Project Accounting Common Dimensions

The following dimensions are populated with data from the Project Accounting module. One of the features of this module is the ability to change the terminology used in the screens and reports, from the standard terms to ones that you are more familiar with.

These familiar terms will also be used in the cubes and on any standard reports based on data from these cubes.

However for the purposes of this documentation standard terms are used. The standard terms are:

- Project
- Group
- Project Item
- Project Level
- Grouping Level
- Project Item Type
- Resource
- Hierarchy
- Timesheet

If you use different terms within Sage 200, then the dimensions and dimension attributes described in the document will be called something different in your cubes. The standard reports will also need to be changed to use your terminology to select the relevant dimension attributes.

If you amend the terminology, this is not reflected in the cubes automatically. You will need to 'Upgrade the Warehouse' in the BI Administration tool to make the new terms visible in the cubes and reports. Again, any standard reports, and those that you have created yourself, will need to be changed to choose the renamed dimension attributes.

Project

This contains details about your projects.

Project Attributes

There are several ways in which products can be selected for analysis:

Project Code	The unique identifier for your projects.
Project Percent Complete	The percentage complete set for your projects.
Project Status	The statuses set for your projects.
Project Title	The name of the projects.
Project Level	The type of projects you have set up.
Project Level – Code	This is a hierarchy, allowing you to select data just for one particular type of project and then see it split into each project of that type.
Archived	This attribute allows you to include or exclude archived projects data from your report, or to show data just from Archived projects.

All reports include archived data by default. If you want to exclude archived data from your reports you must select this attribute as a criterion and select the value No.

Additional Information Fields Any field that you have indicated in the BI Administration tool, as linked to your projects, will be shown as an attribute.

Group

This contains details about your project groups. These are used to group together different project items.

Group Attributes

There are several ways in which product groups can be selected for analysis:

Group Code	The main identifier for your groups.
Group Percent Complete	The percentage complete set for your groups.
Group Status	The statuses set on your groups.
Group Title	The name of the groups.
Grouping Level	The type of groups.
Grouping Level – Code	This is a hierarchy, allowing you to select data just for one particular type of group and then see it split into each group of that type.
Additional Information Fields	Any field that you have indicated in the BI Administration tool, as linked to your groups, will be shown as an attribute.

Project Item

This contains details about your project items. These are the 'activities' to which your costs and revenues are analysed.

Project Item Attributes

There are several ways in which product items can be selected for analysis:

Is Overhead	This flag indicates whether the project item is marked as an Overhead or not. The values are Yes or No.
Project Item Code	The main identifier for your items.
Project Item Status	The statuses set on your items.
Project Item Title	The name of the items.
Project Item Type	The type of items.
Project Item Type – Code	This is a hierarchy, allowing you to select data just for one particular type of item and then see it split into each item of that type.
Additional Information Fields	Any field that you have indicated in the BI Administration tool, as linked to your project items, will be shown as an attribute.

Project Structure

This dimension holds your projects, groups and items in the same hierarchical structure as they are held within Sage 200. This allows you to see the costs and revenues split down into the different levels of the structure, just as you can within Sage 200.

Project Structure Attribute

Structure by Code	This displays the project structure, showing the Project Codes, Group Codes and Item Codes.
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Resources

This has details of the resources set up in Project Accounting.

Resource Attribute

First Name	If the resource is an individual, then this will be their first name. If it is a resource group, this attribute will be blank.
Last Name	If the resource is an individual, then this will be their last name. If it is a resource group, this attribute will be blank.
Resource Name	If the resource is an individual, then this will be first and last name. If it is a resource group, this attribute will be the name of that group.
Resource Hierarchy	This allows you to see the individual resources and the resource groups held in the same hierarchical structure that you can see in Sage 200.

Sales Cube

The Sales Cube is a [Latest status](#) cube.

The Sales Cube contains sales transaction information for Invoices and Credit Notes (including credit notes generated by the system when an invoice is written off). The values that can be analysed include the Gross, Net and Outstanding values and settlement information. This includes whether items are settled or not and how long it took to settle them. Both current transactions and archived transactions are included.

Once a transaction has been extracted from Sage 200 and included in the data warehouse, it will always remain in the warehouse and can be used to build the cube. Archived transactions, purged in Sage 200, are not deleted from the warehouse.

Use the Sales Cube to answer questions such as:

- Who spends most with me? Has this changed year to year?
- What is the average time taken to pay invoices? Does this show seasonal trends?
- Who regularly pays their invoices overdue? Is this specific to an analysis code, for example, region or sales person?
- Which customers, who used to buy from me, have not bought anything from me for three months?

Dimensions

The sales transaction information can be analysed by any of the following dimensions.

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Customer](#)
[Posted Accounting Period](#)
[Transaction Date by Calendar](#)
[Time Analysis](#)

Sales Invoices may be analysed to projects, so in addition these dimensions are also available from the [Project Common Dimensions](#) section:

[Project](#)
[Project Item](#)

If the invoices are not analysed to projects then all the data will link to the None member in these dimensions.

NB A Sales Invoice or Credit Note can be linked with more than one project and project item.

Sales Cube Dimensions

These dimensions are specific to the sales cube.

[Discount Band](#)

Note: Settlement discount is only applicable to invoice transactions. Therefore this dimension should only be used on reports that are filtered to just invoice transactions, using the Transaction Type dimension.

The Discount Band dimension allows measures to be analysed by the value of the settlement discount.

You define discount bands in the BI System Administration utility. The first band is always zero, and the last band is always greater than the last band entered by you (using the notation >).

For example, if you enter bands 2, 4, and 6, the discount bands shown are zero, 0% - 2%, 2% - 4%, 4% - 6% and > 6%.

Note: A discount of exactly 2% falls into the 0% - 2% band, and not the 2% - 4% band.
The available trading periods are those held in Sage 200.

Transaction Date by Sales Trading Period

This works in a similar way to [Transaction Date by Calendar](#). However, the transaction date is compared to the start and end dates of your trading periods rather than calendar months.

You can also select Current Trading Period here. This shows the value of the measures for the trading period you selected as your current trading period, in the BI System Administration utility, when the cube was built.

Transaction Type

The sales cube holds sales invoices and credit notes. Use the dimension to analyse your data by type of transaction.

The dimension attributes are organised in a hierarchy. The top levels are:

- Invoices.
- All Credit notes.

All Credit Notes is then split into:

- Credit Notes.
- Write offs (this contains just credit notes created when an invoice was written off).

Original Invoice Date

Note: The Original Invoice Date dimension refers to the date of an invoice that was written off. Therefore this dimension is really only useful on reports that are filtered to just the Write-off credit note transaction type.

This allows analysis of write-offs by the date of the original invoice.

Note: The Transaction Date dimension groups write-offs by the date of the write-off itself. The Original Invoice Date dimension groups them by the date of the invoices that were written off. For non write-off items, the Original Invoice Date is the same as the Transaction Date so this dimension has little effect.

Settlement Status

Note: This dimension is usually used when the transaction type is filtered to Invoices only, otherwise the data can be misleading. We are not usually interested in how long it takes to settle credit notes.

You can analyse invoice transactions based on whether they are settled (fully paid).

The transactions are arranged in a hierarchy. The top levels are:

- Fully Settled.

- Not Fully Settled.

For Fully Settled transactions, the next level is:

- Settled when Overdue.
- Settled within Discount Days.
- Settled within Due Date.

Note: A transaction belongs to one of these groups only. An invoice paid within Discount Days is in the Settled within Discount Days group, not in the Settled within Due Date group.

Settlement Date

You can analyse transactions based on when they were settled using the Settlement Date dimension.

There are three ways to analyse the settlement date.

- **By Accounting Period**

The list of accounting periods available, reflect the accounting periods in Sage 200. These are grouped by year.

- **By Calendar**

The dates are arranged in a Year/Quarter/Month/Day hierarchy and you can select values at any level of the hierarchy.

- **By Sales Trading Period**

The available dates are those in the sales trading periods in Sage 200.

These work in a similar way to the [Transaction Date](#) dimension described in the [Common Dimensions](#) area.

Measures

These are the values in the data that you can summarise, total, average and analyse (break down) by the dimensions described above.

Gross Value

This is the gross value of the sales transactions. Credit notes (including write-offs) are shown as negative amounts.

Gross Value (Absolute)

This is the gross value of the sales transactions. Invoices, credit notes and write-offs are all shown as positive amounts.

You could use this on a report where the sign of the transaction is not relevant, but for clarity you want to show all values as positive. For example, a report that shows credit notes only is easier to read if the amounts are positive, not negative.

Note: You should not aggregate this measure for both invoices and credit notes as the results would be incorrect.

Gross Value in Currency

This is the gross value of the sales transactions in the customer's currency. Credit notes and write-offs are shown as negative amounts.

Note: If you use this measure ensure all customers included on the report use the same currency. If you select customers using different currencies, the values would be added together. The report results would then be incorrect.

Net Value

This is the net value of the sales transactions (Gross Value – VAT). Credit notes and write-offs are shown as negative amounts.

Net Value (Absolute)

This is the net value of the sales transactions but invoices, credit notes and write-offs are shown as positive amounts.

You could use this on a report where the sign of the transaction is not relevant, but for clarity you want to show all values as positive. For example, a report that shows credit notes only is easier to read if the amounts are positive, not negative.

Net Value in Currency

Note: You should not aggregate this measure for both invoices and credit notes as the results would be incorrect.

This is the net value of the sales transactions in the customer's currency. Credit notes and write-offs are shown as negative amounts.

Note: If you use this measure ensure all customers included on the report use the same currency. If you select customers using different currencies, the values would be added together. The report results would then be incorrect.

Outstanding Value

This is the outstanding value of the sales transactions. Credit notes and write-offs are shown as negative amounts.

Outstanding Value in Currency

This is the outstanding value of the sales transactions in the customer's currency. Credit notes and write-offs are shown as negative amounts.

Note: If you use this measure ensure all customers included on the report use the same currency. If you select customers using different currencies, the values would be added together. The report results would then be incorrect.

Number of Items

This is the number of transactions that have been summarised by the dimension members chosen on the report.

Number Settled

This is the number of fully settled (allocated) transactions that have been summarised.

Average Settlement Days

Note: This measure should only be used for reports where the selected transaction type is Invoices Only. Settlement of credit notes is not usually relevant.

This is the average time taken to fully settle transactions. It is calculated as:

Total number of days to fully settle items (transaction date to settlement date) / Total number of fully settled items

Note: Invoices, archived in Sage 200, do not retain details of when they were settled. The first time you extract data from Sage 200, archived transactions are included. This means that

measures, such as Net Value, can be analysed across time periods where the transactions were archived. However, for the Average Settlement Days measure, data for archived time periods will not be accurate. This will not be the case for transactions you archive after you start using BI.

Average Days Overdue

Note: This measure should only be used for reports where the selected transaction type is Invoices, and usually only when the Settlement Status is Settled when Overdue. Otherwise, the summarised values could be misleading.

This is the average number of days, beyond the Due Date, that it takes to settle items. It is calculated as:

Total number of days to settle items (due date to settlement date) / Total number of fully settled items

Note: Invoices, archived in Sage 200, do not retain details of when they were settled. The first time you extract data from Sage 200, archived transactions are included. This means that measures, such as Net Value, could be analysed across time periods where the transactions were archived. However, for the Average Days Overdue measure, data for archived time periods will not be accurate. This will not be the case for transactions you archive after you start using BI.

And in Project Sales:

Project Net Value

The following measure is only relevant for invoices that have been analysed to projects. It is that part of the invoice Net value that has been analysed to projects.

By adding the Project dimension to the rows or columns of a report you can see how the Net Value of the invoice has been analysed (split down) by each project.

NB When analysing sales data for projects this is the measure that you should use, rather than the Net Value described above

Aged Debt Cube

The Aged Debt cube is an [As at](#) cube.

The Aged Debt cube contains details of outstanding sales transactions (those that have not been allocated in the Sales Ledger). The details of all outstanding transactions are added into the data warehouse for each accounting period, based on the date of the extract. The outstanding transactions are grouped by the ageing periods set up in Sage 200. They can be analysed by due date or transaction date. This means you can view the trend of aged outstanding transactions over time.

Use the Aged Debt Cube to answer questions such as:

- How does the age and amount of debt now, compare with the age and amount of debt during the same time period last year?
- Have the credit control measures I put in place six months ago, reduced the age of the debt during the months since then?
- Which customers have had debt overdue for more than two months during the year?
- Is the number of debts, more than 90 days old, reducing?

Dimensions

The information can be analysed by any of the following dimensions.

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Customer](#)

Aged Debt Cube Dimensions

These dimensions are specific to the aged debt cube.

[Accounting Period](#)

This is based on the date of each extract of data, put into the relevant accounting period (as set up in Sage 200).

Note: Only one set of data is kept for each accounting period, even if several extracts are made during that period. Once a period has finished, the set of data that remains in the cube is the last extract you made during the period.

Note: When creating reports for this cube you must not select more than one member from this dimension unless you have placed the dimension on the rows or columns of the report. If your report aggregates data from different accounting periods the results will be incorrect.

[Ageing by Transaction Date](#)

You can analyse transactions by Debtors ageing periods (as set up in Sage 200) based on the transaction date.

[Ageing by Due Date](#)

You can analyse transactions by Due Date ageing periods (as set up in Sage 200) based on the due date.

[Sales Transaction Type](#)

You can analyse data just for certain transaction types or for all transactions

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above. These are in base currency only because the main purpose of this cube is to analyse outstanding debt across all customers, regardless of the currency of the debt.

Outstanding Value This is the value that was outstanding when the transaction was extracted.

Transaction Value This is the total value of the transaction (of which some, or all, is outstanding).

Purchase Cube

The Purchase Cube is a [Latest status](#) cube.

The Purchase Cube contains purchase transaction information for Invoices and Credit Notes. The values that can be analysed include the Gross, Net and Outstanding values and settlement information. This includes whether items are settled or not and how long it took to settle them. Both current transactions and archived transactions are included.

Once a transaction has been extracted from Sage 200 and included in the data warehouse, it will always remain in the warehouse and can be used to build the cube. Archived transactions, purged in Sage 200, are not deleted from the warehouse.

Use the Purchase Cube to answer questions such as:

- Who do I spend the most with? Is this a seasonal thing?
- How quickly am I paying invoices for different suppliers?
- How often do I miss settlement discount by paying overdue?
- Are there suppliers I have stopped buying from? Is this specific to an analysis code, for example, Region or Buyer?

Dimensions

The information can be analysed by any of the following dimensions.

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Supplier](#)
[Posted Accounting Period](#)
[Transaction Date by Calendar](#)
[Time Analysis](#)

Purchase Invoices and Credit Notes may be analysed to projects, so in addition these dimensions are also available from the [Project Common Dimensions](#) section:

[Project](#)
[Project Item](#)

If the documents are not analysed to projects then all the data will link to the None member in these dimensions.

NB A Purchase Invoice or Credit Note can be linked with more than one project and project item,

Purchase Cube Dimensions

These dimensions are specific to the sales cube.

Discount Band

Note: Settlement discount is only applicable to invoice transactions. Therefore this dimension should only be used on reports that are filtered to just invoice transactions, using the Transaction Type dimension.

The Discount Band dimension allows measures to be analysed by the value of the settlement discount.

You define discount bands in the BI System Administration utility. The first band is always zero, and the last band is always greater than the last band entered by you (using the notation >).

For example, if you enter bands 2, 4, and 6, the discount bands shown are zero, 0% - 2%, 2% - 4%, 4% - 6% and > 6%.

Note: A discount of exactly 2% falls into the 0% - 2% band, and not the 2% - 4% band.

Transaction Date by Purchase Trading Period

The available trading periods are those held in Sage 200.

This works in a similar way to [Transaction Date by Calendar](#). However, the transaction date is compared to the start and end dates of your trading periods rather than calendar months.

You can also select Current Trading Period here. This shows the value of the measures for the trading period you selected as your current trading period, in the BI System Administration utility.

Transaction Type

The purchase cube holds purchase invoices and credit notes. Use the dimension to analyse your data by type of transaction.

Settlement Status

Note: This dimension is usually used when the selected transaction type is Invoices Only, otherwise the data can be misleading. We are not usually interested in how long it takes to settle credit notes.

You can analyse invoice transactions based on whether they are settled (fully paid).

The transactions are arranged in a hierarchy. The top levels are:

- Fully Settled.
- Not Fully Settled.

For Fully Settled transactions, the next level is:

- Settled when Overdue.
- Settled within Discount Days.
- Settled within Due Date.

Note: A transaction belongs to one of these groups only. An invoice paid within Discount Days is in the Settled within Discount Days group, not in the Settled within Due Date group.

Settlement Date

You can analyse transactions based on when they were settled using the Settlement Date dimension.

There are three ways to analyse the settlement date.

■ By Accounting Period

The list of accounting periods available, reflect the accounting periods in Sage 200. These are grouped by year.

- **By Calendar**

The dates are arranged in a Year/Quarter/Month/Day hierarchy and you can select values at any level of the hierarchy.

- **By Purchase Trading Period**

The available dates are those in the purchase trading periods in Sage 200.

These work in a similar way to the [Transaction Date](#) dimension described in the [Common Dimensions](#) area.

Measures

These are the values in the data that you can summarise, total, average and analyse (break down) by the dimensions described above.

Gross Value

This is the gross value of the purchase transactions. Credit notes are shown as negative amounts.

Gross Value (Absolute)

This is the gross value of the purchase transactions. Both invoices and credit notes are shown as positive amounts.

You could use this on a report where the sign of the transaction is not relevant, but for clarity you want to show all values as positive. For example, a report that shows credit notes only is easier to read if the amounts are positive, not negative.

Note: You should not aggregate this measure for both invoices and credit notes as the results would be incorrect.

Gross Value in Currency

This is the gross value of the purchase transactions in the supplier's currency. Credit notes are shown as negative amounts.

Note: If you use this measure ensure all suppliers included on the report use the same currency. If you select suppliers using different currencies, the values would be added together. The report results would then be incorrect.

Net Value

This is the net value of the purchase transactions (Gross Value – VAT). Credit notes are shown as negative amounts.

Net Value (Absolute)

This is the net value of the purchase transactions but invoices and credit notes are shown as positive amounts.

You could use this on a report where the sign of the transaction is not relevant, but for clarity you want to show all values as positive. For example, a report that shows credit notes only is easier to read if the amounts are positive, not negative.

Note: You should not aggregate this measure for both invoices and credit notes as the results would be incorrect.

Net Value in Currency	<p>This is the net value of the purchase transactions in the supplier's currency. Credit notes are shown as negative amounts.</p> <p>Note: If you use this measure ensure all suppliers included on the report use the same currency. If you select suppliers using different currencies, the values would be added together. The report results would then be incorrect.</p>
Outstanding Value	<p>This is the outstanding value of the purchase transactions. Credit notes are shown as negative amounts.</p>
Outstanding Value in Currency	<p>This is the outstanding value of the purchase transactions in the supplier's currency. Credit notes are shown as negative amounts.</p> <p>Note: If you use this measure ensure all suppliers included on the report use the same currency. If you select suppliers using different currencies, the values would be added together. The report results would then be incorrect.</p>
Number of Items	<p>This is the number of transactions that have been summarised by the dimension members chosen on the report.</p>
Number Settled	<p>This is the number of fully settled (allocated) transactions that have been summarised.</p>
Average Settlement Days	<p>Note: This measure should only be used for reports where the selected transaction type is Invoices Only. Settlement of credit notes is not usually relevant.</p> <p>This is the average time taken to fully settle transactions. It is calculated as:</p> <p><i>Total number of days to fully settle items (transaction date to settlement date) / Total number of fully settled items</i></p> <p>Note: Invoices, archived in Sage 200, do not retain details of when they were settled. The first time you extract data from Sage 200, archived transactions are included. This means that measures, such as Net Value, can be analysed across time periods where the transactions were archived. However, for the Average Settlement Days measure, data for archived time periods will not be accurate. This will not be the case for transactions you archive after you start using BI.</p>
Average Days Overdue	<p>Note: This measure should only be used for reports where the selected transaction type is Invoices, and usually only when the Settlement Status is Settled when Overdue. Otherwise, the summarised values could be misleading.</p> <p>This is the average number of days, beyond the Due Date, that it takes to settle items. It is calculated as:</p> <p><i>Total number of days to settle items (due date to settlement date) / Total number of fully settled items</i></p> <p>Note: Invoices, archived in Sage 200, do not retain details of when they were settled. The first time you extract data from Sage 200, archived transactions are included. This means that</p>

measures, such as Net Value, can be analysed across time periods where the transactions were archived. However, for the Average Days Overdue measure, data for archived time periods will not be accurate. This will not be the case for transactions you archive after you start using BI.

And in Project Purchases:

Project Net Value

The following measure is only relevant for documents that have been analysed to projects. It is that part of the document Net value that has been analysed to projects.

By adding the Project dimension to the rows or columns of a report you can see how the Net Value of the invoice has been analysed (split down) by each project.

NB When analysing sales data for projects this is the measure that you should use, rather than the Net Value described above

Aged Credit Cube

The Aged Credit Cube is an [As at](#) cube.

The Aged Credit cube contains details of outstanding purchase transactions (those that have not been allocated in the Purchase Ledger). The details of all outstanding transactions are added into the data warehouse for each accounting period, based on the date of the extract. The outstanding transactions are grouped by the ageing periods set up in Sage 200. They can be analysed by due date or transaction date. This means you can view the trend of aged outstanding transactions over time.

Use the Aged Credit Cube to analyse your own debt by age and supplier, now and in the past. Use it to answer questions such as:

- Am I improving in paying my suppliers month by month, based on the age of my debts?
- Which suppliers have I not paid within the agreed payment terms this year? For how long have I kept them waiting?
- Are my outstanding debts now older than they were a year ago?

Dimensions

The information can be analysed by any of the following dimensions.

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Supplier](#)

Aged Credit Cube Dimensions

These dimensions are specific to the aged credit cube.

[Accounting Period](#)

This is based on the date of each extract of data, put into the relevant accounting period (as set up in Sage 200).

Note: Only one set of data is kept for each accounting period, even if several extracts are made during that period. Once a period has finished, the set of data that remains in the cube is the last extract you made during the period.

Note: When creating reports for this cube you must not select more than one member from this dimension unless you have placed the dimension on the rows or columns of the report. If your report aggregates data from different accounting periods the results will be incorrect.

[Ageing by Transaction Date](#)

You can analyse transactions by Creditors ageing periods (as set up in Sage 200) based on the transaction date.

[Ageing by Due Date](#)

You can analyse transactions by Due Date ageing periods (as set up in Sage 200) based on the transaction due date.

[Purchase Transaction Type](#)

You can analyse data just for certain transaction types or for all transactions

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above. These are in base currency only because the main purpose of this cube is to analyse outstanding debt across all customers, regardless of the currency of the debt.

Outstanding Value	This is the invoice value that was outstanding when the transaction was extracted.
Transaction Value	This is the total value of the transaction (of which some, or all, is outstanding).

Finance Cube

The Finance cube is a [Latest status](#) cube.

The Finance cube contains details from Nominal Ledger. These include period movements, balances and budgets. Financial reports can be produced that make use of the financial statement layouts as defined in Sage 200.

Use the Finance Cube to analyse changes in nominal account balances over time and answer questions such as:

- What is the profit and loss for each cost centre split by department?
- How has the balance sheet changed month by month this year? How does this compare with how it changed last year?
- How does the movement to date on Debtors this year compare with the same period last year?
- Does the balance on the bank account show seasonal trends? Do I need to look at my overdraft facility?
- How does the movement on my UK sales accounts compare with my international sales accounts year to year?

Dimensions

The information can be analysed by any of the following dimensions:

Account

The account dimension lists all accounts from your chart of accounts. There are several attributes that can be selected or grouped together for analysis.

■ Account by Type

The accounts are held in a hierarchy, based on account type.

The top level is All Account types.

This breaks down into:

■ Group and Posting Accounts

You can select all accounts of these types. This further breaks down into Group accounts and Posting Accounts, allowing you to filter a report for posting accounts only, if you want. Under each level, you can select the full list of nominal accounts that falls into the type(s).

■ Other Accounts

This contains a level called System Generated Accounts. It lists the 'This periods profit and loss' account code which is required by the Balance Sheet reports.

- **Account by Category**

The accounts are held in a hierarchy based on the report categories.

The top level is All categories.

This breaks down into all the available report categories set up in Sage 200. The nominal accounts that belong to each category are listed for each category.

- **Account Code**

This shows a list of all nominal accounts, based on their full account value (Code, Cost Centre, and Department).

- **Account Name**

This shows a list of all nominal accounts based on their account name. Accounts that have the same name appear only once in the list and the value for accounts with the same name is aggregated.

For example, you have Debtors Control accounts for three different Cost Centres and each account is called Debtors Control. The Debtors Control account name appears only once in the list. The value is aggregated from the three Debtors Control accounts.

- **Account Number**

This shows a list of accounts based on their account code number only. This ignores Cost Centre and Department values. Accounts that have the same number appear only once in the list and the value for accounts with the same number is aggregated.

For example, you have three accounts with account number 1234 but the three accounts have different cost centres. Account number 1234 appears only once in the list. The value is aggregated from the three 1234 accounts.

- **Account Report Type**

The accounts are held in a hierarchy based on the account report type.

The top level is All Account types.

This breaks down into Balance Sheet accounts, Profit and Loss accounts and Group accounts.

Accounting Period

This summarises the account values by the accounting period, based on the periods set up in Sage 200.

The dimension members are held in a hierarchy of Financial year to period number.

The following attributes, described for [Posted Accounting Period \(Common Dimensions\)](#) are also available:

- **Current Period**
- **Last 3 Periods**
- **Last 6 Periods**
- **Last 12 Periods**
- **YTD Periods**
- **Last 5 Years**

Cost Centre

This lists the accounts grouped by cost centre. There are two dimension hierarchies:

- **Cost centre code**

This lists cost centres by code.

- **Cost centre name**

This lists cost centres by name.

Department

The department dimension lists all accounts that contain the department. There are two dimension hierarchies:

- **Department code**

This lists departments by code.

- **Department name**

This lists departments by name.

Financial Statement

This dimension provides a way to group nominal accounts based on groupings set up in Sage 200 Financial Statement Layouts. The details of the layouts are extracted into the data warehouse and used in the cube to provide this dimension.

NB Only the rows in your layouts that are linked with category codes or which are sub-totals will appear in the cube – IE those that have numeric values associated with them. This is because BI aggregates these numeric values together.

You can choose from any of the layouts you have set up for Balance Sheet and Profit and Loss reports. In addition to the ones defined in Sage 200, there is a Trial Balance layout. This includes all nominal ledger posting accounts and also an All Accounts member.

Each layout allows you to choose the hierarchy, All Accounts, at the top level. You can choose a lower level, and then a level beneath that one, and so on down through the levels you have set up in the layout. At each level, the values in the report are aggregated for all accounts that fall into that section of the layout.

Two special members are created from the layouts you designate as defaults in the BI System Administration utility.

- Default Balance Sheet Layout

These are the items from the top three levels of the chosen default balance sheet layout.

- Default Profit and Loss Layout

These are the items from the top three levels of the chosen profit and loss layout.

Note: Reports using the Financial Statement Layouts will not appear in the formatted way of Sage 200 reports. Those reports are designed to provide the monthly and annual returns required by auditors. The layouts are used to obtain groupings of accounts you have defined. The BI reports present the data in a way that makes analysis and drilling down into the detail easy. This would not be possible with formatted reports.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Balance

This is the account balance at the end of the chosen accounting period.

Note: This measure should always be shown, split into accounting periods. If you selected several periods and aggregated them, the balance would be the total of the balances at the end of those periods. This would be incorrect.

Movement

This is the total value of transactions that are posted into the chosen accounting period(s). The amounts are either positive or negative depending on the transactions posted.

For example, positive and negative values may be posted for a specific nominal account in one period. However, the total posted for the period is either positive or negative.

Movement YTD

This is the total value of transactions posted from the beginning of the year, up to and including the chosen accounting period.

For example, the selected period is Period 3 2008. Movement YTD is equal to the Movement for Period 1 2008 + Movement for Period 2 2008 + Movement for Period 3 2008.

Note: This measure should always be shown, split into periods. If you selected several periods and aggregated them, the Movement YTD would total all Movement YTD values for the chosen periods. This would be incorrect.

Budget	<p>This is the account's budget figure for the chosen accounting period.</p> <p>Note: Aggregating budgets should be done with care as it is easy to end up with an incorrect figure.</p>
Budget YTD	<p>This is the year to date budget figure for the chosen accounting period.</p> <p>For example, the accounting period is Period 3 2008. Budget YTD is equal to Budget for Period 1 2008 + Budget for Period 2 2008 + Budget for Period 3 2008.</p>
Credit Balance	<p>This shows the account balance if it is in credit (<0). The balance is shown as a positive value. If the balance is in debit, the field is blank.</p>
Debit Balance	<p>This shows the account balance if it is in debit (>0). If not, the field is blank.</p>
Credit	<p>This shows the account movement if it is in credit (<0). The value is shown as a positive value. If in debit, the field is blank.</p>
Debit	<p>This shows the account movement if it is in debit (>0). If in credit, the field is blank.</p>
Credit YTD	<p>This shows the account year to date movement if it is in credit (<0). The value is shown as a positive value. If in debit, the field is blank.</p>
Debit YTD	<p>This shows the year to date movement if it is in debit (>0). If in credit, the field is blank.</p>
Prior Year Balance	<p>This shows the balance for the same period of the previous year.</p> <p>For example, if the chosen accounting period is Period 3 2008, the Prior Year Balance shows the balance at Period 3 2007.</p>
Prior Year Balance To Close	<p>This shows the balance of the account at the end of the prior year.</p> <p>For example, if the chosen accounting period is Period 3 2008, the Prior Year Balance To Close shows the balance at the end of 2007.</p>
Prior Year Movement	<p>This shows the movement for the same period of the previous year.</p> <p>For example, if the chosen accounting period is Period 3 2008, the Prior Year Movement shows the movement for Period 3 2007.</p>
Prior Year Movement YTD	<p>This shows the year to date movement up to the same period of the previous year.</p> <p>For example, if the chosen accounting period is Period 3 2008, the Prior Year Movement YTD shows movement for Period 1 2007 + movement for Period 2 2007 + movement for Period 3 2007.</p>

Prior Year Movement To Close	This shows the movement value for the whole of the previous year.
Prior Year Credit	This shows the prior year movement if it is in credit (<0). The balance is shown as a positive value. If in debit, the field is blank.
Prior Year Debit	This shows the prior year movement if it is in debit (>0). If in credit, the field is blank.
Prior Year Credit YTD	This shows the prior year to date movement if it is in credit (<0). The balance is shown as a positive value. If in debit, the field is blank.
Prior Year Debit YTD	This shows the prior year to date movement if it is in debit (<0). If in credit, the field is blank.
Variance	<p>If the line value of the selected financial statement is in credit, or the statement line's value in a debit on the Balance Sheet, it is calculated as:</p> <p><i>Movement – Budget</i></p> <p>In any other circumstance, it is calculated as:</p> <p><i>Budget – Movement</i></p>
Variance YTD	<p>If the line value of the selected financial statement is in credit, or the statement line's value in a debit on the Balance Sheet, it is calculated as:</p> <p><i>Movement YTD – Budget YTD</i></p> <p>In any other circumstance, it is calculated as:</p> <p><i>Budget YTD – Movement YTD</i></p>
% Variance	<p>This is calculated as:</p> <p><i>Variance / Budget</i></p> <p>Budget is converted to a positive value if it is negative. If Budget is 0 (zero), then % Variance is blank.</p> <p>Note: Use the Excel styles to display this as a percentage value along with a % symbol.</p>
% Variance YTD	<p>This is calculated as:</p> <p><i>Variance YTD / Budget YTD</i></p> <p>Budget is converted to a positive value if it is negative. If Budget YTD is 0 (zero), then % Variance YTD is blank.</p> <p>Note: Use the Excel styles to display this as a percentage value along with a % symbol.</p>

Stock Movements Cube

This cube contains details of stock movements from the stock transaction history in Sage 200.

Note: This is a [Latest status](#) type of cube.

Use the Stock Movements Cube to analyse movements in and out of stock over time. Use it to answer questions such as:

- Which stock location has the most stock movements? Does this change over the year?
- How many items of a particular product have been added into stock this month?
- Are there seasonal trends in the issued quantities of certain items? Does this vary by search category, for example, electrical versus gas appliances?
- What is the profitability of issued stock over time?
- What is the average value, by analysis code, of items added into stock from BOM and Manufacturing this year?
- How many of product group, Men's Shirts, have been issued over the year? How many of each colour?
- What value of specific goods has been received from and returned to suppliers this year?
- Which customers had items issued free of charge? What items were issued free of charge?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Customer](#)
[Supplier](#)
[Product](#)
[Stock Location](#)
[Time Analysis](#)

Stock movements may be analysed to a project, so in addition these dimensions are also available from the [Project Common Dimensions](#) section:

[Project](#)
[Project Item](#)

If the movements are not analysed to a project then all the data will link to the None member in these dimensions.

NB A Stock transaction may be linked to just one project and project item,

Stock Movements Cube Dimensions

These dimensions are specific to this cube.

[Purchase Trading Period](#)

This is the date of the stock movements placed into the relevant purchase trading periods as set up in your Sage 200 system. This only applies to stock movements of the types Purchase Order and Purchase Return, as only these will affect the trading figures in your Purchase Ledger.

There are special dimension members available:

- **Current Purchase Trading Period** – based on the period selected in the BI System Administration utility.

- **Last 3 periods** – this will display the values for the last 3 periods starting with the current period.
- **Last 6 periods.**
- **Last 12 periods.**
- **Total last 3 periods** – this will total the values for the last 3 periods.
- **Total last 6 periods.**
- **Total last 12 periods.**

Sales Trading Period

This is the date of the stock movements placed into the relevant sales trading periods as set up in your Sage 200 system. This only applies to stock movements of the types Sales Order and Sales Return as only these will affect the trading figures in your Sales Ledger.

There are special dimension members available:

- **Current Sales Trading Period** – based on the period selected in the BI System Administration utility.
- **Last 3 periods** – this will display the values for the last 3 periods starting with the current period.
- **Last 6 periods.**
- **Last 12 periods.**
- **Total last 3 periods** – this will total the values for the last 3 periods.
- **Total last 6 periods.**
- **Total last 12 periods.**

Stock Movement Date

This is the date of the stock movement and can be selected using the hierarchy Movement by Calendar.

This is a variation of the [common dimension](#) Date by Calendar but based on the Movement date. The hierarchy allows selection by Financial Year – Quarter – Month – Day.

Stock Posted date

This is based on the date the movement was posted to the Nominal Ledger, placed into the nominal accounting period. The hierarchy Movement Posted by Financial Period allows selection by Financial year – Accounting period.

Stock Movement Type

This dimension holds the different movement types from your Sage 200 system. The Hierarchy allows selection by the movement direction, In or Out and then by the movement type.

Movement Analysis

This contains the analysis codes applicable to stock movements. You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes.

Note: For slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Cost Value	This is the cost value of the items moved. Note: This is positive for both inward and outward movements of stock. This measure should usually only be used on reports filtered to <i>either</i> inward <i>or</i> outward movement types, not both.
Cost Value In *	This is the cost value as above but the value is only recorded on inward movements. The value is always positive.
Cost Value Out *	This is the cost value as above but the value is only recorded on outward movements. The value is always positive.
Issue Value	This is the Issue value of the items moved. This will only be populated for outward movements.
Profit Value	This is the Issue Value less the Cost Value - it will only be populated on outward movements and is usually only relevant to outward movements of type Sales Orders.
Profit Percentage on Cost	This is the Profit Value presented as a percentage of the Cost value - it will only be populated on outward movements and is usually only relevant to outward movements of type Sales Orders. The aggregated value is the average profit percentage.
Profit Percentage on Revenue	This is the Profit Value presented as a percentage of the Issue value - it will only be populated on outward movements and is usually only relevant to outward movements of type Sales Orders. The aggregated value is the average profit percentage.
Quantity	This is the quantity of the stock item moved. Note: This is positive for both inward and outward movements of stock. This measure should usually only be used on reports filtered to <i>either</i> inward <i>or</i> outward movement types, not both.
Quantity In *	This is the quantity as above but only recorded on inward movements. This value is always positive.
Quantity Out *	This is the quantity but the value is only recorded on outward movements. The value is always positive.
Number of Stock Movements	This is the number of movements that have been aggregated together by the dimension members you have chosen. This is a useful measure if you wish to calculate the average values or quantities.

* These measures allow you to put the values for both inward and outward movement types on the same report without them being added together.

SOP Invoices and Credits Cube

This cube contains details of your invoices and credit notes. This includes invoices created in the Invoicing module as well as sales order and return lines that have been invoiced or credited. The value of the lines can be analysed together with the quantities.

Note: This is a [Latest status](#) type of cube.

Use the SOP Invoices and Credits Cube to analyse sales and profitability from Sales Order Processing, answering questions such as:

- Which of my customers buy the most?
- Are certain groups of customers more profitable than others?
- What are my best selling products? How do the products sell by category, for example, do red shirts sell better than green ones?
- Are some products more profitable than others? Is this specific to certain product groups?
- How has the profitability of my sales changed year to year?
- Are there seasonal differences in sales of certain products?
- Do some customers return goods more often than other customers?
- Which items get returned more often than other items?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Customer](#)
[Product](#)
[Stock Location](#)
[Time Analysis](#)
[SOP Transaction Type](#)

SOP Invoices and Credits Cube Dimensions

These dimensions are specific to this cube.

Sale Invoice Date

This is the date the lines were invoiced or credited and can be selected using these hierarchies:

■ Invoice Date by Calendar

This is a variation of the [common dimension](#) Date by Calendar but based on the Invoice/Credit date. The hierarchy allows selection by Year, Quarter, Month and Day.

■ Invoice Date by Sales Trading Period

This puts the invoice/credit date into the relevant Sales trading period, as set up in Sage 200.

Sales Order Date

This is the date the order (or return) was entered that created the invoice or credit line. This can be selected using the hierarchy:

- **Order Date by Calendar**

This is a variation of the [common dimension](#) Date by Calendar but based on the Order/Return date. The hierarchy allows selection by Year, Quarter, Month and Day.

SOP Invoice Analysis

This dimension is a collection of useful attributes that relate to the invoice or credit line being analysed.

- **Fully Realised**

This attribute holds the values Yes and No, it enables you to filter or select invoice lines where the profit has been fully realised or not. This should be used in conjunction with the SOP Transaction Type dimension selecting just Invoices - as only invoices have profit figures (see Measures described below).

- **Selling Unit**

This holds all the Units set up in your Sage 200 system. Any of these might be used as the selling unit on the invoice/credit lines being analysed. In Measures described below, you will see that the quantity invoiced is provided both in the stock unit and the selling unit.

This is a useful dimension attribute to use in conjunction with the Product dimension, e.g. to compare sales in different units but for the same item.

- **Invoice Number**

This is the invoice/credit number that relates to the invoice/credit line.

- **Order Number**

This is the order/return number that gave rise to the invoice/credit line.

- **Analysis Codes**

These are the analysis codes that you may use on your SOP order and return lines. You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes.

Note: For code slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Goods Value in Base	The value of the invoice/credit line not including any VAT. This is expressed in your base currency using the exchange rate recorded on the invoice (if the invoice is in a foreign currency).
Good Value in Currency	The value of the invoice/credit line not including any VAT but expressed in the customer's currency. Note: If using this measure on a report ensure that the customers included all use the same currency. Otherwise the results will be incorrect.
Tax Value in Base	The VAT value of the invoice/credit line in base currency.
Tax Value in Currency	The VAT value of the invoice/credit line in the customer's currency. Note: If using this measure on a report ensure that the customers included all use the same currency. Otherwise the results will be incorrect.
Quantity in Selling Unit	The quantity of items on the invoice/credit line expressed in the selling unit of the invoice/credit line.
Quantity in Stock Unit	The quantity of items on the invoice/credit line converted back into the product's stock unit (if relevant).
Number of Invoice Lines	This is the number of invoice/credit lines that have been aggregated together by the dimension members you have chosen. This is a useful measure if you wish to calculate the average values or quantities.

The following measures are all to do with profitability. These figures are only calculated on Invoice lines in Sage 200 so this measure is only calculated for Invoice lines (not for Credit Note lines).

Estimated profit Value in Base	The estimated profit is calculated when the invoice line is first created using the average (or standard) cost for the items. This does not get updated later. This value is expressed in your base currency using the exchange rate recorded on the invoice (if the invoice is in a foreign currency).
Estimated profit Value in Currency	This is the estimate profit value in the customer's currency. Note: If using this measure on a report ensure that the customers included all use the same currency. Otherwise the results will be incorrect.
Estimated Profit Percentage on Cost	This is the estimated profit value calculated as a percentage of the cost. The aggregated value is the average profit percentage.

Estimated profit Percentage on Revenue	This is the estimated profit value calculated as a percentage of the revenue. The aggregated value is the average profit percentage.
Realised Profit Value in Base	The realised profit value can only be calculated as the cost of any items invoiced is known. For this reason some of the profit may be realised but some not (e.g. you have sold goods that your supplier has delivered but not yet invoiced). As the cost of the items becomes known (when the purchase invoice is entered) the realised profit value is updated. For this reason there is a dimension attribute provided called Fully Realised - part of the SOP Invoice Analysis dimension. This enables you to filter the data to just those invoice lines where the realised profit value has been fully recorded. This value is expressed in your base currency using the exchange rate recorded on the invoice (if the invoice is in a foreign currency).
Realised Profit Value in Currency	This is the realised profit value in the customer's currency. Note: If using this measure on a report ensure that the customers included all use the same currency. Otherwise the results will be incorrect.
Realised Profit Percentage on Cost	This is the realised profit value calculated as a percentage of the cost value. Only when the invoice line has a fully realised profit value, will this measure be meaningful. The aggregated value is the average profit percentage.
Realised Profit Percentage on Revenue	This is the realised profit value calculated as a percentage of the revenue value. Only when the invoice line has a fully realised profit value, will this measure be meaningful. The aggregated value is the average profit percentage.

POP Invoices and Credits Cube

This cube contains details of POP order and return lines that have been invoiced or credited. The value of the invoiced lines can be analysed together with the quantities in both the product's stock unit and invoice line's buying unit.

Note: This is a [Latest status](#) type of cube.

Use the POP Invoices and Credits Cube to analyse purchases and returns in Purchase Order Processing, answering such questions as:

- Which supplier do I use most often for certain product groups?
- Are there certain times of the year when I purchase more from certain suppliers?
- Which products do I have to return more often than others? Does this vary across the year?
- Am I returning more goods to certain suppliers this year, than I did last year?
- What is the average price I pay for certain items from specific suppliers?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Supplier](#)

[Product](#)

[Stock Location](#)

[Time Analysis](#)

[POP Transaction type](#)

Note: The POP Invoices and Credit Note cube only contains Invoices and Credit Notes.

POP Invoices and Credits Cube Dimensions

These dimensions are specific to this cube.

Purchase Invoice Date This is the date the lines were invoiced or credited and can be selected using different hierarchies:

- **Invoice Date by Calendar**

This is a variation of the [common dimension](#) Date by Calendar but based on the Invoice/Credit date. The hierarchy allows selection by Year, Quarter, Month and Day.

- **Invoice Date by Purchase Trading Period**

This puts the invoice/credit date into the relevant Purchase trading period, as set up in Sage 200.

Purchase Order Date This is the date the order (or return) was entered that created the invoice or credit line. This can be selected using the hierarchy:

- **Order Date by Calendar**

This is a variation of the [common dimension](#) Date by Calendar but based on the order /return date. The hierarchy allows selection by Year, Quarter, Month and Day.

POP Invoice Analysis

This dimension is a collection of useful attributes that relate to the invoice or credit lines being analysed.

■ Buying Unit

This holds all the Units set up in your Sage 200 system. Any of these might be used as the buying unit on the invoice/credit lines being analysed. In Measures described below, you will see that the quantity invoiced is provided both in the stock unit and the buying unit.

This is a useful dimension attribute to use in conjunction with the Product dimension, e.g. to compare purchases in different units but for the same item.

■ Invoice Number

This is the invoice/credit number that relates to the invoice/credit line.

■ Order Number

This is the order/return number that gave rise to the invoice/credit line.

■ Analysis Codes

These are the analysis codes that you may use on your POP order and return lines. You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes.

Note: For code slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Goods Value in Base

The value of the invoice/credit line not including any VAT. This is expressed in your base currency using the exchange rate recorded on the invoice (if the invoice is in a foreign currency).

Good Value in Currency

The value of the invoice/credit line not including any VAT but expressed in the customer's currency.

Note: If using this measure on a report ensure that the suppliers included all use the same currency. Otherwise the results will be incorrect.

Tax Value in Base

The VAT value of the invoice/credit line in base currency.

Tax Value in Currency

The VAT value of the invoice/credit line in the customer's currency.

Note: If using this measure on a report ensure that the suppliers included all use the same currency. Otherwise the results will be incorrect.

Quantity in Buying Unit	The quantity of items on the invoice/credit line expressed in the buying unit of the invoice/credit line.
Quantity in Stock Unit	The quantity of items on the invoice/credit line converted back into the product's stock unit.
Number of Invoice Lines	This is the number of invoice/credit lines that have been aggregated together by the dimension members you have chosen. This is a useful measure if you wish to calculate the average values or quantities.

Sales Order Book Cube

This cube contains details of SOP order lines that have a quantity not yet invoiced. The value of the invoice lines can be analysed together with the quantities in both the product's stock unit and the invoice line's selling unit.

Note: This is an [As at](#) type of cube.

Use the Sales Order Book Cube to answer questions such as:

- How has the value of my uninvoiced orders changed over time?
- What value of orders is waiting to be invoiced today?
- Are there seasonal trends in orders waiting for despatch?
- Which customers are expecting orders to be despatched this month?
- How many orders are overdue? By how many days are the orders overdue?
- Do I have more overdue orders now, compared with the same time last year?
- What is the longest despatch time for a certain product this year?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Customer](#)
[Product](#)
[Stock Location](#)
[Time Analysis](#)

Sales order lines may be analysed to a project, so in addition these dimensions are also available from the [Project Common Dimensions](#) section:

[Project](#)
[Project Item](#)

If the order lines are not analysed to a project then all the data will link to the None member in these dimensions.

NB An order line may be linked to just one project and project item,

Sales Order Book Cube Dimensions

These dimensions are specific to this cube.

Promised Delivery Date This is the date the order was promised for delivery. This is taken from the sales order line promised date if populated, or from the order promised date if not. If neither date is populated on the order line then the order date is used. This is available for selection using the hierarchy.

■ Promised Delivery Date by Calendar

This is a variation of the [common dimension](#) Date by Calendar but based on the promised delivery date. There are three special dimension members supplied:

- This month – this is the current month selected when you last built the cubes.
- Next month – the month after this month.
- Next 3 months – next month and the following 2 months.

As At Dimensions

These are based on the date of the extraction of the data. So each time a new set of data is extracted from your Sage 200 system and added into the cube a new dimension member may be added.

The dimension members are held in a hierarchy that includes the Year and Month, if relevant, then the individual members, this is to make it easier to find the members you require.

Data will only exist in the cube for the dates where the extract process was run. By default this process runs once a day and so there should be data for every day starting with the first day that you run the process. However if you change the scheduling of the extract process to make it run less often, data may not exist for every dimension member. If you run the extract process more than once a day, there will still only be one set of data for each dimension member.

Note: You should not select more than one member from any of these As At dimensions unless that dimension is placed on the rows or columns of the report. Otherwise the values from multiple dates will be aggregated and the results will be incorrect.

Also, you must not use more than one of these dimensions on the same report. The dimensions not used should have All members selected, otherwise the results will be incorrect.

■ As At Date

This will contain an entry for every day for the current and previous years when you first install BI, thereafter each new day will be added as extracts are run. There is a special dimension member supplied:

- Current Day – this will select the latest date in your data.

■ As At Week

This will contain an entry for every Monday from the current and previous years when you first install BI, thereafter each new Monday will be added as extracts are run.

There are some special dimension members supplied:

- Current Week – this will select the latest Monday in your data.
- Last 4 weeks – this will select the entries for the latest Monday and the previous 3 Mondays in your data.
- Last 12, 16, 20 weeks – these work the same as the Last 4 weeks but select additional entries.

■ As At Month

This will contain an entry for the 1st of every month from the current and previous years when you first install BI, thereafter each 1st of the month will be added as extracts are run.

There are some special dimension members supplied:

- Current Month – this will select the latest 1st of the month in your data.
- YTD Months – this will select all the entries in your data for the 1st of the months from the start of the current year up to the current month.
- Last 3 Months – this will select the entries from the 1st of the current month and the previous 2 months.
- Last 6, 12 Months – these work the same as the Last 3 months but select additional entries.

Order Line Type

This is the type of order line. Select from: Stock Item, Free text Item, Additional charge. This allows you to filter out certain line types if you wish.

Sales Order Book Analysis

This dimension contains these attributes:

■ Analysis codes

These are the analysis codes that you may use on your SOP order and return lines. You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes.

Note: For code slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

■ Is Overdue

This flag is set to Yes or No to indicate if the relevant order line has items overdue for delivery or not. When using the Days Overdue measure, the average of the values from the order lines aggregated together is shown on the report. This dimension attribute allows you to make sure this average is calculated including or excluding the lines you wish to analyse.

■ Is Un-despatched

This flag is set to Yes or No to indicate if the relevant order line has items un-despatched or not. When using the Days until Promised Delivery measure, the average of the values from the order lines aggregated together, is shown on the report. This dimension attribute allows you to make sure this average is calculated including or excluding the lines you wish to analyse.

■ Is Not Due

This flag is set to Yes or No to indicate if the relevant order line has items not yet due for delivery or not. When using the Un-despatched quantity measures, the total of the quantities from the order lines aggregated together, is shown on the report. This dimension attribute allows you to make sure this is calculated including or excluding the lines you wish to analyse.

■ Selling Unit

This dimension attribute holds all the Units of measure you have set up in your Sage 200 system. By selecting a specific

unit on a report, only the order lines for items ordered in that unit will be included.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Selling Unit Quantity	The un-invoiced quantity of the item ordered, expressed in the selling unit for this order line. If the order line is a Free text item or an Additional charge, the unit will always be each.
Stock Unit Quantity	The un-invoiced quantity of the item ordered, expressed in the stock unit for the product. If the order line is a Free text item or an Additional charge, the unit will always be each.
Value in Base	The value of the order line expressed in base currency.
Value in Currency	The value of the order line expressed in the customer's currency. If using this measure on a report you should always select just one currency from the Customer dimension, otherwise the aggregated value will be incorrect.
Un-despatched Selling Quantity	Of the un-invoiced quantity this is the quantity that has not yet been despatched, expressed in the selling unit.
Un-despatched Stock Quantity	Of the un-invoiced quantity this is the quantity that has not yet been despatched, expressed in the stock unit.
Days Overdue for Delivery	<p>This is only populated for order lines where there is some un-despatched quantity. It is the number of days from the promised delivery date to the As at date. For order lines that are not yet due this is set to 0. For order lines where there is no quantity un-despatched this is set to 0.</p> <p>The aggregated value will be the average days overdue.</p>
Max Days Overdue for Delivery	<p>This is only populated for order lines where there is some un-despatched quantity. It is the number of days from the promised delivery date to the As at date. For order lines that are not yet due this is set to 0. For order lines where there is no quantity un-despatched this is set to 0.</p> <p>The aggregated value will be the highest number of days overdue found on any of the lines aggregated together.</p>
Days until Promised Delivery	<p>This is only populated for order lines where there is some un-despatched quantity. It is the number of days from the As at date to the Promised delivery date. For order lines that are overdue this is set to 0. For order lines where there is no quantity un-despatched this is set to 0.</p> <p>The aggregated value will be the average days.</p>
Max Days until Promised Delivery	This is only populated for order lines where there is some un-despatched quantity. It is the number of days from the As at date to the Promised delivery date. For order lines that are overdue this is set to 0. For order lines where there is no

quantity un-despatched this is set to 0.

The aggregated value will be the highest number of days until delivery found on any of the lines aggregated together.

Delivery Lead Time

This is the number of days from the order date to the promised delivery date. It is populated for all order lines.

The aggregated value will be the average days.

Max Delivery Lead Time

This is the number of days from the order date to the promised delivery date.

The aggregated value will be the highest lead time found on any of the lines aggregated together.

Number of Order Lines

This is the number of order lines that have been aggregated together by the dimension members you have chosen. This is a useful measure if you wish to calculate the average values or quantities.

Sales Despatches Cube

This cube contains details of Sales order lines that have been despatched to the customer.

Note: This is a [Latest status](#) type of cube.

Use the Sales Despatches Cube to analyse how efficient your despatch process is, answering questions such as:

- How often do you despatch late?
- Does this happen more often at certain stock locations?
- Which customers received orders late this month? What was the value of the late orders?
- How long does it take to despatch certain products on average month by month?
- What is the longest time it took to despatch an order in June?
- How overdue was the worst despatch for a customer? What quantity and products were included in the despatch?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Customer](#)
[Product](#)
[Stock Location](#)
[Time Analysis](#)

Sales order lines may be analysed to a project, so in addition these dimensions are also available from the [Project Common Dimensions](#) section:

[Project](#)
[Project Item](#)

If the order lines are not analysed to a project then all the data will link to the None member in these dimensions.

NB A despatch line may be linked to just one project and project item,

Sales Despatches Cube Dimensions

These dimensions are specific to this cube.

Despatch Date

This is the date the goods were despatched through the Goods despatch process. This is available for selection using the hierarchy.

■ Despatch Date by Calendar

This is a variation of the [common dimension](#) Date by Calendar but based on the receipt date. The hierarchy allows selection by Year, Quarter, Month and Day.

Sales Despatches Analysis

This contains these dimension attributes:

■ Selling Unit

This dimension attribute holds all the Units of measure you have set up in your Sage 200 system. By selecting a specific

unit on a report, only the despatch lines for items ordered in that unit will be included.

- **Is Overdue**

This allows you to sort or filter on despatches that were overdue or not or both.

- **Analysis Codes**

These are the analysis codes that you may use on your SOP order and return lines. You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes.

Note: For code slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described previously.

Selling Unit Quantity	The quantity of the item received expressed in the selling unit for this order line. If the order line is a Free text item the unit will always be each.
Stock Unit Quantity	The quantity of the item received expressed in the stock unit for the product. If the order line is a Free text item the unit will always be each.
Value in Base	The value of the despatch line expressed in base currency. Note: If you use tax inclusive pricing this value will include the VAT.
Value in Currency	The value of the despatch line expressed in the customer's currency. If using this measure on a report you should always select just one currency from the Customer dimension, otherwise the aggregated value will be misleading. Note: If you use tax inclusive pricing this value will include the VAT.
Days to Despatch	The number of days from the Sales order date until the despatch date. The aggregated value will be averaged.
Max Days to Despatch	The number of days from the order date until despatch but the aggregated value will be the highest number of days found.
Days Overdue	The number of days from the promised delivery date until the despatch date. If not overdue the value will be 0.
Max Days Overdue	The number of days from the promised delivery date until despatch but the aggregated value will be the highest number of days found.
Number of Despatch Lines	This is the number of despatch lines that have been aggregated together by the dimension members you have chosen. This is a useful measure if you wish to calculate the average values or quantities.

Purchases Supply Cube

This cube contains details of Purchase order lines that have been received from the supplier.

Note: This is a [Latest status](#) type of cube.

Use the Purchases Supply Cube to analyse how efficient your suppliers are at delivering your orders, answering such questions as:

- How often are deliveries overdue? Is this worse at specific locations?
- Which suppliers delivered late this month?
- How long does it take to receive certain products on average, month by month?
- What is the longest time it took to receive an order this year from a specific supplier?
- What quantity of a particular product was delivered this year? From which suppliers was it delivered?
- What was the value of certain items that were delivered late during the year?
- Does the delivery location affect the time it takes to receive orders?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Supplier](#)
[Product](#)
[Stock Location](#)
[Time Analysis](#)

Purchase order lines may be analysed to a project, so in addition these dimensions are also available from the [Project Common Dimensions](#) section:

[Project](#)
[Project Item](#)

If the order lines are not analysed to a project then all the data will link to the None member in these dimensions.

NB A receipt line may be linked to just one project and project item,

Purchases Supply Cube Dimensions

These dimensions are specific to this cube.

Receipt Date

This is the date the goods were received through the Goods received process. This is available for selection using the hierarchy.

■ Receipt Date by Calendar

This is a variation of the [common dimension](#) Date by Calendar but based on the receipt date. The hierarchy allows selection by Year, Quarter, Month and Day.

Purchases Supply Analysis

This contains these dimension attributes:

■ Buying Unit

This holds all the Units set up in your Sage 200 system. Any of these might be used as the buying unit on the receipt lines being analysed. In Measures described below, you will see that the quantity is provided both in the stock unit and the buying unit.

This is a useful dimension attribute to use in conjunction with the Product dimension, e.g. to compare receipts in different units but for the same item.

■ Analysis Codes

These are the analysis codes that you may use on your POP order and return lines. You can choose to display all 20 code slots or just those that have been renamed in Sage 200. This is chosen in the BI System Administration utility when building the cubes.

Note: For code slots where you have chosen the specific name, the names you have chosen will be shown in the Excel client.

■ Is Overdue

This allows you to sort or filter on receipts that were overdue or not or both.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Buying Unit Quantity	The quantity of the item received expressed in the buying unit for this order line. If the order line is a Free text item the unit will always be each.
Stock Unit Quantity	The quantity of the item received expressed in the stock unit for the product. If the order line is a Free text item the unit will always be each.
Value in Base	The value of the receipt line expressed in base currency.
Value in Currency	The value of the receipt line expressed in the supplier's currency. If using this measure on a report you should always select just one currency from the Supplier dimension, otherwise the aggregated value will be misleading.
Days to Receipt	The number of days from the Purchase order date until the receipt date.
Max Days to Receipt	The number of days from the order date until receipt but the aggregated value will be the highest number of days found.
Days Overdue	The number of days from the requested delivery date until the Receipt date. If not overdue the value will be 0.

Max Days Overdue

The number of days from the requested date until receipt but the aggregated value will be the highest number of days found.

Number of Receipt Lines

This is the number of receipt lines that have been aggregated together by the dimension members you have chosen. This is a useful measure if you wish to calculate the average values or quantities.

Stock Levels Cube

This cube contains details of the quantity and value of stock items held in the system as at one point in time. Each time the extract is run another set of data will be added to the cube containing all the stock details as at that extract.

Note: This is an [As At](#) type of cube.

Use the Stock Levels Cube to answer questions, such as:

- How does the stock level of certain items this year, compare with the stock level of the same items at the same time last year?
- What was the value of my stock on the first day of each of the past three calendar months?
- How does the value of certain stock items vary seasonally?
- Am I overstocking certain items? Is this happening at certain times of the year?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Product](#)
[Stock Location](#)
[Time Analysis](#)

Stock Levels Cube Dimensions

These dimensions are specific to this cube.

As At Dimensions

These are based on the date of the extraction of the data. So each time a new set of data is extracted from your Sage 200 system and added into the cube a new dimension member may be added.

The dimension members are held in a hierarchy that includes the Year and Month, if relevant, then the individual members, this is to make it easier to find the members you require. However you must only select from the lowest level of the hierarchy otherwise the report will aggregate dimension members together making the results incorrect.

Data will only exist in the cube for the dates where the extract process was run. By default this process runs once a day and so there should be data for every day starting with the first day that you run the process. However if you change the scheduling of the extract process to make it run less often, data may not exist for every dimension member. If you run the extract process more than once a day there will still only be one set of data for each dimension member.

Note: You should not select more than one member from any of these As At dimensions unless that dimension is placed on the rows or columns of the report. Otherwise the values from multiple dates will be aggregated and the results will be incorrect.

Also you must not use more than one of these dimensions on the same report. The dimensions not used should have All members selected, otherwise the results will be incorrect.

■ As At Date

This will contain an entry for every day for the current and previous years when you first install BI, thereafter each new day will be added as extracts are run. There is a special dimension member supplied.

- Current Day – this will select the latest date in your data.

■ As At Week

This will contain an entry for every Monday from the current and previous years when you first install BI, thereafter each new Monday will be added as extracts are run.

There are some special dimension members supplied:

- Current Week – this will select the latest Monday in your data.
- Last 4 weeks – this will select the entries for the latest Monday and the previous 3 Mondays in your data.
- Last 12, 16, 20 weeks – these work the same as the Last 4 weeks but select additional extracts.

■ As At Month

This will contain an entry for the 1st of every month from the current and previous years when you first install BI, thereafter each 1st of the month will be added as extracts are run.

There are some special dimension members supplied:

- Current Month – this will select the latest 1st of the month in your data.
- YTD Months – this will select all the entries in your data for the 1st of the months from the start of the current year up to the current month.
- Last 3 Months – this will select the entries from the 1st of the current month and the previous 2 months.
- Last 6, 12 Months – these work the same as the Last 3 months but select additional entries.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

NB With many of these measures, if your report is showing data for multiple locations aggregated together, the measures could be mis-leading. Add the Stock Location to the rows or columns of the report to see the figures per location.

Qty in Stock	The number of items actually held in the stock system - this includes any allocated stock.
Qty Allocated	The number of items allocated to any area of the system.
Qty on Purchase Order	The number of items currently ordered through POP but not yet received.

Qty Un-allocated in SOP	The number of items currently ordered through SOP that have not yet been allocated.
Minimum Level	The total of the minimum stock levels set on the items included in the report.
Maximum Level	The total of the maximum stock levels set on the items included in the report.
Re-order Level	The total of the re-order levels set on the items included in the report.
Value Confirmed *	The total value of the stock held where the buying price is confirmed.
Value incl Unconfirmed *	The total value of the stock held including indicative pricing for items where the buying price is not yet confirmed.
Average Age of Stock **	This is based on the number of days between the date that stock was added onto the system and the date of the extract. When aggregated, this measure will always return the average age of all the stock included in the report.
Oldest Stock **	This is based on the number of days between the date that stock was added onto the system and the date of the extract. When aggregated, this measure will always give you the highest number of days for any stock included in the report.
Number of Stock Entries	This is the number of stock item/location combinations that have been aggregated together on the report; e.g. if an item is held at 3 locations there will be 3 entries for that item for each extract date.

* These measures used with the As At dimensions allow you to create a detailed stock valuation report as at any date in the past when an extract was made.

** This is only an indicative 'age' for your stock calculated from the date they were added into the system to the extract date. The system cannot know how old your stock was when it was added to the system.

Stock Discrepancies Cube

This cube contains details of the results of stock takes completed in Sage 200. The stock counts recorded by the system and manually entered are compared to find the discrepancies.

Note: This is a [Latest Status](#) type of cube. The details of the stock counts once a stock take is completed are never changed, but new data for further stock takes may be added at each extract.

When a new stock take is started in Sage 200 the stock count data from the previous stocktake, for the same stock location, is deleted. So when the cube is first built there can only be one set of data per stock location. However this data is not deleted from the data warehouse and over time this will build up to allow you to see how stock discrepancies have improved or worsened over time.

Use the Stock Discrepancies Cube to analyse the results of your stocktake and answer such questions as:

- Which locations lost most stock this year?
- What is the value of items that have been lost and found during stocktakes in the last three years?
- How do discrepancies improve or worsen year by year?
- What is the percentage of items that show discrepancies during stocktakes?
- What is the average value of lost stock for different products?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Product](#)
[Stock Location](#)
[Time Analysis](#)

Stock Discrepancies Cube Dimensions

These dimensions are specific to this cube.

Stock Take Date	This is a version of the Date by Calendar dimension as described in Common Dimensions, but based on the date of the stock take.
Stock Take Result	This dimension allows you to analyse the data according to whether the stock count was Accurate or Inaccurate, and if inaccurate whether stock was Found or Lost.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described previously.

Actual Quantity	The number of items manually entered after counting.
Recorded Quantity	The number of items the system recorded on the counting sheets.
Discrepancy Quantity	The difference between the actual and recorded quantities. This will always be a positive amount. For example, 20 found items and 10 lost items will result in 30 discrepancies.

Lost Quantity *	The quantity of stock lost.
Found Quantity *	The quantity of stock found.
Discrepancy Value	The discrepancy quantity multiplied by the average buying price (for FIFO, Average Cost and Actual Cost items) or the standard cost (for Standard Cost items). This gives an indicative cost of the goods found or lost (the system cannot know the actual cost). The value is always positive. Note: The average cost used is the one in force at the time the stock take was completed.
Found Value *	The value of found stock.
Lost Value *	The value of lost stock.
Number of Entries	This is the total number of items for which stock was counted, aggregated by the selected dimensions.

* These measures allow you to show both found and lost stock on the same report without the figures being added together.

Project Profitability Cube

This cube contains all the transactions posted to your projects, both costs and revenues.

Note: This is a [Latest status](#) type of cube.

Use the Project Profitability Cube to analyse costs and revenues over time and the profitability of project items, groups or full projects split by transaction type, date, resource, and so on. Use it to answer questions such as:

- How do my project costs, this year, compare with my project costs last year? How do they compare by project level (for example, comparing kitchen projects with bathroom projects)?
- Does the profitability of all my projects vary? Does the profitability vary if I use an additional information field (for example, across regions) to analyse the costs?
- How do the costs of certain group levels in my projects vary with the resources used?
- How quickly do I receive the revenue for my projects? Does this vary if I analyse the results, using an additional information field (for example, by project manager)?
- Which are my most profitable projects this year?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Time Analysis](#)

These are described in the [Project Accounting Common Dimensions](#) section:

[Projects](#)

[Groups](#)

[Project Items](#)

[Project Structure](#)

[Resources](#)

Project Profitability Cube Dimensions

These dimensions are specific to this cube.

Entry Type	This allows the data to be selected for Potential (Committed) or Actual transactions or both.
Financial Type	This allows the data to be selected for Costs, Revenues or both.
Posted Accounting Period	This is the nominal accounting period into which this transaction has been posted. Note: Potential transactions do not post to the nominal so this will be Unknown for those transactions.
Transaction Date	This is the date entered for the transaction, held in a Date by Calendar hierarchy.
Transaction Type	This allows the data to be split into the different types of project transaction.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described previously.

Quantity	The quantity entered on the project transactions. Note: If the cost/revenue has no relevant quantity, this is set to 1.
Revenue Value	This is the total base currency value of all revenue transactions selected.
Potential Revenue *	This is the total base currency value of any potential revenue transactions selected.
Cost Value	This is the total base currency value of all cost transactions selected, not including uplift.
Committed Cost Value *	This is the total base currency value for any potential(committed) cost transactions selected, not including uplift.
Uplift Value	If you use overhead absorption, cost transactions may have uplift applied to them. This is the base currency value of the uplift applied.
Total Cost Value	This is the total of Cost Value and Uplift Value. It is the full cost of all cost transactions selected.
Overhead Cost Before Uplift	This is the same as the Cost Value, but only for transactions linked to Project Items marked as being an Overhead.
Overhead Cost After Uplift	This is the same as the Total Cost Value, but only for transactions linked to Project Items marked as being an Overhead.
Gross Profit before Uplift	This is calculated as Revenue Value minus the Cost Value. It is the profit excluding any Uplift costs and excluding costs from Overhead project items.
Gross Profit After Uplift	This is calculated as Revenue Value minus the Total Cost Value. It is the profit including any Uplift costs, but excluding costs from Overhead project items.
Net Profit before Uplift	This is calculated as Gross Profit before Uplift minus the Overhead Cost before Uplift. It is the profit excluding any Uplift costs, but including costs from Overhead project items.
Net Profit after Uplift	This is calculated as Gross Profit after Uplift minus the Overhead Cost after Uplift. It is the profit including any Uplift costs and including costs from Overhead project items.
No of Transactions	This is the number of project transactions selected on your report.

The following measures are based on the billing details held on the cost transactions posted to the projects. If you create bills by selecting specific cost transactions to be included in the bill, then these figures should match the Billing Analysis enquiry in Sage 200.

However, if you create your bills without relating them to your cost transactions, these measures will not reflect the billing details shown in the Billing Analysis enquiry.

Total Billable Value	This is the total billable value for the selected cost transactions. The Billable Value on a transaction is the Quantity multiplied by the Charge Rate.
Billed Value	This is the total value billed against the cost transactions selected. If you create bills without reference to the cost transactions, this will be 0.
Value To Bill	This is the Total Billable Value minus the Billed Value (the amount left to be billed).

* These two measures allow you to show Potential values and Total values on the same report. You can also use the Entry Type dimension to filter the data shown on your report to Potential transactions, Actual transactions, or both.

For example, two transactions are posted to a project:

- An actual transaction for £500.
 - A potential transaction for £1500.
- The report will show different values, depending on the criteria you choose:
- If the report does not include Entry Type as a criterion, both actual and potential transactions are included. The report shows Cost Value = 2000 and Committed Cost Value = 500.
 - If you add Entry Type as a criterion and filter to report on Actual transactions only, the report shows Cost Value = 1500 and Committed Cost Value = 0.
 - If you add Entry Type as a criterion and filter to report on Potential transactions only, the report shows Cost Value = 500 and Committed Cost Value = 500.

Project Resource Utilisation Cube

This cube contains details about all timesheets held within Project Accounting. If you use WTE to enter timesheets, only those synchronised with Project Accounting will be included.

Note: This is a [Latest status](#) type of cube.

Use the Project Resource Utilisation Cube to answer questions, such as:

- How many hours have I spent on particular activities (for example, plumbing) this month? Which resources (for example, plumbers) have I used most?
- Does the use of resources (for example, electricians), vary from project to project?
- What is the average cost per hour for resources (for example, labourers)? Does this vary if I analyse using an additional information field, for example, by region?
- What times of the year do I use certain resource groups the most?
- Analysing hours by month, how often am I paying overtime?

Dimensions

Common Dimensions

These are described in the [Common Dimensions](#) section:

[Time Analysis](#)

These are described in the [Project Accounting Common Dimensions](#) section:

[Projects](#)

[Groups](#)

[Project Items](#)

[Project Structure](#)

[Resources](#)

Resource Utilisation Cube Dimensions

These dimensions are specific to this cube.

Charge Rate Type

This allows the data to be broken down into the different charge rate types you have set up.

The dimensions attributes are:

- **Charge Rate Code**
- **Charge Rate Description**

Cost Rate Type

This allows the data to be broken down into the different cost rate types you have set up.

The dimensions attributes are:

- **Cost Rate Code**
- **Cost Rate Description**

Pay Rate Type

This allows the data to be broken down into the different pay rate types you have set up.

The dimensions attributes are:

- **Pay Rate Code**
- **Pay Rate Description**

Note: You will only get Pay Rates in your data if Project Accounting is integrated with Payroll.

Posted Accounting Period	This is the nominal accounting period into which the timesheets have been posted. Note: Only timesheets that have been posted to both Financials and Projects will have this populated.
Transaction Date	This is the date entered for the timesheets, held in a Date by Calendar hierarchy.
Timesheet analysis	This contains these dimension attributes: <ul style="list-style-type: none"> ■ Posted to Financials <p>This flag indicates if the timesheets have been posted into the Nominal Ledger or not.</p> <ul style="list-style-type: none"> ■ Posted to Projects <p>This flag indicates if the timesheets have been posted into the Projects or not.</p> <ul style="list-style-type: none"> ■ Timesheet Status <p>This indicates the status applicable to the timesheets.</p>

Measures

These are the values in the data that you can analyse (break down) by the dimensions described previously.

Charge Value	The total charge value for all the timesheets selected. This is calculated on each timesheet as Quantity(hours) multiplied by the Charge Rate.
Cost Value	The total cost value for all the timesheets selected. This is calculated on each timesheet as Quantity(hours) multiplied by the Cost Rate.
Pay Value	The total pay value for all the timesheets selected. This is calculated on each timesheet as Quantity(hours) multiplied by the Pay Rate.
Hours	The number of hours entered in decimals.
Average Charge Rate	This is the average hourly Charge Rate (calculated as total Charge Value / total Hours) for all the selected timesheets.
Average Cost Rate	This is the average hourly Cost Rate (calculated as total Cost Value / total Hours) for all the selected timesheets.
Average Pay Rate	This is the average hourly Pay Rate (calculated as total Pay Value / total Hours) for all the selected timesheets.
No of Timesheets	The number of timesheets selected on your report.

Project Budget v Actuals Cube

This cube contains details of the budgets set up on your projects, groups or project items. These are compared to the 'actuals' figures from the cost and revenue transactions posted into your projects. These figures can be seen for the whole lifetime of the project or by accounting period.

Note: This cube is a hybrid: The budget data is [As at](#) and the Actuals data is [Latest status](#).

This means that a copy of the budgets is taken each time the extract is run, enabling you to see the latest budget details, but also budget details as they were in the past. This history of budgets will not be there from the start, but will build up over time as you run extracts.

The 'actuals' data is updated as the figures change so is always totally up to date.

You can use the Project Budget v Actuals Cube to analyse the variance from the latest budget or from a budget set up in the past, to answer such questions as:

- Which projects exceeded their cost budget at the end of last month?
- How does actuals compare with budget, month by month?
- How does actuals, today, compare with the budget in force at the start of the year? How does actuals compare with the latest budget?
- Which projects, at 90% complete or more, have not yet achieved 90% of their budgeted revenue?
- What is the cumulative variance for all my projects, analysed using an additional information field, for example, region?

Dimensions

Common Dimensions

These are described in the [Project Accounting Common Dimensions](#) section:

[Projects](#)
[Groups](#)
[Project Items](#)
[Project Structure](#)

Project Budget v Actuals Cube Dimensions

These dimensions are specific to this cube.

[Posted Accounting Period](#)

This is similar to the same dimension used in other cubes. It links your budget and actual figures to the relevant accounting period.

There is an additional special member called 'Non-period'. If your budget is not split across accounting periods, the single budget figure will be linked to this member. **

There is a special calculated member called 'Total to current period'. This allows you to see the budget and actuals recorded for all periods up to the current period. This is slightly different from the All Periods member which includes figures in advance of the current period.

Note: To see figures for the whole life of the project, select the All Periods member.

[Budget Date](#)

As you amend budgets the 'history' of the earlier version is kept, linked to the dates where it applied.

For example, if you set a budget on 1/7 and change it on 6/7, the first version of the budget will be linked with all dates between 1/7 and 5/7. The later version will be linked with all dates from 6/7 up to the latest extraction date, until you change the budget again.

This allows you to compare the actuals to the budget figures that were in force at any date in the past.

There is a special dimension member called 'Actuals'. The actuals figures are linked just to this member for efficiency reasons. In order to see any of the actuals figures, and therefore variances on your reports, you must always select the Actuals member, whichever budget date you choose. For ease there is a special member called 'Latest date and Actuals'. This selects the latest budget date in your data and the Actuals member.

Note: You must only select one budget date (plus the Actuals member), on a report, otherwise the budget figures for each date selected will be added together, making the report inaccurate.

** For projects where the budget is not split across periods, the Non-period budget values will always be included in variance figures for all accounting periods. As the system does not know when the project actually started, the budget values will apply to accounting periods that are prior to the actuals being recorded. This may make the variances for these earlier periods misleading, so it is always best to select only relevant periods on your reports.

Measures

These are the values in the data that you can analyse (break down) by the dimensions described above.

Budget Cost Quantity	The figure set in the budget for the cost quantity.
Budget Cost Value	The figure set in the budget for the cost value.
Committed Cost Quantity	This is an 'Actuals' measure. It is the cost quantity from potential (committed) cost transactions.
Committed Cost Value	This is an 'Actuals' measure. It is the cost value that is from potential (committed) cost transactions.
Realised Cost Quantity	This is an 'Actuals' measure. It is the cost quantity from cost transactions that are realised (not potential).
Realised Cost Value	This is an 'Actuals' measure. It is the cost value from cost transactions that are realised.
Total Cost Quantity	The 'Actuals' cost quantity from all cost transactions (potential and realised).
Total Cost Value	The 'Actuals' cost value from all cost transactions.
Total Cost Quantity Variance	* The Budget Cost Quantity – Total Cost Quantity for the selected period.

Total Cost Value Variance	* The Budget Cost Value – Total Cost Value for the selected time period.
Total Cost Quantity Variance %	* The Total Cost Quantity as a percentage of the Budget Cost Quantity.
Total Cost Value Variance %	* The Total Cost Value as a percentage of the Budget Cost Value.
Budget Revenue Quantity	The figure set in the budget for the revenue quantity.
Budget Revenue Value	The figure set in the budget for the revenue value.
Actual Revenue Quantity	The 'Actuals' revenue quantity from all revenue transactions.
Actual Revenue Value	The 'Actuals' revenue value from all revenue transactions.
Revenue Quantity Variance	* The Actual Revenue Quantity - Budget Revenue Quantity for the selected period.
Revenue Value Variance	* The Actual Revenue Value - Budget Revenue Value for the selected period.
Revenue Quantity Variance %	* The Actual Revenue Quantity as a percentage of the Budget Revenue Quantity.
Revenue Value Variance %	* The Actual Revenue Value as a percentage of the Budget Revenue Value.
Cumulative Cost Value Variance	** This is based on accumulating the Budget Cost Value and the Total Cost Value for all periods up to the one selected. The variance between these is then calculated.
Cumulative Cost Value Variance %	** This is based on accumulating the Budget Cost Value and the Total Cost Value for all periods up to the one selected. The cumulative Total Cost Value is then expressed as a percentage of the cumulative Budget Cost Value.
Cumulative Revenue Value Variance	** This is based on accumulating the Budget Revenue Value and the Actual Revenue Value for all periods up to the one selected. The variance between these is then calculated.
Cumulative Revenue Value Variance %	** This is based on accumulating the Budget Revenue Value and the Actual Revenue Value for all periods up to the one selected. The cumulative Actual Revenue Value is then expressed as a percentage of the cumulative Budget Revenue Value.

- * These variances will be based on the budget and actual figures for the time period you have selected on your report, using the Accounting Period dimension. For example:
- If you select Period 12, the budget and actuals reported will be for Period 12 only, and so the variance will relate just to Period 12.
 - If you select 2010 on the report, the budget and actuals reported will be those recorded in 2010, and so the variance will be for 2010 only.

- If you do not select a time period on the report, the budget and actuals will be the total recorded in all periods.

Note: To include Non-period budget figures in the calculation of the variance you must select the special Non-period member or the All Periods member from the Accounting Period dimension.

** The cumulative variances are based on the total budget and actuals figures recorded from the 'start of time' up to the end of the selected time period. For example:

- If you select Period 12, the total budget and total actuals recorded up to and including Period 12 will be used to calculate the cumulative variance.
- If you select 2010, the total budget and total actuals recorded up to the end of 2010 will be used to calculate the cumulative variance.
- If you do not select a time period on the report, the total budget and total actuals will be those recorded in all periods.

For Non-period budgets, the budget value will always be included in the calculation of the cumulative variances.

Note: If you want to use the cumulative measures on a report, you must make sure that you select just one Accounting Period in the criteria, otherwise the cumulatives from different periods will be aggregated, making the figures inaccurate. Do not use the cumulative measures with the Time Analysis dimension.

Note: Budgeted and Actual Quantities should be used carefully. These measures will be aggregated just like any other measure but a report may add 'apples and pears' together:

For example, if the quantity in one project refers to Hours worked, but the quantity in another project refers to Stock Items issued, then the total of the two is not a very meaningful figure. You must be careful to understand the context of the measures you have selected.

Reports

BI reporting is designed to be different from standard Sage 200 reports. BI provides data that is often difficult to obtain through Sage 200 reports, and allows for easy and flexible analysis of the data including drill down to the detailed information.

The reports provided with BI are examples of areas you may want to analyse. The measures and dimensions selected on the rows and columns, together with report criteria have been chosen to be as representative as possible for most Sage 200 Users. However you may wish to amend these or create new reports that meet your specific needs. These reports are just a few examples to get you started.

Amending BI Reports

If the BI reports provided do not meet your specific needs, amend them using the BI Excel Client:

- Within the report, change elements by using the criteria at the top of the report to select certain members from the report dimensions.
- Make any additional changes you require, through the Report Layout panel. You can change:
 - The measures that appear in the report body.
 - The dimensions and dimension members selected on the rows and columns.
 - The dimensions and dimension members selected for the report criteria.

Note: One User Defined report is provided for each cube. This shows one or more measures from that cube summarised for all members of all dimensions. This is a useful starting point for creating your own reports from the cube.

The reports are shown in the menu structure as they appear in Sage 200. Reports use data from across several modules so they are grouped according to their business objective.

Finance

Balance Sheet Analysis

This report is based on the [Finance cube](#).

This report provides analysis of Balance Sheet accounts. It shows data from the current accounting period, indicated in the BI System Administration utility when the cubes were built.

Rows are based on the default Balance Sheet layout, indicated in the BI System Administration utility when the cubes were built. Only the top levels are shown when the report is loaded, but you can expand the levels to show all lower levels right down to each individual nominal account.

Columns are the following five measures:

- Movement for the current period.
- Balance for the current period.
- Movement for the same period in the last financial year.
- Balance for the same period in the last financial year.
- Balance to Close for the last financial year (the balance at the end of last year).

Dimensions chosen as criteria are:

- Accounting Period (set to current period).
- Cost Centre (set to show data for all dimension members).
- Department (set to show data for all dimensions members).

Trial Balance Analysis

This report is based on the [Finance cube](#).

This report provides analysis of all your nominal accounts. It shows data from the current accounting period, indicated in the BI System Administration utility when the cubes were built.

Rows are based on the Trial Balance layout, created from all posting accounts in your chart of accounts.

Columns are the following measures:

- Debit for the current period.
- Credit for the current period.
- Movement for the current period.
- Debit YTD for the financial year up to the current period.
- Credit YTD for the financial year up to the current period.
- Movement YTD for the financial year up to the current period.

Dimensions chosen as criteria are:

- Accounting Period (set to current period).
- Cost Centre (set to show data for all dimension members).
- Department (set to show data for all dimensions members).

Profit and Loss Analysis

This report is based on the [Finance cube](#).

This report provides analysis of your Profit and Loss accounts. It shows data from the current accounting period, indicated in the BI System Administration utility when the cubes were built.

Rows are based on the default Profit and Loss layout, indicated in the BI System Administration utility when the cubes were built. Only the top levels are shown when the report is loaded, but you can expand the levels to show all lower levels right down to each individual nominal account.

Columns are the following measures:

- Movement for the current period.
- Movement YTD for the current period.
- Movement for the same period in the last financial year.
- Movement YTD for the same period in the last financial year.
- Movement to Close for the last financial year.

Dimensions chosen as criteria are:

- Accounting Period (set to current period).
- Cost Centre (set to show data for all dimension members).
- Department (set to show data for all dimensions members).

Profit and Loss by Cost Centre Analysis

This is similar to the Profit and Loss Analysis report, but the Cost Centre dimension has been added to the columns of the report, so the data can be broken down into each cost centre.

The accounting period chosen is the current period, but you can change this using the criterion at the top of the report. You can also change the Department criterion to provide further detailed analysis.

Profit and Loss by Department Analysis

This is similar to the Profit and Loss Analysis report, but the Department dimension has been added to the columns of the report, so the data can be broken down into each department.

You can change Accounting Period and Cost Centre dimensions using the report criteria.

Nominal Code Trend Analysis

This report is based on the [Finance](#) cube.

This is a graphical report, showing data for all accounts.

The measure is Movement. You can change the measure analysed, using the Value criterion at the top of the report.

The measure analysed is split into Accounting Periods. When the report is first loaded, this is grouped by financial year, showing the last five years up to and including the financial year of the current period (indicated in the BI System Administration utility when the cubes were built). You can expand the years to show the measure for each period in the year.

When the report is loaded, the rows show the value for all accounts. You can see the value for individual accounts or groups of accounts, by using the Account Name criterion at the top of the report.

Dimensions chosen as criteria are:

- Cost Centre (set to show data for all dimension members).
- Department (set to show data for all dimensions members).

Cumulative Budget versus Actuals

This report is based on the [Finance](#) cube.

This report compares budget to actual values for all nominal accounts.

Some of your nominal accounts might not have budgets set but to make this report generic all accounts have been included. In order to select specific nominal accounts, open the Report Layout panel and change the dimension members selected on the Account dimension.

Movement YTD and Budget YTD are compared and the Variance and % Variance are shown for each period in the current financial year.

You can also look at the details by Cost Centre and Department using the report criteria.

Accounts with Variance Exceptions

This report is based on the [Finance](#) cube.

The Accounts with Variance Exceptions report shows nominal accounts where there is a variance between the budget and actual values for the current year to date. Conditional formatting highlights those accounts where the variance is beyond an expected percentage. You can change this, using the BI Excel client.

The report shows data for the current period but you can change this, or which Cost Centres or Departments are included, using the report criteria.

Customers, Sales and Profitability

Sales Dashboard

This report is based on the [Sales](#) cube.

The Sales Dashboard report is an example of how several reports can be assembled to provide a dashboard of key indicators. The reports are all linked to the same set of criteria at the top of the dashboard. Changing the criteria affects all the reports at the same time.

You can change the measure used on the report from Net value to one of the others available in this cube using the criteria. You can also show the data for a specific customer or group of customers, and include or exclude credit notes.

Revenue for the last 6 periods vs prior year	This shows the Net value of sales, period by period, for the last six periods (based on the current period). By using the Time Analysis dimension, it shows this measure expressed as a YTD and Prior Year YTD, for comparison purposes.
Growth Percentage vs same period last year	This shows the Net value of sales, looking at the percentage growth from the same period last year to this year, for the last six periods.
Period revenue and growth vs same period last year	This shows the Net value of sales for the last three periods, and the growth in value, compared to the same periods last year.
Year on year revenue and growth	This shows the total Net sales in the last five years, and the growth (or reduction) in sales value from year to year.

Top Customers

This report is based on the [Sales cube](#).

The Top Customers report shows the top ten customers, based on their total Net sales in the current period. It shows the sales value for the same period last year, the growth value and the percentage growth. You can change the measures analysed, the accounting period(s) chosen, and include or exclude credit notes using the report criteria.

Worst Paying Customers

This report is based on the [Sales cube](#).

The Worst Paying Customers report shows the ten worst paying customers, based on the average number of days it takes them to pay invoices. The report shows the average number of days to pay, and the average number of days overdue together with the total invoice value. This can be expressed by the value of settlement discount offered, using the Discount band criterion. Data is shown for the current period but you can change the period, using the report criteria.

Outstanding Invoices by Transaction date

This report is based on the [Aged Debt cube](#).

The Aged Debt cube is an [As at](#) cube. There will be little data to display until your BI module has been running for several months.

The Outstanding Invoices by Transaction Date report analyses outstanding invoices, IE those that have not been allocated, grouped by the Debtors ageing periods (set up in Sage 200). It compares the invoice date of the invoices to the date of the extract to put the Outstanding Value into the ageing periods. The data is shown for each of the last six periods up to the current period.

You can change the measure to the full Transaction Value and show data for all customers or specific customers, using the report criteria.

Outstanding Invoices by Due Date

This report is based on the [Aged Debt cube](#).

The Aged Debt cube is an [As at](#) cube. There will be little data to display until your BI module has been running for several months.

This report is similar to the Outstanding Invoices by Transaction Date report. However, it compares the Due date of outstanding invoices, to the date of the extract to put the values into groupings, based on the Due Date ageing periods from Sage 200.

Aged Debt by Transaction Date in the Last 3 Periods

This report is based on the [Aged Debt cube](#).

The Aged Debt cube is an [As at](#) cube. There will be little data to display until your BI module has been running for several months.

This report is similar to the Outstanding Invoices by Transaction Date report except that all transactions are included not just Invoices. This shows the outstanding balance on your customers accounts aged based on the Transaction Date, as at the last 3 periods.

Aged Debt by Due Date by Period This Year

This report is based on the [Aged Debt cube](#).

The Aged Debt cube is an [As at](#) cube. There will be little data to display until your BI module has been running for several months.

This report is similar to the Outstanding Invoices by Due Date report except that all transactions are included not just Invoices. This shows the outstanding balance on your customers accounts aged based on the Due Date, as at all periods in the current year.

Average Days to Pay

This report is based on the [Sales](#) cube.

This is a graphical report, showing data about customer's payment behaviour. It analyses the average number of days it takes to pay invoices (Average Settlement Days and Average Days Overdue measures).

The measures are broken down into the last six periods (ending at the current period), based on the Posted Accounting Period for the invoices.

When the report is loaded, the rows show the value for all customers. You can see the value for individual customers or groups of customers, by using the report criteria.

The data is restricted by Transaction Type to show invoices only. Settlement of credit notes is not relevant. You can also restrict data by the settlement discount offered on the invoices, by selecting one or more Discounts Bands.

To change the selected periods, open the Report Layout panel, select the Posted Accounting Period dimension and choose the periods you require.

Inactive Customers

This report is based on the [Sales cube](#).

This report shows customers that have bought in the current year, but not in the last three periods.

Overdue Settlements by Invoice Month

This report is based on the [Sales cube](#).

This report shows data about customers' invoices that were overdue when paid.

The Settlement status selected is Settled when Overdue. This provides the relevant invoices.

When the report is loaded, the rows show the value for all customers. You can see the value for individual customers or groups of customers, by using the Customer Name criterion.

You could use Transaction Type to show invoices only. You could filter those to certain settlement discount values offered, using the Discounts Bands criterion.

The graph shows the gross value of the invoice. The tabular part of the report shows the Average days the settlement was overdue and the number of items that were overdue for each period.

If you want to change the selected periods, open the Report Layout panel.

Total Bad Debt this Year

This report is based on the [Sales](#) cube.

This graphical report shows the written off bad debts by customer. This is shown as a total for the last twelve periods, ending with the current period.

Data is restricted by Transaction Type to show write offs only. Other types of transaction are not relevant. You can also restrict data by the date of the original invoices, to see whether bad debts relate more to invoices raised at certain times of the year.

Most Profitable Customers

This report is based on the [SOP Invoices and Credits](#) cube.

The report analyses just Invoice lines, as only these contain profit figures. The report is also filtered so that only fully realised invoice lines are included, although this is a criterion on the report which you can easily change if required.

The measures shown are the total goods value, the average percentage profit on cost, and the average percentage profit on revenue, based on the invoice lines generated in the current year (based on your current period as selected in the BI System Administration tool). Again the time period is a criterion enabling this to be change easily.

The report is sorted so that the customers with the highest average percentage profit on cost over the current year are at the top of the list.

Sales by Product

This report is based on the [SOP Invoices and Credits](#) cube.

It shows the Quantity (in the stock unit) and the goods value (in base currency) for total sales in the current year and the previous year and the percentage growth.

This is shown for all product groups but by expanding the rows you can see these figures for each product group and down to each item. The criterion is set to select all transaction types but you can easily change this to select just Invoices if you wish to filter out credit notes. You can also select sales to certain countries and to individual customers, or sales from certain stock locations, using the report criteria.

Sales by Customer by Month

This report is based on the [SOP Invoices and Credits](#) cube.

It shows the total goods value in base for all customers in the last 6 months. The sales for each customer can be seen individually.

The measure to be analysed can be changed and sales for just certain products can be selected using the criteria. Also the transaction type criterion allows you to select just invoices or credit notes or both, as you wish.

Top 20 Selling Products

This report is based on the [SOP Invoices and Credits](#) cube.

It shows the top 20 products based on their total goods value (in base currency) for the last 12 months. This data is also shown in a chart.

The time period, transaction types included and the measure chosen can all be changed using the criteria.

20 Least Profitable Products

This report is based on the [SOP Invoices and Credits cube](#).

It shows the worst 20 products, based on the average profit percentage (on revenue), achieved during the current year. The time period is a criterion to enable you to change this easily.

The measures shown are the quantity sold (in the selling unit), the total goods value, estimated profit value and average estimated profit percentage. Just Invoices are selected from the transaction type as only these have profit figures.

The selling unit and customer number are provided as criteria.

Time to Despatch

Based on the [Sales Despatches cube](#).

This shows the average number of days till despatch and the average number of days overdue for all despatches in the last 6 months. This is shown for all customers and for individual customers.

All despatches are selected whether they were overdue or not but this can be changed using the Is Overdue criterion. The data can be shown for just certain product groups and stock items using that criterion, and for despatches only to customers in certain countries and from selected stock locations.

Longest Despatch Times by Product Group

Based on the [Sales Despatches cube](#).

This shows the average days it took to despatch orders with the product groups with the longest times at the top of the list. The groups can be expanded to see the times for each item in the group. The data is averaged for the last 12 months but this can be changed using the criterion.

The graph shows the 10 product groups with the longest despatch times.

Despatches to certain customers and countries and from certain stock locations can be selected using the criteria.

Value of Overdue Despatches

Based on the [Sales Despatches cube](#).

This shows the average value of overdue despatches for the current year and prior year, and the average number of days overdue. This is based on overdue despatches only but you can change this. The averages are also shown in graphical form.

The criteria allow you to select by customer, product and location, and change the time period selected.

Order Book Status Year to Date

Based on the [Sales Order Book cube](#).

This shows the base currency value of outstanding orders as at the 1st of each month in the current year to date. This is displayed for all customers and also for each customer.

You can display the data just for certain product groups and items and stock locations using the criteria. By default all orders are displayed but you can select just those that were overdue, not yet due, and had not yet been despatched by using those criteria.

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on the 1st of a month.

Trend in Overdue Orders

Based on the [Sales Order Book cube](#).

This report is showing the number and value of orders that had not been despatched and were overdue for delivery as at the last 12 weeks. It shows the average day overdue for delivery and the highest number of days overdue.

You can select orders for certain products or customers using the criteria.

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on a Monday.

Orders for Future Delivery

Based on the [Sales Order Book cube](#).

This is based on the latest extract you have run. It shows the quantity undespached for any orders that are promised for delivery during this month and next month. It also shows the average days until the delivery is due. The data is shown for all customers who have orders awaiting delivery.

You can change the time period for the promised delivery date using the criterion. This allows you to restrict the orders to just those in the following week or month or any time period that you want.

Suppliers and Purchases

Top Suppliers

This report is based on the [Purchase cube](#).

The report is similar to the Top Customers report except that it analyses the Net value of purchases by supplier.

Inactive Suppliers

This report is based on the [Purchase cube](#).

The report shows any supplier where purchases have been made in the current year, but not in the last three periods.

Aged Credit by Transaction Date in the Last 6 Months

This report is based on the [Aged Credit cube](#).

The Aged Credit cube is an [As at](#) cube. There will be little data to display until your BI module has been running for several months.

This analyses outstanding transactions on your supplier accounts IE those that have not been allocated, grouped by the Transaction Date ageing periods (set up in Sage 200). It compares the transaction date to the date of the extract to put the Outstanding Value into the ageing periods. The data is shown for each of the last six periods up to the current period.

Aged Credit by Due Date by Period This Year

This report is based on the [Aged Credit cube](#).

The Aged Credit cube is an [As at](#) cube. There will be little data to display until your BI module has been running for several months.

This analyses outstanding transactions on your supplier accounts IE those that have not been allocated, grouped by the Due Date ageing periods (set up in Sage 200). It compares the due date to the date of the extract to put the Outstanding Value into the ageing periods. The data is shown for each of the periods in the current year.

Credits from Suppliers by Product

This report is based on the [POP Invoices and Credits cube](#).

It shows total quantities in the buying unit and total goods value in base, for returns credited by your suppliers in the current and previous years and the percentage change.

The POP Transaction type is filtered to just Credit Notes, and the data is shown by Product group expandable to individual items.

The criteria allow you to select a different time period and filter the report by the buying unit and supplier.

Most Used Suppliers

This report is based on the [POP Invoices and Credits cube](#).

It shows the total goods value and quantity in both stock unit and buying unit, bought from your suppliers in the current year.

The data is sorted to show the supplier with the highest goods value at the top of the list.

The report criteria allow you to select a different time period, to include or exclude credits notes, and select certain products or stock units.

Purchasing Trends

This report is based on the [POP Invoices and Credits cube](#).

It shows the total purchase value (in base) for the current year months to date. Both Invoices and Credit Notes are included in the figures but this can be changed using the criterion.

The figures are shown for all product groups but can be expanded to see the trend for individual items.

The criteria offer selection by Product Group and Supplier.

Time to Receive

This is based on the [Purchases Supply cube](#).

This shows the average days to receive orders and the average days overdue for the months this year to date. The data is shown for each product group and can be expanded to see each stock item. All receipts are displayed but this can be changed to just those that were overdue by using the criterion.

The data displayed can be changed to show just receipts for certain product groups, buying units and stock locations.

Longest Delivery Time by Supplier

This is based on the [Purchases Supply cube](#).

This shows the average days to receipt and the average days overdue for all suppliers during the current year. The data is sorted to show the suppliers with the longest delivery times first.

The time period, stock items included and stock locations can be changed using the criteria. You can also select just deliveries that were overdue.

Average Value of Deliveries

This is based on the [Purchases Supply cube](#).

This shows the total value and average value and the total buying quantity for all deliveries in the current year and prior year, split into the different buying units. The average value is a calculated field added to this report.

The time period and stock items included can be changed and deliveries just from selected suppliers can be displayed, using the criteria.

Stock Analysis

Stock Movements by Product Group

This is based on the [Stock Movements](#) cube.

The report shows the total Quantity and Cost value for inward and outward stock movements in the current period and the same period for the prior year. The figures are shown for each product group and can be expanded to show each stock item's values.

The time period and the movement types selected can be changed using the criteria which also allow you to show the data just for certain product groups.

Stock Consumption YTD

This is based on the [Stock Movements](#) cube.

It shows the monthly quantity of stock consumed (moved out) and the percentage of the yearly consumption for each month, for the current year to date.

The criterion allows you to select by movement type. Just the outward movement types have been selected.

The figures are shown for all product groups and can be expanded to see each stock item.

Issued Stock Profitability

This is based on the [Stock Movements](#) cube.

This report looks at the profitability of stock that has been issued (outward movement types). It shows the Cost Value, Issue Value, Profit value and the Profit Percentage of Cost for all issues this current year. The figures are split into the product groups and can be further expanded to show these for each product.

The report criteria allow you to filter the data by the individual movement types and to change the time period or product groups selected.

Average Cost of Stock Added

This is based on the [Stock Movements](#) cube.

The reports shows the Quantity, Cost Value and Average Cost, for all Inward stock movements The Average Cost is a calculated measure that has been added specifically to this report.

The figures are shown for all products and are the totals for the current year and the prior year.

The product groups, time period, movement types, supplier (relevant only to stock that has come from suppliers) can all be changed using the report criteria.

Highest Value of Lost Stock

This is based on the [Stock Discrepancies](#) cube.

This report shows all products with any lost stock across all stock takes carried out in the current year in all locations. The data is ordered to show the products with the highest number of lost stock at the top. (Lost stock is when the actual number counted is less than the number recorded by the system).

The Stock Locations included and the type of discrepancy can be changed using the criteria.

Discrepancies by Month

This is based on the [Stock Discrepancies](#) cube.

This report shows all products with any stock quantity discrepancies found across stock takes carried out in the current year's months to date. These are shown by product group but can be expanded to see the figures for individual stock items.

All stock locations are selected but can be changed using the criterion. You can also change the discrepancy type and the measure selected using the criteria.

Stock Valuation Last 3 Months

This is based on the [Stock Levels](#) cube.

This shows the value of all your stock as at the 1st of the last 3 months. Both the confirmed and unconfirmed value is shown (as per the Stock Valuation report in your Sage 200 system).

The data is shown for all products but you can expand this into the product group and individual stock item. The stock location is selectable using the criterion.

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on the 1st of a month.

Stock Quantity at Last 4 weeks

This is based on the [Stock Levels](#) cube.

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on a Monday.

Both the graph and the report show the total stock quantity for all items, compared to the minimum and maximum levels, as at the last 4 Mondays.

You can display the data for just certain product groups and stock items, and for certain stock locations using the criteria.

Stock Shortages compared with last year

This is based on the [Stock Levels](#) cube.

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on the 1st of a month.

Based on the latest 1st of the month in your data, this shows the stock situation in the current year and the same month last year.

The [measures](#) shown include some values that are calculated specifically for this report. Free Stock is calculated from the Quantity in Stock minus the Quantity Allocated. Unallocated Demand is simply the Qty Unallocated on SOP renamed. The Shortage-Surplus is calculated as Free Stock + Quantity on Order minus the Unallocated Demand. **NB** only the negative figures are shortages – IE demand that cannot be met.

You can show the data just for certain products, and locations by using the criteria.

Overstocked Products

This is based on the [Stock Levels](#) cube.

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on a Monday.

Based on the latest days extract in your data, this shows the Quantity in Stock, the Maximum stocking level and the calculated Overstocked Amount (Quantity in Stock – Maximum level). This is shown

together with the Quantity on Order and the calculated Demand figure (Quantity Allocated + Qty Unallocated on SOP).

The data is sorted to show the product groups with the highest level of overstocking at the top of the list. You can expand this to look at each stock item. The criterion allows you to select by location.

Average Age of Stock over Time

This is based on the [Stock Levels cube](#).

Note: As this is an [As At cube](#) it will take some time to build up data in the cube. The report will not show anything at all until the first extract is run on a Monday.

This report shows how the average age of your stock has changed over the last 12 weeks - this is shown graphically.

You can select certain products and locations using the criteria.

Project Analysis

Costs by Project and Group in Last 6 Months.

This is based on the [Project Profitability](#) cube.

This reports the Total Cost Value incurred on transactions dated in the last 6 months. The data is shown split out by the project code and the specific project group.

The criteria enables you to filter the data by Project level, Group level, Entry type, Transaction type, Resources and Project and Group Titles.

Project revenue as %ge of Total Costs.

This is based on the [Project Profitability](#) cube.

This reports the Revenue value, Total cost value and the revenue as a percentage of the total costs, split out by Project title.

The criteria allow you to filter the data by Project Code, Project Level, Project Status, Percent Complete, Entry Type and to change the transaction date period..

Project Costs by Item and Resource This Year.

This is based on the [Project Profitability](#) cube.

This shows the total cost value incurred this year split out by the Resource Hierarchy and by Project Item. The transaction types selected are Timesheets and Expenses (i.e. resource costs).

Using the criteria, you can filter the data by project, project item type and change the measure selected.

Gross Profit by Project This Year and Last.

This is based on the [Project Profitability](#) cube.

This report shows the Total Cost, Revenue and Gross Profit (including uplift) for cost and revenue transactions dated in the current and previous year. This can be split out into the full project structure, to show these figures at all levels of the structure and rolled up to the higher levels.

You can filter the data to just certain projects and vary the date period using the criteria.

The 'Is Overhead' criterion has been set to No. This is because the report is showing Gross Profit so we only want to see costs that are not overheads.

Note: If your projects routinely span more than one year, then you may want to set the Transaction Date to 'All' to see the costs, revenues and gross profit for the lifetime of your projects.

Most Profitable Projects (Net)

This is based on the [Project Profitability](#) cube.

This reports shows the most profitable projects sorted to the top of list, based on the Net Profit after Uplift. The data is based on all transaction dates. You can filter the data to just projects with certain statuses.

Billable Status of Project Costs incurred This Year.

This is based on the [Project Profitability](#) cube.

This shows the total billable amount, the amount already included on bills and the amount left to be billed, for all cost transactions dated within the current year.

You can filter the cost transactions to just certain projects, groups or items, and only show certain transaction types using the criteria.

Hours posted by Project and Accounting Period.

This is based on the [Project Resource Utilisation](#) cube.

The data is shown, period by period, for the current year. It shows the number of Hours and the Average Cost Rate for timesheets that have been posted to both Projects and Financials (as only these have true links to the Accounting Period). The data is split across the projects in your system.

You can use the criteria to filter the data to just certain project groups, project items, cost rate codes and resources.

Resource Cost and Charge Value This Year.

This is based on the [Project Resource Utilisation](#) cube.

This reports the Cost and Charge Value, and average Cost and Charge Rates, for timesheets entered in the current year, split down by resource.

You may filter the data by Charge Rate Type, Project and Timesheet Status using the criteria.

Chargeable Hours by Resource – This Year and Last.

This is based on the [Project Resource Utilisation](#) cube.

The report shows the number of Hours and the Charge Value for timesheets that have been posted to your projects, split down by resource groupings. The data is shown for timesheets posted this year to date, and in the same period last year, for comparison.

You can filter the data to just certain accounting periods or Project levels using the criteria. You can also filter to just those timesheets that have been posted into the Financials ledgers using that criterion.

Project Groups using most Resources this year.

This is based on the [Project Resource Utilisation](#) cube.

This shows the numbers of Hours entered against the different Project Groups in the current year. This is whether the timesheets have been posted or not, but this can be changed using the criteria. The data is sorted with the highest number of hours at the top.

Note: If hours are reported for the None group, this indicates hours were posted to project items that were not part of any group. You may want to clear the None group using the report layout panel.

Using the criteria, you can filter the data to certain Projects, Project Items, Resources, Dates and Timesheet Statuses.

Cost Budget v Actuals by Project Structure this Year

This is based on the [Project Budget v Actuals](#) cube.

Reporting on the Budget and Actuals value and the variance, this report opens with the current year data shown. This can be expanded to show the data split by quarter and month. The rows allow you to see the data for each project and each level in the project structure.

Note: This report is only useful for projects that have period budgets set up, not for those that simply have lifetime budgets.

The criteria allow filtering by project, group and project item. The latest budget data is selected but can be changed using that criterion. **Note:** Remember that whichever budget date you choose you must also select the Actuals member.

Projects below Revenue Budget at the latest Period

This is based on the [Project Budget v Actuals](#) cube.

It shows the Budget Revenue Value, Actual Revenue Value, Revenue Value Variance and Revenue Variance percentage, for any project that is below budget, for all periods up to the latest Accounting Period.

You can filter the data by Project Level, Status and Percentage complete.

Projects Exceeding Cost Budget any Period this Year.

This is based on the [Project Budget v Actuals](#) cube.

Any project where the Actuals value exceeded the Budget value in any Accounting Period in the current year will be reported. The data is shown for the current year and split down into the periods.

The data can be filtered by Project Level and Status, Group and Project item.

Note: BI will always report a variance if actuals are posted, even if a budget has not been set.

Revenue Budget v Actuals by Project

This is based on the [Project Budget v Actuals](#) cube.

Reporting project by project, this shows the difference between actual and budgeted revenue values. The date is shown for all Accounting Periods

You can filter by Project Level, Status and Percentage complete and choose any Accounting Period using the criteria.

Cost Budget v Actuals for Project Items by Project

This is based on the [Project Budget v Actuals](#) cube.

This shows the budget values and actuals values for each project item, split into the different projects where that project item exists. This allows a comparison between projects for the same activity. The data is shown for all accounting periods and is based on the latest budget date.

The data can be filtered by Project Level and Status and by Group Code and Level.

User Defined

These reports are all designed as easy starting points for creating your own reports; there is one for each cube.

Nominal Ledger Analysis	This is based on the Finance cube .
Aged Credit Analysis	This is based on the Aged Credit cube .
Customer Analysis	This is based on the Sales cube .
Aged Debt Analysis	This is based on the Aged Debt cube .
Supplier Analysis	This is based on the Purchase cube .
Sales and Profitability Analysis	This is based on the SOP Invoices Credits cube .
Purchases Analysis	This is based on the POP Invoice Credits cube .
Despatch Analysis	This is based on the Sales Despatches cube .
Supply Analysis	This is based on the Purchases Supply cube .
Sales Order Book Analysis	This is based on the Sales Order Book cube .
Stock Movements Analysis	This is based on the Stock Movements cube .
Stock Levels Analysis	This is based on the Stock Levels cube .
Stock Take Analysis	This is based on the Stock Discrepancies cube .
Project Profitability Analysis	This is based on the Project Profitability cube .
Project Resource Analysis	This is based on the Project Resource Utilisation cube
Project Budget Analysis	This is based on the Project Budget v Actuals cube