About:

This is a workshop on how ViewPoint Analytics reports are created. You will learn the building blocks for creating Analytics reports. While building a comparative income statement report you will review some fundamentals of ViewPoint Analytics such as expanding/compressing, formatting, simple calculations, relative offset function, and more!

Objective:

 By the end of the session you should be able to:

- Understand the building blocks of ViewPoint Analytics

- Create and modify a cube and Ownership

- Create basic financial statements

- Create trending and comparative reports

- Perform various functions such as adding formulas and calculations

- Add headers and footers and format your reports

The Building Blocks

ViewPoint Analytics has two building blocks which are required to create any analytics report; the ownerships and the cube. Proper planning and understanding of how you would like to create the reports, will help in the creation of the ownerships and the cube.

Ownerships

Ownerships are the structures used in ViewPoint reports to organize, categorize and present the data. Ownerships are used to establish hierarchical relationships between Business Units, Accounts and Related Accounting Data (RAD).

- Transactional data is posted at the lowest level in the ownership (allowed units). Higher-level Business Units, Accounts and RADs in the hierarchy are referred to as Owning or Restricted levels. The Owning or Restricted levels are used to summarize the information from the lower levels (a child, parent structure).

Adding Accounts to an Ownership

In this section we will look at adding an Account to our Ownership and making basic changes to the Parent Child relationship of Accounts

- Navigate to System Maintenance, and in the General Ledger Setup Menu and Account Ownerships
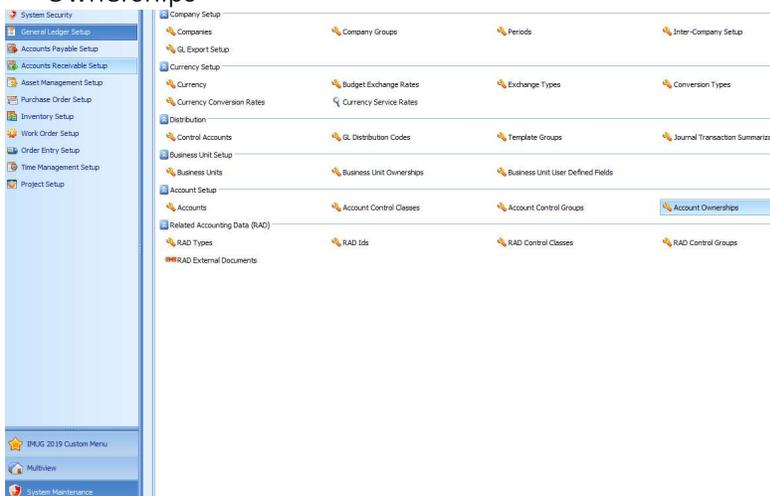

- A list of existing ownership will appear; these are the Ownerships that your different reports are built from.

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- Highlight an Ownership, then from the top menu select Edit Ownership
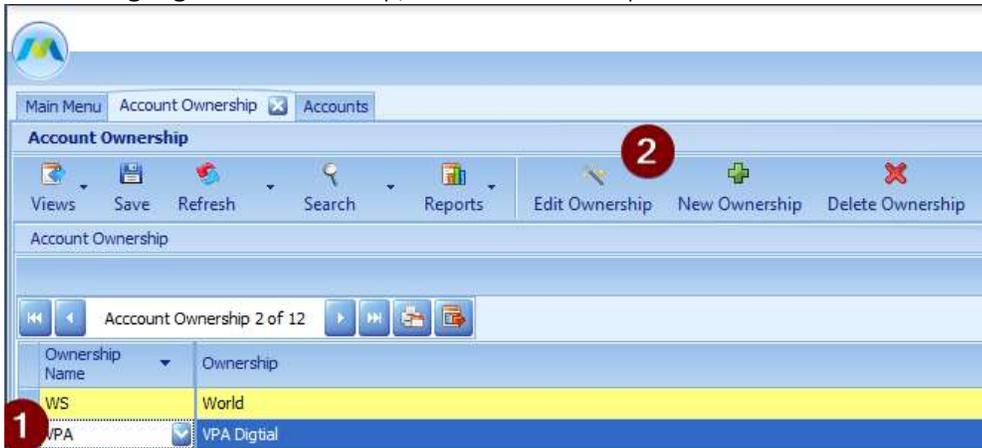
- Select the +/- button next to Accounts and this will expand or collapse layers
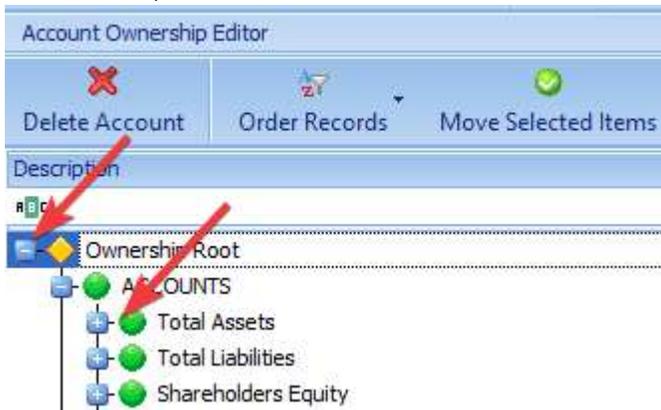

- All accounts currently not in the Ownership will be located in the right hand To Be Added Panel
- The first way to add account to ownerships is the click and drag method. This is done by clicking on the account you would like to add and dragging it to the desired location
  - Note- Two different arrows will appear on the left side of the screen.
    - The Blue Arrow means the Account will be placed on the same level as the one you are on.

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- ▪ The Green Arrow means the Account will be placed as a child of the account you are on.

- The second method to add Accounts is to use the Add Selected button. To do this make sure you are highlighted on an account in the Grid then hit Add selected. The Accounts will become children the highlighted account.
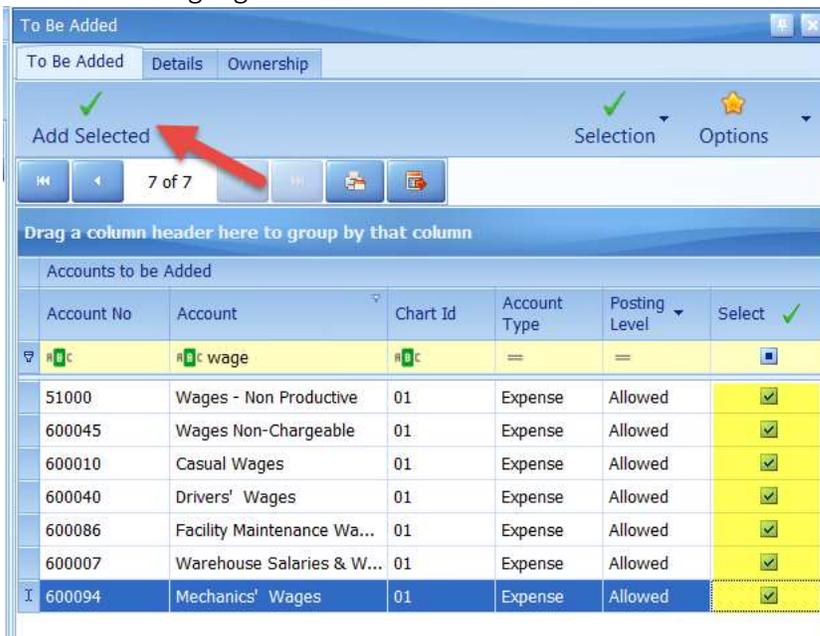
- Click on make this version current at the top of the screen and this is your new ownership!
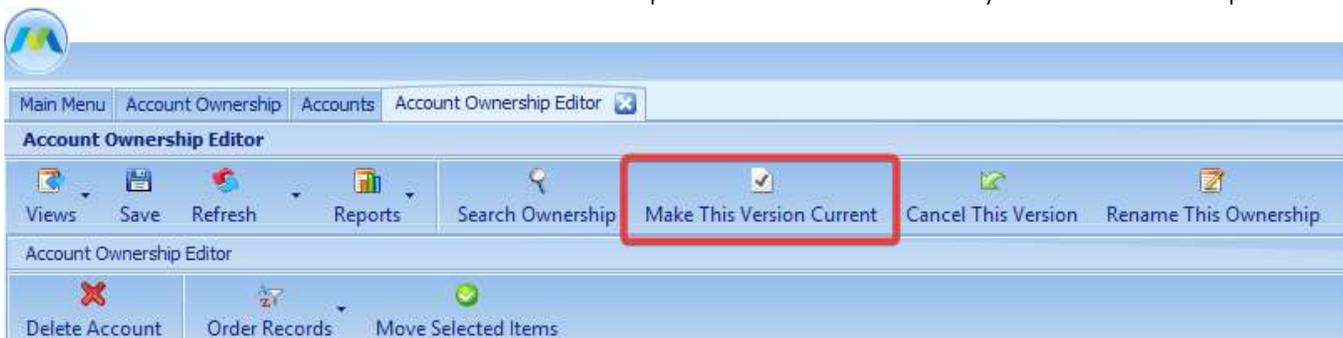
The Cube

The ViewPoint cube is the bridge between the ViewPoint reporting tool and Multiview's transactional data.

- A cube may be thought of as a sub-set of transactional information (either actual results or budget amounts) defined by the data elements associated with the cube.

- There is no limit to the number of cubes and cubes are built for many different reporting reasons.

How to Start from Scratch

1. Build a Cube

In this section, we will build a basic cube that includes an ownership for each account, unit and RAD type. We will also bring in a budget and define the time and default settings. It is important that you know what kind of reports you would like to create so that you have an idea of the information you need for your Cube.

- From the Multiview Menu Go to ViewPoint BI and select ViewPoint Cube Administration
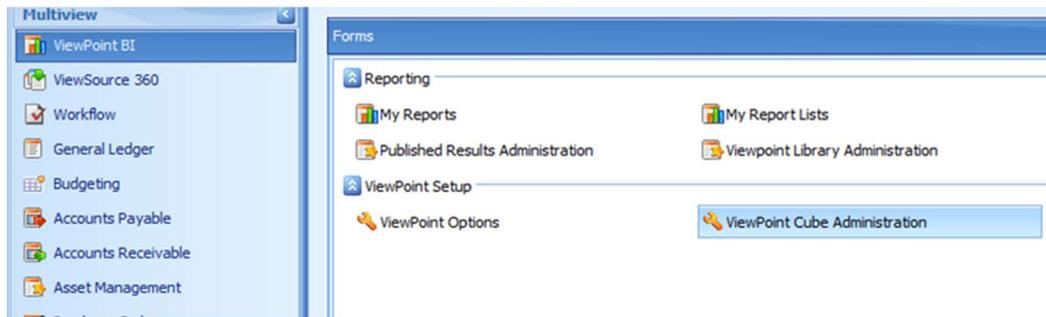
- A list of existing cubes will appear with the detail of each cube's structure in the detail panel.

- From the top menu select Create New Cube
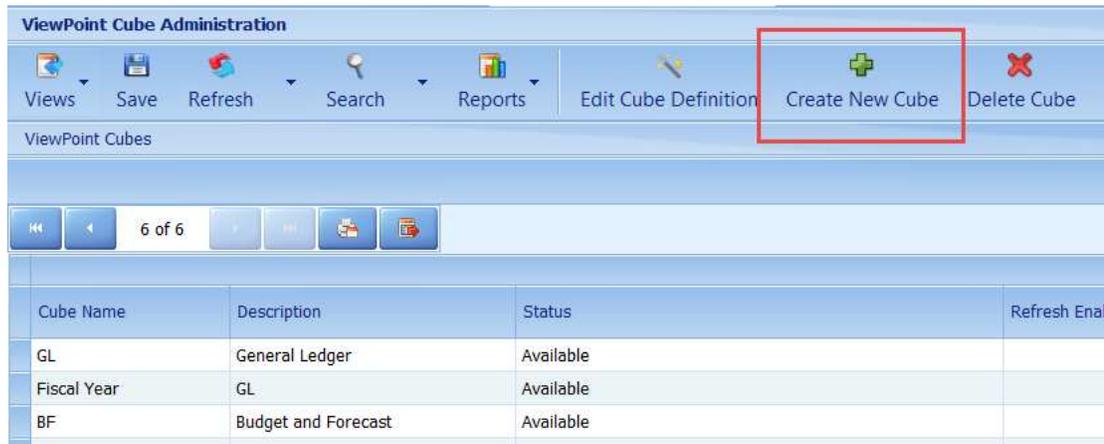
- Enter the following information for the new cube:

  o Cube Name – This is the Name of your Cube

  o Cube – GLCUBE

  o Cube Source Id will be defaulted as GL Cube

  o Notes – Optional: You may make any notes you wish about the purpose or uses of the cube

  o Select OK to continue
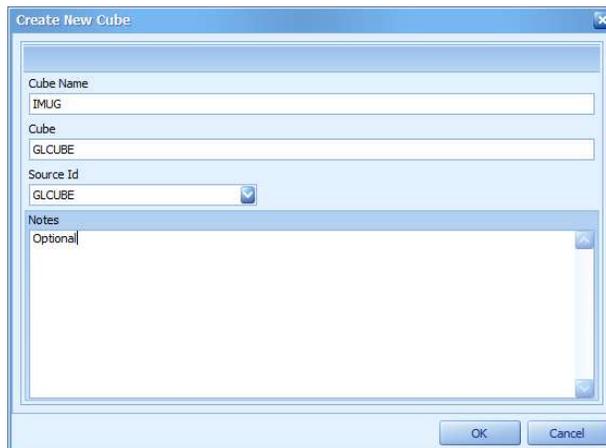
The Cube Definition Editor will open, which is where we begin to add data elements to the Cube to build our relational bridge between the transactional data in Multiview and the reporting capabilities of ViewPoint.

General: contains the information you just completed to begin the cube. It will also default the cube to be refresh enabled, which we will discuss later in the session.
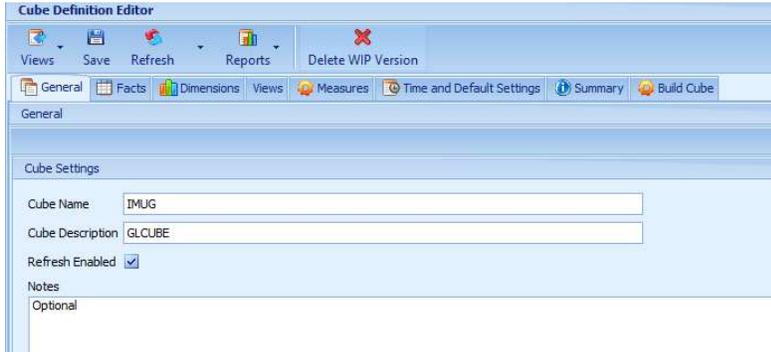
Facts: The types of transactions that will be included in the cube,
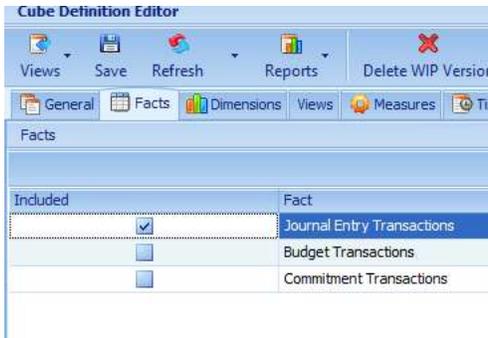
Dimensions: accounting fields, RAD dimensions and transaction types are selected.

Views: Select the ownership charts that will be used for this report
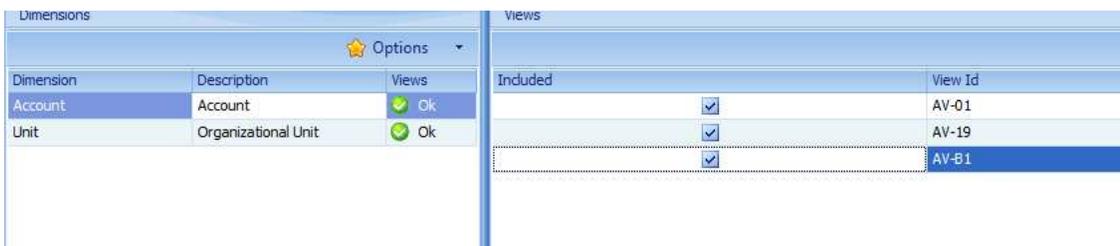
Measures: define the value types for the transactions in the Cube.

Definitions of some of the descriptions you may see:

- **Actual Amounts Base Currency –** If using a single currency, this is the same as the Data Entry Transaction amount and is the amount you see in your General Ledger. If using multiple currencies, this is still the amount of the transaction in the General Ledger, but it has been converted from a foreign currency 'data transaction entry' to your designated base currency.

- **Budget Amounts Base Currency –** This is the budget amount in the base currency – if using a single currency, it is the amount value in your budget file. If you are using multiple currencies and have created budgets in foreign currencies, these are those values, but converted to your designated base currency.

- **Data Entry Transaction Amounts –** These are the values of the transactions recorded in a currency other than the designated base currency. For example, if your base currency was USD, but you also had CDN transactions, the data entry transaction amounts would be in CDN, but the actual amounts in the General Ledger would be converted to your base currency.

- **Journal Entry RAD Measures–** These are any statistical values you may have created, i.e. head counts, volumes, cycles, etc. These are available in both the General Ledger and the Budget

Time and Default: define the span of time the Cube will support for reporting purposes and how values are displayed in your ViewPoint Analytics reports.

Description of the fields to be selected in this tab:

- **Default Measure -** It is advised to select a default measure for your reports as one is required for reporting to be possible. Selecting the default here saves having to remember to do so in the report. It can be changed in the report if the default is not the measure option you want for that report.

- **Time Settings –** Period Structure is selected using the drop-down menu. The choices will be defined by the periods created in Multiview for your reporting period structure.

- **Number of Years of Detail Data -** defines the number of years from the current year to go back in time. As with dimensions, the greater the number of years selected the more negative the impact on rebuild time for the cube and refresh time for the reports.

- **Cube Ending Date –** Expiry date for the cube. This is not a required field. You can put the date of the Cube Period End.

- **Cube Period End -** should be selected from the drop-down menu to define the most future period for which the cube will be used.

Summary: summary of all selections defined for this cube.

Build Cube: select the green build cube link.
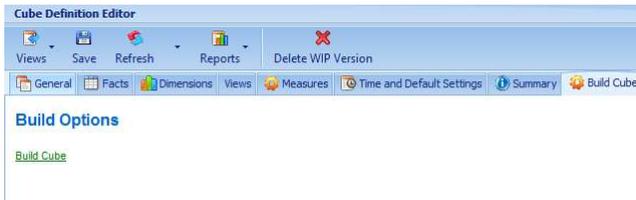
**Your cube is now ready to be used for reporting.**

Build Vs Refresh

A Cube Re-Build is needed when there is a change to one of the following: Facts, Dimensions, Views, Measures

A Cube Refresh is an automatic service that runs in the background of MV that loads new date into the cube that matches the dimensions that we have defined.

LET'S CREATE A REPORT – TRY IT WITH ME!

In this section, we will build an income statement. In this report, there will be some columns with month results, comparative to the same month for the previous year, and a basic formula to calculate the variances. As a reminder, in the grid, the rows (R) are horizontal and the columns (C) are vertical.

- From the Multiview Main Menu, go to Multiview, My Reports
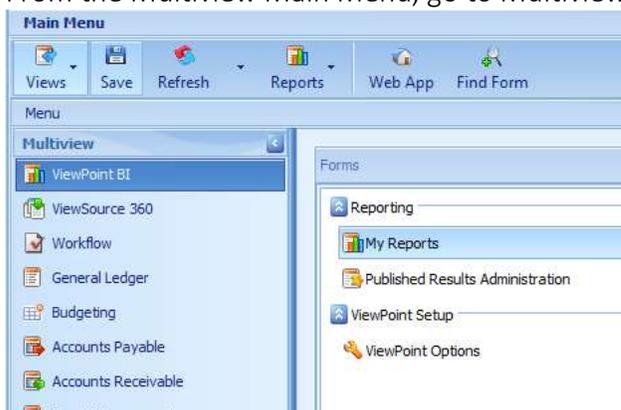
- Click on Report Design then select New report
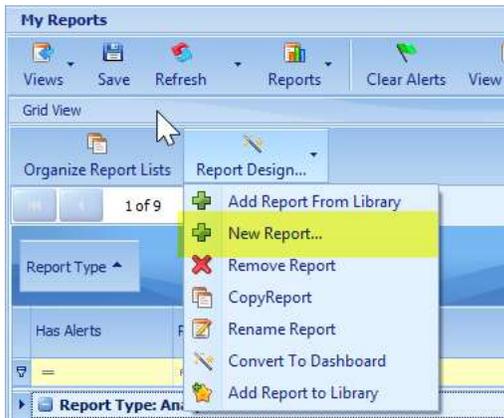
- In the report Wizard select the report type to be 'Analytics', click 'Next'
- In the copy from option select 'New Report from Scratch', click next.
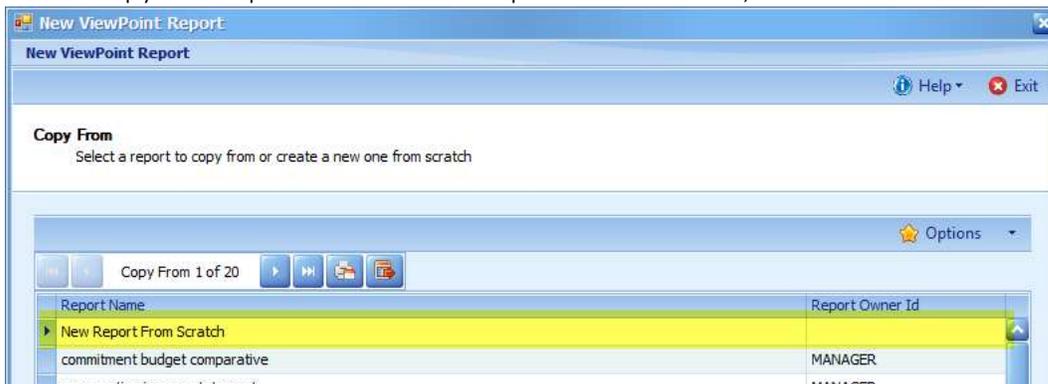
- Give a name to your report.
- Select your Cube ID (VPAINTRO2023) and click on Next again then select Finish.

Report Designing

The report designing area is divided into four main areas:

- Toolbars
- The grid
- The build view
- The Layers view

Toolbars -Band of menu items at the top section of the screen

- The toolbar contains icons for the different functions pertaining to the report. It is organized in two sections, report and design.
- The report section contains features that are specific to the report designing such as viewing transactions, running calculations etc.
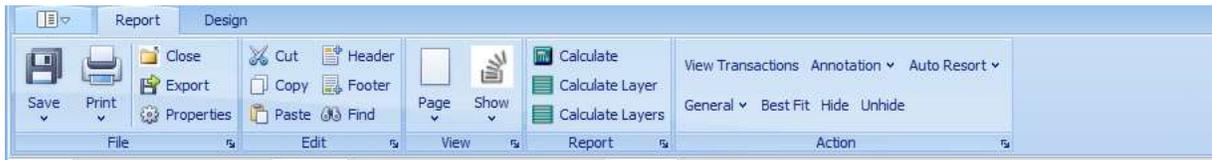
- The Design tab houses the functions that are used for formatting a report. It contains icons for changing the font size, adding underlines etc.
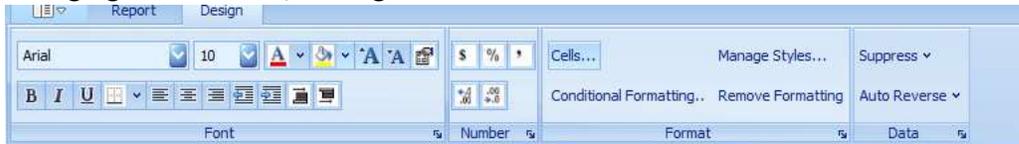
Build View

Build view contains all the dimensions selected in the cube building process. The build view is color coded and has 3 colors; blue, green and yellow. All items in blue represent timeframes, green items are dimensions such as accounts and units etc. and yellow items are the measures.
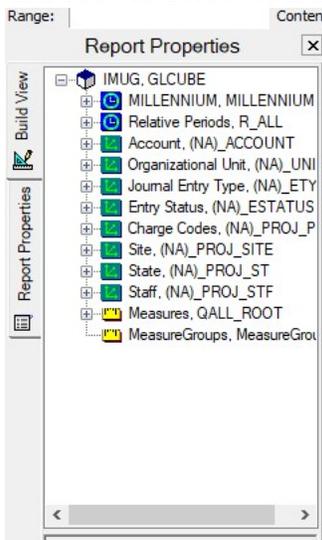
The Grid

The report building area is in the form of a grid. A new report starts with 2 rows and 2 columns. To create a report, you can add more columns and rows to the grid.
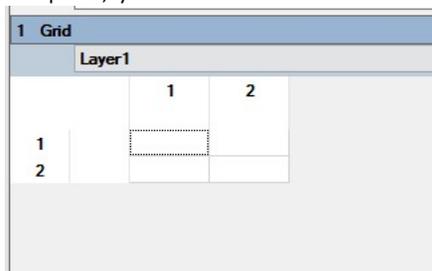
Layers View

The layers view is used to add multiple dimensions to a report.
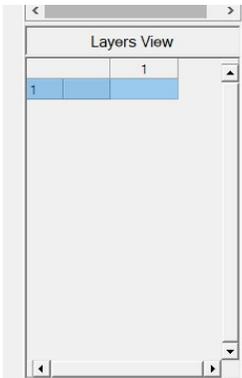
Basic Report

1.   In the grid, highlight column 2, click on the 'Insert After' button under the Design tools. It is in the Font section. Enter 8 for the number of blanks to insert click ok to confirm. This will create 8 columns.
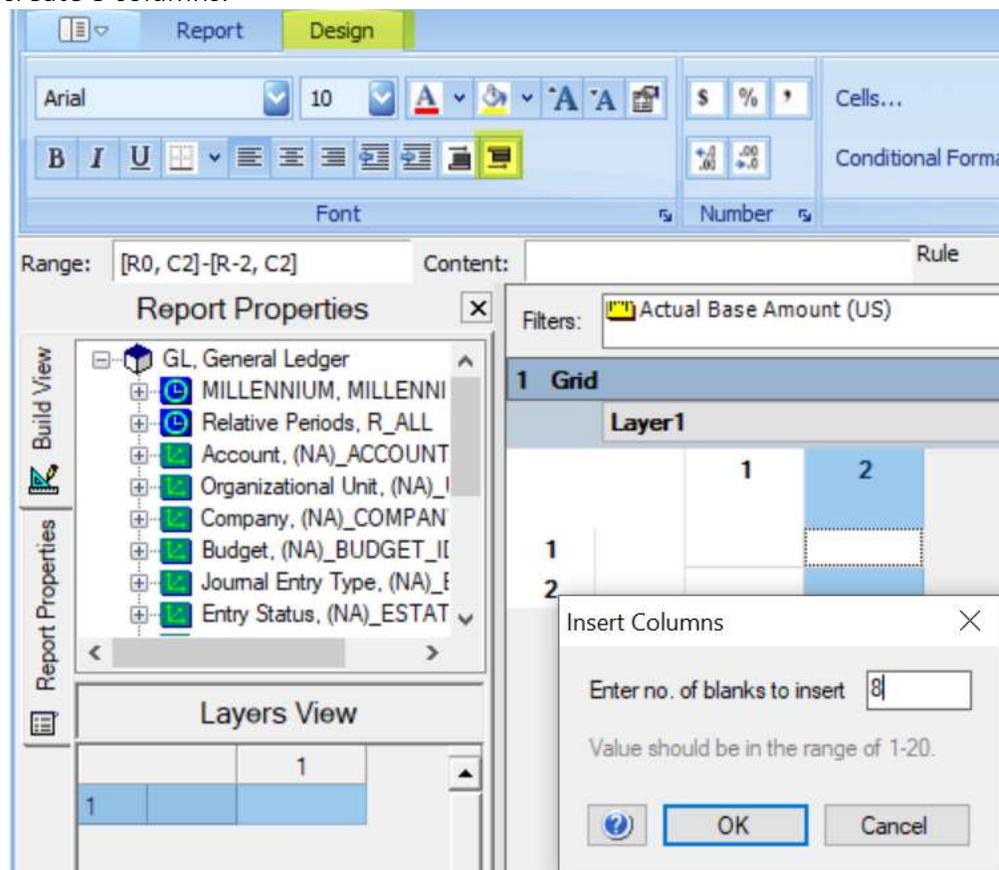
2.   To add more rows, highlight row 2, click on the 'Insert After' button enter 8 and click ok to confirm.

3.   In the Build View Expand the 'Company' dimension, find Multiview Logistics Inc, 07 and drag it to the Layers view
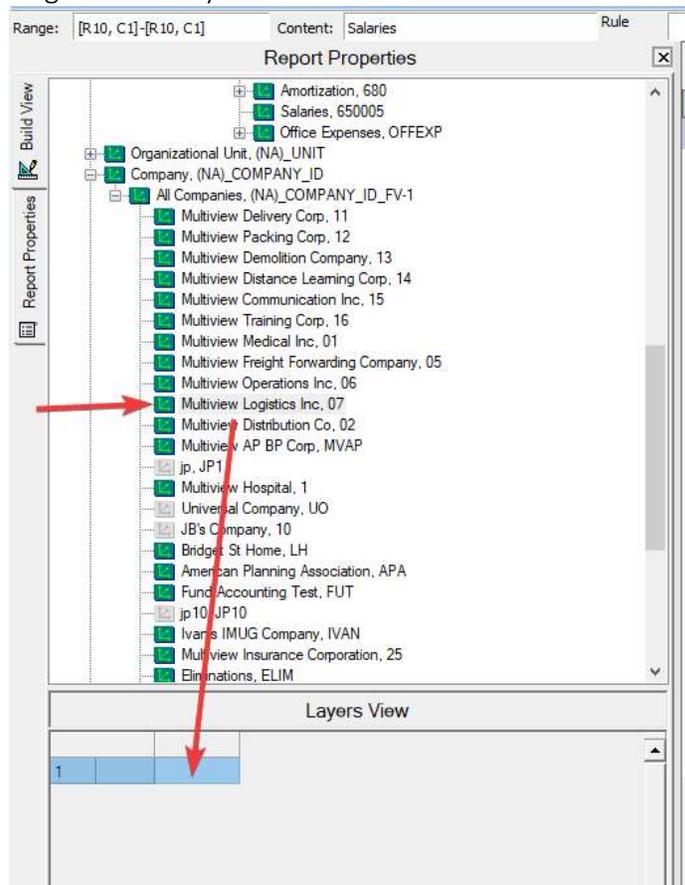
4.   In the Build View, Expand the 'Account' dimension until you find a parent account you want then drag it to the grid and drop it to R4C1.
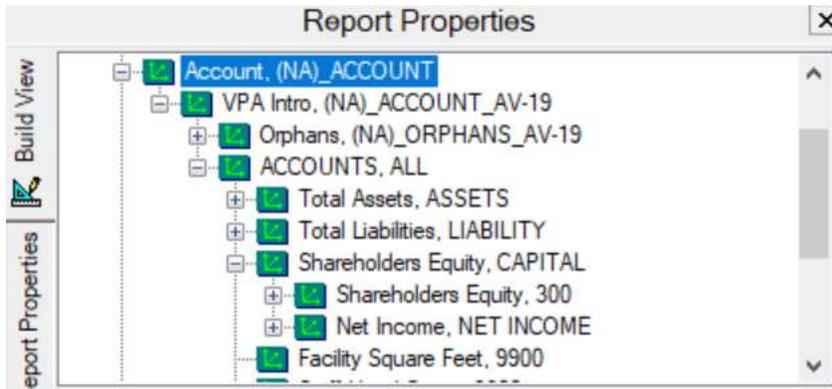
5.   Highlight row 4, right-click and select 'Expand'. In the pop up fill in to expand by 4

6.   In the Build View, Expand the 'Relative Periods' dimension, under the 'Relative Month Periods', find the 'Current month' dimension, drag it to the grid and drop it to R1C3.
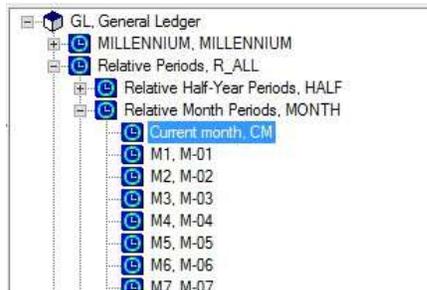
7.   Repeat the step above and drag the 'Current Month' dimension, but this time drag it and drop it to R1C5.

8.   Confirm in the upper right that the closing date is September 2023

9.   Under the Report tab, click the 'Calculate' button. The result on column 3 and 5 should be exactly the same.

10.   From the Actions section, click on 'Best Fit'. The columns should expand to their appropriate width.

11.   Highlight columns 3 through 10 and click on the (,) comma icon in the design tab under the Number group. This will format all columns in accounting format.

12.   In R3C2, Type "% of Sales". In R3C3, Type 'Actual'. In R3C5, type 'Actual LY' for actual last year. In R3C7, type "Variance" for the variance last year.

13.   Highlight row 12 (Revenues) and click on the 'Insert after' icon and add 2 rows. Highlight row 69 (Total Operating Expenses) and click on the 'Insert after' icon and add 2 rows.

14.   Select the 'Calculate (F9)' button or hit F9 on your keyboard, to refresh the report and bring the amounts back.

Basic Formatting:

Make some basic formatting and add some bold on the Revenues, Total Operating Expenses and Net Income rows. You can add some borders before each total row, use your imagination to make the report look pretty!!

Relative Offset

1.   Highlight column 5, right-click and select 'Relative Offsets…'
2.   In the window, under Year Offset, click on the down arrow to get '-1' and click OK to confirm.
3.   Select the Calculate button or the F9 key on your keyboard.
4.   As you can see, the amounts in columns 3 & 5 are now different and column 5 is now showing the current month of the previous year.

Basic Formulas

Formula at the column level Calculating the variance:

1.   Highlight column 7, right-click and select 'Set Formula…'.
2.   Enter the formula: C3-C5, click OK to confirm.
3.   Calculate the report again. Column 7 now shows the difference between column 3 and 5.

Calculating the Percent:

1.   Highlight column 2, right-click and select 'Set Formula…'.
2.   Enter the formula: C3/R12C3, click OK to confirm.
3.   Highlight column 2 and click on the '%' icon in the Number section under the Design Tab. Hit the F9 key on your keyboard. Column 2 shows for each account the percent of Total Revenues.

Modified Flags

Our report now has several red triangle flags. These flags are to denote cells that have user entered data. These flags only appear in the build view, not in the final print of the report.

- To hide modified flags, click **Show** under the Report tab.
- Click **Show Modified Flags**.
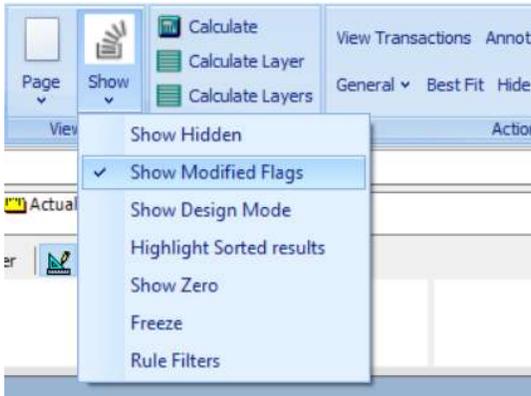
<u>Note</u>: Modified flags do not appear on printed/exported reports.

Annotations

If we want to leave a note for ourselves or if we are going to share the report, we can leave a note for others.

- Right-click, click **Add Annotation…**
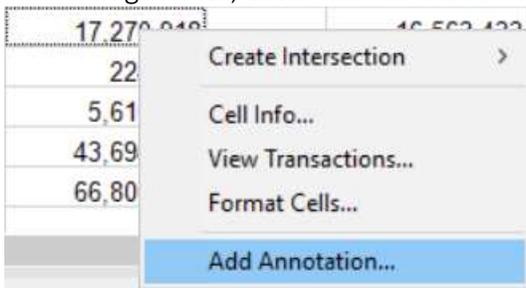
- Type **Review this account. Amount is incorrect.**
- Click **OK**.
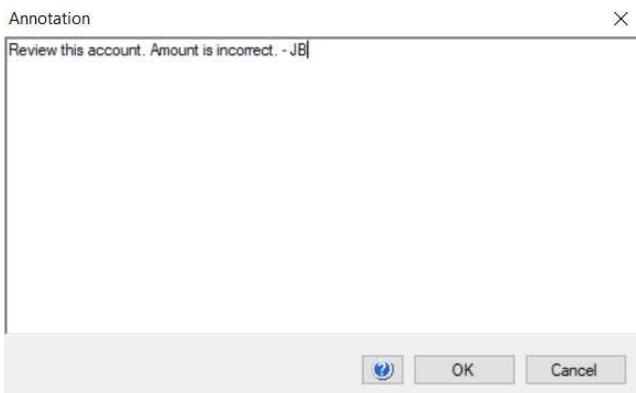
- Move your cursor over the cell, and the note will appear.

17,270,918	16,563,433
2 Review this account. Amount is incorrect. - JB	
5,610,153	4,863,549
43,694,579	12,861,827

- Click **Show** > **Modified Flags** to reveal where the annotation is hidden.

- To delete an annotation, right click on click **Delete Annotation**.

Note: Annotations, just like modified flags, do not appear on printed/exported reports.

View Transactions

The View Transactions function can be used to drill down into our report to better understand our numbers.

Header/Footer
Header
In the Report tab of the toolbar.
1. Click on the 'Header' icon.
2. In the middle box, type 'INCOME STATEMENT' on the first line, hit Enter,
3. In the keyword drop-down list, select '(UNIT.DESC), hit Enter,
4. Type 'As of' and select the keyword (CPERIOD_END)
5. Click on the 'Edit mode' icon in the top left corner of the header area to see the final result of your report header.

Footer
In the Report tab of the toolbar.
1. Click on the 'Footer icon.
2. In the middle box, type 'Page', select the keyword (PAGE), type 'of' and select the keyword (PAGE_TOTAL).
3. Note that these footer values will not display until you do a print preview.
4. Click on the 'Header' and 'Footer' icons so they disappear from the view in the grid of the report.

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Page Setup

In the toolbar under the Report tab, click on the Print button and select Page Setup and Print Preview and play with it so the report looks pretty on paper.

- Freeze – This function will allow you to freeze specific Columns or Rows so that you are able to see them on each page when you go to print. Please navigate to the Report toolbar, and Under show there is Freeze. We are going to Freeze 3 Row, to keep our heading on all the pages.
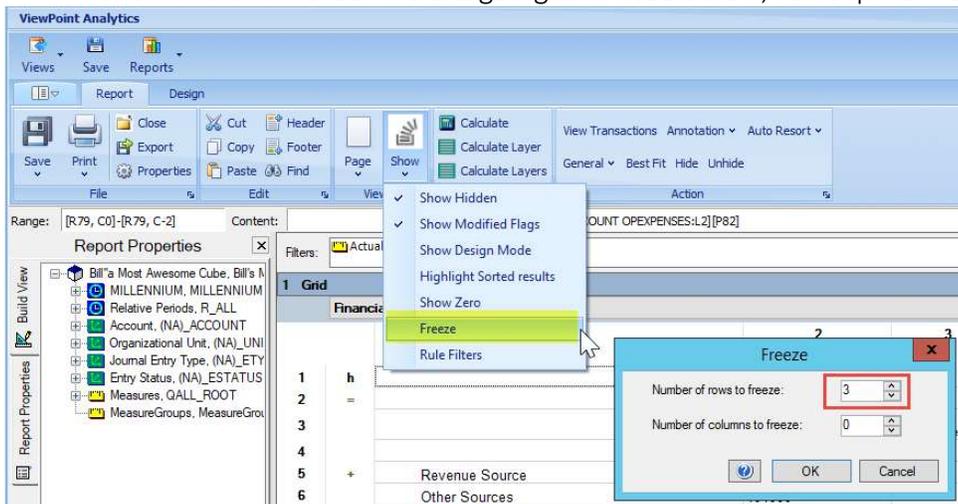

Export Function

In the toolbar under the Report Tab, Click on the Export Button. This will pop up the export options menu. Here you are able to choose; which layers you would like, if you want hidden columns/rows to show. Also you are able to choose between PDF or Excel, here as well.

Save As Function

If you would like a report that either someone else or you have created – but would like to make further additions – without changing the original – you can use the Save As function.

1. In the Report tab under the file section, click on Save and select Save As
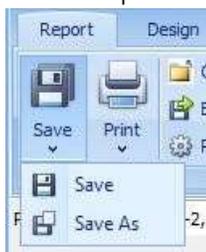
2. The Save ViewPoint as wizard will appear
3. Save As: New Results – name the report; New Results'

4. Save As: New Report – report can be renamed to save an additional copy, also can save in a different Private Reports sub-folder
5. Select Save As New Results then place the number 2 at the end of the report name
6. Navigate back to the My Reports tab (already open), refresh your screen, then filter with the report name to find your new report
7. Select the Other Results panel on the right – 2 versions will be present: Current, and Previous Results.