Examples of how to Build Purchase Analysis Reports

These examples explain how the sample Purchase Analysis Reports have been constructed and walks through the process of setting them up from scratch.

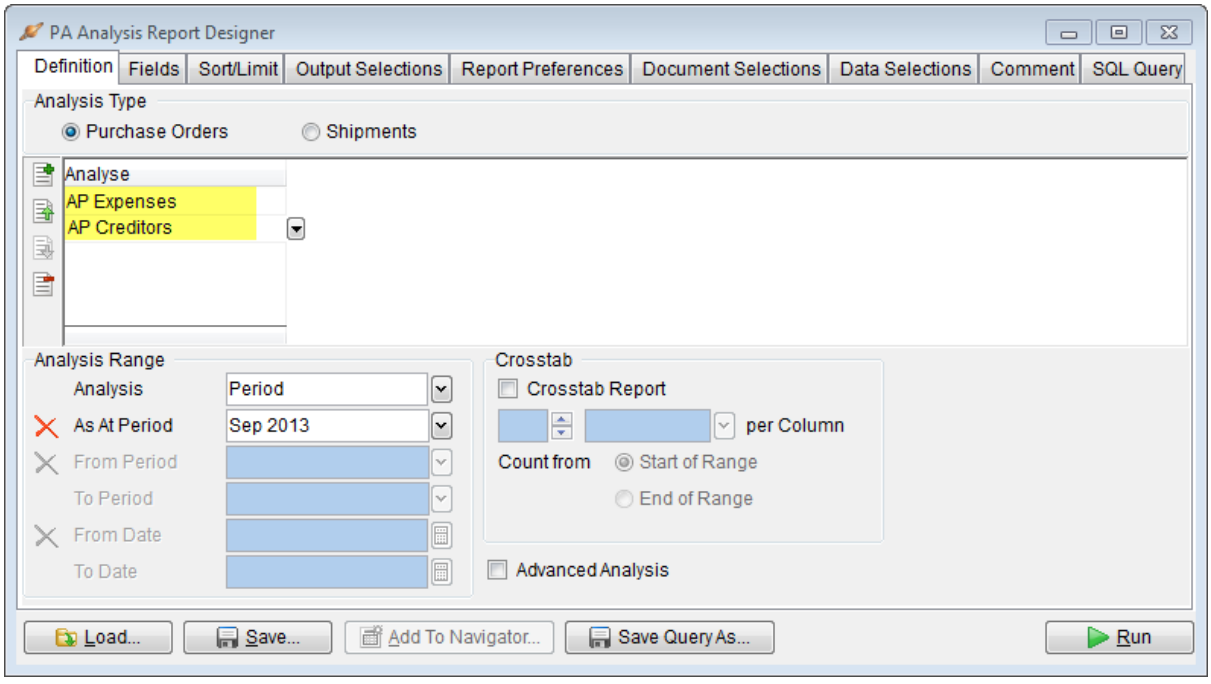
Accrued Expenses by Creditor

In this example, design a report showing the outstanding amount to be invoiced for, for each Expense Code by Creditor

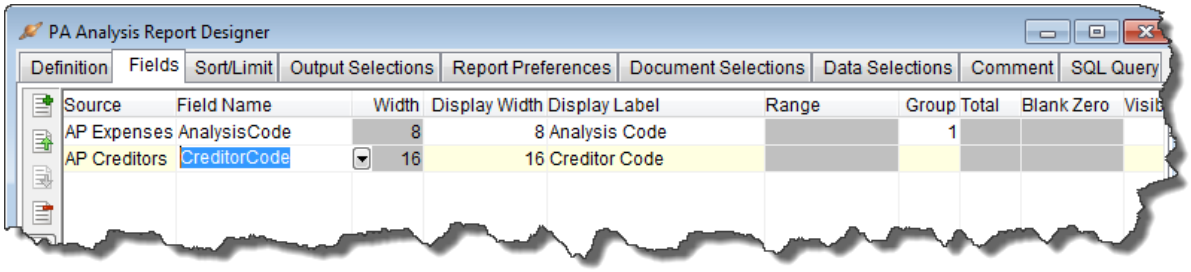
Navigator > Reports > Purchase Analysis > Analysis Report Designer

1. Leave the Analysis Type set to Purchase Orders. In the Analyse grid, select AP Expenses then select AP Creditors. This gives AP Expenses as the top level followed by AP Creditors.

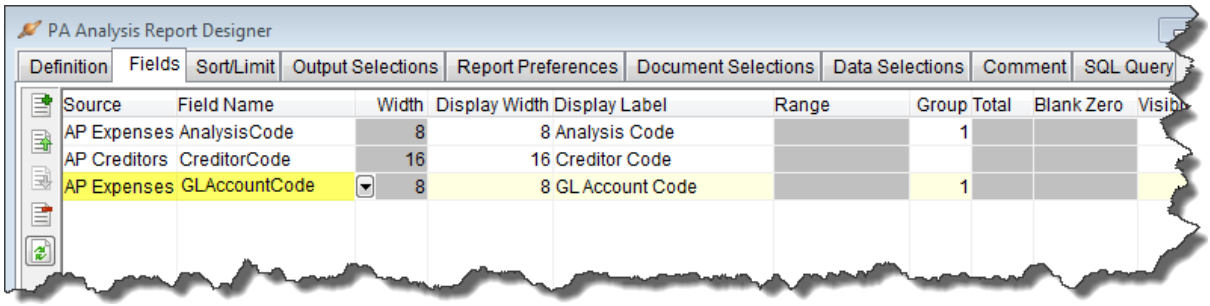
   Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AP Expenses, such as Last Year Balance and Year to Date Balance, and for AP Creditors, fields such Balance1 and Balance Current, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.



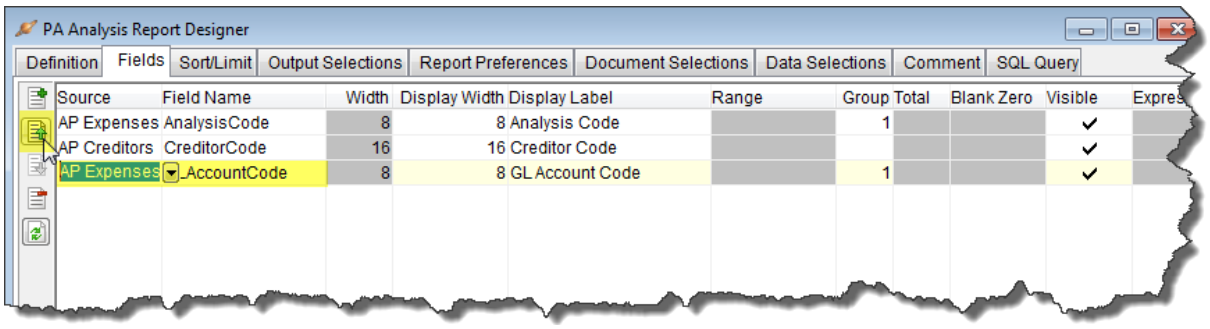
2. Click the Fields tab and you'll see that the first line is already populated with AP Expenses - Analysis Code, and the second line with AP Creditors – Creditor Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Expense Code.



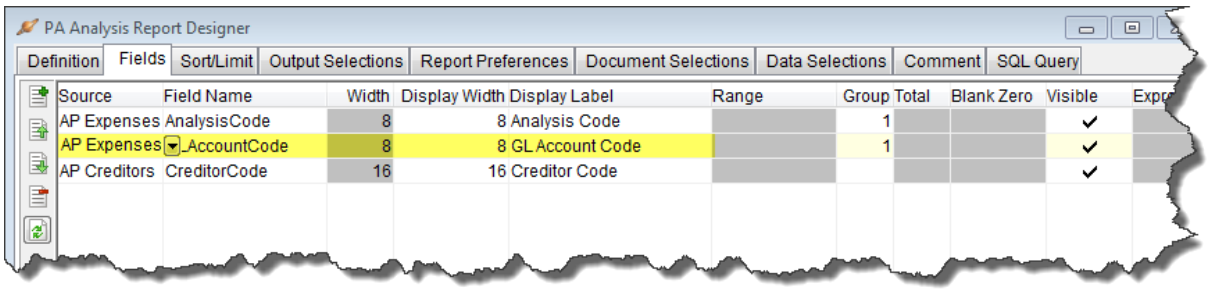
3. Insert a new line and select AP Expenses in the Source and GLAccountCode in the Field Name



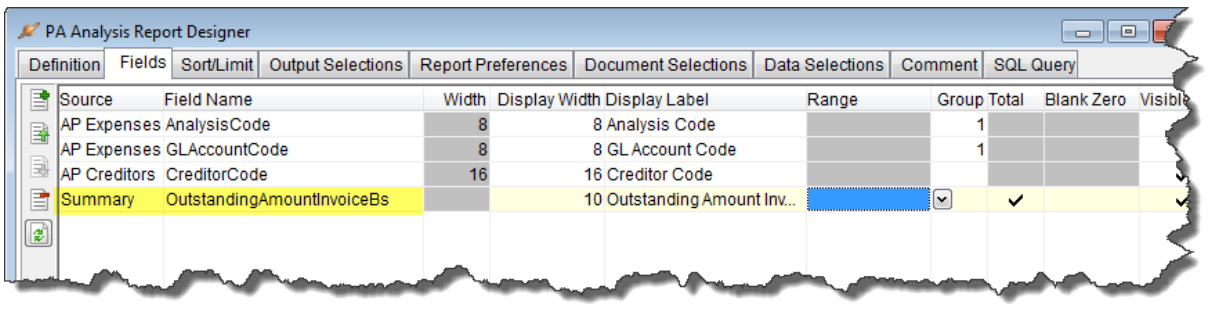
4. Select the GLAccountCode line you added and click the Up arrow.



So that GLAccountCode is underneath AnalysisCode (as shown below).

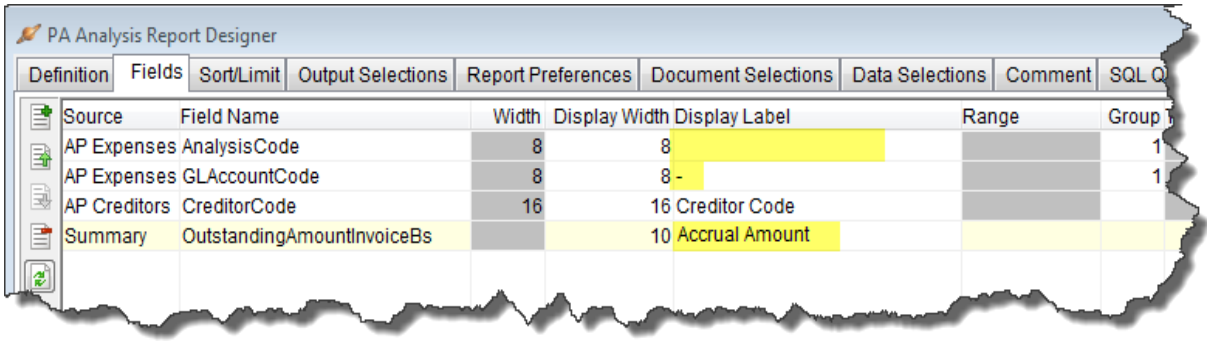


5. Insert a new line at the bottom and select Summary in the Source and OutstandingAmountInvoiceBs in the Field Name

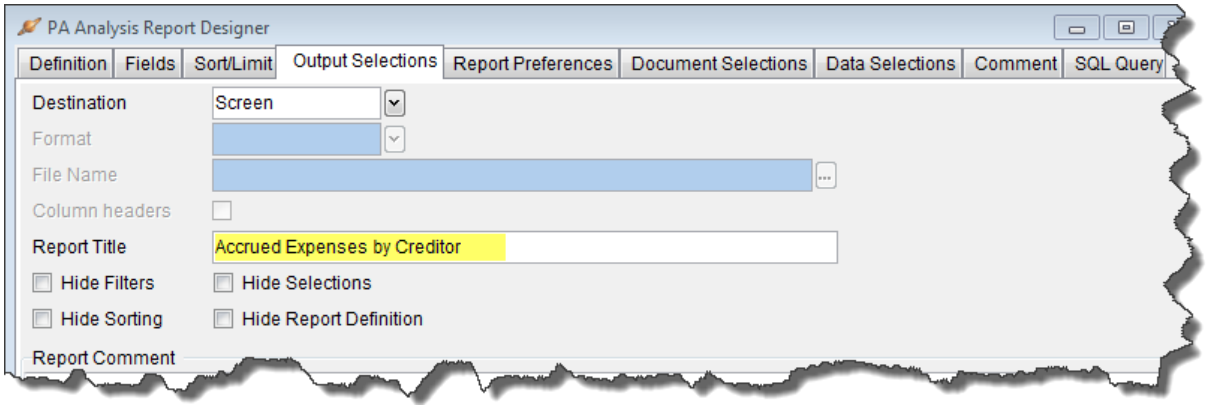


6. To make the report easier to read at the top level, remove the Display Label for Analysis Code and remove the Display Label for GL Account Code and replace it with a dash, this gives the Expense Code followed by a dash then the GL Account printing at the top level.

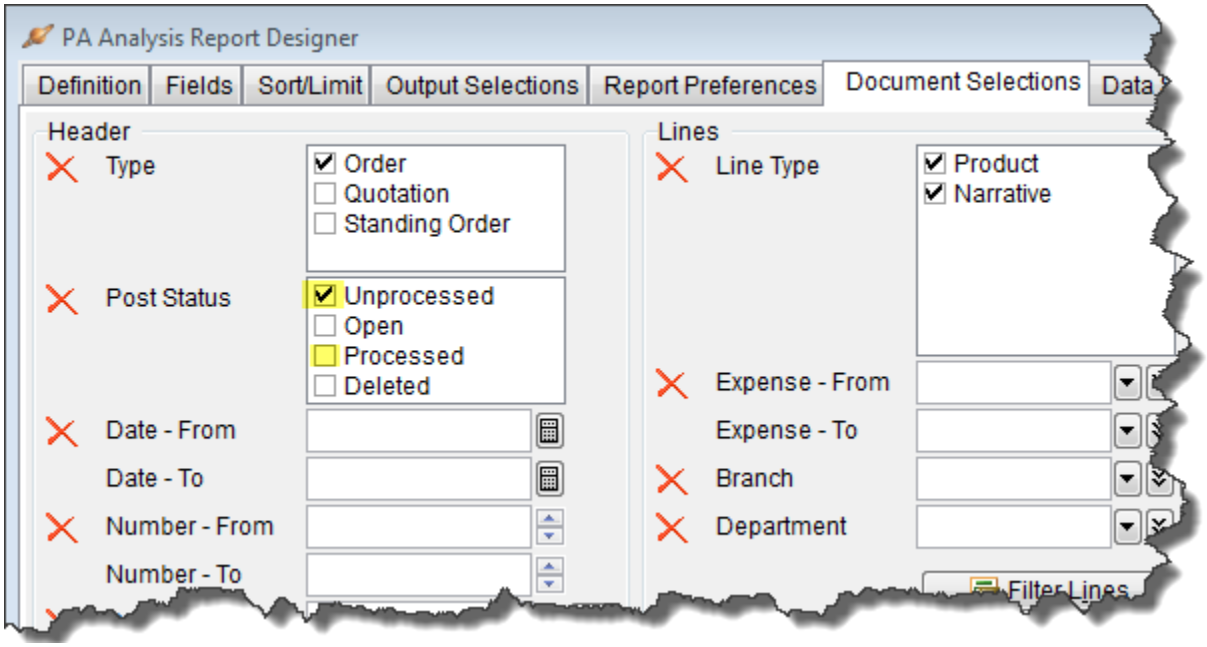
7. Change the Display Label for Outstanding Amount Invoice Bs to Accrual Amount



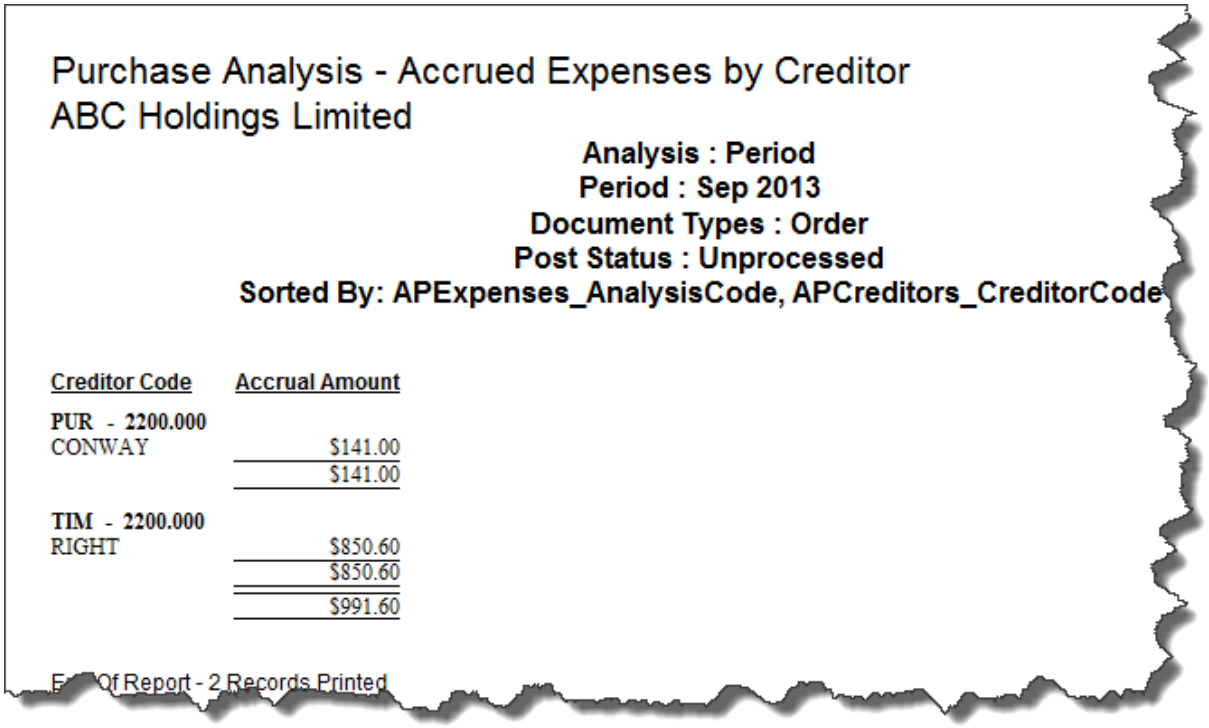
8. Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.



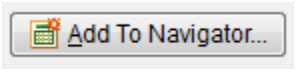
9. Click the Document Selections Tab and tick ‘Unprocessed’ and Untick ‘Processed’



10. Press to run the report to screen to see what it looks like. You can optionally save your report at this time.



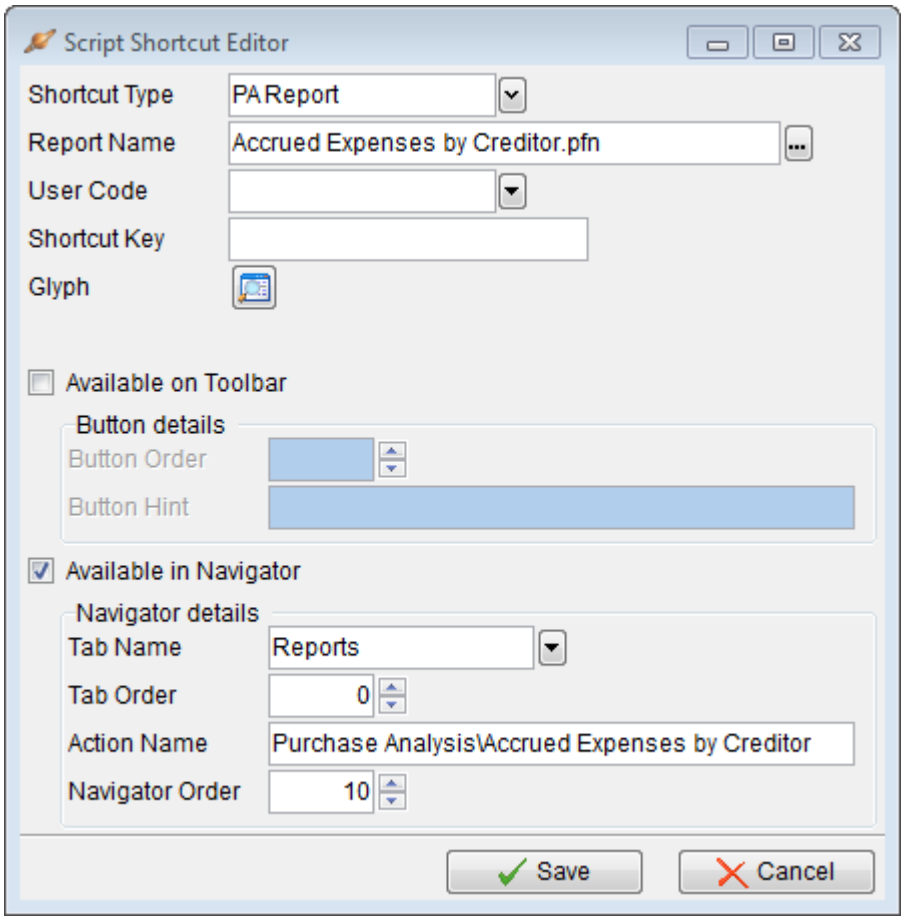
11. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

12. After the report has been saved, you can click 

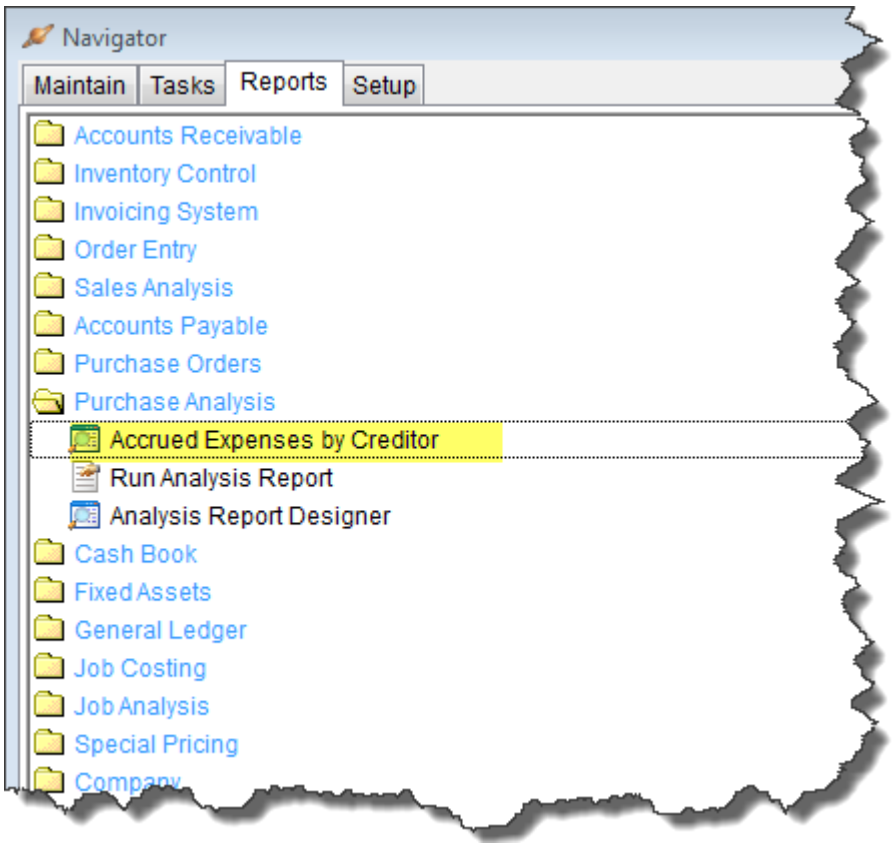
This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Purchase Analysis reports.

See the help for more details on the Script Shortcut Editor.



13. Press Save and the report will show in the Navigator


Navigator
Maintain
Tasks
Reports
Setup
Accounts Receivable
Inventory Control
Invoicing System
Order Entry
Sales Analysis
Accounts Payable
Purchase Orders
Purchase Analysis
Accrued Expenses by Creditor
Run Analysis Report
Analysis Report Designer
Cash Book
Fixed Assets
General Ledger
Job Costing
Job Analysis
Special Pricing
Company

Supplier by Product

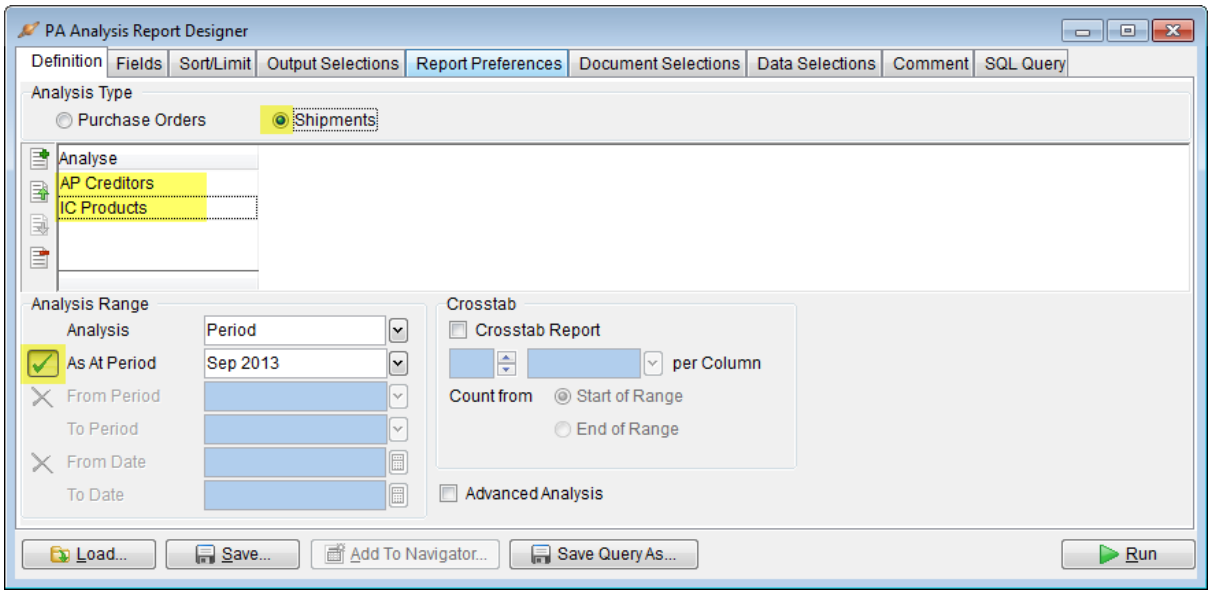
In this example, design a report showing the Products received grouped by Supplier.

Navigator > Reports > Purchase Analysis > Analysis Report Designer

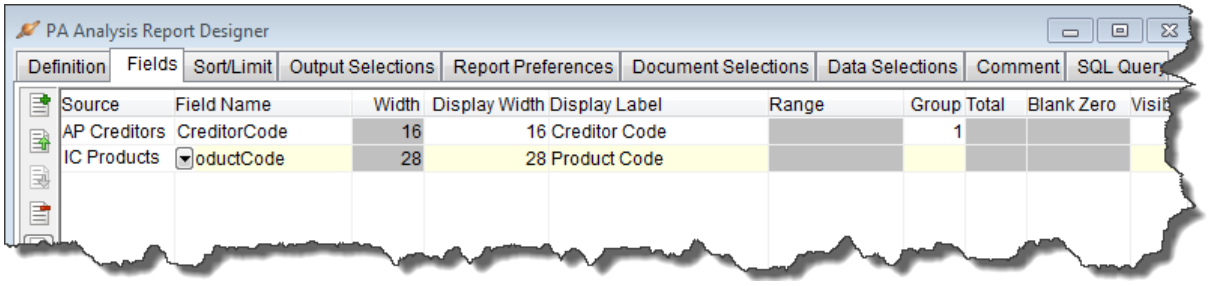
1. Change the Analysis Type set to Shipments. In the Analyse grid, select AP Creditors then select IC Products. This gives AP Creditors as the top level followed by IC Products.

2. Click the beside As At Period so that a green tick appears, this means the Period selection will be available when the report is run, allowing any period to be selected.

   Note: You can also tick 'Advanced Analysis' to make other fields available to select on the Fields tab for AP Creditors, such Balance1 and Balance Current, and for IC Products fields such as Qty in Stock and Qty Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

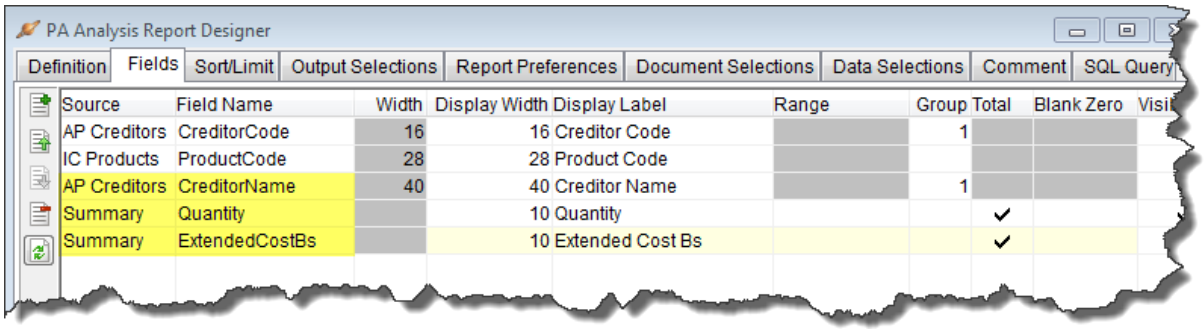


3. Click the Fields tab and you'll see that the first line is already populated with AP Creditors – Creditor Code, and the second line with IC Products–Product Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Creditor Code.

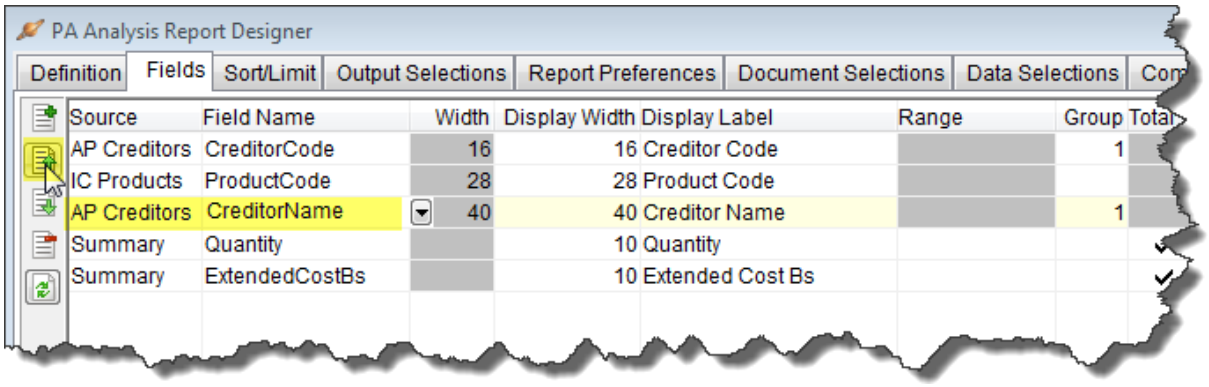


4. Under Source and Field Name, make the following selections

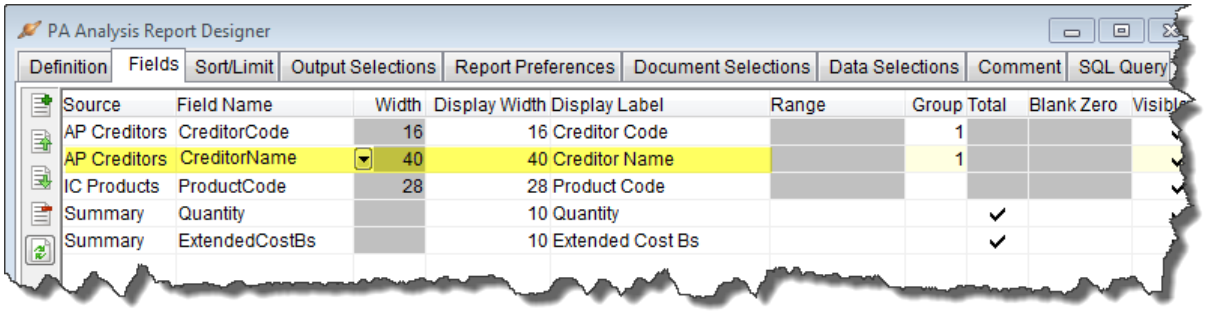
Source	Field Name
AP Creditors	CreditorName
Summary	Quantity
Summary	ExtendedCostBS



5. Select the CreditorName line you added and click the Up arrow.

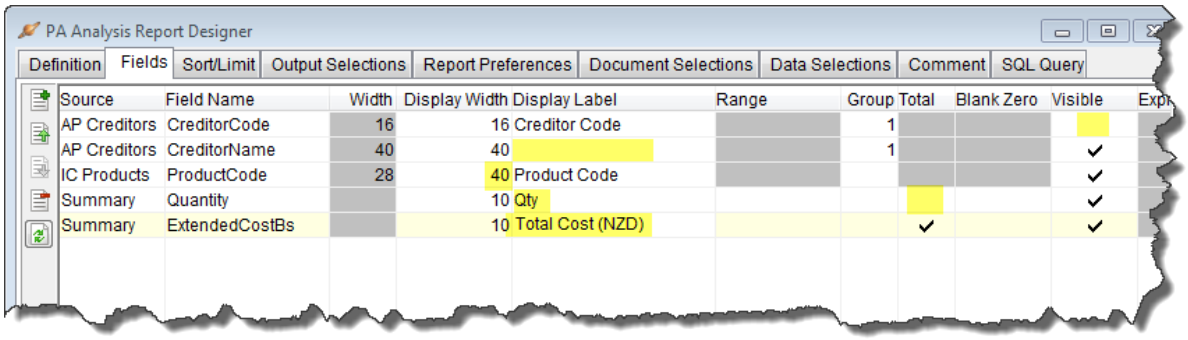


So that CreditorName is underneath CreditorCode (as shown below).

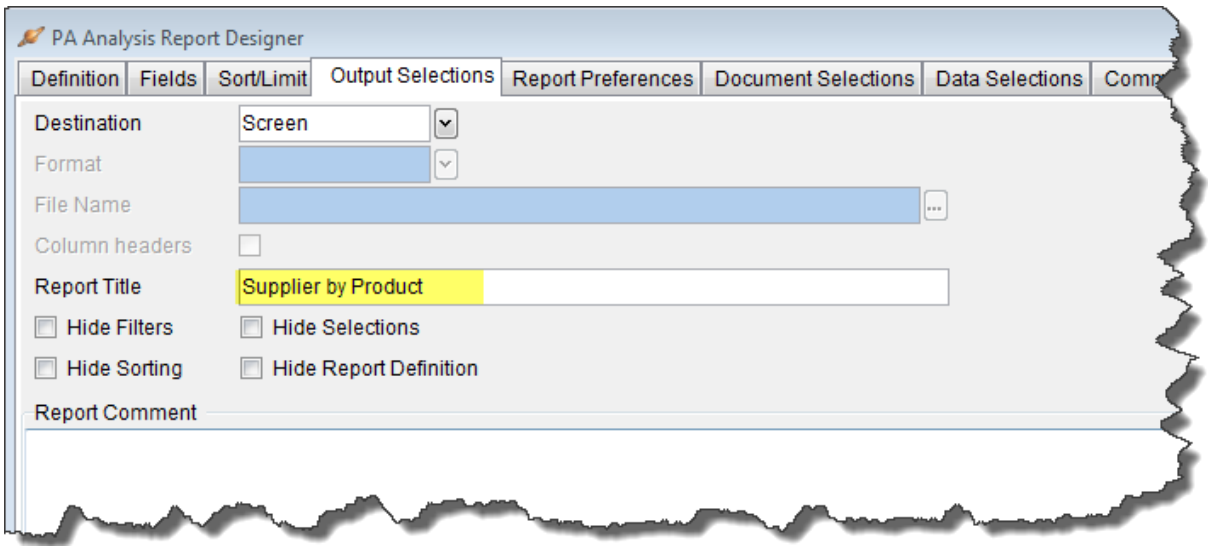


6. Improve the presentation of the report by making the following changes:

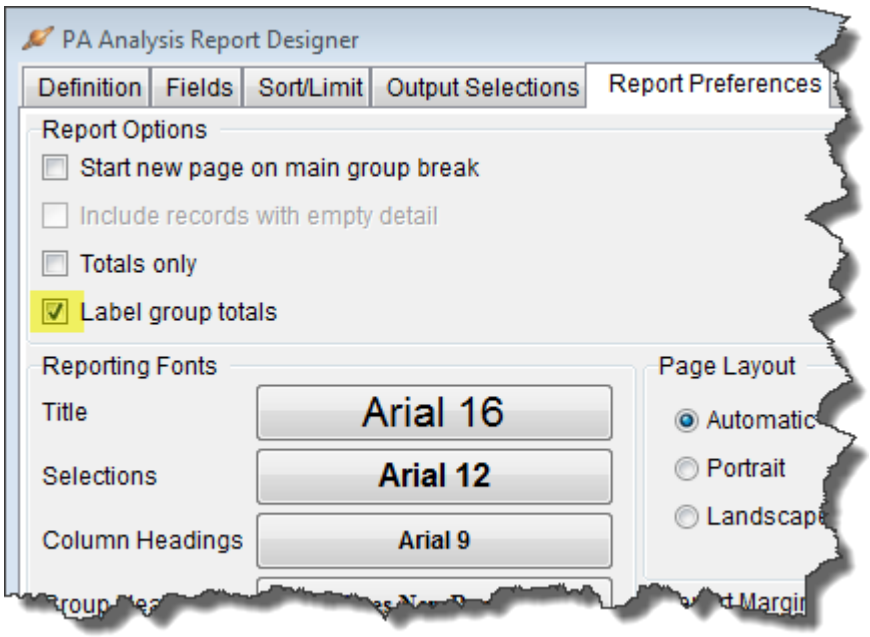
   a. Remove the tick in the Visible column for Creditor Code
   b. Remove the Display Label for Creditor Name
   c. Change the Display Label for Quantity to Qty
   d. Change the Display Label for Extended Cost Bs to Total Cost (NZD)
   e. Change the Display width for Product Code to 40
   f. Remove the tick in the Total Column for Quantity (as it does not make sense to total quantities of different products).



7. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.



8. Click the Report Preferences Tab and tick 'Label Group Totals' to show the grouping fields in italics next to group totals.



Press to run the report to screen to see what it looks like. You can optionally save your report at this time.

Purchase Analysis - Supplier by Product
ABC Holdings Limited

Analysis : Period
Period : Sep 2013
Document Types : Shipment
Post Status : Processed
Sorted By: APCreditors_CreditorCode, ICProducts_ProductCode

Product Code	Qty	Total Cost (NZD)
Brassworks Ltd		
BRASS52LOCK	48.00	$1,184.74
VIC10BRASS	122.00	$434.34
VIC32BRASS55	181.00	$750.86
VIC38BRASSK	42.00	$438.60
Brassworks Ltd		$2,808.54
Conway Native Timber Fittings Ltd		
OVALMIRROR	84.00	$3,528.00
P25MMDR	2832.00	$2,832.00
P30MMRRK	1079.00	$1,079.00
P45MMRRK	832.00	$832.00
Conway Native Timber Fittings Ltd		$8,271.00
Right Brothers Timber Merchants Ltd		
T10MMRD	404.10	$808.20
T140MMR	608.20	$4,257.40
T145MMR	729.05	$5,103.35
T180MMR	761.00	$6,088.00
T180MMTR	165.60	$1,821.60
T1MLR	287.00	$16,646.00
T1MPLY	723.25	$3,616.25
T200MMR	881.80	$11,463.40
T25MMRF	403.10	$403.10
T40MMR	630.00	$1,260.00
T470MMLR	879.30	$29,896.20
T70SQR	478.00	$3,346.00
T90MMRT&G	3027.10	$6,054.20
T95MMR	686.70	$2,746.80
Right Brothers Timber Merchants Ltd		$93,510.50
		$104,590.04

9. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

10. Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 12 and 13 on the first PA report for more details.

Supplier Monthly Spend this Year

In this example, design a report showing the total value spent for each supplier this financial year.

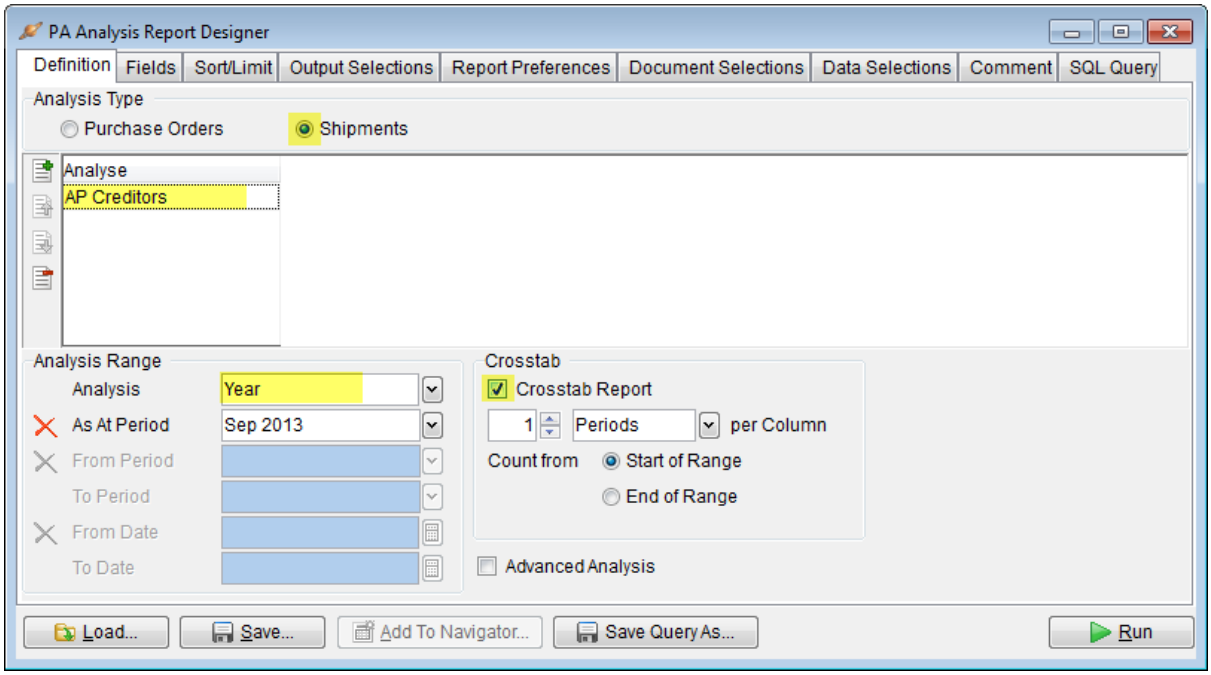
Navigator > Reports > Purchase Analysis > Analysis Report Designer

1. Change the Analysis Type set to Shipments. In the Analyse grid, select AP Creditors.

2. In the Analysis Range, choose 'Year' in the Analysis Drop down, to analyse shipments across the current financial year.

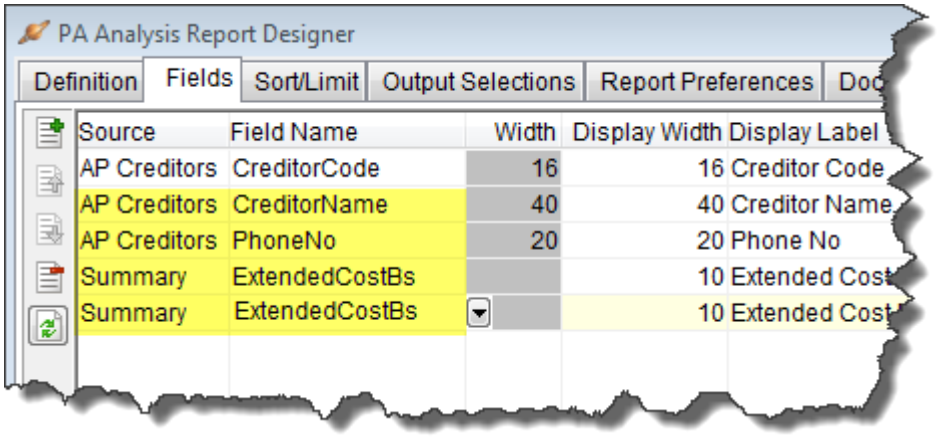
3. Tick the Crosstab Report checkbox, this allows the information to be printed in monthly columns i.e. 1 period per column as shown.

   Note: You can also tick 'Advanced Analysis' to make other fields available to select on the fields tab for AP Creditors, fields such Balance1 and Balance Current, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.



4. Click the Fields Tab. Under Source and Field Name, make the following selections, you will need to select ExtendedCostBS twice as one will be a total (as listed below).

Source	Field Name
AP Creditors	CreditorName
AP Creditors	PhoneNo
Summary	ExtendedCostBS
Summary	ExtendedCostBS



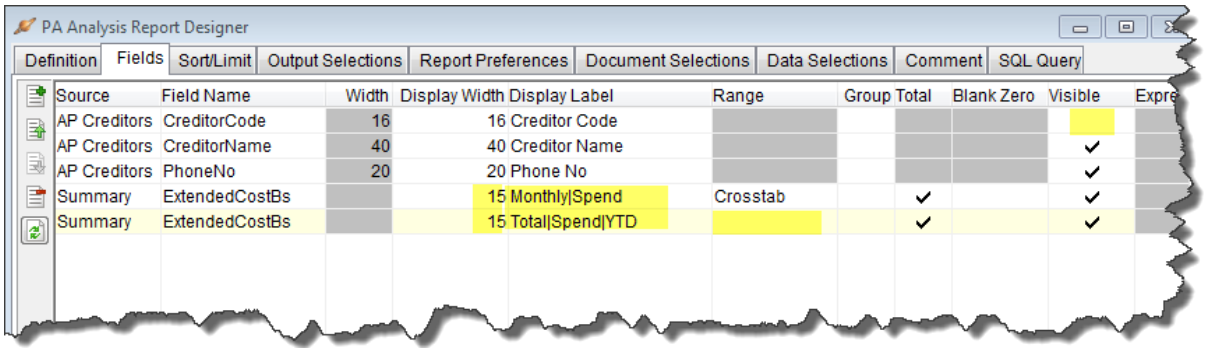
5. Remove the tick in the Visible column for Creditor Code

6. Change the Display Labels for the two Extended Cost Bs lines as shown below to make them clearer and use the Pipe Character (|) between words so they are word wrapped. The pipe character is found on your keyboard.

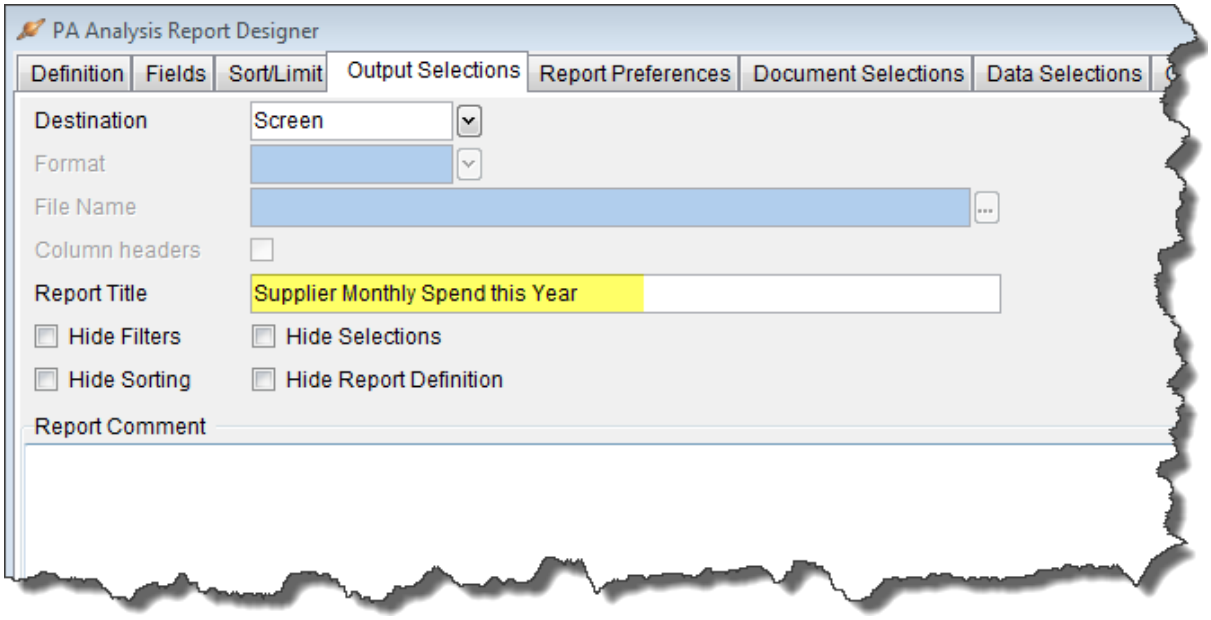
Display Label	Change to
Summary	Monthly|Spend
Summary	Total|Spend|YTD

7. Remove Crosstab from the Range field for the Total|Spend|YTD line. This will give a total column for all the months.

8. Change the Display Width for the Monthly|Spend and Total|Spend|YTD lines to 15



9. Click the Output Selections tab and enter a Report Title which will be displayed on the report. You may select the checkboxes to hide the filters and selections etc if you don't want them included at the top of your report.



10. Press to run the report to screen to see what it looks like. You can optionally save your report at this time.

Purchase Analysis - Supplier Monthly Spend this Year
ABC Holdings Limited

30/09/2013
Page 1 of 1

Analysis : Year
Period : Sep 2013
Document Types : Shipment
Post Status : Processed
Sorted By: APCreditors_CreditorCode

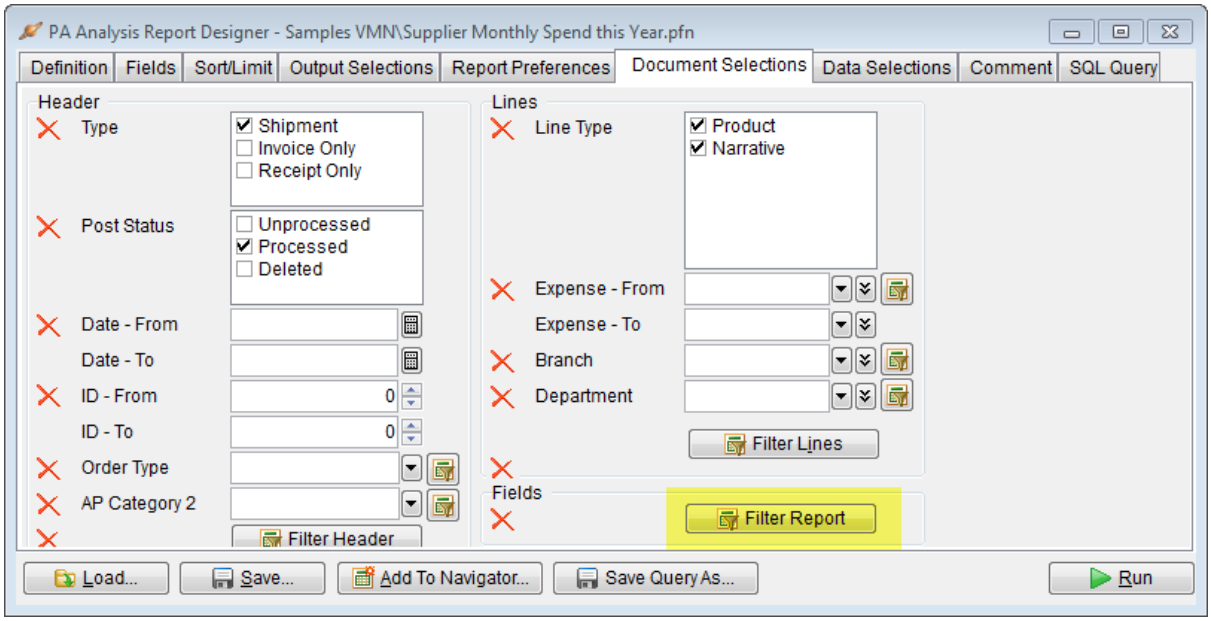
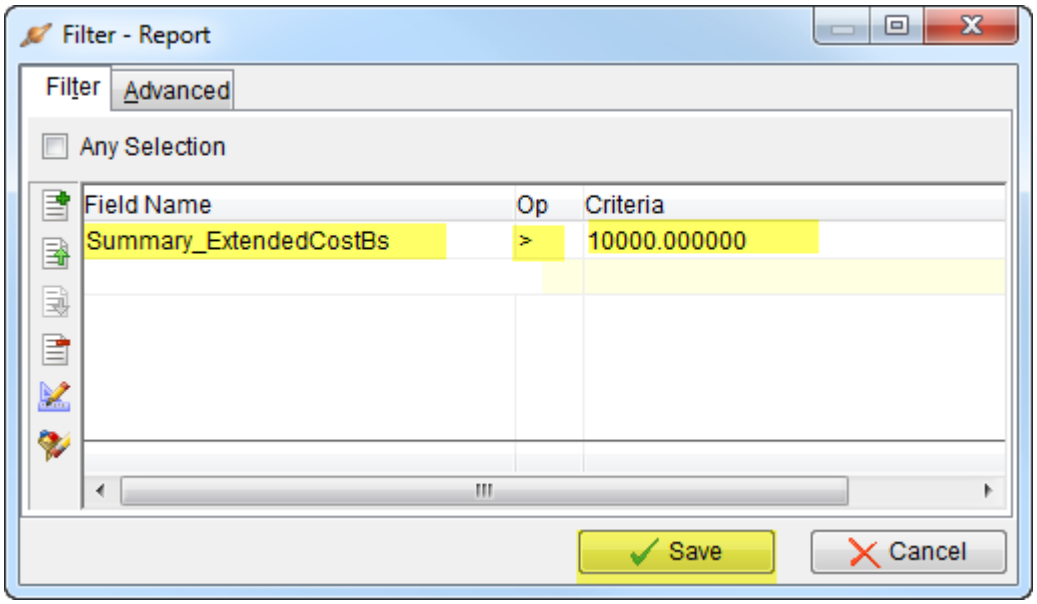
Creditor Name	Phone No	Apr 2013 Monthly Spend	May 2013 Monthly Spend	Jun 2013 Monthly Spend	Jul 2013 Monthly Spend	Aug 2013 Monthly Spend	Sep 2013 Monthly Spend	Total Spend YTD
Brassworks Ltd	0871 555 8000	$863.93	$788.33	$548.01	$375.00	$233.83	$2,808.54	$5,617.64
Conway Native Timber Fittings Ltd	678 9342	$5,365.00	$3,516.00	$3,619.00	$3,670.00	$2,229.00	$8,271.00	$26,670.00
Right Brothers Timber Merchants Ltd	0-9-435 6678	$46,362.90	$27,898.85	$32,849.80	$36,740.30	$20,591.30	$93,510.50	$257,953.65
		$52,591.83	$32,203.18	$37,016.81	$40,785.30	$23,054.13	$104,590.04	$290,241.29

End Of Report - 3 Records Printed

11. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

12. Once the report is saved you can press Add to Navigator so that your report can be run straight from the Navigator. See steps 12 and 13 on the first PA report for more details.

Tip: Let's say you only want to show Suppliers where the total spend is more than $10,000
Click the Document Selections Tab, and click the 'Filter Report' button



And apply this filter, then press Save and Run the report.