



Digital Dashboard Guide

Version 10.5

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Digital Dashboard

Overview

Welcome to TRAVERSE Digital Dashboard! Digital Dashboard is a powerful tool that consolidates data from several TRAVERSE applications in a single location to give managers and executives the big picture in one glance. The dashboard quickly summarizes top producers, important company statistics and requirements, and key Accounts Payable or Accounts Receivable information to provide snapshots of the company's position and to help with deeper analysis.

TRAVERSE Digital Dashboard has two parts: server components and the dashboard viewer.

- The server components collect data from multiple TRAVERSE applications and send this information to the viewer for display. These components are automatically installed along with all other TRAVERSE server components when you install TRAVERSE on your data server.

Digital Dashboard

- The dashboard viewer is installed on client workstations separately from TRAVERSE client objects. This separate deployment lets managers and financial officers install the viewer without needing to install TRAVERSE as well. As long as there's a network connection, the viewer can connect to the TRAVERSE server, retrieve the consolidated data, and display it on the dashboard you select.

See "Available Dashboard Objects" on page -17 for a list of the dashboard objects in Digital Dashboard and descriptions of their content.

Installing Digital Dashboard Viewer

The dashboard viewer is not installed automatically on client workstations when you install TRAVERSE. Instead, you must install the viewer separately. This separate installation lets managers and financial officers install the viewer without needing to install TRAVERSE as well.

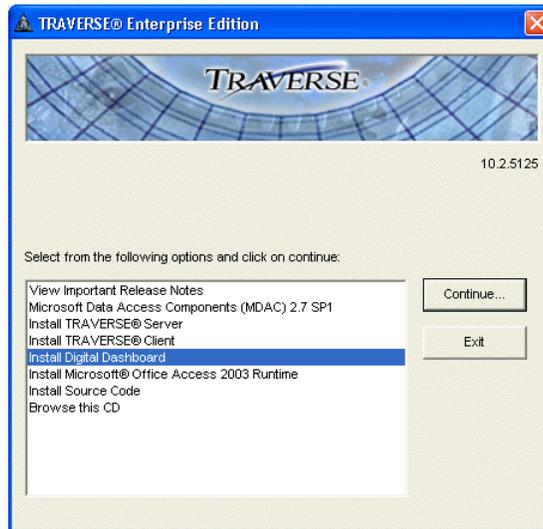
The client workstation on which you are installing the viewer must have a network connection. The viewer connects to the TRAVERSE server via a network connection to retrieve data from several applications and display it on the dashboard you select. The server components that Digital Dashboard uses to collect the information are installed automatically when you install TRAVERSE on the data server.

Follow these steps to install the dashboard viewer:

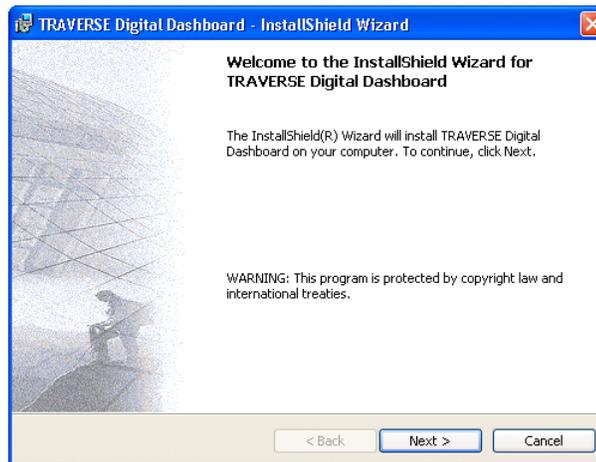
1. Place the TRAVERSE Server Manager CD into your CD-ROM drive.

The TRAVERSE installation selection screen should appear automatically. If it does not, select **Run** from the **Start** menu. When the Run dialog box appears, enter **d:\autorun** (remember to substitute the correct drive letter, if necessary) and press **Enter**.

2. When the TRAVERSE installation selection screen appears, select **Install Digital Dashboard** and click **Continue**.



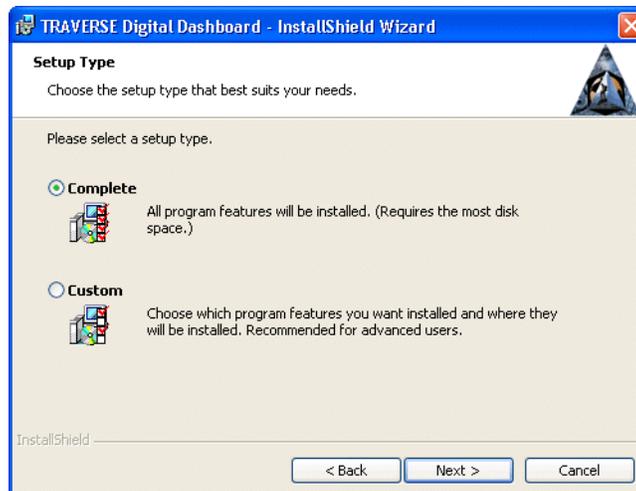
3. When the welcome screen of the TRAVERSE Digital Dashboard installation wizard appears, click **Next**.



4. Accept the terms of the license agreement, then click **Next** to continue.



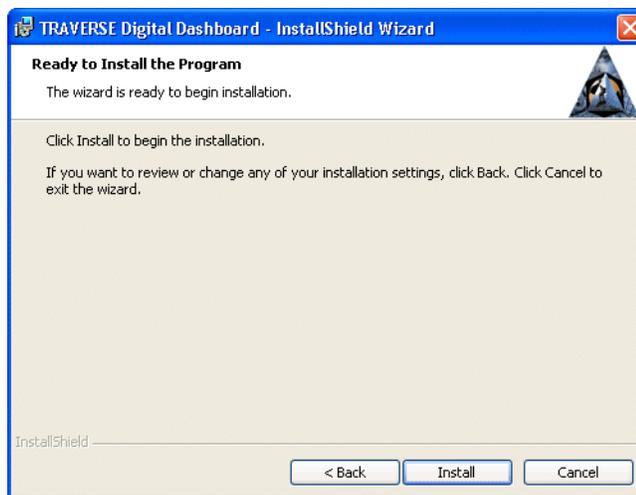
5. Select the setup type to use and click **Next** to continue.



Select **Complete** to install the Digital Dashboard viewer in the default installation directory (C:\Program Files\TRAVERGE).

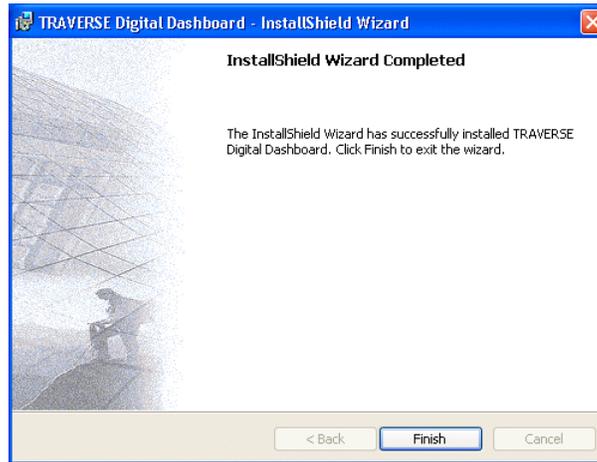
If you want to change the installation directory, select **Custom** and click **Next**. When the Custom Setup screen appears, click **Change** to change the installation directory. When you finish changing the installation directory, click **Next** to continue.

6. Click **Install** to begin the installation.



A progress bar appears after you click **Install** to show you how the installation is progressing.

7. When the “InstallShield Wizard Completed” screen appears, click **Finish** to complete the installation and exit the wizard.



8. To launch the Digital Dashboard viewer, select **Digital Dashboard** from the **TRVERSE** menu located in the **Start** menu.

When the TRVERSE login screen appears, enter the name of the server to connect to, then enter the login user name and password to connect with, or select the **Use Trusted Connection** check box to use Windows authentication to log in to the server with your Windows user account.



Select the second check box to start the server in case it is stopped. Click **OK** to log in and open the dashboard viewer.

Adding to the TRVERSE Menu

After installing the viewer, you can add it to the TRVERSE menu (if TRVERSE is also installed on the client workstation) so that you can launch the viewer directly from TRVERSE.

Remember that when you add menu items to a TRVERSE company, these items are visible to all users of that company. If you link the Digital Dashboard viewer executable file to the TRVERSE menu in a multi-user environment, install or copy the file to a network directory so that it is accessible to all users and to avoid errors.

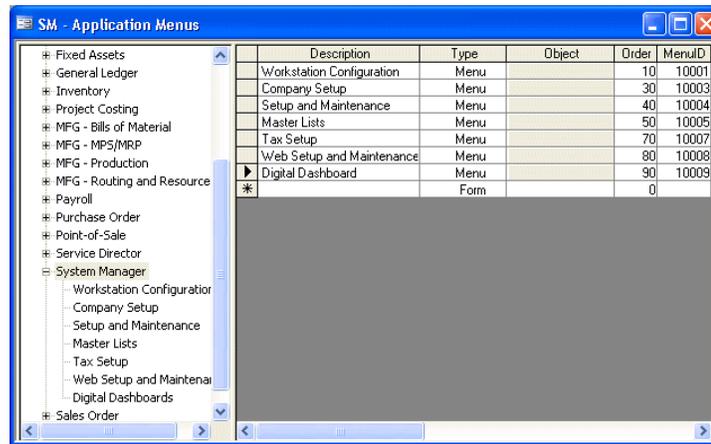
Keep in mind that while you can add an entry to the TRVERSE menu, this entry will only launch the viewer itself. You cannot add an entry such that the viewer opens to a specific dashboard. Instead, use the **Save Settings** command after the viewer opens to store the dashboards you use most often so that these dashboards appear automatically the next time you open the viewer. See “Saving Settings” on page -15 for more information.

Follow these steps to add the dashboard viewer to the TRVERSE menu:

1. Start TRVERSE and select **Application Menus** from the **Setup and Maintenance** menu.
2. Decide which application you want to add the menu item to and whether you want to add a new menu to that application or add a new function to an existing menu. To add a new menu to the application, continue with step #3 below. To add a new function to an existing menu, skip to step #4.

Note: You cannot launch the dashboard viewer from an application (that is, from the middle pane of the TRVERSE menu). You can only launch executables from the menu items found in the right pane of the TRVERSE menu. For this reason, you must add the command to launch the viewer either to a new menu or to an existing menu.

3. When the Application Menus screen appears, select the application from the list on the left side of the screen, then add the new menu to the bottom of the list. In the example below, we added a new **Digital Dashboard** menu to System Manager.



To add the new menu, click the **New Record** button on the toolbar, then fill in the fields in the line at the bottom of the list.

- In the **Description** box, enter the menu's description as you want it to appear. In the example above, we entered **Digital Dashboard**.
- In the **Type** box, select **Menu**.
- In the **Order** box, enter the position in the list where the new menu should appear on the menu. In the example above, we entered **90** so that the new menu appears at the bottom of the System Manager list.
- Leave the **MenuID**, **App**, **Program**, and **Param** values as they are.
- Select the **Hide** check box if you want to hide the new entry so that it does not appear on the menu.
- Click **Save**. The new menu appears in the middle pane of the TRAVERSE menu when you select the application.

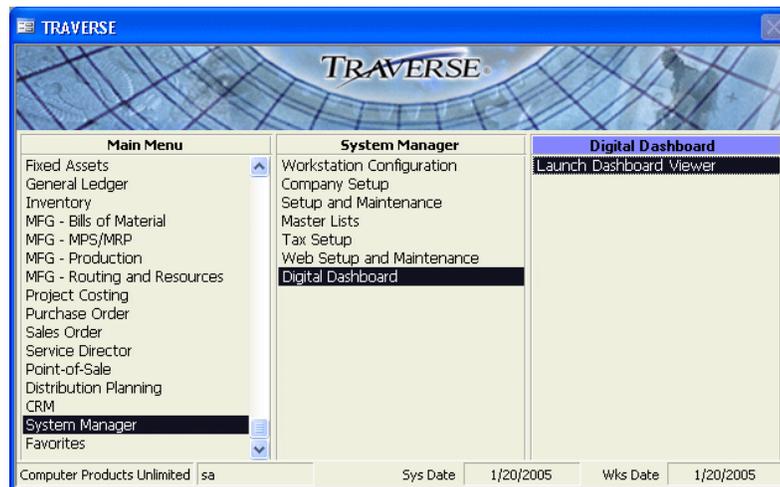


- To add a item to an existing menu to launch the viewer, select the menu you want to add the item to from the list on the Application Menus screen, then add the new menu item as in the previous step.

Enter **Launch Dashboard Viewer** as the **Description**, then select **Document** in the **Type** box. When the Open dialog box appears, use it to navigate to the **TravEIS.exe** file located in the directory you selected when you installed Digital Dashboards. (You may need to change the **Files of Type** value to **All Files** to list the .exe file.) Click **Open** to automatically enter this path into the **Object** box.



- When you finish, click **Save** to save the new record, then close the screen to return to the TRAVERSE menu. The TRAVERSE menu, with the new menu and menu item, is shown below.



Working With Digital Dashboard

Digital Dashboard is designed to be as easy to use as possible. You can arrange dashboard objects as you wish, resize them to better display information, change the company information they display, view graphs of the data they contain, and save dashboard settings so that the same arrangement appears the next time you open the application.

Launching Digital Dashboard

To open the Digital Dashboard viewer, select **Digital Dashboard** from the **TRAVERSE** menu located in the **Start** menu. If you added it to the TRAVERSE menu (see the instructions on page -10), you can also launch Digital Dashboard directly from TRAVERSE.

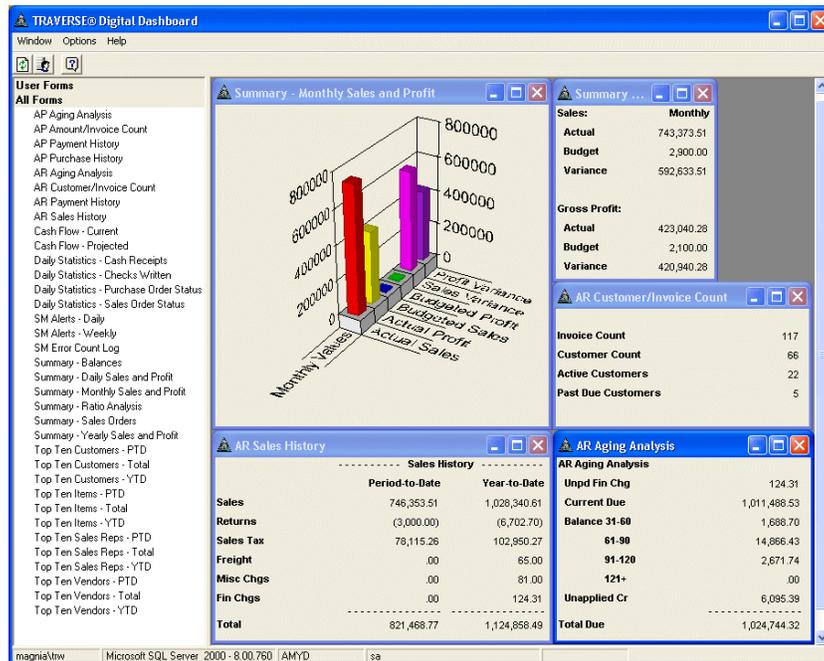
When the TRAVERSE login screen appears, enter the name of the server to connect to, then enter the login user name and password to connect with, or select the **Use Trusted Connection** check box to use Windows authentication to log in to the server with your Windows user account.



The screenshot shows a 'Login' dialog box for the TRAVERSE application. The dialog features the TRAVERSE logo at the top. Below the logo, there are three input fields: 'SQL Server' with a dropdown menu currently showing 'TRAVERSE_server', 'Login' with the text 'samd', and 'Password' with masked characters '*****'. To the right of these fields are 'OK' and 'Cancel' buttons. At the bottom of the dialog, there are two unchecked checkboxes: 'Use Trusted Connection' and 'Start server if stopped'.

Select the second check box to start the server in case it is stopped. Click **OK** to log in and open the dashboard viewer.

The Digital Dashboard screen appears and displays any dashboard objects you opened previously and saved settings for using the **Save Settings** command (page -15).



The Digital Dashboard screen has two panes: available objects are listed on the left, while the objects you have open appear on the right. To open an object, double-click its name in the list. You can open each object more than once. For example, in the illustration above, the Summary – Monthly Sales and Profit object is open twice: once for the graph and once for the actual numbers the graph represents.

Resizing and Arranging Objects

After the object is open, you can resize it to your preference by dragging the sides and corners of the window.

You can also use the commands on the **Window** menu to arrange multiple objects:

- Select **Tile Horizontally** or **Tile Vertically** to divide the workspace equally between the objects you have open, so that the objects fill the entire space stacked next to and on top of one another.
- Select **Cascade** to stack objects on top of each other, offset by their title bars. Click the title bar to bring that object to the front to view it.

**Viewing
Graphs**

Several of the objects can be graphed to let you view a visual representation of its values. To graph an object, right-click on the object's background and select **Graph** from the menu that appears.

When the graph appears, you may need to resize it to better view it. Click on the background to select the graph. Drag the small black "handles" that border the entire graph to resize it. Alternately, use the commands on the **Zoom** menu to view the graph at specific magnifications. Right-click on the background and select **Zoom** from the menu that appears, then select the magnification percentage to use.

Graphs appear in the three-dimensional bar style by default. To change the style of graph used, right-click on the background and select **Style** from the menu that appears, then select the style you want to use to graph the information.

**Saving
Settings**

When you have the objects you use most often arranged as you like, select **Save Settings** from the **Options** menu to save that arrangement. When selected, this command saves the positions and settings of the last open objects before exiting the application so that those objects and their placement appears the next time you open Digital Dashboard. If this command is not selected, settings are not saved when you exit.

**Setting
Options**

Use the **Options** menu to save the Dashboard's current configuration, refresh the values that appear on an object, or set the company parameter that controls the data the appears on objects.

- To save the current configuration once you have arranged objects, select **Save Settings**.
- When you view an object, you work with live TRAVERSE data. To set the frequency at which values are automatically refreshed to reflect current changes, select the interval to use from the **Refresh Interval** submenu.



To refresh data now, select **Now** from the **Refresh Interval** submenu. Alternately, you can also right-click the background and select **Refresh** from the menu that appears, or you can click the **Refresh** button on the toolbar at the top of the screen.

Note: You cannot refresh graphs. Instead, open the numerical object, refresh the values (if necessary), then create a new graph.

- To change the company data that appears on objects, or to combine data from multiple companies and view these totals, select **Parameters** from the **Options** menu.

When the Parameters dialog box appears, select the check box next to the company for which you want to view data. You can select multiple check boxes to combine information from several companies. Click **OK** when you finish.

**Printing
Objects**

To print an object to the default printer assigned to the workstation, right-click on the dashboard's background and select **Print** from the menu that appears.

**Copying
Values**

To copy a value to the clipboard so that you can use it in other applications, select the value, right-click within the value, then select **Copy** from the menu that appears. Alternately, you can right-click within the value, then select **Select All** from the menu that appears to select the value, then repeat the process and select **Copy** to copy the value to the clipboard.

Available Dashboard Objects

A number of objects are available that unite information in one location so that you can quickly analyze your company's position. Each object is summarized in this section.

AP Aging Analysis	Lists the total amount of all payables, divided into current due and standard aging periods: Current Due, Balance 31-60, 91-120, 121+, Total Due.
AP Amount/ Invoice Count	Lists the total amount of released and held invoices, along with the number of invoices that are held or released.
AP Payment History	Lists the total payments made as of the period- and year-to-date, either prepayments or payments by check, along with any discounts. Voided checks are not included in the payments.
AP Purchase History	Lists the total purchases made as of the period- and year-to-date, divided by invoice, freight, tax, and miscellaneous charges.
AR Aging Analysis	Lists the total amount of all receivables and finance charges, divided into current due and standard aging periods.
AR Customer/ Invoice Count	Lists the total number of invoices and customers, including customers that are active or past due.
AR Payment History	Lists the total amount of payments received and discounts given as of the period- and year-to-date, along with the average number of days to pay and the number of days outstanding.
AR Sales History	Lists the total amount of sales, returns, tax, and freight, miscellaneous, and finance charges, as of the period- and year-to-date.

- Cash Flow – Current** Lists the current status of your cash flow, determined by cash on hand, cash on deposit, and the total of posted and unposted balances. Amounts on this dashboard are calculated as follows:
- The **Cash on Hand** amount is the sum of the YTD GL account balances through the end of the of the previous period for GL accounts with an account type = 5.
 - The **Cash on Deposit** amount is the sum of the YTD GL account balances through the end of the previous period for GL accounts with an account type = 10.
 - The **Beginning Cash Balance** amount is the sum of the **Cash on Hand** and **Cash on Deposit** fields.
 - The **Period-to-Date Posted** amount is the current period GL balances for the **Cash on Hand** and **Cash on Deposit** accounts.
 - The **Period-to-Date Unposted** amount is the sum of the unposted GL Journal entries for the current period for the **Cash on Hand** and **Cash on Deposit** accounts (account types 5 and 10).
 - The **Current Cash Balance** amount is the sum of the **Beginning Cash Balance**, **Period-to-Date Posted**, and **Period-to-Date Unposted** amounts.
- Cash Flow – Projected** Lists your projected cash flow, based on existing transactions. Amounts on this dashboard are calculated as follows:
- The **Cash Inflow Due Today** amount is the Grand Total in the Current column on the AR Cash Flow Report. To see this amount, preview that report by entering the current date for the first aging period, a date one week after that for the second period, and so on.
 - The **Cash Inflow Week Ending** amount is the Grand Total for the first column to the right of the Current column on the AR Cash Flow Report, when run as described above.
 - The **Cash Inflow Futures** amount is the amount of invoices that are due beyond the last Week Ending date on the dashboard.

- The **Cash Outflow Due Today** amount is the Grand Total for the first column that has a date on the AP Cash Flow Report. To see this amount, preview that report by entering the current date for the first aging period, a date one week after that for the second aging period, and so on.
- The **Cash Outflow Week Ending** amounts is the Grand Total for the second column that has a date on the AP Cash Flow Report, when run as described above.

You can set the dates in the AP Cash Flow Report ahead a few weeks so that the last few weeks are populated correctly to match the Cash Flow – Projected amounts.

- The **Cash Outflow Futures** amount is the amount of invoices that are due beyond the last Week Ending date on the dashboard.
- The **Net** column is the result of subtracting the **Cash Outflow** amount from the **Cash Inflow** amount for that row.
- The **Projected Ending Cash Balance** is the sum of the amounts in the **Net** column.

CM Opportunity Projections

Lists the weighted value for active, open opportunities in the Customer Relationship Management (CRM) application. Digital Dashboard scans CRM opportunities to locate active opportunities (those without a close date), then calculates the weighted value for those opportunities by multiplying the value by the probability percentage.

The CM Opportunity Projections object sums the weighted values and reports these values by month according to the opportunities' target dates. The dashboard object lists these totals for the current month and the next 11 months (for a total of 12 months in all). Values for active opportunities for previous months are reported in the current month's total, while values for opportunities that have target dates farther than a year out appear in the **Unknown** total.

Daily Statistics– Cash Receipts

Lists the total amount of cash receipts received today and period-to-date, divided by payment method.

Daily Statistics– Checks Written	Lists the total amount of checks written from Accounts Payable and Payroll, divided by in process, today, and period-to-date.
Daily Statistics– Purchase Order Status	Lists the total amount of purchase orders, divided by transaction type, along with goods received and invoice received totals.
Daily Statistics– Sales Order Status	Lists the total amount of sales orders, divided by transaction type, along with quoted and invoiced totals.
SM Alerts – Daily	Lists any alerts generated by Info-Alert that meet conditions that are valid today.
SM Alerts – Weekly	Lists alerts generated by Info-Alert that are valid this week.
SM Error Count Log	Lists the number or errors that have occurred during TRAVERSE processing.
Summary – Balances	<p>Lists the current cash, AP, and AR balance, along with the total value in inventory and any time tickets you have entered. Amounts on this dashboard are calculated as follows:</p> <ul style="list-style-type: none"> The Cash Balance amount sums the YTD Balance for all GL accounts with an account type of 5 or 10 (including unposted GL journal entries), minus the Grand Total Net Paid column on the AP Edit Register when checks are prepared, plus the Grand Total of Debits on the AR Cash Receipts Journal. <p>Note: If you entered payments in AR or SO transactions, they are included, but they are all rolled into the amount on the AR Cash Receipts Journal.</p> <ul style="list-style-type: none"> The Inventory Value amount is the Extended Cost Grand Total on the IN Valuation Report for the current date.

- The **AR Balance** amount is the Amount Grand Total on the AR Aged Trial Balance report for the current date, minus the Debits Grand Total on the AR Cash Receipts Journal, plus the Invc Total Grand Total on the AR Sales Journal, minus the Taxable, Nontaxable, Freight, Misc, and Sales Tax Grand Total amounts on the AR Misc Credits Journal.

Note: This amount does not include SO Invoice amounts.

- The **AP Balance** amount is the Amount Grand Total on the AP Aged Trial Balance report for the current date, plus the Total Grand Total on the AP Purchases Journal, minus the Total Grand Total on the AP Misc Debits Journal, minus the Grand Total Net Paid on the AP Edit Register when checks are prepared.

Note: Prepaid invoices are not included on the AP Aged Trial Balance report—if you have any prepaid invoices, subtract that amount. Print the AP Open Invoice Report for prepaid invoices to see any prepaid totals.

- The **Time Tickets** amount is the Amt Grand Total from the Project Costing Time Ticket Journal.

Summary – Daily Sales and Profit

Lists today's actual and budgeted sales and profits, along with their variances. Amounts on this dashboard are calculated as follows:

- The **Actual Daily Sales** amount is the sum of unposted GL Journal entries, unposted AR transactions, and unposted SO transactions.

Unposted GL Journal entries include transactions with a current transaction date for accounts with account types between 500 and 510. Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

Unposted AR transactions do not include tax, freight, and misc amounts, only the taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

Unposted SO transactions include those with a status of **Invoice** or **Verified**. As with unposted AR transactions, these transactions do not include tax, freight, and misc amounts, only include taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

- The **Budget Daily Sales** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510, divided by 30 (the average number of days in a month).

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Daily Sales** amount is the **Budget Daily Sales** amount subtracted from the **Actual Daily Sales** amount.
- The **Actual Daily Gross Profit** amount is similar to the Actual Daily Sales above, with these exceptions: subtract the total extended cost from all line items on AR and SO transactions that are included, and subtract unposted GL journal entries with a current transaction date that are made to accounts for the account type = 600 (entries to these accounts are normally debits).
- The **Budget Daily Gross Profit** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510, minus the current period budget balance of all GL accounts with an account type = 600. This result is then divided by 30 (the average number of days in a month) to give the amount shown in the **Budget Daily Gross Profit** field.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Daily Gross Profit** amount is the **Budget Daily Sales Profit** subtracted from the **Actual Daily Gross Profit**.

**Summary –
Monthly Sales
and Profit**

Lists this month's actual and budgeted sales and profits, along with their variances. Amounts on this dashboard are calculated as follows:

- The **Actual Monthly Sales** amount is the sum of actual current period balances, unposted AR transactions, and unposted SO transactions.

Actual current period balances include GL entries already posted to master plus unposted GL Journal entries for the current period that are made to accounts that have an account type between 500 and 510. Entries made to accounts with an account type of 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

Unposted AR transactions do not include tax, freight, and misc amounts, only the taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

Unposted SO transactions include those with a status of **Invoice**, **Verified**, or **Credit Memo**. As with unposted AR transactions, these transactions do not include tax, freight, and misc amounts, only include taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

- The **Budget Monthly Sales** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

This value is not divided by 30 as it represents a monthly, not daily, value.

- The **Variance Monthly Sales** amount is the **Budget Monthly Sales** subtracted from the **Actual Monthly Sales**.
- The **Actual Monthly Gross Profit** amount is similar to the **Actual Monthly Sales** above, with these exceptions: subtract the total extended cost of all line items on included AR and SO transactions, and subtract the actual current period balance and unposted GL Journal entries for the current period that are made to accounts with an account type = 600 (entries to these accounts are normally debits.)

- The **Budget Monthly Gross Profit** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510, minus the current period budget balance of all GL accounts with an account type = 600.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

This value is not divided by 30 as it represents a monthly, not daily, value

- The **Variance Monthly Gross Profit** amount is the **Budget Monthly Gross Profit** subtracted from the **Actual Monthly Gross Profit**.

Summary – Ratio Analysis

Lists common business metrics used to measure company performance. The predefined target ratios are based on industry standards, while the actual ratios are calculated from your company information.

Amounts on this dashboard are calculated as follows:

- The **Actual Quick Ratio** is the same number that appears as the Quick Ratio on the “ratio” financial statement in TRAVERSE when you run it for the current period.

You can also calculate the quick ratio using this formula:

$(\text{Current Assets} - \text{Inventories}) / \text{Current Liabilities}$

- The **Target Quick Ratio** is always 2.20:1.
- The **Actual Current Ratio** is the same number that appears as the Current Ratio on the “ratio” financial statement in TRAVERSE when you run it for the current period.
- The **Target Current Ratio** is always 10.00:1.
- The **Actual Debt/Equity Ratio** is the same number that appears as the Debt To Equity ratio on the “ratio” financial statement in TRAVERSE when you run it for the current period.

- The **Target Debt/Equity Ratio** is always .75:1.

**Summary –
Sales Orders**

Lists the total amounts of unshipped, shipped, and returned orders. Amounts on this dashboard are calculated as follows:

- The **Unshipped Orders** amount is the sum of the invoice total fields on orders that have a status of **New** or **Backordered**.
- The **Shipped Orders** amount is the sum of the invoice total fields on orders that have a status of **Invoiced** or **Verified**.
- The **Returned Orders** amount is the sum of the invoice total fields on orders that have a status of **CR Memo**.

**Summary –
Yearly Sales
and Profit**

Lists this year's actual and budgeted sales and profits, along with their variances. Amounts on this dashboard are calculated as follows:

- The **Actual Yearly Sales** amount is the sum of actual YTD balances, unposted AR transactions, and unposted SO transactions.

Actual YTD balances include GL entries already posted to master plus unposted GL Journal entries for the current period that are made to accounts that have an account type between 500 and 510. Entries made to accounts with an account type of 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

Unposted AR transactions do not include tax, freight, and misc amounts, only the taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

Unposted SO transactions include those with a status of **Invoice**, **Verified**, or **Credit Memo**. As with unposted AR transactions, these transactions do not include tax, freight, and misc amounts, only include taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

- The **Budget Yearly Sales** amount is the sum of the YTD budget balances of all GL accounts with an account type between 500 and 510.

The balance from accounts with an account type = 505 should be subtracted, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Yearly Sales** amount is the **Budget Yearly Sales** subtracted from the **Actual Yearly Sales**.
- The **Actual Yearly Gross Profit** amount is similar to the **Actual Yearly Sales** above, with these exceptions: subtract the total extended cost of all line items on included AR and SO transactions, and subtract the actual YTD balance and unposted GL Journal entries made to accounts with an account type = 600 (entries to these accounts are normally debits.)
- The **Budget Yearly Gross Profit** amount is the sum of the YTD budget balances of all GL accounts with an account type between 500 and 510, minus the current period budget balance of all GL accounts with an account type = 600.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Yearly Gross Profit** amount is the **Budget Yearly Gross Profit** subtracted from the **Actual Yearly Gross Profit**.

Top Ten Customers – PTD	Lists the top ten customers for the period.
Top Ten Customers – Total	Lists the top ten customers by total dollar amount.
Top Ten Customers – YTD	Lists the top ten customers for the year.
Top Ten Items – PTD	Lists the top ten items for the period.
Top Ten Items – Total	Lists the top ten items by total dollar amount.
Top Ten Items – YTD	Lists the top ten items for the year.
Top Ten Sales Reps – PTD	Lists the top ten sales representatives for the period.
Top Ten Sales Reps – Total	Lists the top ten sales representatives by total dollar amount.
Top Ten Sales Reps – YTD	Lists the top ten sales representatives for the year.
Top Ten Vendors – PTD	Lists the top ten vendors for the period.
Top Ten Vendors–Total	Lists the top ten vendors by total dollar amount.
Top Ten Vendors – YTD	Lists the top ten vendors for the year to date.

