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Reporting and Analysis Using Vivid Reports Flex

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Introduction

Vivid Reports Flex is a report development tool that interfaces seamlessly with SedonaOffice. As an add-in to Microsoft Excel, you can be up and running within minutes and using Excel's familiar development environment to create powerful, professional-looking reports.

Simplify

- Reduce file versions and clutter
- Reduce reliance on IT
- Empower yourself and your management team
- Develop in the familiar Excel environment

Gain Insight

- See trends more clearly
- Analyze product offerings
- Pinpoint where value is being added or lost
- Identify opportunities

Manage Smarter

- Make better decisions
- Create a plan and stay on track

In this presentation we will:

- Explain the basics of using Vivid Reports Flex to create and distribute reports.
- Show you how Astute Financial Consulting has used Flex to create dashboards, "report packs" and numerous needs-specific reports and productivity tools.
- Demonstrate how to use the Cash Flow Forecast, Margins Analysis and Job Parts Cost Analysis reports, three powerful tool box reports.
- Discuss benchmarking and key metrics.

Vivid Reports Flex

Getting Started

Installation

Vivid Reports Flex requires:

- Microsoft Excel 2007, 2010 or 2013
- .NET Framework 3.5 SP1
- Visual Studio 2010 Tools for Office Runtime (automatically installed by setup)
- Read access to data located on SQL Server (the SedonaReports login can be used)

To install the Vivid Reports Flex Client:

- Run the Vivid Reports Flex Setup.exe file.
- Follow the setup wizard to complete the install.

🕅 Setup - Vivid Reports Fle	x X
	Welcome to the Vivid Reports Flex Setup Wizard
	This will install Vivid Reports Flex on your computer.
	It is recommended that you close all other applications before continuing.
	Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

• Run the Vivid Reports Flex Update.exe file to install the latest version of Flex.

Each user must select Add Toolbar in the Windows Start Menu before the Vivid Reports Flex ribbon toolbar will appear when MS Excel is opened:

	Vivid Reports Flex Ҟ Add Toolbar (Load on Demand)	
	Add Toolbar (Load on Startup)	
	🖈 Remove Toolbar	
	VMware	
	Windows Live	
	Windows Phone	
],	Windows SBS	-
4	Back	
Г	Search programs and files	٦

9	🖬 🤊 -	e - 💆	#1) -				Book1 - Mi	crosoft Excel
	Home	Insert	Page Layout	Formulas	Data	Review	View	Vivid Reports Flex
Login								
Main	J							

Toolbar

The full Vivid Reports Flex ribbon toolbar will appear after logging in and selecting a database connection (see below).

C.	. 9	• (° • 🙆	#1) =		_	_	_		Bo	ook1 -	Microsoft	Excel	-				
9	Home	Insert	Page L	ayout	Formulas	Data	Review	View	Developer	Viv	id Reports	V	ivid Reports Fl	ex			
P Logout	Main	Connections	O Refresh	Simple Designe		Report Librar	Option Value		Auto	v	Preview	File	Automation	Link Define	Eink	2 Link Return	Misc •
		Main			Defin	e			Edit				Adv	anced			

The toolbar has four sections:

- Main
- Define
- Edit
- Advanced

User Profiles

Ten user profiles can be added for each Vivid Reports Flex subscription. For example, with two subscriptions, twenty user profiles could be added and two users could be logged in concurrently.

If you are an administrative user, you will be able to add or edit other users and assign permissions.

	9 - (2 - 🖸	•							RMR R	eport Pac	:k V01.10
Hom	ne Insert	Page L	ayout	Formulas	Data	a Re	eview	View	Acrobat	Vivid F	Reports Fl
Logout Mair	Connection	O ns Refresh	Simple Designer	Generate Defin		Library	Option Value	rt 🔽 Ai	uto Edit	*	Preview
0.1	Viairi	6	fr	Denn	e				cuit		
A1 A 2 3 4	File Li	23	User Setti	ngs Abou	t						
5				Edit User							
6 7 8	🧟 Bri	Nan th Santi an McCluske yme Hilmes		Login ID: Passwor		Kyle		@	astutefinanc	cial.biz	
9	2 Jin	n Lee				Shov	v password	l characte	rs		
10		le Hicks		First Nam	e.	Kyle					
11 12	2 Wi	il Herren									
13				Last Nan	ne:	Hicks					_
14				Last Mod			4 4:06 PM				
15				Enabled:		v					
16				Profile O	ntions:			9	Select All	Deselect	t All
17					ministra	tion					
18				l		age User:	~				
19						age Conr					
20							alSettings				
21				Ma	in						
22					🗸 Logir	n / Logou	ıt				-
23		-			🗸 Main						_
25					✔ Conr ✔ Refre						
26					v nene fine	/011					.
27								V	ок	🔽 Clos	20
28											
00											

Database Connections

With Vivid Reports Flex, you can pull data from one or more ODBC-compliant databases into your reports. We recommend setting up the default connection to SedonaOffice using the SedonaReports SQL login.

SQL Server ODBC PostgreSQL	
Server name: JIMWIN8PC	-
Authentication SQL Server Authentication	-
Login: SedonaReports	
Password:	
Database: VividDemo	•

CAUTION: Flex is capable of passing any SQL query to the SQL Server; therefore it is strongly recommended that connections are defined based on credentials with only **Read Only** permissions (db_datareader).

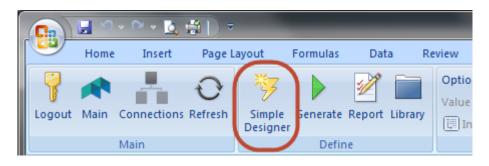
Using the Simple Designer Wizard

The Simple Designer Wizard is a tool for creating reports quickly and easily based on a single table or view. Here's an example of a report that allows you to enter a parameter for site name:

	А	В	L	υ
1	ABC Security			
2	Site_Name Contains	store		
3				
4				
5	Site_Name	CustNum 💌	RMR_Amou 🔻	Cycle_Amount 💌
6	Levi's Store Outlets at Loveland	103443	120.66	361.98
7	Montbello Liquor Store	103780	74.72	224.16
8	Nike Factory Store	103935	191.02	573.06
9	Wolverine Farm Publishing & Bookstore	105770	42.98	128.94

Let's take a look at how we can quickly create this report using the Simple Designer Wizard in Flex.

Click Simple Designer in the tool bar to open the wizard to Step 1.



Step 1: Select Source

The first step of Simple Designer is to select a table or view that contains the information you wish to include on your report. Here are the options:

- Tables: Select a table from your SedonaOffice database,
- Views: Select a view from your SedonaOffice database,
- Customer Library: Select a view that you created previously and saved in your Customer Library, or
- Flex Library: Select a view created by other SedonaOffice users that have been saved to the Flex Library.

*	Simp	le Designer [A16] 🛛 🕂 🖵 🗖	
Design Results SQL			
Step 1 Select Source	Select the Source to use as the rep	ort data source.	
◯ Tables ◯ Views ◯ (Customer Library	Maximum Rows:	
		Flex Library	^
Sedona Flex->Inspections->	Inspection Report 1		
Sedona Flex->Queries for S	imple Design->Astute_Customer_Inf	io_01	
Sedona Office 5.6->All Tabl	es->AP_Check		
Sedona Office 5.6->All Tabl	es->AP_Check_Expense		
Sedona Office 5.6->All Tabl	es->AP_Check_Invoices		
Sedona Office 5.6->All Tabl	es->AP_Check_Parts		
Sedona Office 5.6->All Tabl	es->AP_Company_Aging		
Sedona Office 5.6->All Tabl	es->AP_Credit		
Sedona Office 5.6->All Tabl	es->AP_Credit_Detail		
Sedona Office 5.6->All Tabl	es->AP_Credit_Expense		Υ.
Results		Next	•

Step 2: Select Columns

l	Simple Designer [A16]
Design Results SQL	
Step 2 Select Columns	Select the Columns (fields) that you would like to use. Select any columns that you need to view, filter, or sort on. You must select at least one column.
Select All Deselect A	п
	Column Name
Customer_Number	
Customer_Status_Code	
Customer_Name	
Site_Name	
Bill_Cycle	
RMR	
Cycle_Amount	
Cycle_Start_Date	
Next Cvcle Date	
Results	de Back Next 🛋

Step 3: Name and Order the Columns

	Simple	Designer [A16]	
)esign	Results SQL		
Step		ing name) of your columns. You may uncheck "Show" for any the buttons or click and drag to reorder columns.	
-	ove Up 😽 Move Down	Alias	
Show	Column Name	Alias	
Show	Column Name Site_Name	Site_Name	
Show	Column Name		
Show	Column Name Site_Name	Site_Name	

Step 4: Sort Order

•	Simple Designer [A16]	🛨 - 🗆
Design Results SQL		
Step 4 Sort Order	Set the report Sort Order. Columns listed first will be sorted fi sorted in either ascending or descending order.	irst. Each column may be
	Column Name	Sort Order
Site_Name		Ascending (ASC)
CustNum		
RMR Amount		
runn <u>r</u> unn ann		

Step 5: Totals

•	S	imple Designer [A16]	•	- 🗆 🗙
Design Results SQL				
Step 5 Totals		IN, or AVERAGE to numeric columns, such as do to remove any duplicate records. Check "Enable 1		
Enable Totals				
Enable Totals	Column Name	Total Fu	Inction	
	Column Name	Total Fu	Inction	
Site_Name	Column Name		unction	
Enable Totals Site_Name CustNum RMR_Amount	Column Name	GROUP BY	unction	

Step 6: Filters

•		Sim	ple Designer [A1	6]		•		- 🗆	>
Design Results SQL									
Step 6 Filters	Add filters to view only you to change the filter			fying a Cell ad	dress for a filte	r will all	DW		
ALL i.e. Condition1 AND (ANY i.e. Condition1 OR C)		-	ALL i.e. NOT (Condit E i.e NOT (Condition		· · · · · · · · · · · · · · · · · · ·				
		_	_						_
Alia	S	V	Operator	V	Criteria	V	_	Cell	V
Alia Site_Name	S	Contai		⊽ store	Criteria	2	B2	Cell	V
	S	-			Criteria	7	B2	Cell	V
Site_Name	5	-			Criteria	Y	B2	Cell	V

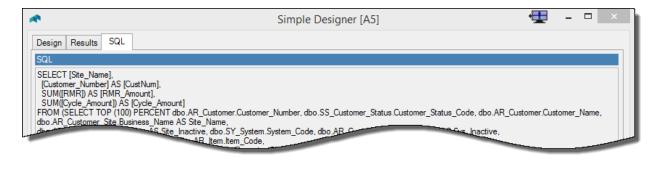
Step 7: Finalize and Run

*	Simple Designer [A16]	T	- 🗆 🛛
Design Results SQL			
Step 7 Finalize and Run	Set report output and run options. Be sure to place your Excel cursor in the cell where you want the report to start. Click Finish.		
✓ Refresh Now			
 Output Headers 			
✓ Auto Filter			
✓ Auto Fit			
Results		두 Back	Finish 📫
			.::

Before clicking Finish, you can preview the results

Simple Designer [A5]						• <u> </u>	
Design Results SQL							
Record Count: 4							
Site_Name	Y	CustNum	V	RMR_Amount	V	Cycle_Amount	7
Levi's Store Outlets at Loveland		103443		120.6600		361.9800	
Montbello Liquor Store		103780		74.7200		224.1600	
Nike Factory Store		103935		191.0200		573.0600	
Wolverine Farm Publishing & Bookstore		105770		42,9800		128,9400	

and the SQL



Click Finish to generate the report to Excel. Enter any value into cell B1 and click Refresh.

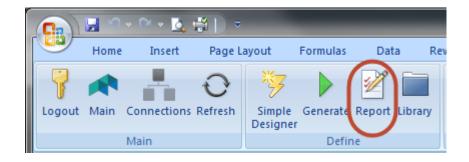
	А	В	С	D
1	ABC Security			
2	Site_Name Contains	brown		
3				
4				
5	Site_Name	CustNu 🔻	RMR_Amou 🔻	Cycle_Amou 🔻
6	Annie Brown	104072	108.21	1298.52
7	Brown, Brooks & Foreman	101680	256	768
8	Christopher Brown	103747	91.55	274.65
9	Cynthia Brown	105700	49.98	49.98
10	Douglas Brown	104400	49.56	148.68
11	Henry Brown	102046	74.72	224.16
12	Kenneth Brown	101837	71.73	215.19
13	Steven Brown	105728	19.99	59.97

Creating Reports

Vivid Reports Flex simplifies report creation and provides powerful drill-down functionality.

Report Definition

Click the Report button to open Report Definition.



Report Definition		R	eport Definition			X
Query:	•		Output Headers:	True	•	
Name:	RMR by Branch and Customer Type		Insert Method:	Clear	•	
Description:	Total Effective RMR as of a Date		Refresh on Generate:	True	•	
SQL:	SELECT 1		Output SQL As:	Formula	•	
			Lock SQL:	False	•	
	E	6	Formatting:			
- Fa			Auto Filter:	False	-	
			Auto Fit:	False	-	
Connection:			Copy Formatting:	True	•	
Destination			Linking			
Save Mode:	Open and Not Saved		3	This Workbook Sheet3	B2=-2C	
Folder:						
Workbook (File):	This Workbook					
Worksheet:	This Worksheet					
Cell Location:						=
Output:			Subtotals:		📀 Edit Links	
Output Name:	False		\smile			
Output Description:	False		1 1 2 1	3	SUM SUM	
Output Refresh Time:	None					
Output Connection:	False					-
Name heading of the report	×	Γ.				
	Reset Insert Generate Close	-				

The options for building a report are organized into six sections on the Report Definition screen.

- Query: This is where you name the report, provide a description and insert the SQL query for getting data for the report. In addition, a specific database connection can be selected for the report.
- Destination: The options in this section control where the report will be generated to, which can be into the current Excel file, an external Excel file, or a new Excel file.
- Output: This section allows you to specify the information that will be sent to Excel and how it will update into Excel.
- Formatting: This section includes options for formatting in Excel.
- Linking: You can link (i.e. drill-down) to another report by completing the information in this section.
- Subtotals: You can define one or more levels of report subtotals in this section.

SQL Queries

Creating SQL queries can be challenging for non-programmers. It requires a good understanding of your database structure (i.e. SedonaOffice) and SQL programming.

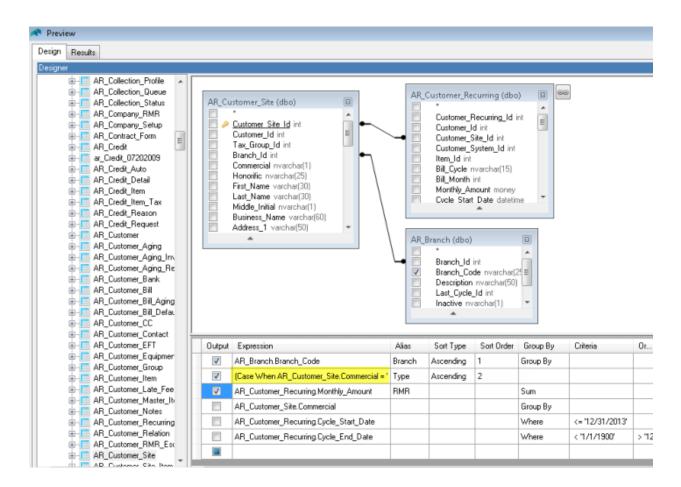
We encourage you to download the Database Explorer from the SedonaOffice web site. This is a great tool for learning the SedonaOffice database as you start to design reports.

	Tables 🛛		Views	Linked To		Search and Print
Group	Table	•	Name	Туре	Size	Link to
AP	AR_Company_Setup		Customer Id			
AR	AR_Contract_Form		Customer_Number	varchar	15	
CS	AR_Credit		Customer_Status_Id	int	4	SS_Customer_Status
FR	AR_Credit_Auto		Customer_Type_Id	int	4	AR_Type_Of_Customer
GE	AR_Credit_Detail	-	Collection_Status_Id	int	4	AR_Collection_Status
GL	AR_Credit_Item	=	Dealer_Id	int	4	AR_Dealer
IN	AR_Credit_Item_Tax		Owned_By_Dealer_Id	int	4	AR_Dealer
10	AR_Credit_Reason		Salesperson_Id	int	4	SY_Employee
OE	AR_Credit_Request		Term_Id	int	4	AR_Term
OP	AR_Customer		Tax_Exempt_Num	nvarchar	20	
PR	AR_Customer_Aging		Blanket_PO	nvarchar	20	
PS	AR_Customer_Aging_Invoice		Blanket_PO_Expire	smalldat	4	
QT	AR_Customer_Aging_RetroActive		Old_Customer_Number	nvarchar	15	
SM	AR_Customer_Bank		Total_RMR	money	8	
SO	AR_Customer_Bill		OK_To_Incr_Date	smalldat	4	
SS	AR_Customer_Bill_Aging		No_Late_Fees	nvarchar	1	
SV	AR_Customer_CC		No_Statements	nvarchar	1	
SY	AR_Customer_Contact		Last_Statement_Date	smalldat	4	
ws	AR_Customer_EFT		StatementBalance	money	8	
	AR_Customer_Equipment	-	Print Sites On Bills	nvarchar	1	

With a basic understanding of the SedonaOffice database under your belt, the next step is to create SQL queries for your reports. Fortunately, Vivid Reports Flex has a powerful query builder tool.

Click the Preview button in the Query section of Report Definition to open the query builder:

Report Definition		
Query:		^
Name:	RMR by Branch and Customer Type	
Description:	Total Effective RMR as of a Date	
SQL:	SELECT 1	
	Preview	Ξ
Connection:		



You begin building your query by selecting tables, joining the tables and selecting specific fields to be included in the query for presentation or filtering. You can also write expressions such as the Case expression highlighted in yellow above.

As you build your query, the SQL statement is automatically created in the window pane at the bottom of the Preview screen. Note the date criteria highlighted in yellow in this query.

SQL	
(CASE WHEN AR_Customer_Site.Commercial = 'Y' THEN 'Commercial'	~
ELSE 'Residential' END) AS Type,	
_Sum(AR_Customer_Recurring.Monthly_Amount) AS RMR	
FROM AR_Customer_Recurring	
INNER JOIN AR_Customer_Site ON AR_Customer_Site.Customer_Site_Id =	
AR_Customer_Recurring.Customer_Site_Id	
INNER JOIN AR_Branch ON AR_Customer_Site.Branch_Id = AR_Branch.Branch_Id WHERE (AR Customer Recurring.Cycle Start Date <= '11/30/2014' AND	
AR Customer Recurring.Cycle End Date < 1/1/1900) OR	
(AR Customer Recurring Cycle End Date > 11/30/2014)	
GROUP BY AR Branch.Branch.Code,	
(CASE WHEN AR_Customer_Site.Commercial = 'Y' THEN 'Commercial'	
ELSE 'Residential' END),	
ARCustomer_Site.Commercial	
Order BY Branch,	
Туре	\sim
🔚 Convert 🚺 🕂 🗹 Auto Load Designer Results 💞 Apply 🗵 🤇	Close

A very powerful feature of Vivid Reports Flex is the ability to reference filter criteria in an Excel worksheet, like we did for the site name in the report we created above using Simple Designer.

	А	в	C	U
1	ABC Security			
2	Site_Name Contains	store		
3				
4				
5	Site_Name	CustNum 💌	RMR_Amou 🔻	Cycle_Amount 💌
6	Levi's Store Outlets at Loveland	103443	120.66	361.98
7	Montbello Liquor Store	103780	74.72	224.16
8	Nike Factory Store	103935	191.02	573.06
9	Wolverine Farm Publishing & Bookstore	105770	42.98	128.94

This is accomplished by converting a standard SQL statement to an Excel formula and then replacing hard-coded criteria with a reference to a cell in the Excel worksheet.

For example, the SQL statement shown above has been converted below to a formula using the *Convert to Formula* button. Note that quotes ("") have been inserted around the SQL text and ampersands are used to concatenate elements of the statement.

Next, the hard-coded dates (i.e. '11/30/2014') are replaced with a reference to cell C2.

SQL
="SELECT AR_Branch.Branch_Code AS Branch, " & CHAR(10) & " [CASE WHEN AR_Customer_Site.Commercial = 'Y' THEN 'Commercial' " & CHAR(10) & " ELSE 'Residential' END) AS Type, " & CHAR(10) & " Sum(AR_Customer_Recurring_Worthly_Amount) AS RMR " & CHAR(10) & " FROM AR_Customer_Recurring" & CHAR(10) & " INNER JOIN AR_Customer_Site ON AR_Customer_Site_Id = " & CHAR(10) & " AR_Customer_Recurring.Customer_Site_Id' & CHAR(10) & " INNER JOIN AR_Branch ON AR_Customer_Site.Branch_Id = AR_Branch.Branch_Id' & CHAR(10) & " WHERE IAR_Customer_Recurring_Cycle_Start_Date <= " & C2 & " AND " & CHAR(10) & " AR_Customer_Recurring.Cycle_Start_Date <= " & C2 & " AND " & CHAR(10) & " AR_Customer_Recurring_Cycle_End_Date <= " & C2 & " AND " & CHAR(10) & " AR_Customer_Recurring_Cycle_End_Date <= " & C2 & " AND " & CHAR(10) & " GROUP BY AR_Branch.Code, " & CHAR(10) & " (CASE WHEN AR_Customer_Site.Commercial = ' ' THEN 'Commercial' " & CHAR(10) & " ELSE 'Residential' END), " & CHAR(10) & " CASE WHEN AR_Customer_Site.Commercial = ' ' THEN 'Commercial' " & CHAR(10) & " CASE WHEN AR_Customer_Site.Commercial = ' THEN 'Commercial' " & CHAR(10) & " Type"
The Convert to Formula Refresh Designer Add Object V Auto Load Designer Results 💉 Apply 🗵 Close
.:

Click *Apply* to insert the SQL formula into Report Definition.

port Definition		
Query:		-
Name:	RMR by Branch and Customer Type	
Description:	Total RMR as of a Selected Date	Е
SQL:	 "SELECT AR_Branch.Branch_Code AS Branch, "& CHAR(10) & " (CASE WHEN AR_Customer_Site.Commercial = 'Y" THEN 'Commercial' " & CHAR(10) & " ELSE 'Residential' END) AS Type, " & CHAR(10) & " Sum(AR_Customer_Recurring.Monthly_Amount) AS RMR " & CHAR(10) & "FROM AR_Customer_Recurring " & CHAR(10) & " INNER JOIN AR_Customer_Site ON AB_Customer_Site Customer_Site Id = " & CHAB(10) & 	
Connection:		

Click *Generate* to output the report to Excel.

Report Definition		×
Query:		^
Name:	RMR by Branch and Customer Type	
Description:	Total RMR as of a Selected Date	=
SQL: Im Im	="SELECT AR_Branch.Branch_Code AS Branch, "& CHAR(10) & " (CASE WHEN AR_Customer_Site.Commercial = Υ" THEN 'Commercial' " & CHAR(10) & " ELSE 'Residential' END) AS Type, " & CHAR(10) & " Sum(AR_Customer_Recurring.Monthly_Amount) AS RMR " & CHAR(10) & "FROM AR_Customer_Recurring " & CHAR(10) & " INNER JOIN AR_Customer_Site ON <u>AB_Customer_Site Customer_Site Id = " & CHAB(10) &</u>	
Connection:		
I	Dues and Not Second	*
	🥱 Reset 🚺 Update 🕞 Generate 🔽 Clo	ise

The date criteria is in cell C2.

1 2		А	В	С
	1	ABC Security	r	
	2	RMR As Of:		11/30/2014
	3			
	4	Branch	Туре	RMR
Γ·	5	Denver		
	6		Commercial	26,392
	7		Residential	30,169
-	8	TOTAL Denver		56,561
Γ·]	9			
	10	Fort Collins		
	11		Commercial	27,651
	12		Residential	28,802
-	13	TOTAL Fort Collins		56,453
	14			
	15	GRAND TOTAL		113,015

Enter a different date in C2, click Refresh and the report will update to show the effective RMR as of the new date.

		ain Connections Refresh	Simple Generate F Designer	Report Library
		Main	Define	
D22		• : 🗙 🗸	fx	
1 2		А	В	С
	1	ABC Security		
	2	RMR As Of:		11/30/2013
	3			
	4	Branch	Туре	RMR
ſ·.	5	Denver		
· .	6		Commercial	23,182
· .	7		Residential	28,449
-	8	TOTAL Denver		51,632
[·]	9			
· .	10	Fort Collins		
· .	11		Commercial	25,286
Ŀ	12		Residential	27,532
-	13	TOTAL Fort Collins		52,818
	14			
	15	GRAND TOTAL		104,450

Linking Reports (Drill-Down)

Linking allows you to go from one Flex Report to another Flex Report while passing values from the first report into the second report as inputs. Among other things, it's a great way to drill-down from a summary report to detail records.

Output Headers:	True	Î
Insert Method:	Clear	
Refresh on Generate:	True	
Output SQL As:	Formula	
Lock SQL:	False	
ormatting:		
Auto Filter:	False 💌	
Auto Fit:	False 💌	
Copy Formatting:	True	

The linking information is entered in the Report Definition for the first report.

In this example, the date criteria from the summary report (see previous page) is being passed to cell B2 in Sheet3.

	А	В	С	D
1	ABC Security			
2	RMR As Of:	11/30/2014		113,015
3				
4	Branch_Code 💌	Type 💌	Recur_Item 💌	RMR 💌
5	Denver	Commercial	CCTV STORAGE	165.99
6	Denver	Residential	CCTV STORAGE	128.94
7	Denver	Residential	Cell Comm. Warrant	84.83
8	Denver	Commercial	Cell Comm. Warrant	14.97
9	Denver	Commercial	FIRE INSP	1,476.98
10	Denver	Commercial	Home Control	22.98
		esidential	Homo	45.06

Creating Dashboards

Creating a bar chart or other dashboard element to complement your Flex report is simply a matter of adding an Excel chart to the worksheet.

In this example, Flex uses the current date to pull data from SedonaOffice when the report is refreshed.

The chart used the Flex report data in cells B6 through K11.

	A B	С	D	E	F	G	Н	I.	J	К	L
1	RMR Sales	By Recu	urring Type								
2											
3	Current I	Date:	11/21/2014								
4											
5	Flex Repo	ort (dat	a):								
6					Mon	Svc	Insp	Lse	Guard	Oth	Total
7	1/1/	2010	12/31/2010	2010							-
8	1/1/	2011	12/31/2011	2011	45						45
9	1/1/	2012	12/31/2012	2012	13,001	1,497	2,330	1,085			17,913
10	1/1/	2013	12/31/2013	2013	23,408	3,481	1,206	1,105		7	29,207
11	1/1/	2014	11/21/2014	2014	27,006	3,296	2,871	1,152			34,324
12											
13	Chart:										
14											
15	40,000	-							-		
16									Oth		
17	30,000								🗧 Gua	rd	
18	20,000								Lse		
19	20,000								Insp		
20	10,000				-						
21									Svc		
22	-	+)10 20	11	2012	201	3	2014	Mor	1	
23		20			2012	201	.5				

Using Automation

Automation in Vivid Reports Flex is a powerful feature that saves you time by automating tasks or actions, such as creating and distributing reports. The types of tasks that can be automated include:

- *Generate* reports
- *Refresh* reports
- *Run VBA* and Excel macros
- *Copy* worksheets to new worksheets
- **Delete** workbooks and other files
- *Email* files (workbooks or PDF files)
- *Print* reports to a printer
- **PrintPDF** reports to PDF file format

Automating Tasks

You define tasks in an Automation Table as shown below, which is simply an Excel worksheet. Three tasks have been defined in this example (Refresh, PrintPDF and Email).

0		· (* - 🗋)	;			Au	tomationTable - I	Microsoft Excel
	Home	Insert	Page Layo	out Formulas Data	Review View Acrobat	Vivid Report	ts Flex	
Lo		Connections Main	Refresh S	Simple Generate Report Library Define	Option Value Image: Auto Edit	• • Previ	ew File Auton	💟 💟
	C18	-		f_{x}				
	А	В	С	D	E	F	G	
1	Vivid Re	ports Fle	ex - Auto	mation Table				
2	Τa	isk		Action ar	nd Workbook		Va	lue / Option
3	Description	n Run	Action	n Folder	Workbook	Worksheet	Cell / Label	, s
4	Chart 1	Run	Refresh	C:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2	C2	12/31/2013
5	Chart 1	Run	PrintPDF	C:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2	Folder:	C:\Users\Jir
6	Chart 1	Run	Email	C:\Users\Jim\Desktop	Flex Presentation.pdf		Recipient(s):	jim@astute
7								

With the Automation Table worksheet open, you click the Automation button on the Vivid Reports Flex tool bar to open the Automation screen. The tasks defined in the worksheet are loaded into the Automation screen.

C		1) - (21	- 🛕 (;									Autom	ationTab	le - Microsoft
	Y Hom	e Ir	sert	Page I	ayout.	Formulas	Data	Re	eview	View	Acrobat	Vivid	Reports Fl	ex	\frown
Log	gout Main	Conne	ctions	O Refresh	Simple Design	e Generate	Report Lib	rary	Option Value III Inse	ert 🔽 A	uto Edit	*	Preview	File List	Automation Li Advan
	C18		- (•	f_{x}										
	А		В	(0		D			E		F		G	+
1	Vivid R	eport Task	Coun	mation t: 3 Row	-	Folder				Workbook		Work	sheet		Run
3	Descripti	on F	✓ ✓	4 🔿		Jim/Desktop Jim/Desktop			: Presental : Presental	ion.xlsm		Sheet2 Sheet2	.srieet		Close Export
4	Chart 1	Run	lane la	6 🔜		Jim\Desktop		Flex	Presentat	ion.pdf					'2
5	Chart 1	Run													Select All
6	Chart 1	Rur													
7														0	Schedule

Click the Run button to process the tasks. It's that easy!

	mation					-	-
oun	t 3				(Run
F	Row	Folder	Workbook	Worksheet			Class
1	400	:\UsersWim\Desktop	Flex Presentation.xlsm	Sheet2	V		Close
1	5 🔼 C	:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2	V	×	Export
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Scheduling Tasks

Each collection of tasks defined in an Automation Table worksheet is called a job. Jobs can be scheduled to run on defined days at defined times.

For example, jobs that include sales reports might be scheduled to run every Monday morning at 5:00 a.m. whereas cancellation reports might be run daily for the purpose of distributing information to sales representatives for timely follow-up with the cancelled customer or prospective new customer.

Astute Flex Reports

Astute Financial Consulting has developed a suite of management reports and "tool box" reports for SedonaOffice called the Astute Flex Reports. Management reports highlight insightful metrics and trend information, and drill-down functionality gives quick access to details. The tool box is a collection reports and tools that address specific needs, like cash flow forecasting, profit center analysis, technician time tracking, job accrual accounting and much more.

Report Packs

A report pack is a collection of summary and detail reports covering an area of your business. Here are the report packs included in Astute Flex Reports:

- RMR
- Jobs
- Service tickets
- Technicians
- Prospects
- Accounts receivable
- Cash
- Accounts payable
- Inventory

Report packs allow you to view results by year, month or week while filtering for branch and other parameters.

	А	В		С	D	E	F
1			RMR	Report Pack			
2 3 4 5	ASTUTE Flex Reports	5			powered by		/ID PORTS EX
6	ABC Security						
7							
8							
9							V3.03
	Report Year Last Month of Report Year	2015 November					
	-						
	Item Types to exclude	NOT IN (0)			/. /		/ /
29 90	Update ALL detail report dates	Press Button:	Update Dates	From Date:	11/1/2015	Through Date:	11/30/2015
90 91	Filters						
	Branches	All Branches					
	Res / Comm	Both					
	Sales Rep(s)	All Sales Reps					
	System Type	All System Types					
	Customer Group	All Customer Group					
	System Account	All System Account	3				
	Non-Reporting Items Customers	Not Included All					
205	customers	All					

Summary Reports

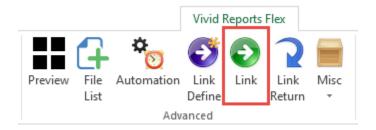
Each report pack has one or more summary reports where information can be viewed on a weekly, monthly or annual basis. You can drill down to detail on any of the blue numbers.

Here's an example summary report from the Jobs Report Pack.

ABC Security				Fiscal 2015:	Monthly	
Job Queue Summary	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-
All Branches 💦 🔨 VIVID	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30
v3.05 powered by REPORTS	2015	2015	2015	2015	2015	20
Queue Activity						
Beginning balance	277,989	83,094	115,197	103,543	116,407	
Access	ľ		9,072		-	
Burg	7,183	9,675	9,399	12,076	8,978	
CCTV	25,970	9,896	22,768	36,530	22,961	1
Fire	-	17,632	4,600		-	
Other	2,274	4,998	9,037	7,099	410	
New business sales	35,427	42,200	54,877	55,706	32,349	
Access						
Burg	3,793	284	3,141	2,017	2,886	
CCTV				6,933		
Fire	-		3,634	750	750	
Other	480	- 284	7,643	260	3,766	
Existing business sales	4,273			9,960		
Gross sales	39,700	42,484	62,520	65,666	36,115	
Change orders	-	170	-		285	
Reversals	(6,908)	(130)	(1,164)	(750)	-	
Net sales	32,792	42,524	61,356	64,916	36,400	
Closings	(227,686)	(10,421)	(73,010)	(52,052)	(65,341)	
Ending balance	83,094	115,197	103,543	116,407	87,466	1
Number of open jobs	55	77	63	67	47	
Billings Backlog						
Beginning unbilled	49, 391	47,382	81,906	109,496	98,188	1
Net sales	32,792	42,524	61,356	64,916	36,400	/
Billings	(34,800)	(8,000)	(34,131)	(76,974)	(61,350)	
Credits			365	750		
Net change	(2,008)	34,524	27,590	(11,308)	(24,951)	
Unbilled job amounts	47,382	81,906	109,496	98,188	73,237	
-						٦
Unbilled RMR						

Detail Reports

You can drill down from a summary report to a detail report by placing your cursor on one of the blue numbers and clicking the Link button on the Flex tool bar.



Here's an example of a detail report, the Closings Detail report in the Jobs Report Pack.

	Α	В	C D	J	Q	Т	AC	AI	AJ	AK	AL	AM	AN	AQ
2	ABC Securi	ty												
3	Closings Detail	(All E	Branches)											
4														
5	1/1/2015 Fro	om Date	Show Detail											
6	5/31/2015 Thr	rough Date	All Job Types		Cour	nt:								
7			All Job Types		Tota	ls: <u>12,063</u>	428,310	471,010	(<u>42,700</u>)	(<u>246,527</u>)	2,475	3,665	1,190	3.54
9	Branch V Job	Class VR/C	▼ JobType	JobNum	▼ Site	NewRN *	Reveni 🔻	TotalCo 🔻	SNet 🔻	\$Ovr(Ur ▼	EstHr: 🔻	ActHr V	irsOvr(U 🔻	CM2
	Fort Collins	R	Inst-Burg HV	42299	Aaron Anderson	30.00	495	701	(206)	(615)	5	5	(0)	6.86
11	Denver	R	Inst-CCTV Com	n MR 42252	Aaron Barnes	-	26,915	12,809	14,106	(10,118)	60	97	37	52%
12	Fort Collins	R	AO-Burg HV	42244	Aaron Kennedy	24.99	0	271	(271)	(221)	0	2	2	10.83
13	Denver	R	Inst-Burg HV	41961	Alan Schmidt	42.98	0	467	(467)	(209)	0	2	2	10.86
14	Denver	R	Inst-Burg HV	42116	Albert Roberts	37.99	603	1,266	(663)	(1,069)	6	4	(2)	17.45
15	Fort Collins	R	Inst-Burg HV	41943	Alice Ortiz	27.86	1,235	973	262	(782)	8	8	(0)	21%
16	Deserver		Inst-Burg HV	42199	Amy Green	42.98				(1,427)	16	12	(5)	5%
-				41612	Andrew Carroll						Statement of the local division of the local	-	-	

You can use macros, conditional formatting, formulas and all other Excel functionality within a Flex report. Note the macro buttons and conditional formatting used in the job closings report.

Dashboards

The Astute Flex dashboards provide nearly real-time visibility into your company's performance. Like all Flex reports, they can be refreshed and distributed automatically to a shared folder or directly to owners and managers via email. You can drill down to supporting detail reports and filter by branch or any group of branches.

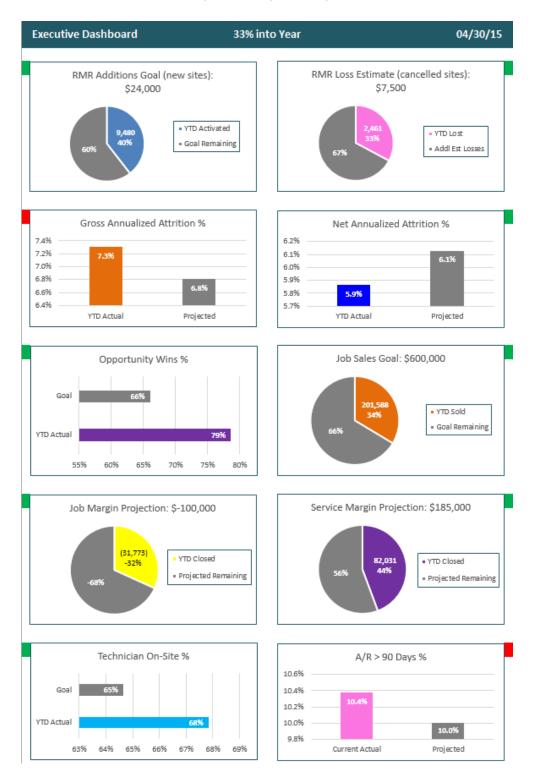
Company Dashboard

Use the Company Dashboard to monitor key financial and operating metrics on a daily basis, weekly, monthly, quarterly or annual basis.

ABC Security		2015	2015	2015		2015	2015			
Company Dashboard		6-Apr	7-Apr	8-Apr		9-Apr	10-Apr			
All Branches		6-Apr	7-Apr	8-Apr		9-Apr	10-Apr	1		
	ORTS									
V 01.5 powered by	x						/			
RMR										
Created from new sites	Ş	83	45			39				
Lost on site cancellations	Ş	(48)								
Purchased (sold)	Ş	(15)				68				
Other additions (reductions)	Ş	-	Service/In	constiant						
In force	Ş	181,246	-	spections closed ticl	kets		s	667	1,433	
Number of sites	ş	2,570	-	on closed t			%	50%	44%	
Cancellation notifications received	Ş	(56)	Tickets en				#	8	7	
o			Tickets clo	osed			#	(10)	(12)	
Sales Management	#		In queue -	number of	tick	ets	#	135	133	
Open Prospects	#		Technician	Hours						
Open Opportunites		47	Jobs				#	32	36	
Opportunities entered	#	-	Tickets				#	21	22	
Opportunities won				On site %			%	62%	67%	
Opportunities lost	#		Other hou	rs			#	32	28	
Jobs			Cash							
Net sales	Ş	3,568	Net custor	mer receipt	s		\$	9,284	25,118	4,
Net sales - RMR	Ş	225	Net vendo	Net vendor payments			\$	(2,458)	(16,584)	(7,
Margin on closed jobs	Ş	-	Journal er				\$(:	18,058)		
Margin % on closed jobs		e/		eous in (ou	it)		S	50		
In queue - sales		n <mark>ts Receivabl</mark> e es Posted			s	10,406	12.25		3,514	
In queue - unbilled					T _		13,25:			1,1
In queue - number of jobs	A/R ba	s posted			\$_ ¢	(523)			(3,324)	33
Service		iance 00 days (NOT			\$_ \$	252,175				-
		0 days (NOT 0 days %	(INISHED)		₽_ %	25,218				
	Ay K 25	o uays 76			~_	10%			``	
	Invent	ory								
	Net red	eipts			\$_	5,548	11,452	2	2,234	6,
	Net iss	uances			\$_	(11,441)	(13,22	5) (1,123)	
	Adjust	ments & OTC	sales		\$_	(214)			(66)	
		ory balance			\$_	89,446	87,673	3 8	8,718	
	Purcha	ase price vari	ance		\$_	(472)	(973	3)	(190)	

Executive Dashboard

The Executive Dashboard currently charts ten key performance indicators (KPI) to help you quickly zero in on some of the most important aspects of your business.



Tool Box Reports

The tool box is a collection of reports and tools that address specific needs identified by our customers. Of the nearly 50 tool box reports, here are the ones more widely-used used:

- A/R-RMR Aging: Aging of RMR based on the aging of all open invoices or cycle invoices. Used primarily for loan compliance purposes.
- Account Reconciliations: A trial balance for facilitating reconciliation of balance sheet accounts at month-end.
- Cash Flow Forecast: Forecast cash flow on a monthly or weekly basis.
- **Commissions Payment Management:** Tracking and management of job commissions payable to salespersons. Rules for payment can vary by salesperson.
- **Contract Analysis:** The Contract Analysis report shows profitability of service and inspection contracts.
- **Credit Card Entry**: Download and code credit card transactions; the journal entry is automatically created for posting to SedonaOffice.
- **Deferred Labor Allocation:** Creates the month-end journal entry to clear deferred labor from the balance sheet.
- Job Accrual Worksheet: Tool for determining percentage of completion on open jobs at month-end and creating journal entry to accrue revenue and costs.
- Job Parts Cost Analysis: Tool to analyze the cost of individual parts on a job and, if necessary, to create an adjusting journal entry.
- Margins Analysis: An invaluable report for calculating and analyzing gross and net margins by business activity (i.e. installation, service, monitoring) or system group (i.e. burg, fire, access control, CCTV, etc.)
- Parts Cost Review: Compares standard cost to vendor price and calculates the variance.
- **Parts Count Sheet:** Same as the inventory part count sheet in SedonaOffice except that it prints in a condensed format while providing additional information.
- **RMR Audit Information:** Customer and RMR information for a selected date. Used primarily for acquisition or loan compliance purposes.
- **Tech Timesheet:** Template for techs to record time (hours) to jobs, tickets and nonchargeable work. Macro-enabled for creating CSV file for import to JM-Timesheets.

Margins Analysis

The Margins Analysis report shows gross and net margins by business activity (i.e. installation, service, monitoring) or system group (i.e. burg, fire, access control, CCTV, etc.) and is not dependent on how you have set up your job and service categories in SedonaOffice.

ABC Security Margins Report From 1/1/2015 To 8/31/2015								
		Contribution Margins			Gross Margins		Net Margin	
	Revenue	Cost	Net	%	Net	96	Net	%
New business								
Conventional installations	510,288	(501,420)	8,868	2%	15,273	3%	(390,100)	-76%
Low-price installations	111,802	(187,409)	(75,607)	-68%	(73,213)	-65%	(284,206)	-254%
Installation warranty	-	(7,699)	(7,699)	0%	-	0%	-	0%
Total new business	622,090	(696,528)	(74,438)	-12%	(57,940)	-9%	(674,306)	-108%
Existing business (T&M) Adds/upgrades Service	55,107 299,668	(78,228) (108,568)	(23,121) 191,100	-42% 64%	(23,480) 190,603	-43% 64%	(92,370) 131,391	-168% 44%
Inspection	3,564	(2,148)	1,416	40%	1,406	39%	(485)	-14%
Service warranty	-,	(5,391)	(5,391)	0%	-,	0%	(4,747)	0%
Total existing business (T&M)	358,339	(194,335)	164,004	46%	168,529	47%	33,788	9%
Existing business (contract)								
Service	94,197	(23,722)	70,474	75%	71,043	75%	58,105	62%
Inspection	33,721	(12,212)	21,509	64%	21,802	65%	11,047	33%
Monitoring	1,033,732	(160,522)	873,209	84%	873,209	84%	785,663	76%
Total existing business (contract)	1,161,650	(196,457)	965,193	83%	966,053	<u>83</u> %	854,814	74%
Totals	2,142,078	(1,087,320)	1,054,758	49%	1,076,642	50%	214,297	10%

ABC Security

Margins Report

From 1/1/2015

To 8/31/2015

	System Groups									
	Access	Burg	CCTV	Fire	PERS	Other	Total			
otals for Jobs										
Revenue	12,151	269,032	172,989	218,292	3,356	1,377	677,197			
Direct cost	(10,369)	(428,648)	(116,079)	(210,867)	(6,112)	(2,682)	(774,756)			
Contribution margin	1,782	(159,615)	56,911	7,425	(2,756)	(1,305)	(97,559)			
%	15%	-5 <i>9</i> %	33%	3%	-82%	- <i>9</i> 5%	-14%			
Additional parts/labor	196	9,766	1,884	4,160	91	44	16,139			
Gross margin	1,977	(149,850)	58,795	11,584	(2,665)	(1,262)	(81,420)			
%	16%	-56%	34%	5%	-79%	-92%	-12%			
RMR additions	140	17,905	1,288	4,828	824	190	25,175			
Creation multiple	-	8.4	-	-	3.2	6.6	3.2			

Cash Flow Forecast

The Cash Flow Forecast report makes cash forecasting easy. If cash reserves are high, then the monthly forecast option is probably sufficient. If you are closely watching your cash, then the weekly forecast option will give you peace of mind that you will have cash to cover your most important obligations.

ABC Security	ACTU	AL					
Cash Flow Forecast (Weekly)	30-Nov-	2015	4-Jan	11-Jan	18-Jan	25-Jan	
All Branches	3-Jan-2	016	10-Jan	17-Jan	24-Jan	31-Jan	
V101 powered by REPORTS	Total	Wk Avg	2	3	4	5	
Summary							
Beginning balance	283,978	288,144	217,350	198,017	139,055	136,55	
Net receipts from customers	114,853	22,971	39,000	39,000	39,000	39,00	
Net payments to vendors	(157,232)	(31,446)	(33,333)	(97,962)	(16,500)	(28,41	
Journal entries	(24,249)	(4,850)	(25,000)	-	(25,000)	-	
Misc Cash Items	58	12		-		-	
Net change	(66.6.29)	(13.326)	(19.333)	(58.962)	(2.500)	10.59	
Ending balance	217,350	274,818	198,017	139,055	136,555	147,14	
	000	274,010	150,017	135,035	130,333	147,14	
Net receipts from customers							
Recurring	18,156	3,631	12,000	12,000	12,000	12,00	
Service	21,519	4,304	7,000	7,000	7,000	7,00	
Jobs	56,837	11,367	15,000	15,000	15,000	15,00	
Other	18,569	3,714	5,000	5,000	5,000	5,00	
Refunds	(229)	(46)	-	- 1	-	-	
Total	114,853	22,971	39,000	39,000	39,000	39,00	
Net payments to vendors							
American Express	(10,079)	(2,016)	(15,000)	-	-	-	
Ameritrade	(1,133)	(227)	-	(410)	-	(41	
Andrew Warner	(3,833)	(767)	(3,833)	-	-	-	
Apotheca, Inc.	- 1	-	-	-	-	(22,00	
Blairex, Inc.	(2,482)	(496)	- 1	(2,052)	- 1	-	
DMP	(9,660)	(1,932)	- 1	- 1	(10,000)	-	
H-E-B	(12,700)	(2,540)	-	(6,000)	-	-	
Holo-Graphix	(15,000)	(3,000)	-	-	-	(2,50	
Internal Revenue Service	(10,000)	(2,000)	-	(50,000)	- 1	-	
Novartis Corporation	-	-	(2,000)	- 1	-	-	
Preferred, Inc	(1,538)	(308)	(500)	(500)	(500)	(50	
Timberline Tracks	(2,149)	(430)		-	(3,000)	-	
Wells Fargo	(7,277)	(1,455)	-	(12,000)		-	
Wes Warner Distributions	(9,000)	(1,800)	(9,000)	-		-	
WF Visa 4043 Bill Pav	(41,037)	(8,207)		(24,000)		-	
Other	(31,345)	(6,269)	(3,000)	(3,000)	(3.000)	(3.00	
Total	(157,232)	(31,446)	(33,333)	(97,962)	(16,500)	(28,41	
Jou mal entries							
Payroll	(24.041)	(4,808)	(25.000)		[25.000] :	-	
*	(24,041)	(4,000)	(25,000)		(25,000)	-	
Loans Transfers (should be \$0)		-				-	
	-	- [4 - 1		-	-	-	
Other	(208)	(42)	-	- :		-	
Total	(24,249)	(4,850)	(25,000)	-	(25,000)	-	

Job Parts Cost Analysis

Using the Job Parts Cost Analysis report is an important step in the management of standard costs. The report shows the cost of individual parts on a job, gives you the ability to manipulate costs to more accurately reflect true cost, and will automatically build an adjusting journal entry. It takes only a minute to evaluate a job before it is closed in SedonaOffice.

Job Parts Cost Analysis				Bill Analysis D	Date Range:				
Job Number:	40098	40098 From 3							
Site Name:	Matson, Tom	and Sheryl							
Warehouse:				Standard Mar	kup:	10%			
Main			Acceptable Variance:			2%	-	646.87	
Part Code	MinCost	LastCost	AvgCost	VenCost	Markup	JobStdCost	JobQty	JobExt	StdCost
DMP-321	WITTCOSC	LasiCosi	Argcost	6.70	10%	7.38	1	7.38	0.05
DMP-7060-W	-	70.30	68.19	70.30	135%	165.00	1	165.00	77.33
DMP-XT30CS-G				144.10	35%	195.00	1	195.00	158.51
DS-BPR2	10.49	11.99	12.00	11.99	609%	85.00	2	170.00	13.19
DSC-SD15W				3.21	990%	35.00	1	35.00	3,53
ELK-1250				9.35	210%	29.00	1	29.00	10.29
GE-5812-RND	17.99	17.99	17.99	17.99	-8%	16.49	2	32.98	19.79
GRI-110T				2.45	-6%	2.31	1	2.31	2.70
GRI-20RS-T	2.29	2.70	2.64	2.70	-6%	2.55	4	10.20	2.97

Job Parts Cost Analysis

Job Number:

Site Name:

Warehouse: Main

301.24 (345.63)

Part_Code	OthStdCost	MLAVO	FinalUnitPrice	FinalMarkup	FinalStdCost	FinalExtCost	Diff
DMP-321	-	\vee	6.70	10%	7.37	7.37	(0.01)
DMP-7060-W	41.00	0	41.00	0%	41.00	41.00	(124.00)
DMP-XT30CS-G	-	\vee	144.10	10%	158.51	158.51	(36.49)
DS-BPR2	-	V	11.99	10%	13.19	26.38	(143.62)
DSC-SD15W	-	\vee	3.21	10%	3.53	3.53	(31.47)
ELK-1250	-	\vee	9.35	10%	10.29	10.29	(18.71)
GE-5812-RND	-	\vee	17.99	10%	19.79	39.58	6.60
GRI-110T	-	V	2.45	10%	2.70	2.70	0.39
GRI-20RS-T	-	\vee	2.70	10%	2.97	11.88	1.68

Journal Entry

"Refresh" to pull the job's Category_Code & Branch

Account_Code	Description	Debit	Credit	Memo	Branch_Code	Category_Code	Job	Туре
580111	COS-Parts O/H (PPV)	345.63	-	Adjustment to parts cost	Calhoun			
510001	COS-Job (Parts)	-	345.63	Adjustment to parts cost	Calhoun	J-RES/SC	40098	м

Benchmarks

What are the important benchmarks used by your company to ensure you stay on track to meet your financial goals?

RMR

RMR in force Additions Net growth Gross and net attrition Cancellations

Sales

Active leads Sold leads Win/loss ratios Cost per lead Profit/loss

Jobs

In queue Sales Billings backlog Closings Profit/loss Creation multiples

Service

In queue New tickets Closed tickets Profit/loss-billed Profit/loss-contract

Technicians

Chargeable hours Non-chargeable hours Over-under budget Billable vs. non-billable service Average ticket times

Conclusion

SedonaOffice has become the leading financial software for security companies because of its exceptional functionality and reporting capabilities. Now, you can take reporting and analysis for your company to a whole new level with Vivid Reports Flex.