

Dashboards & Reports

P&L

Introduction

Introduction

This Quick guide will show you how to Add and edit P&L in the dashboard. The data that needs to be filled in is; customers, products, time and data. In the end you have setup a P&L in dashboard.

Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software.

On the last page it is described how to set up the Security to activate, view and edit the described tool.



The guide *may* contain important general notices. These will be marked with an exclamation icon.



Tips and tricks are marked with an Info-icon.



Questions & Answers note relevant to the topic at hand.

1 Add element

Open *My dashboard* in ribbon. A new tab opens. Click *Edit layout* and choose *Add Element*. A window opens. Click *P&L*.

This functions the same way in my dashboard as in shared dashboard and any report.



You should start experiment adding elements in *My dashboard*, and when you feel comfortable you can start setting up the Shared dashboard. In this way, the Shared dashboard will not be edited by several users.

2 Configure the P&L

You can create different P&Ls, like;

- Customer P&L
- Brand P&L
- P&L by month

You can also combine different P&Ls. This will be explained later in this guide.

3 Placing elements

When you have added elements you need to figure out where to place the element on the dashboard.

The first element you add will automatically fill the working area.

The second will appear in a pop-up window next to the cursor on the screen.

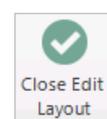
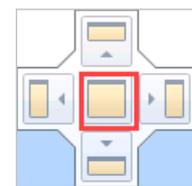
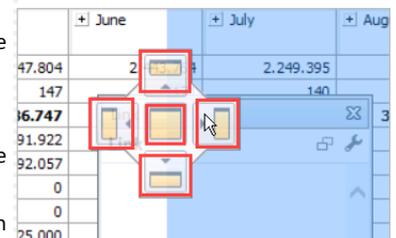
Click the element to move it. A docking assistant appears on the screen where you can dock the element in the appropriate position. Drag the element to one of the five docking areas (highlighted in red) to dock the window in the middle of the screen. Each docking area indicates the position of the element after it has been docked. The area in blue indicates where the element will be docked.

If you place the element in the middle docking area of an existing element (second picture), the window will be placed in another tab than the first one. This creates different tabs in the bottom of the first tab (third picture).

The docking area in the outer edges (fourth picture) of the tab places the element in the outer edges. If you place the element in the bottom of the tab, and then remove the first element, the second element will remain in the bottom of the tab.

4 Save layout

Click Close edit layout in the ribbon to save your new layout.



Quick guide for BMS



You can edit a current P&L by clicking the screwdriver icon in the header of the P&L.

Configuration

Above you see the window that appears when you add a P&L. Here is a description of the different marked areas.

1. If you want to add a customer P&L: Here you select the level of the customer hierarchy. Once the customer level is selected, you can check the appropriate customers. The customers you can choose from depend on the chosen customer level.
2. If you want a brand P&L: Select the product hierarchy and check the products you want in your P&L. The products depend on the product level just as with customers.
3. If you want a month P&L: In *Time* you have to enter the period of the report.
4. Choose the P&L scenario.
5. Check the P&L streams.
6. Check the P&L units/totals.
7. Check the P&L lines.
8. The drop-down lists determine the layout of the P&L. If you want a brand P&L, choose First position in products. This includes all brands in the P&L (First picture to the right). If you then add customers as second position, the products will be sorted out on different customer customers (second picture).

P&L

	Forecast	Forecast	Forecast
Units	31.266	76.764	681.906
Displays	0	0	0
Gross sales	479.185	1.280.947	10.871.721
Contract discounts %	46.730	112.605	544.145
Other %	0	0	0
Logistic rebate %	0	0	0
Promo % - on Invoice	0	0	0
Fixed Promo Allowance On Invoice	0	0	0
Invoiced sales	432.455	1.168.342	10.327.576
Cash discount	0	0	0
Joint Marketing %	1.072	8.763	72.216
Loyalty %	0	0	0

P&L

	Forecast	LIDL	BODY Total	Forecast	Forecast
Units	31.262	3	31.266	76.764	681.906
Displays	0	0	0	0	0
Gross sales	479.131	54	479.185	1.280.947	10.871.721
Contract discounts %	46.730	0	46.730	112.605	544.145
Other %	0	0	0	0	0
Logistic rebate %	0	0	0	0	0
Promo % - on Invoice	0	0	0	0	0
Fixed Promo Allowance On Invoice	0	0	0	0	0
Invoiced sales	432.401	54	432.455	1.168.342	10.327.576

Configuration

P&L

	Forecast	Forecast	Forecast	Forecast	Forecast	Grand Total
Units	409.134	5.686.808	92	1.994	185.940	6.283.969
Displays	75	0	0	0	0	75
Gross sales	7.871.599	83.858.636	1.451	32.485	2.934.962	94.699.133
Contract discounts %	2.045.076	5.341.604	29	1.622	699.316	8.087.646
Other %	0	0	28	924	0	953
Logistic rebate %	-168.629	0	0	0	0	-168.629
Promo % - on Invoice	0	0	0	0	0	0
Fixed Promo Allowance On Invoice	0	125.000	0	0	0	125.000
Invoiced sales	5.995.153	78.392.032	1.393	29.940	2.235.647	86.654.164
Cash discount	0	0	70	598	13.140	13.807
Joint Marketing %	0	549.921	0	0	0	549.921
Loyalty %	105.615	0	0	299	0	105.914
Range/Choice %	0	1.303.205	0	0	0	1.303.205
% Promo Allow	414.087	570.975	0	0	122.122	1.107.184
€ Promo Allow	0	3.143	0	0	74.999	78.142
Fixed Promo Allow	129.859	4.503.580	0	0	140.000	4.773.439
Launch Cost	0	0	0	0	0	0
Net sales	5.345.592	71.461.208	1.323	29.043	1.885.385	78.722.552
COGS	1.396.938	27.341.300	417	9.370	665.299	29.413.324
Packaging Cost	7.500	0	0	0	0	7.500
Display Cost	7.500	0	0	0	0	7.500
Distribution (Logistic) costs	62.088	1.224.534	23	499	46.485	1.333.629
Sales margin	3.871.566	42.895.374	884	19.174	1.173.601	47.960.598

1 Select customer hierarchy

Select the level of customer hierarchy you want in your P&L. (Configure number 1).

2 Select customers

Check the customers you want in third row. The selection of customers changes according to the level of customer hierarchy.

3 Select first position

In the drop-down list below *Customer* select *First Position* to make the P&L a customer P&L. (Configure number 8 in Customer).

4 Choose start and end date

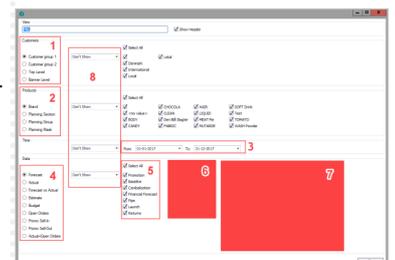
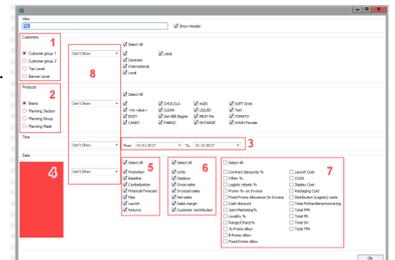
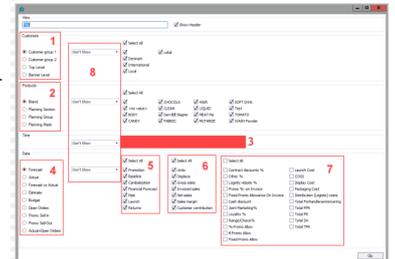
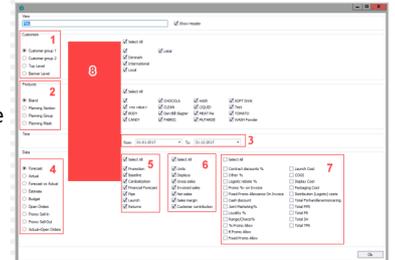
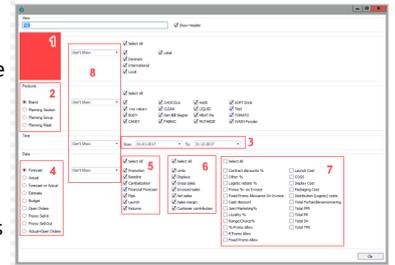
In *Time*, select the start and the end date for the P&L. (Configure number 3).

5 Select scenario

Below *Data*, select the scenario you want to check in your P&L. (Configure number 4).

6 Select volume

Select the units, totals and P&L lines you want to see in the P&L. (Configure number 6 and 7).



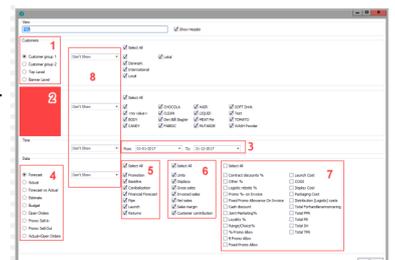
Create a brand P&L

1 Select brand hierarchy

Select the level of product hierarchy you want to see in the P&L. (Configure number 2).

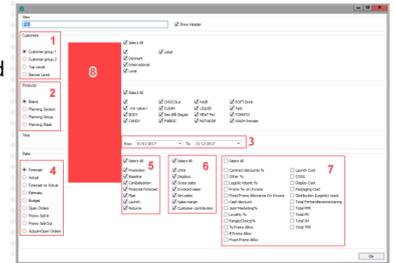
2 Select products

Check the products you want in third row. The products change according to the level of product hierarchy.



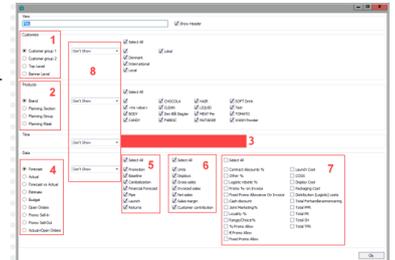
3 Select first position

In the drop-down list select *First Position* to make the P&L a brand P&L. (Configure number 8 in Products).



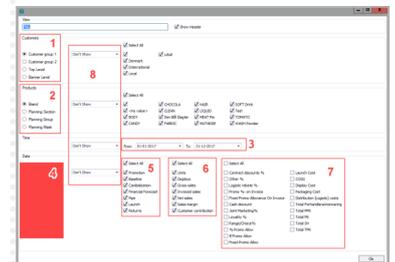
4 Choose start and end date

In *Time*, select the start and the end date for the P&L. (Configure number 3).



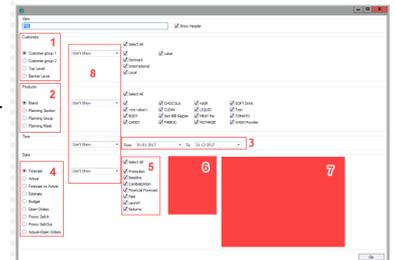
5 Select scenario

Below *Data*, select the scenario you want to check in your P&L.



6 Select volume

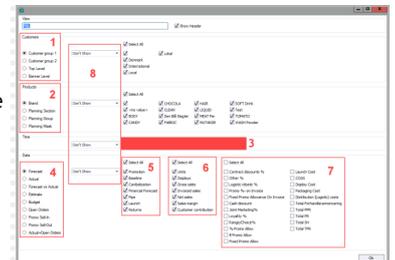
Select the units, totals and P&L lines you want to see in the P&L. (Configure number 6 and 7).



Section header here

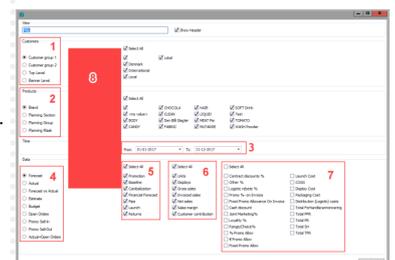
1 Select period

Select the period you want to be displayed in the P&L. (Configure number 3).



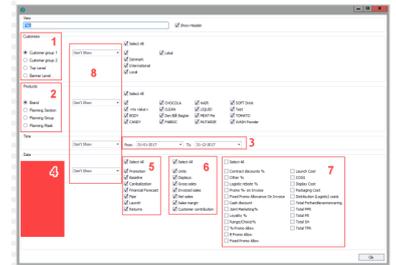
2 Select first position

In the drop-down list select *First Position* to make it a P&L by month. (Configure number 8 in Time).



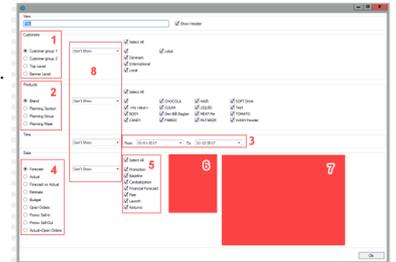
3 Select scenario

Below *Data*, select the scenario you want to check in your P&L.



4 Select volume

Select the units, totals and P&L lines you want to see in the P&L. (Configure number 6 and 7).



Security - User Roles

For a user to view and edit the Reports in the system, access needs to be granted from Security settings by a super-user/admin.

Security

From "File" select "Security" and the window with all the users in the system and the roles assigned to each one will open. Select a role to open the corresponding settings.



Allow View & Edit Reports

Check mark the boxes to allow the role to view and edit:

Standard reports - mark "System" to allow to work with standard BMS reports.

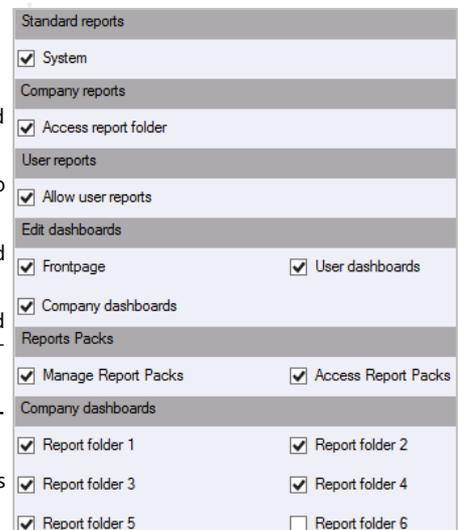
Company reports - mark "Access report folder" to allow access to the corresponding folder with company specific reports.

User reports - mark "Allow user reports" to allow the role to build his/her private reports.

Edit dashboard - mark "Frontpage", "User dashboards" and "Company dashboards" to allow access to the corresponding dashboards.

Report Packs - mark "Manage Report Packs" and "Access Reports Packs" to allow view and edit of the report packs.

Company dashboards - mark the "Report folder X" to allow access to the corresponding report folders.



Dashboards & Reports: P&L

Questions & Answers



Can I combine the different P&L views?

Yes, just select position in the drop-down list for each P&L view(first position, second position, third position).



Can I add KPI's and evolution columns to the P&L?

No. But you can use the KPI table for that. See the Quick guide for KPI table.



Can I show the P&L by SKU?

No. But you can do this in the data cube.