



DataPoint Guide

For any issues relating to any of the items included please contact the Pinewood DMS Helpdesk at support.portal@pinewood.co.uk

Contents

Introduction	3
Parameters	4
Vehicle Parameters.....	4
Accounts Parameters.....	6

Parts Parameters	6
Workshop Parameters	7
Parts	8
Stock Valuation	8
Stock Turn	8
Parts Sales	9
Customer Orders	12
CRM	13
Database Quality	14
Vehicles	15
Debtors	16
Profit	17
Stock	20
Stock Turn	23
Yield – DIS	26
Yield – Age	28
Funding	29
Supplier Orders	31
Workshop	33
Time Analysis	33
Service Turnover	34

Health Check	39
Workshop Loading.....	41
Sales Retention	42
Accounts	43
Debtors	44
Creditors	45

Introduction

The following guide aims to deliver an introduction into the DataPoint functionality within Pinnacle concentrating on the reports available to you.

Firstly, we will look at the architecture of DataPoint and how it retrieves and prepares the data it reports on. The guide then looks at each DataPoint report available. The DataPoint functionality gathers data from multiple areas of Pinnacle; formats the data into an informative manner and then offers several static views of that data. It provides high level reporting and is an invaluable tool.

The DataPoint Architecture

DataPoint is a multidimensional reporting tool that pulls data from multiple sources, performs various calculations on the data to produce KPI figures that are the basis of the high level reports available. The high level reports should also allow the user to dissect the data into its low level components that make up the KPI's.

Data Preparation

DataPoint works by collecting the data from each individual database periodically and then aggregates that data into the static format it will be viewed in. Within the reports, a date and time stamp in the top right hand corner of the screen confirms the last time the data was refreshed. Upon drilling through to branch data (i.e. vehicle stock cards or sales ledger accounts), the data presented is live as opposed to aggregated reporting data. This is different to how other data is stored and presented within the Pinnacle system.

Company Structure Designer

It is possible to change the structure of the reports so you can view in a different way to the company structure – for example combine branches/divisions etc. If you require amendments, please contact Support, support.portal@pinewood.co.uk.

Users with permissions to access the Reporting section of the Parts, Vehicle or Workshop modules will be able to select the new DataPoint menu and view the DataPoint reports for their local data only.

Parameters

There are specific parameters which are required to be set-up prior to using the DataPoint reports effectively.

Vehicle Parameters

To update the parameters, select **DataPoint** ☰ **Parameters** ☰ **Vehicles**.

- **Stock Age Bands** – these are used within the Stock Report to show the aged stock values of vehicles. Click Amend, key in the months as required and click Save.
- **Yield – Days in Stock Age Bands** - these are used within the Yield – DIS report to show the days in stock values. Click Amend, key in the months as required and click Save.
- **Yield – Age of Vehicle Age Bands** - these are used within the Yield – Age report to show bandings for the age of the vehicle. Click Amend and key in the months as required and click on Save.
- **Profit – Preparation Days** – if ticked the system will display the preparation days within the Profit report. The Preparation Days are the number of days between the vehicle being brought into stock and the photographs and retail price over £100 being added to the vehicle.
- **Ideal Stock Turn Values:**
 - Show Δ Units if Negative** allows control of negative values for vehicle units. If the parameter is disabled a blank space will be shown on the report where the units value is negative.
 - Stock Turn Days:** used to calculate the stock turn in the Vehicle Stock Turn Report

An ideal stock turn value can be set for each month of the year and these values will be applied in the Vehicle Stock Turn report.

There are also additional parameters that need to be set in the Vehicle module to allow the DataPoint reports to collate the information effectively.

To update the Vehicle Profile parameters which are used within the vehicles Stock report, select **Vehicles**  **Parameters**  **Vehicle Data** and then select **Profiles** from the top right hand side of the screen. The system will display all created profiles. Double-click the required profile and click Amend. This will then allow a correct DataPoint Stock Profile to be assigned.

In order for the DataPoint vehicles Profit and both Yield reports to display correctly, the DataPoint Sales Group must also be selected on each individual Type of Sale record used within the system. To update these, select **Vehicles**  **Parameters**  **Parameters**  **Type of Sale**. Select each Type of Sale in turn, select Amend and update the DataPoint Sales Group field accordingly.

Accounts Parameters

The DataPoint report for accounts can be consolidated into groups of accounts. This will require updates to the Purchase Ledger for the Creditors report and Sales Ledger for the Debtors report. On the Sales/Purchase Ledger transaction account, if the Company Reg No field is populated, the system will consolidate the values on the reports to group them under this Company Reg No.

To update these, select **Accounts** ⌕ **Sales Ledger (or Purchase Ledger)** ⌕ **Transaction Accounts** and search for the appropriate account. Click Amend and update the Company Reg No. field as required.

Parts Parameters

To update the parameters, select Parts → Reporting → DataPoint → Parameters

Nominal Codes are required to be mapped to the relevant Parts Analysis Groups in order to report the DataPoint Parts Sales.

There are two sections – Counter and Workshop. Counter represents the Front Counter Sales and Workshop represents the Back Counter Workshop Issue mappings.

The Parts Analysis Groups are hardcoded and appear within the Parts Sales report to display the Sales against Forecast and Prior Year information.

To add the required nominal codes, click on the required Parts Analysis Code (e.g.

Franchise Sales, Franchise Cost of Sales, etc.) The four sales types – Retail, Trade, Internal and Warranty appear to map the nominal codes against. It is not mandatory to allocate a nominal code per sale type; however, a nominal code can only be allocated once. More than one nominal code can be allocated to any sale type. When mapping the nominal codes there will be certain circumstances which will not require any nominal code mapping (e.g. Counter – Oil Sales as Oil Sales are carried out via the Workshop as opposed to the Counter).

Double-click the required sale type and add the required nominal codes. It is also possible to remove a nominal code by highlighting and clicking on delete. Once the codes are mapped, the parts sales report will generate the figures as required.

The 4 Stock categories – Franchise, Non Franchise, Tyres and Oil – are required to calculate the Stock value within the Parts Stock Turn report. These categories only require the Retail section to have nominal codes mapped. These codes would be the stock nominal from the balance sheet.

The product groups held within **Accounts**  **Nominal Ledger**  **Ledger Parameters** 

Parameters **Product Groups**

may be used to ascertain the nominal codes being used for each sales type.

Workshop Parameters

To update the parameters, select **Workshop**  **Reporting**  **DataPoint**  **Parameters**

The labour types are hardcoded and are used within the Service Turnover Report to display the turnover for the Workshop department.

For each Labour Type, nominal codes are required to be mapped. It is not mandatory to allocate a nominal code per labour type; however, a nominal code can only be allocated once. More than one nominal code can be allocated to any labour type. When mapping the nominal codes there will be certain circumstances which will not require any nominal code mapping (e.g. Labour Type – Trade. If the Trade sales are pointing to the same nominal codes as Retail)

Click on the required Labour Type and add the nominal codes as required. It is also possible to remove a nominal code by clicking on Delete.

The Job Types details in **Workshop**  **Parameters**  **Parameters**  **Job Types** may be used to ascertain the nominal codes which are currently being used for each Job Type and Sale Type.

Parts

Stock Valuation

This report has been designed to consolidate all Parts stock valuations and ageing. The report displays the following:

- **Description** – this is the age banding for the parts that is hardcoded into the system
- **Lines** - total number of part number lines within each band
- **Retail** - total retail parts value within each band
- **Cost** - total parts cost within each band
- **Average** - total average parts cost within each band

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific heading.

If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display Lines, Retail Price, Cost Price and Average Cost for each department per banding.

Stock Turn

The Stock Turn report provides a financial summary of the stock turn of the business. The stock turn is illustrated by showing per period the total stock, cost of sale and profit broken down per quarter or by the data point organisational structure.

The report displays the following details:

- **Description** – this shows the last 5 quarters

- **Period** - the period for the data within each quarter
- **Stock** - the total stock value calculated from the stock nominal codes set within the parts parameters (please see Parts Parameters section of this guide)
- **COS** - the cost of sale for all parts invoiced within the period being viewed
- **Profit** - the total profit for all parts sold within the current period being viewed
- **Yield %** - the total profit as a percentage of the stock holding per period
- **Monthly** - the monthly stock turn value
$$\text{Monthly Stock Turn Value} = (\text{COS Value for Current Period} / ((\text{Stock value of the last two periods}) / 2)) * 12$$
- **Quarterly** - the quarterly stock turn value.
$$\text{Quarterly Stock Turn Value} = ((\text{COS Value for the last three periods}) / ((\text{Stock value of the last four periods}) / 4)) * 4.$$
- **Annual** – the annual stock turn value
$$\text{Annual Stock Turn Value} = ((\text{COS Value for the last twelve periods}) / ((\text{Stock value of the last twelve periods}) / 13))$$
- **YTD** – the total of each monthly stock turn value up to the current month for the current financial year

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific heading.

If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display Stock, COS, Profit, Yield %, Monthly, Quarterly, Annual and YTD for each period.

Parts Sales

The purpose of this report is to consolidate parts sales figures from the nominal ledger using a local set of parameters per parts department, in order to be used as a daily tracker and forecasting tool.

This means that the figures in this report (even when filtering to Workshop) reflect that the ultimate customer invoice has been produced, as opposed to the parts end of day which includes workshop issues that may, or may not have been invoiced out and therefore not reflected in the management accounts.

The headings down the left hand of the report are defined to give a summary of Sales, COS, GP and GP % against the 4 most common types of parts sale categories.

Against each heading, parameters held at each parts department level build the values contained within them in conjunction with the Retail, Trade, Internal and Warranty headings on the report columns. Parameters have been typically completed as follows:

- **Sales** - both the sales and discount nominal codes for a particular category or type of sale (i.e. Franchise Sales Category of a Retail Sales Type)
- **COS** - any associated COS nominal codes for a particular category or Sales Type
- **GP** - a simple calculated field within the report to deduct COS from Sales • **GP%** - as above but expressed as a percentage

Note: Where a multi-franchise environment exists, multiple ranges of codes can be added to the department parameters to reflect the combined sales.

The detail and calculations held within the columns of the report are as follows:

- **Retail** - combined nominal ledger balance of retail sales based on parts analysis parameters
- **Trade** - combined nominal ledger balance of trade sales based on parts analysis parameters
- **Internal** - combined nominal ledger balance of internal sales based on parts analysis parameters
- **Warranty** - combined nominal ledger balance of warranty sales based on parts analysis parameters
- **Total** - a calculation of the above headings added together
- **P/Y Pro Rata** - combined total balance of the same period last year, divided back into the number of worked days
$$((\text{Total from Period last year} / \text{Worked Days Available}) * \text{Number of Worked Days})$$

- **Variance** - the difference of Total and P/Y Pro Rata
- **Forecast** - a calculation of the Total figure for this month, multiplied by the remaining number of work days left in the month

$$((\text{Total} / \text{Number of Worked Days}) * \text{Worked Days Available})$$
- **Prior Year** - Total prior year figures from the nominal ledger
- **Variance** - the difference between Forecast and Prior Year

Parts Sales											
Filter...	Period				Com...						
All	September 2018				Prior Year						
	Retail	Trade	Internal	Warranty	Total	P/Y Pro Rata	Variance	Forecast	Prior Year	Variance	
Franchise Sales	426	0	244	0	670	460	209	670	460	209	
Franchise COS	426	0	0	0	426	234	192	426	234	192	
Franchise GP	0	0	244	0	244	227	17	244	227	17	
Franchise GP %	0	0	100	0	36	49	8	36	49	8	
Non-Franchise Sales	0	0	0	0	0	0	0	0	0	0	
Non-Franchise COS	0	0	0	0	0	0	0	0	0	0	
Non-Franchise GP	0	0	0	0	0	0	0	0	0	0	
Non-Franchise GP %	0	0	0	0	0	0	0	0	0	0	
Tyres Sales	0	0	0	0	0	0	0	0	0	0	
Tyres COS	0	0	0	0	0	0	0	0	0	0	
Tyres GP	0	0	0	0	0	0	0	0	0	0	
Tyres GP %	0	0	0	0	0	0	0	0	0	0	
Oils Sales	0	0	0	0	0	0	0	0	0	0	
Oils COS	0	0	0	0	0	0	0	0	0	0	
Oils GP	0	0	0	0	0	0	0	0	0	0	
Oils GP %	0	0	0	0	0	0	0	0	0	0	
Parts Gross Profit	0	0	244	0	244	227	17	244	227	17	

The report defaults to all parts sales, but can be filtered by Counter or Workshop.

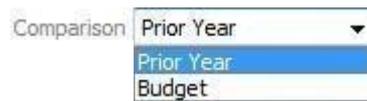


The  symbol

can be selected to take the report back up a level after the user has drilled into a specific area of the report.

As with, most other DataPoint reports, the report can also be filtered by month.

This report can also be viewed by Comparison.



The default is Prior Year (as detailed in the P/Y Pro Rata and the Prior Year values). It can, however, also be viewed by Budget comparison, if budgets have been uploaded into Pinnacle.

The Variance columns will also be updated accordingly.

Customer Orders

There are two main purposes of the Customer Orders report.

1. To identify the overall utilisation of Parts Customer Orders
2. To subsequently identify the value of deposit being retained against those orders

The report displays the following detail:

- **QTY** - total number of orders raised
- **Value** - total retail value of the orders raised
- **Deposit** - total amount of deposit taken against orders raised
- **Deposit %** - total amount of deposit taken against the total value of orders raised, expressed as a percentage

The user can drill down to department level to view the following information:

- **Enquiry No** - the system generated parts enquiry number
- **Customer** - the name held against the CRM record linked to the order (not the sales ledger account name)
- **Date Raised** - the date the order was originally raised
- **Lines** - number of part lines held against the order

- **Order Value** - total sales value of the order
- **Deposit Value** - the deposit taken and receipted against the retained order
- **Status** – the current status of the deposit

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

Customer Orders						
Filter... All						
Description ▲	QTY	Value	Deposit	Deposit %		
	58	8,755.48	148.11	1.69		
	58	8,755.48	148.11	1.69		
Enquiry No	Customer	Date Raised	Lines	Order Value	Deposit Value	Status
2117	Clough	13/04/2017	1	100.00	100.00	Full
2143	Smith	26/04/2017	1	100.00	0.00	Full
2145	Smith	26/04/2017	1	100.00	0.00	Full
2150	Rhodes	27/04/2017	1	100.00	0.00	Full
2157	Balfe Jnr	04/05/2017	3	73.10	0.00	Partial
2180		01/06/2017	1	0.00	0.00	Full
2201	Kalam	14/06/2017	1	246.20	0.00	
2204	Kalam	14/06/2017	1	246.20	0.00	
2205	Kalam	14/06/2017	1	246.20	0.00	
2206	Kalam	14/06/2017	2	266.52	0.00	
2207	Padgett	14/06/2017	1	246.20	0.00	
2214		16/06/2017	1	0.00	0.00	Full
2234	Jones	14/07/2017	1	3.87	3.87	Full
2280	Clay	08/08/2017	1	28.35	0.00	Full
12567	Houlton Really Really Really Really Really ReallyX	31/08/2017	2	62.19	0.00	Full
12593	Jones	20/09/2017	1	0.77	0.00	
22600	Smith	21/09/2017	1	6.96	6.96	Full
32681	Mitov	18/10/2017	1	906.51	0.00	
32689	Rhodes	23/10/2017	2	99.32	0.00	
32692	Rhodes	23/10/2017	1	67.50	0.00	
32695	Pinewood Technologies Plc	24/10/2017	1	10.86	0.00	
32737	H A Fox	10/11/2017	1	0.00	0.00	Full
32744	Royal Air Force	17/11/2017	1	13.24	0.00	
32832	Archer	12/01/2018	2	500.00	0.00	Full
32833	Abraham	13/01/2018	2	600.00	0.00	Full
32843	Pinewood Technologies Plc	23/01/2018	1	1.23	0.00	
32909	A & M Motors Ltd	05/04/2018	1	13.08	0.00	
32914

CRM

Database Quality

There are two main purposes of the Database Quality report.

1. To establish a real time view on the quality of the CRM database across each site
- 2.

To analyse the quality of new data being created

The report defaults to the table view, where the Database numbers are represented in rows breaking out the total number of records, the new records created within the period selected and the records that have been amended/updated within the period selected.

The columns then present the key data areas:

- Address Line 1
- Postcode
- Main Telephone number
- Mobile number
- Email address

The columns display both the number of records with the completed details and also expresses this number as a percentage of the total.

The report can be filtered to view all new and amended records by user type to enable analysis of Contact Centre data versus Dealership data.



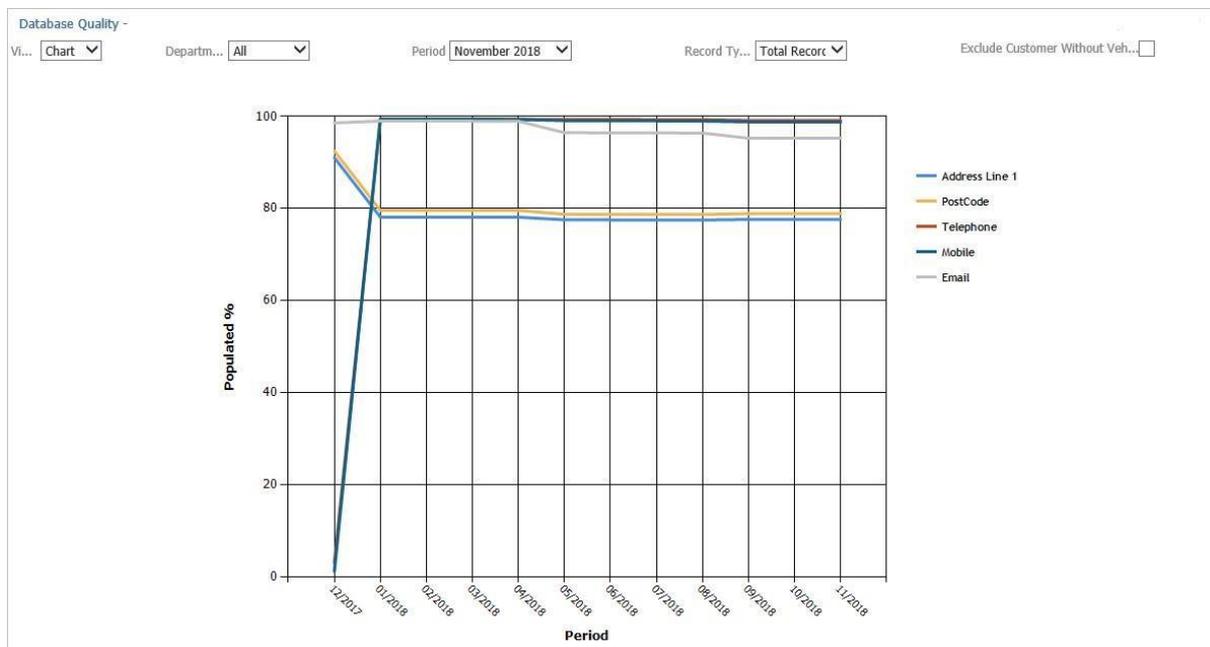
The  symbols can be selected to take the report back up a level after the user has drilled into a specific area of the report.

It is possible to filter the report to show only Customers that have associated Vehicles.

Exclude Customer Without Vehicles

The report can be filtered by prior months to track performance and data quality.

The Table view can only return figures for one month at a time, so an additional Chart type report is also available to track changes in performance.



Vehicles

Debtors

The vehicle debtors report provides an age band view of the outstanding debt of the current stock within Pinnacle. The age bands used are static meaning they cannot be amended through the front end of the system. The report is used to analyse the debt chasing capabilities of each site from both a high and low level view. The report can be used by the individual sites to spot particular sales with problematic debt and at a higher level to find sites that have poor debt chasing capabilities.

The report displays the following detail:

- **Description** – Type of Sale Group each vehicle was sold against
- **Total** –the sum of the outstanding debtor balance against each stock card
- **Age Bands** – the age band for a vehicles debt to be totalled is calculated as the number of days since the last entry on the vehicle debtor’s page (Accounts tab)

The figures can be reported in financial value of the vehicles or the number of units.



The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

The user can drill down to department level to view the following information:

- **Stock No** – system generated number for that vehicle
- **Vehicle** – vehicle description from the stock card
- **Customer** – Customer the vehicle has been sold to
- **Description** – Type of Sale Group that the vehicle was sold against
- **Days** – number of days since the last entry on the vehicle debtor’s page (Accounts tab)
- **Total** – total Debtor Balance for that stock card.

Double-clicking on any line will display the Vehicle Stock Card.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display Branch, Sale Type, Vehicle, Registration Number, VIN, Invoice To, Customer, Invoice Date, Debtor Days, Debt Outstanding, Narrative and Post Code for each Stock Number.

Profit

The Profit report provides a breakdown of total profits per period by DataPoint Sales Group and reporting structure.

The DataPoint Sales Group is held within the vehicle parameters (please see Vehicle Parameters section of this guide).

The report displays the following detail:

- **Description** – New/Used plus the DataPoint Sales Group from vehicle parameters
- **Profit** – total gross profit for all vehicles in the selected period
- **Last Year** – this is the same calculation as above but using the figures from the same period in the previous year
- **+/-** - the difference between Profit and Last Year \square **+/- %** - this year's profit as a percentage of last year's
- **PPU** – the average gross profit per unit
- **Profit %** - average gross profit percentage
- **Sale Price** – sum of the sales price for all vehicles in that period
- **PD** – the difference between the date the vehicle was brought into stock and the date of the first PDI invoice against the vehicle. If the first PDI invoice is completed on the same day as the vehicle was brought into stock, this will show as 0. If there is no PDI invoice date then today's date will be used.

- **DIS** – average days in stock
- **GDIS** - the average Group Days in Stock if the 'Group Date In Stock' has been recorded
- **OCD** – average number of days between customer order creation or in stock date (whichever is the latest) and the date the debtors value against the vehicle reaches zero

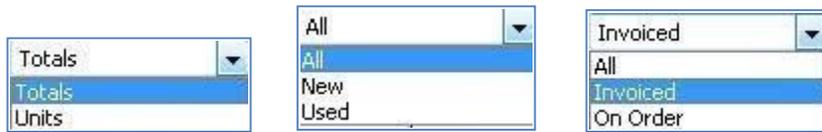
The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

The user can drill down to department/vehicle level to view the following information:

- **Stock No** – system generated number for that vehicle
 - **Vehicle** – vehicle description from the stock card
 - **Description** – vehicle profile assigned from the stock card
 - **Price Change** – date of last retail price amendment
 - **RPC** – number of days since last retail price change, this will stop incrementing once the vehicle is put onto a customer order
 - **Profit** – total gross profit
 - **Profit %** - gross profit percentage
 - **Disc.** – total discount value
 - **Sale Price** – vehicle sale price
 - **PD** – the difference between the date the vehicle was brought into stock and the date of the first PDI invoice against the vehicle. If the first PDI invoice is completed on the same day as the vehicle was brought into stock, this will show as 0. If there is no PDI invoice date then today's date will be used.
 - **DIS** – number of days in stock
 - **GDIS** - the Group Days in Stock if the 'Group Date In Stock' has been recorded for a vehicle
 - **OCD** – between customer order creation or in stock date (whichever is the latest) and the date the debtors value against the vehicle reaches zero
- Note:** If the value is blank, there is still outstanding debtor value on the stock card

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The report can be filtered to show either monetary value per category (Totals) or the number of units per category (Units), by vehicle type (new/used) or both and also by whether the vehicles are Invoiced, On Order or both.

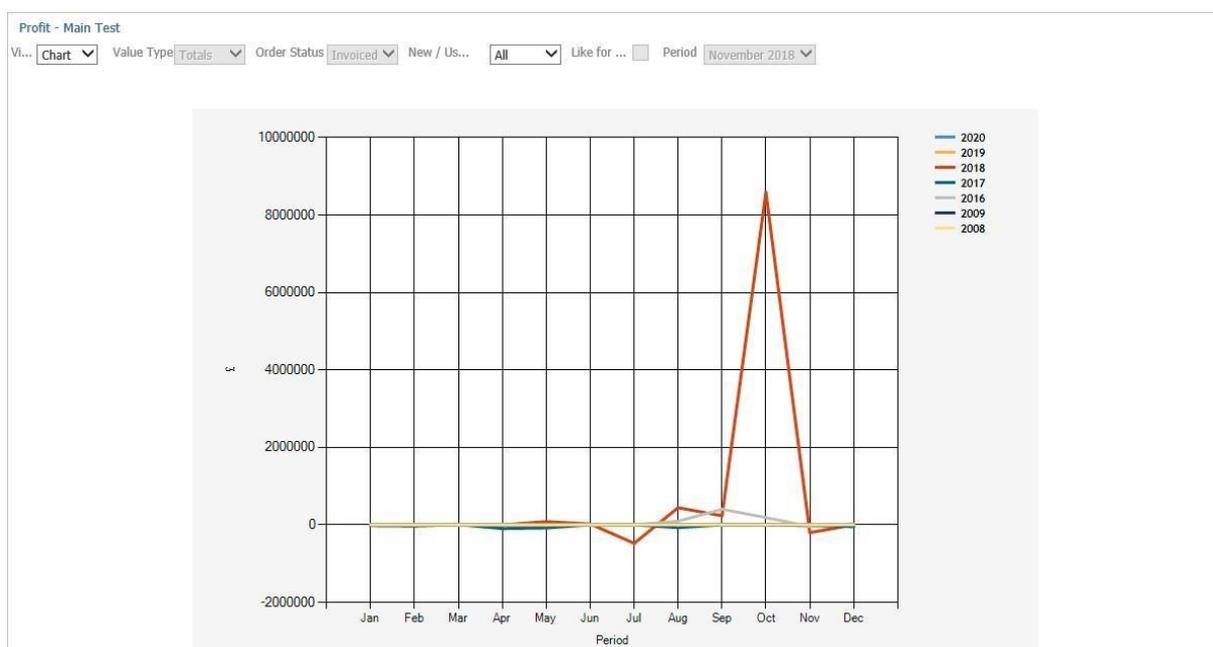


It is also possible to filter the report to show Like for Like sales information. This will remove any companies that do not have figures for last year.

Like for Like

As with most other DataPoint reports; the report can be filtered by month.

The Table view can only return figures for one month at a time, so an additional Chart type report is also available to track changes in performance



If the user has been given the appropriate access, a version of this report can be exported using the  symbol.

The report can be exported per period or by a user definable date range. The user should select a Time Frame.

Pinnacle by Pinewood

Vehicle Profit Export

Export Criteria

Time Frame: Period Date Range

Period:

Accept Cancel

If 'Period' is chosen, a single Period can be chosen to export; the default is the period being viewed on the report. If 'Date Range' is chosen, the user can enter a range of dates to export up to a maximum of 31 days; the default is displayed as 28 days from the current date.

This export will display Branch, Profile, New/Used, Stock Number, DIS, GDIS, Prep Days, OCD (Outstanding Cash Days), Vehicle, Mileage, Cost Total, Sales Total, Profit, Discount, Sales VAT, Special Scheme VAT, Gross Sales (Basic & Options Value), Preparation Cost (any preparation cost value that has been posted against the Preparation Miscellaneous Cost), Gross Profit (Gross Sales – Discount – Cost Price – Over allowance + Write Back + Special Scheme), Customer, Customer Postcode, Invoice To, Supplier, Registration Number, VIN, Registration Date, CAP Code and Vehicle Code ID (CAP ID – where appropriate), Customer Order Creation Date and Invoice Date for each Stock Number.

Stock

The Stock DataPoint report provides an aged view of current vehicle stock.

At the top level of the report, there are static profiles used to filter pre-defined vehicle types. These types are selected against the created vehicle profiles within Vehicle Data Parameters (see the Vehicle parameters section of this guide).

The report displays the following detail:

- **Profile** – static profiles that have had vehicle profile details assigned to them
- **Total** – sum of the stand in value against each stock vehicle
- **Age Bands** – age bands specified in the DataPoint parameters (see the Vehicle Parameters section of this guide). Vehicles are consolidated into these bands based on the Days in Stock field on the stock card.
- **PD** – the difference between the date the vehicle was brought into stock and the date of the first PDI invoice against the vehicle. If the first PDI invoice is completed on the same day as the vehicle was brought into stock, this will show as 0. If there is no PDI invoice date then today's date will be used.
- **DIS** – the average number of days in stock
- **GDIS** – the average Group Days in Stock if the 'Group Date In Stock' has been recorded

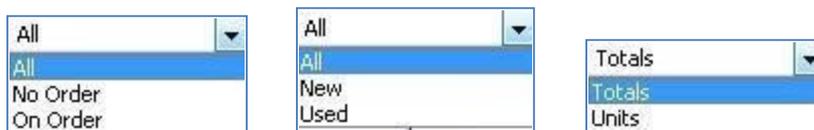
The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

The user can drill down to department level to view the following information:

- **Stock No** – system generated number for that vehicle
- **Reg No** – registration number for that vehicle
- **Vehicle** – vehicle description from that stock card
- **Colour** – vehicle colour from that stock card
- **Profile** – vehicle profile assigned from the stock card
- **RPC** – number of days between customer order creation date and date of last retail price amendment
- **PD** – the difference between the date the vehicle was brought into stock and the date of the first PDI invoice against the vehicle. If the first PDI invoice is completed on the same day as the vehicle was brought into stock, this will show as 0. If there is no PDI invoice date then today's date will be used.

- **DIS** – the number of days in stock
- **GDIS** – the Group Days in Stock if the 'Group Date In Stock' has been recorded for a vehicle
- **Retail** – retail value from the vehicle stock card
- **Profit** – total gross profit

The report can also be filtered by order status and vehicle type (new/used) and can report on financial value or number of units.



If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display High Level Division, Division, Branch, Master Profile, Profile, VIN, Vehicle, Qualifying (True/False), RPC, DIS,

GDIS, Prep-Days, In Stock (True/False), Customer Order (True/False), Invoiced (True/False), Valuation (True/False), In Stock Date, Sales Invoice Date, Last Price Change Date, Costs Bonus, Costs Tax, Stand In Value, Stand in Value Valuation, Stand in Value Valuation Difference, Selling Price, Selling Price Valuation, Selling Price Difference, Margin, Costs Total, Costs Write Back, Prep Costs, Sales Total, Sales Profit, Supplier, Colour, Fuel Type, Transmission, Mileage, Creditors, Status, Payment Due Date, Consignment End, Funder, Funder Date, Registration Number, Registration Date, Vehicle Code, Vehicle Code ID (CAP ID – where appropriate), MID (True/False) and Branch GUID for each Stock Number.

•

Stock Turn

The Stock Turn report provides a financial or units based summary of the stock turn of the business. The stock turn is illustrated by showing per period the total stock, cost of sale and profit broken down per quarter or by the datapoint organisational structure.

The report displays the following details: -

- **Description** – this shows the last 5 quarters
 - Period** - period for the data within the row being viewed
- **Stock** - total stock value using the SIV of each vehicle for all used vehicles in stock for the period being viewed
- **Units** – total number used vehicles in stock for the period being viewed
- **ACU** – Average Cost per Unit – total stock value divided by number of units in stock
- **COS** - the total cost of sale for all used vehicles invoiced within the period being viewed
- **Units** – total number of used vehicles invoiced for the period being viewed
- **ACUS** – Average Cost per Unit Sold – total COS divided by number of units sold
- **Profit** - the total profit for all vehicles sold within the current period being viewed

Yield % - the total profit as a percentage of the stock holding per period

- **Mnth** – the monthly stock turn value

$$\text{Monthly Stock Turn Value} = (\text{COS Value for Current Period} / (\text{Stock value of the last two periods} / 2)) * 12$$
- **Qtr** – the quarterly stock turn value

$$\text{Quarterly Stock Turn Value} = (\text{COS Value for the last three periods} / (\text{Stock value of the last four periods} / 4)) * 4.$$
- **Yrly** – Yearly Stock Turn Value = (COS Value for the last 12 periods / (Stock value of the last 13 periods / 13))

-
- **YTD** - the total of each monthly stock turn value up to the current month for the current financial year

The bottom half of the screen displays the reporting structure setup. The headings can be double-clicked to filter the report and drill into more information.

- **Ideal Stock** – this shows the ideal stock turn for the current month as per Ideal Stock Turn Value parameters set (please see Vehicle Parameters section of this guide). $\text{Ideal Stock} = (\text{Rolling Stock Turn} / \text{Ideal Stock Turn Value}) \times \text{Average Stock}$ (calculated using the N day figures from the report export).

**where N is the Stock Turn Days parameter value*

This ideal stock turn value must be taken from the current month.

- **ΔUnits** - this shows the number of units required to meet that ideal based on the parameters set.
 $\Delta\text{Units} = (\text{Ideal Stock} - \text{Stock}) / \text{ACU}$.

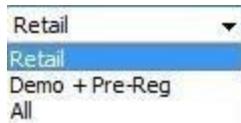
Stock - total stock value using the SIV of each vehicle for all used vehicles in stock for the period and location being viewed

- **Units** – total number used vehicles in stock for the period and location being viewed
- **ACU** - Average Cost per Unit – total stock value divided by number of units in stock
- **COS** - the total cost of sale for all used vehicles invoiced within the period and location being viewed
- **Units** - total number of used vehicles invoiced for the period and location being viewed
- **ACUS** - Average Cost per Unit Sold – total COS divided by number of units sold
- **Profit** - the total profit for all vehicles sold within the current period and location being viewed
- **Turn** – days rolling stock is labelled Turn on the stock turn report and takes the number of days from the DataPoint Vehicles Parameters (see the Vehicle parameters section of this guide).
 $\text{Turn} = (\text{Sum of the COS for last N days} \times 12) / (\text{Sum of the Stock for last N days} / N)$

**where N is the Stock Turn Days parameter value*

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

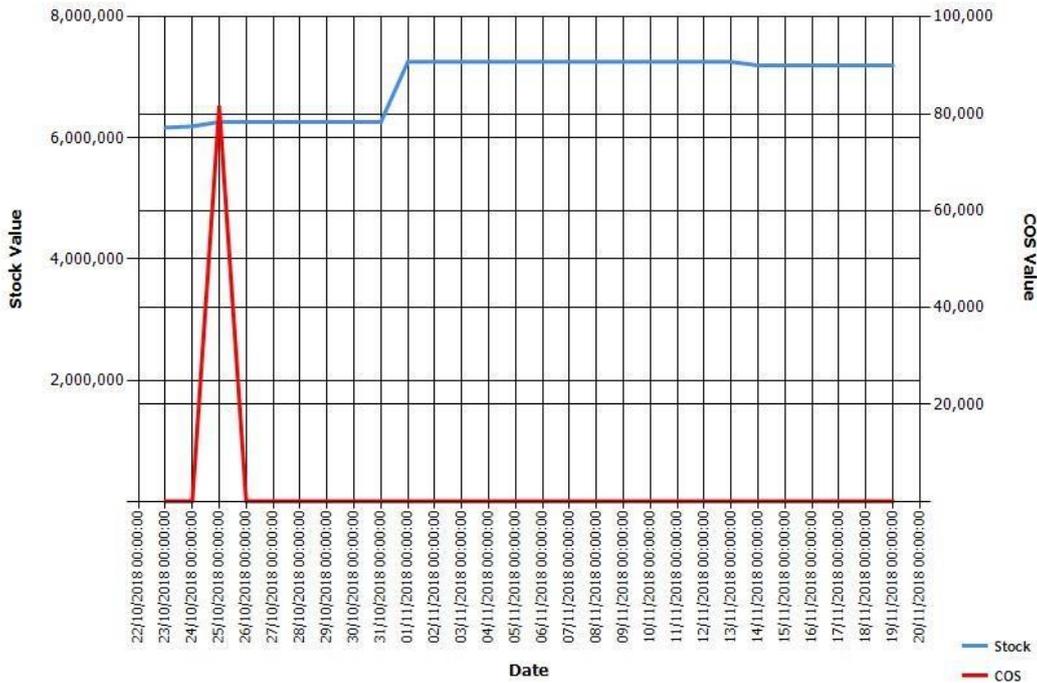
•
The report can also be filtered by Vehicle Type to show appropriate vehicles.



The Table view can only return figures for one month at a time, so an additional Chart type report is also available to track changes in performance.



The chart can be viewed at all available organisational levels. The appropriate level of the organisational structure should be selected from the Table view before changing the view to Chart.



If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display Date, Stock Value, Number of Units in Stock, Cost of Sale Value and Units Sold for each date in the current period.

This shows the above columns containing values for the last N days (where N is the value from the Stock Turn Days parameter value).

Yield – DIS

The Yield Days in Stock report breaks down the yield percentage on vehicle sales per period of time by vehicle profile and organisational structure. The report is broken down into five age bands, with each having a value column and percentage yield column.

The DIS Bands are specified within the DataPoint vehicle parameters (please see Vehicle Parameters section of this guide).

The report allows for the analysis of the effect of vehicle age on the yield gained from vehicle sales.

The report can be viewed by DIS or GDIS depending on the report type chosen. The results shown will then reflect the values based on either days in stock or group days in stock.



The report displays the following detail:

- **Description** – New/Used plus the DataPoint Sales Group from vehicle parameters
- **DIS/GDIS bands** – the total gross profit for all vehicles in the specified period broken down by using ageing bands based on days (or group days) in stock.
- **%** - the total gross profit for all vehicles (as above) expressed as a percentage • **Total** – the total gross profit for all vehicles (as above) for all DIS/GDIS Bands.

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

The user can drill down to vehicle level to view the following information:

- **Stock No** – system generated number for that vehicle
- **Vehicle** – vehicle description from the stock card
- **Description** – vehicle profile assigned from the stock card
- **Price Change** – date of last retail price amendment
- **RPC** – number of days between customer order creation date and date of last retail price amendment
- **Profit** – total gross profit
- **Profit %** - gross profit percentage
- **Discount** – total discount value
- **Disc %** - discount percentage
- **DIS/GDIS** – number of days (or group days) in stock

The 🏠 symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The report can also be filtered by order status and vehicle type (new/used) and can report on financial value or number of units.



As with most other DataPoint reports; the report can be filtered by month.

Yield – Age

The Yield - Age report shows the same information as the Yield - DIS report but groups vehicles into specified ageing categories by the age of the vehicle. The Age Bands are specified within the DataPoint vehicle parameters (please see Vehicle Parameters section of this guide).

The report displays the following detail:

- **Description** – New/Used plus the DataPoint Sales Group from vehicle parameters
- **Age bands** – the total gross profit for all vehicles in the specified period broken down by using ageing bands based on the number of months since the Registered Date.
- **Age Bands %** - the total gross profit for all vehicles (as above) expressed as a percentage
- **Total** – the total gross profit for all vehicles (as above) for all Age Bands.

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

The user can drill down to vehicle level to view the following information:

- **Stock No** – system generated number for that vehicle
- **Vehicle** – vehicle description from the stock card
- **Description** – vehicle profile assigned from the stock card

- **Price Change** – date of last retail price amendment
- **RPC** – number of days between customer order creation date and date of last retail price amendment
- **Profit** – total gross profit
- **Profit %** - gross profit percentage
- **Discount** – total discount value
- **Disc %** - discount percentage
- **DIS** – number of days in stock

The 🏠 symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The report can also be filtered by order status and vehicle type (new/used) and can report on financial value or number of units.



As with most other DataPoint reports; the report can be filtered by month.

Funding

The Funding Report enables the user to analyse the profile of funding across the suppliers, the level of funding of each and the age in which vehicles have been in stock & funded.

The report displays the following detail:

- **Description** – Name of the funder
- **DIS** – the average days that the vehicles funded by that Supplier have been in stock
- **Total** - the total Purchase Price for all vehicles funded by that Supplier
- **Not Funded** – as with Total, but returning vehicles with no Funder linked to the stock card

- **Age Bands** – the total Purchase Price for all vehicles funded by that Supplier broken down using ageing bands based on the time they have been linked to a funder (Funding Date), not the amount of time in stock

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

The user can drill down to vehicle level to view the following information:

- **Stock No** – system generated number for that vehicle
- **Vehicle** – vehicle description from the stock card
- **Description** – Funder
- **Funded Date** – date the vehicle was funded
- **Funded Days** – number of days between the vehicle funded date and the report updated date
- **DIS** – number of days in stock
- **Total** – total Purchase Price for that vehicle

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.



If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display High Level Division, Branch, Funder, Profile, Vehicle, Stock Number, DIS, Funder Date, Funded Days, Internal Value, Consignment (True/False), Adopted (True/False), Supplier Invoice

(True/False) and New (True/False) for each Stock Number

The report can also be filtered by vehicle status, date range (age bands) and can report on financial value or number of units.

Supplier Orders

The Supplier Orders report, allows a dealership to analyse all supplier orders or just the number of part exchanges that should now be in stock due to the sale vehicle being invoiced. The trigger as to where an expected part exchange is displayed on this report is the Invoice date.

- **Overdue** - Part Exchanges that haven't been brought into stock, where the invoice date on the sold vehicle is in the past
- **Future Days** - Part Exchanges that are linked to vehicles that have been invoiced, with an invoice date in the future.

The Supplier Orders report has a slightly different layout to the other datapoint reports discussed. On initial load of the report only one report view is present which shows the company structure and two other sections for Overdue part exchange vehicles and Future Days part exchange vehicles.

The report displays the following detail:

- **Description** – Branch
- **Units** – number of vehicle units
- **Value** – the purchase price from the Customer, not the SIV

The values are split by 1-7 days and 7+ day ranges.

When the user drills to the lowest level of the report another report view is visible which provides the following details on the individual vehicles within the selected category:

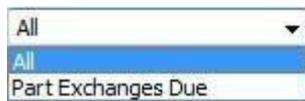
- **Reg No** – registration number for that vehicle
- **Vehicle** – vehicle description from the stock card
- **Expected In Date** – Invoice Date for the vehicle linked to that Part Exchange or the Desired

Delivery Date for the Supplier Order

- **Value** – the purchase price from the Customer, not the SIV
- **Overdue Days** – number of days between the invoice date for the vehicle linked to the Part Exchange and the report updated date (a negative value denotes an invoice date in the future)

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The report can also be filtered to show All (which will show just non Part Exchange Supplier Orders) or Part Exchanges.



If the user has been given the appropriate access, a version of this report can be exported using the  symbol.

This export will display High Level Division, Branch, Master Profile, Sales

Invoice Date, Vehicle, Stock Number, Costs Total, Overdue Days, Supplier, Registration Number, Registration Date, Colour, Fuel Type,

Transmission, Mileage, Vehicle Code and Vehicle Code ID (CAP ID – where appropriate) for each Stock Number.

Workshop

Time Analysis

The time analysis report compiles the key time management information from each workshop department. It is essential for the sites to be using Time Management system within Pinnacle for this report to be effective.

The report displays the following detail:

- **Description** – DataPoint organisational structure level
- **Attended** – total time clocked in (if the technician has not clocked in the attended hours will be reported as 0)
- **Worked** - total time clocked onto jobs
- **IDLE** – the difference between clocked time and worked time
- **Chargeable** - total hours invoiced
- **Non-Recoverable** - the difference between hours worked and chargeable hours
- **Utilisation** - total hours worked divided by total hours attended and expressed as a percentage
- **Efficiency** - total hours chargeable divided by total hours worked and expressed as a percentage
- **Productivity** - total hours chargeable divided by total hours attended and expressed as a percentage

When the user drills to the lowest level of the report another report view is visible which provides the same details for individual technicians.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

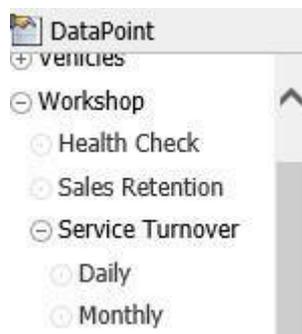
As with most other DataPoint reports; the report can be filtered by month.

Service Turnover

The Service Turnover report consolidated workshop values (from the nominal ledger) for Month to Date and Full Mont. The dropdown presents the option for Monthly and a Daily report based on hardcoded labour types within the system.

On opening the Daily screen, the date will default to today's date and show how many working days are in the current month. Variance is calculated as the difference between your actual invoiced revenue for the day against your monthly budget, allowing you to analyse your daily performance and make changes throughout the month to hit budget

The nominal codes to collate this information must be entered into the Workshop DataPoint parameters (please see Workshop Parameters section of this guide).



WIP

Hours - contains the current worked hours that appear on each departments' work in progress report.

Hours Value - contains the current value of the hours for each workshop department. This is a calculated value based on the account number attached to the operation of which the worked hours appear on. If the clocking is associated to a job, the system uses the labour rate associated to the account number attached to the workshop job.

Parts Value - contains the total issue price of the parts held on the workshop department's work in progress report.

The figures displayed within the remainder of the report are dependent on the value chosen in the 'Value Type' field.



Value Type - Labour

The figures displayed when this value is chosen are calculated based on the nominal codes entered into the parameters.

Month To Date

- **Retail, Trade, Internal, Warranty and MOT** - calculation of postings made to the nominal codes relating to these Labour Types within the chosen period
- **Labour Turnover** – a total of all the sales figures in the above Labour Types
- **Other Sales** – a calculation of postings made for all non-labour charges
- **Total Turnover** (shown as the company structure name) – a calculation of labour turnover plus other sales.
- **Comparison** – This is dependent on what is selected in the Comparison filter (please see below)
- **Variance** – displays the difference between the Actual and the Comparison figure.

Full Month

- **Forecast** – calculated field which takes the actual month to date value and divides it by the number of working days so far. This figure is then multiplied by the total number of days in the selected period to provide a forecast value.
$$((\text{Actual MTD} / \text{Month to Date Working Day}) * \text{Full Working Days})$$
- **Comparison** – This is dependent on what is selected in the Comparison filter (please see below)
- **Variance** – displays the difference between the Forecast and the Comparison figure for the full month.

Value Type – Hours

The figures displayed when this value is chosen are calculated based on the invoice hours for workshop jobs within the period chosen.

Month To Date

- **Retail, Trade, Internal and Warranty** - contains all the invoice hours + calculated invoice hours (Charge / Labour Rate + MOT Hours) for all invoices raised to an account with the appropriate Customer Type.
- **Total Hours Sold** (shown as the company structure name) – the total of all the above fields.
- **Comparison** – This is dependent on what is selected in the Comparison filter (please see below)
- **Variance** – displays the difference between the Actual and the Comparison figure.

Full Month

- **Forecast** – calculated field which takes the actual month to date value and divides it by the number of working days so far. This figure is then multiplied by the total number of days in the selected period to provide a forecast value.
$$((\text{Actual MTD} / \text{Month to Date Working Day}) * \text{Full Working Days})$$
- **Comparison** – This is dependent on what is selected in the Comparison filter (please see below)
- **Variance** – displays the difference between the Forecast and the Comparison figure for the full month.

Value Type – Average Invoice

The figures presented here are total Labour Type figures, divided by the number of invoice transactions posted against the nominal codes held in parameters for each of the types. **Recovery Rate**

The recovery rate value is displayed as the same figure regardless of the Value Type chosen.

The figures are displayed as follows:

Month To Date

- Actual** - calculated field which takes the Month To Date Actual Labour Turnover value and divides this figure by the Month To Date Actual Total Hours Sold Value

$$\text{(Actual MTD Labour Turnover / Actual MTD Total Hours Sold)}$$
- Comparison** – This is dependent on what is selected in the Comparison filter (please see below)
- Variance** – displays the difference between the Actual and the Comparison recovery rate figure

Full Month

Forecast - calculated field which takes the actual month to date value and divides it by the number of working days so far. This figure is then multiplied by the total number of days in the selected period to provide a forecast value

$$\text{((Actual MTD / Month to Date Working Day) * Full Working Days)}$$

- Comparison** – This is dependent on what is selected in the Comparison filter (please see below)
- Variance** – displays the difference between the Forecast and the Comparison recovery rate figure for the full month.

Each report generated by changing the Value Type filter can also be viewed as a Chart. dependent



The chart view displays the current revenue split and the Comparison revenue split and is on what is chosen in the Value Type and Comparison filters.

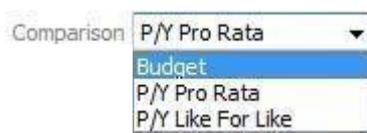
The report displays in the same way for the Labour or Hours Value Type options but displays as a bar graph for the Average Invoice option.

For Labour or Hours, the values are shown as a percentage per Labour Type.

Comparison

The report can also be filtered by Period and Comparison.

There are 3 options which can be selected within the Comparison field. The option chosen within this filter then denotes what will be displayed in the Month To Date and Full Month Comparison columns.



Budget - figures are the budgets held within the system. The report reads actual nominal values, but compares against budget values held against the same nominal codes. Budget values must be set against all nominal ledger codes and for all businesses to be meaningful

Prior Year Pro Rata – within the Full Month section this displays the prior year value for the period chosen within the Comparison column. Using this value, the system then calculates the figure to populate the Month to Date Comparison column. The Full Month Comparison value is divided by the total number of days within the month. This figure is then multiplied by the number of days in the month so far (e.g. if viewing on 15th of the month, the total prior year figure is divided by 31 and multiplied by 15 to give a pro rata figure).

Prior Year Like For Like - displays the figures from the prior year and only displays the same company structure as this year – for example if a further department has been added or removed these figures would not be included.

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report. The user can drill down to department level to view the figures by department.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display Department,

Month To Date Actual – Retail, Internal, Trade, Warranty, MOT, Other Sales (only Value Type = Labour)

Month To Date Comparison – Retail, Internal, Trade, Warranty, MOT, Other Sales (only Value Type = Labour)

Full Month Forecast – Retail, Internal, Trade, Warranty, MOT, Other Sales (only Value Type = Labour)

Full Month Comparison – Retail, Internal, Trade, Warranty, MOT, Other Sales (only Value Type = Labour)

Average Invoice Value – Retail, Internal, Trade, Warranty, MOT, Other Sales

Average Invoice Value Prior Year – Retail, Internal, Trade, Warranty, MOT, Other Sales

Recovery Rate (Actual), WIP Hours, WIP Value and WIP Parts Value

Health Check

The Health Check report is designed to capture the key information on a consolidated basis of health checks carried out and subsequent conversions.

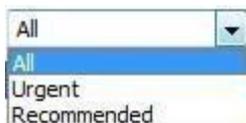
The report displays the following detail:

- **Description** – DataPoint organisational structure level
- **Checks** – the number of Checks raised for the level being reported on and for the month selected
- **Videos** – This shows a count of Videos Sent.
- **Jobs** – total number of jobs (where there has been more than 1 job raised for the same vehicle in the month, this will be classed as 1 job)

- **Invoices** – total number of invoices (where there has been more than 1 invoice raised for the same vehicle in the month, this will be classed as 1 job)
- **Total** – total value of identified work
- **Invoiced** - total value of work invoiced, from original check
- **Invoiced %** - total value of work invoiced against total work identified and expressed as a percentage
- **Deferred** - total value of work deferred for further follow-up
- **Deferred %** - total value of work deferred against total work identified and expressed as a percentage
- **Declined** - total value of work declined
- **Declined %** - total value of work declined against total work identified and expressed as a percentage
- **Deleted** - total value of work deleted from job cards
- **Deleted %** - total value of work deleted against total work identified and expressed as a percentage

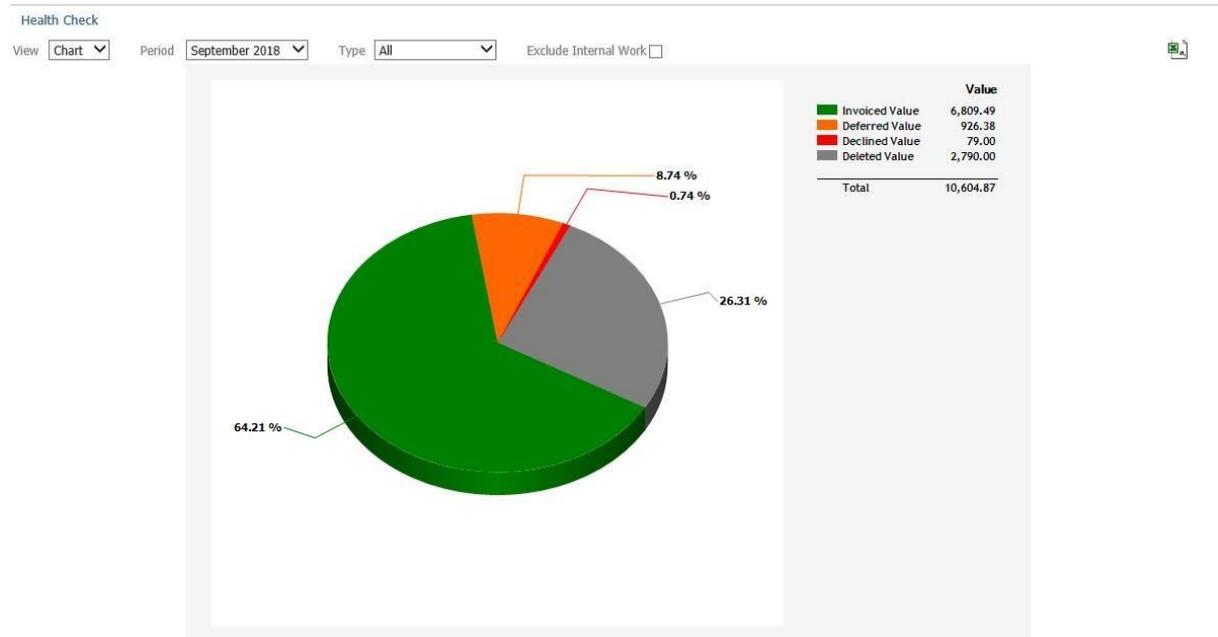
The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The report can show all work or be filtered to show Urgent or Recommended.



As with most other DataPoint reports; the report can be filtered by month.

The Table view can only return figures for one month at a time, so an additional Chart type report is also available to track changes in performance.



If the user has been given the appropriate access, a version of this report can be exported using the  symbol. This export will display Department, UTC Month, Checks, Jobs, Invoices, Total, Invoiced, Deferred, Deleted, Declined and Type. The export displays a line for Urgent and a line for Recommended work for each month.

Workshop Loading

The workshop loading report aggregates all workshop diary information at a high level. The report breaks out physical weeks as opposed to daily information.

The report displays the following detail per week of the chosen period:

- **Jobs** – The amount of Jobs raised
- **Booked** - total number of booked hours
- **Available** - total number of hours available
- **Remaining** – total number of hours remaining
- **ASD** - total number of Aftersales Diary opportunities for work types:
 - Service ○ MOT ○
Parts in Stock ○ Work
Required
- **P/Y Bookings** - total number of Bookings for the same period in the previous year
- **P/Y Available** - total number of Available hours for the same period in the previous year.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

As with most other DataPoint reports; the report can be filtered by month.

Sales Retention

The Retention report is designed to give an understanding of the retention levels by business. It is calculated by selecting a period in a prior year and the figures are calculated over a rolling 18-month period.

The report displays the following detail:

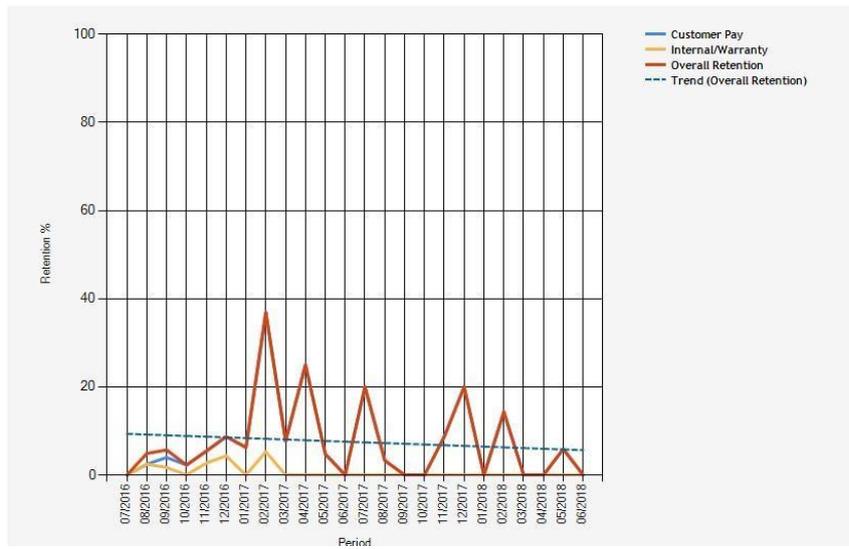
- **Description** – either new or used for Retail types of sale
- **Units Sold** – number of units sold within the types of sale
- **Customer Pay %** - the number of vehicles sold in the specified period that have been back to the business for any paid work, through the workshop
- **Internal/Warranty %** - the number of vehicles sold in the specified period that have been back to the business for any work that has been invoiced to either an internal or warranty account, through the workshop

- **Retention %** - the number of vehicles that have revisited the workshop for any kind of invoiced work

As with most other DataPoint reports; the report can be filtered by month.

The Table view can only return figures for one month at a time, so an additional Chart type report is also available to track changes in performance.

Sales Retention -
 View Period Description



Accounts

Debtors

The Debtors report consolidates information based on the Company Registration Number. It is essential that all accounts have the Company Registration Number saved against it to ensure the consolidation is meaningful.

If accounts do not have a company registration number, they are consolidated into the section “Unconsolidated – No CRN” section of the report.

The report displays the following detail:

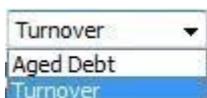
- **Description** – Company Registration Number
- **Debtor Days** – total debtor days for accounts consolidated within the CRN – uses $(\text{Account Balance} * 365) / 12 \text{ Month Rolling Turnover}$
- **Balance** – total balance for accounts consolidated within the CRN
- **Unallocated** – total amount of cashbook payments/receipts which are yet to be matched off to invoices and credit notes
- **Age Bands** – number of days between the date the transaction was posted and the report updated date

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

Once at the lowest level, the Sales Ledger account can be interrogated by double clicking the Company Registration Number description.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The figures within the report can be Aged Debt or Turnover.



When viewing the Turnover figures, the report displays the following detail:

- **Description** – Company Registration Number
- **Debtor Days** – total debtor days for accounts consolidated within the CRN – uses $(\text{Account Balance} * 365) / 12 \text{ Month Rolling Turnover}$
- **Balance** – total balance for accounts consolidated within the CRN
- **Credit Limit** – total credit limit for accounts consolidated within the CRN
- **This Period** – total value of transactions posted within the current period
- **YTD** – total value of all transactions posted within the current financial year for accounts consolidated within the CRN
- **Prior Year** – total value of all transactions posted within the prior financial year for accounts consolidated within the CRN

Creditors

The Creditors report consolidates information based on the Company Registration Number. It is essential that all accounts have the Company Registration Number saved against it to ensure the consolidation is meaningful.

If accounts do not have a company registration number, they are consolidated into the section “Unconsolidated – No CRN” section of the report.

The report displays the following detail:

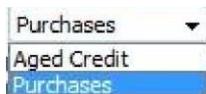
- **Description** – Company Registration Number
- **Balance** – total balance for accounts consolidated within the CRN
- **Unallocated** – total amount of cashbook payments/receipts which are yet to be matched off to invoices and credit notes
- **Age Bands** – number of days between the date the transaction was posted and the report updated date

The bottom half of the screen displays the reporting structure setup. The headings on either the top or the bottom half of the screen can be double-clicked to filter the report and drill into more information.

Once at the lowest level, the Purchase Ledger account can be interrogated by double clicking the Company Registration Number description.

The  symbol can be selected to take the report back up a level after the user has drilled into a specific area of the report.

The figures within the report can be Aged Credit or Purchases.



When viewing the Turnover figures, the report displays the following detail:

- **Description** – Company Registration Number
- **Balance** – total balance for accounts consolidated within the CRN
- **Unallocated** – total credit limit for accounts consolidated within the CRN
- **This Period** – total value of transactions posted in the current period
- **YTD** – total value of all transactions posted within the current financial year for accounts consolidated within the CRN
- **Prior Year** – total value of all transactions posted within the prior financial year for accounts consolidated within the CRN