

# SedonaOffice®

14<sup>th</sup> ANNUAL USERS CONFERENCE

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## Reporting and Analysis Using Vivid Reports Flex

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**PERENNIAL SOFTWARE**

*Makers of SedonaOffice and AlarmBiller*

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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

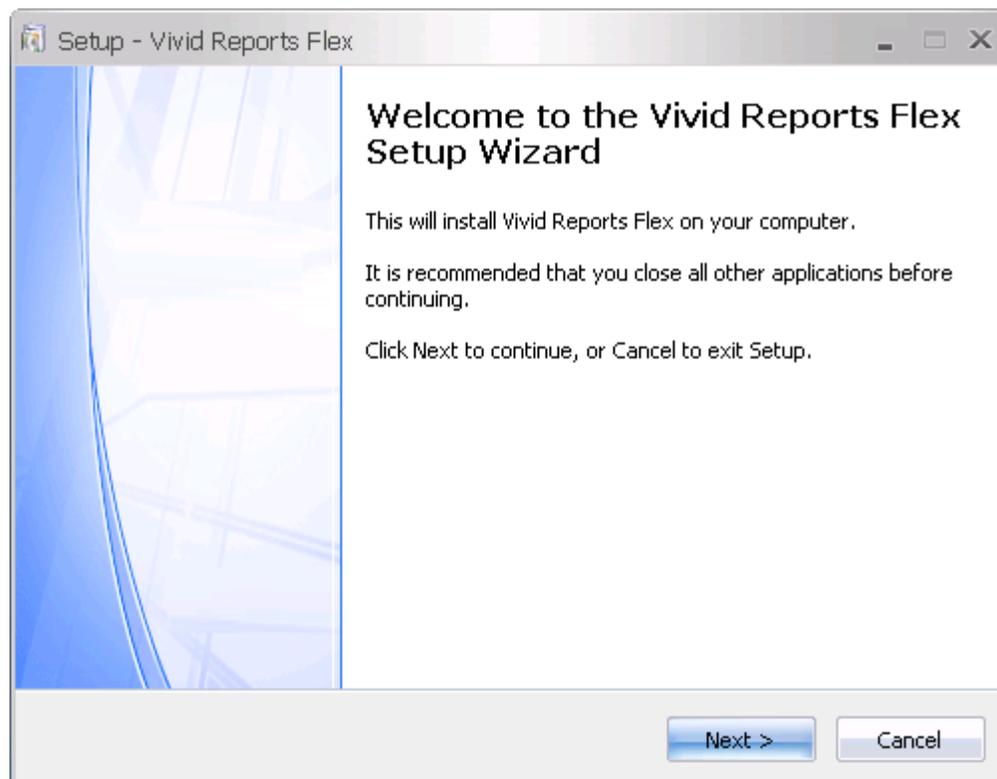
#### Installation

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)

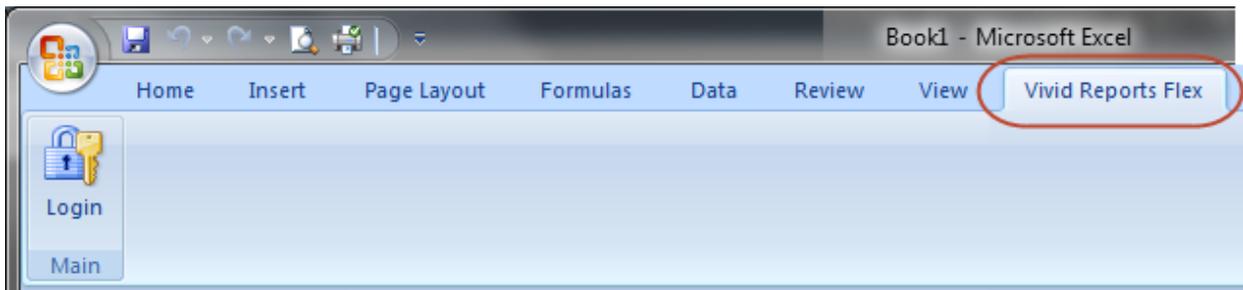
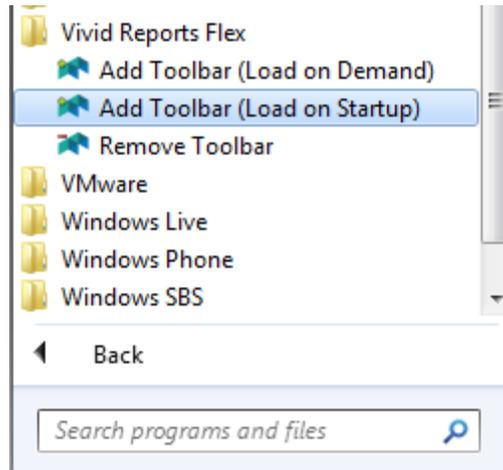
To install the Vivid Reports Flex Client:

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



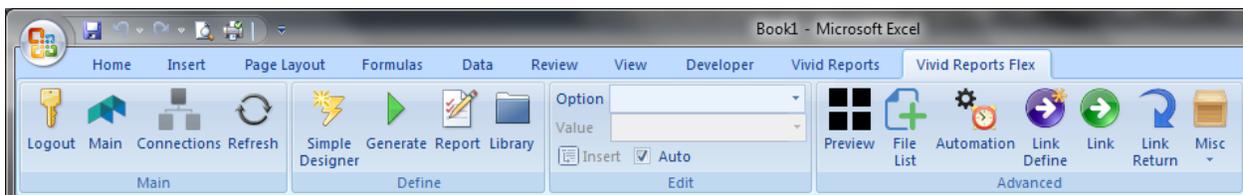
- Run the Vivid Reports Flex Update.exe file to install the latest version of Flex.

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:



## Toolbar

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



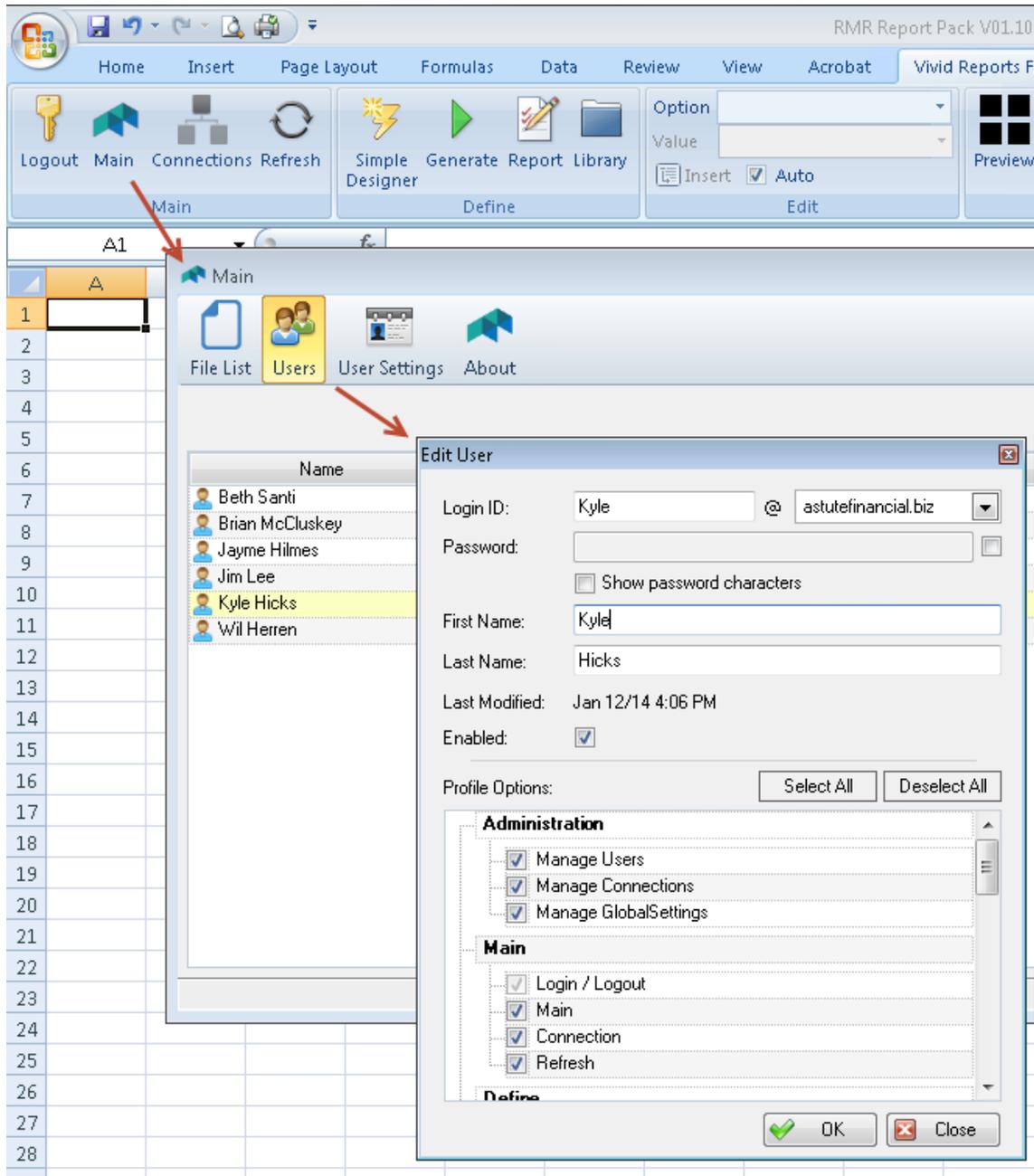
The toolbar has four sections:

- Main
- Define
- Edit
- Advanced

### User Profiles

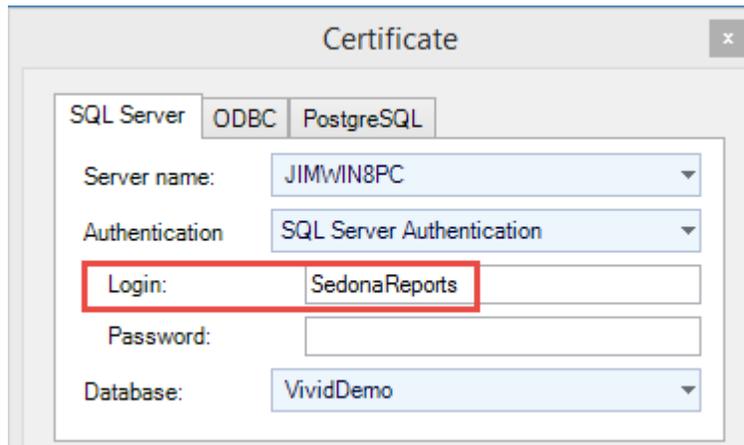
Ten user profiles can be added for each Vivid Reports Flex subscription. For example, with two subscriptions, twenty user profiles could be added and two users could be logged in concurrently.

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



## 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.



The image shows a 'Certificate' dialog box with three tabs: 'SQL Server', 'ODBC', and 'PostgreSQL'. The 'SQL Server' tab is selected. The dialog contains the following fields:

- Server name: JIMWIN8PC (dropdown menu)
- Authentication: SQL Server Authentication (dropdown menu)
- Login: SedonaReports (text input field, highlighted with a red border)
- Password: (empty text input field)
- Database: VividDemo (dropdown menu)

**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).

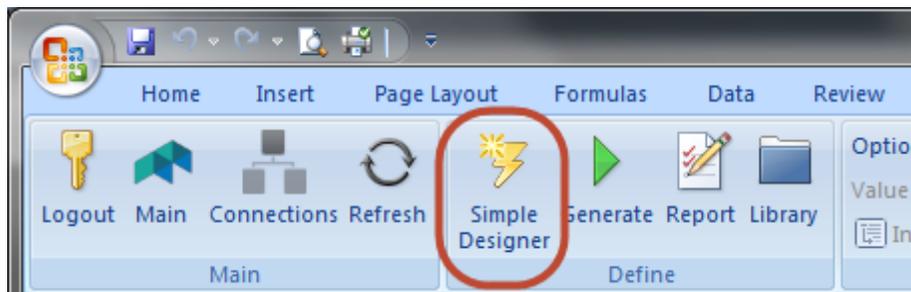
### Using the Simple Designer Wizard

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:

	A	B	C	D
1	<b>ABC Security</b>			
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.

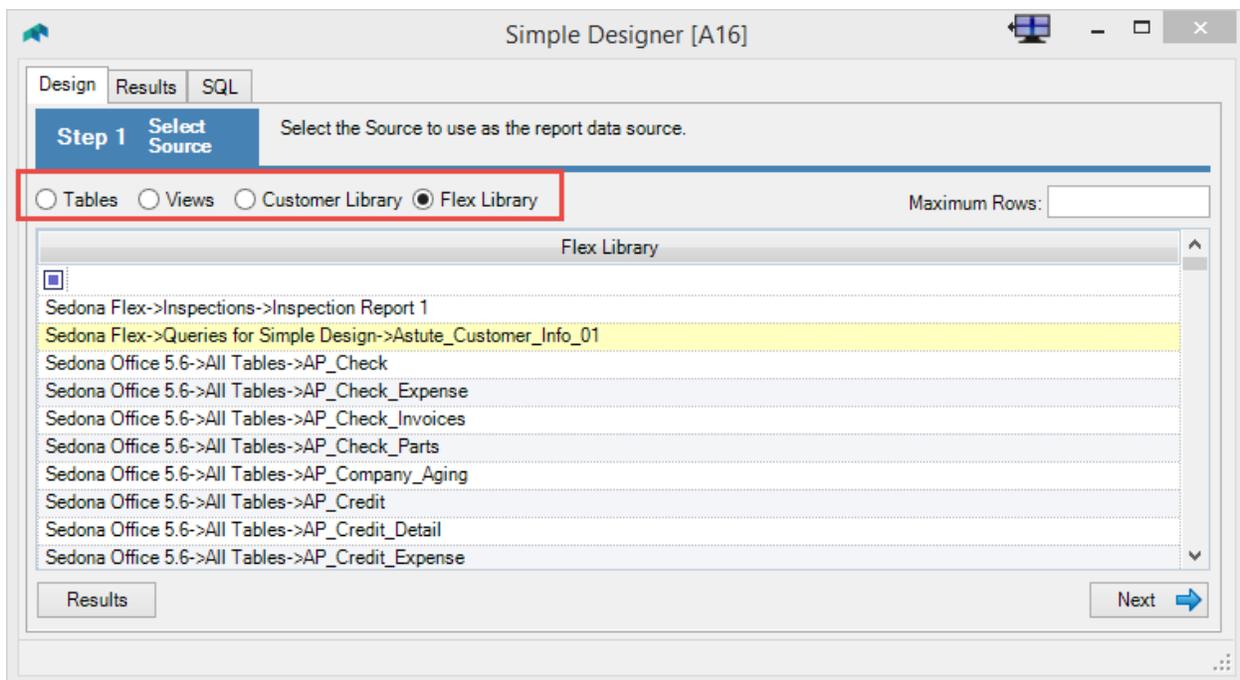
Click Simple Designer in the tool bar to open the wizard to Step 1.



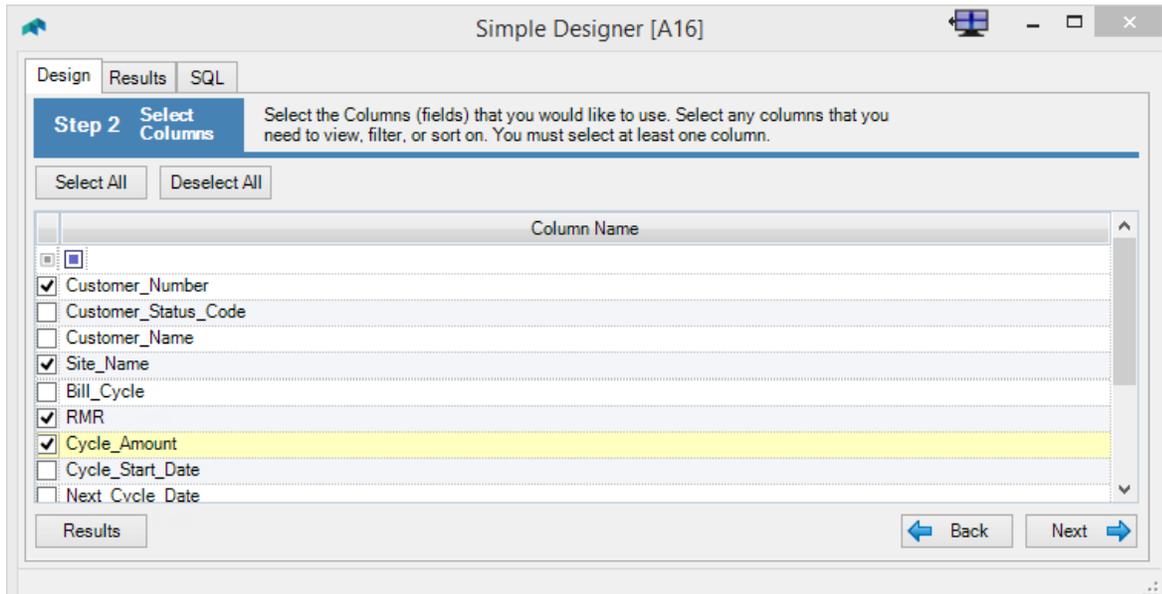
## Step 1: Select Source

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:

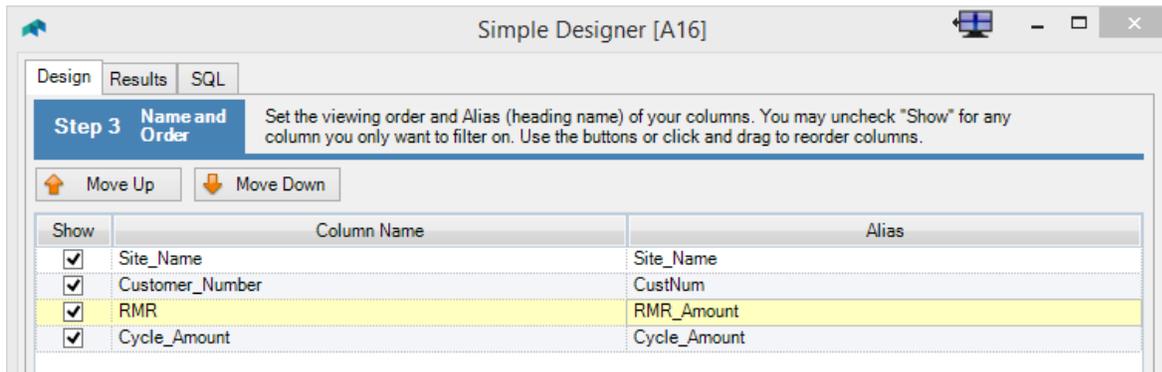
- Tables: Select a table from your SedonaOffice database,
- Views: Select a view from your SedonaOffice database,
- Customer Library: Select a view that you created previously and saved in your Customer Library, or
- Flex Library: Select a view created by other SedonaOffice users that have been saved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



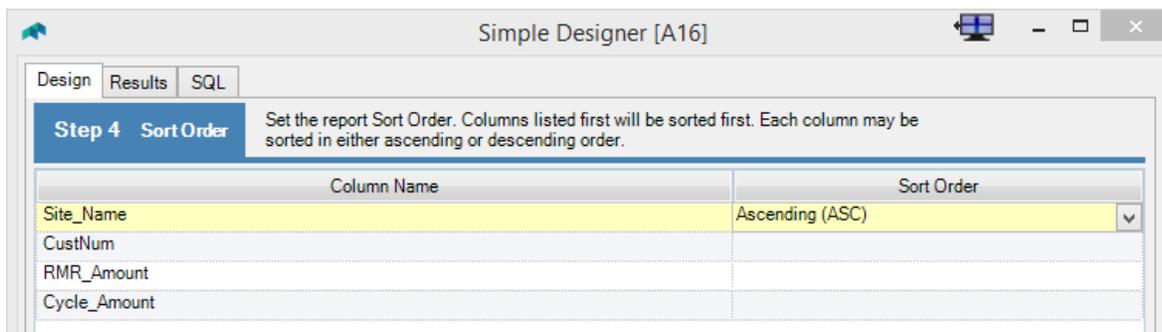
Step 2: Select Columns



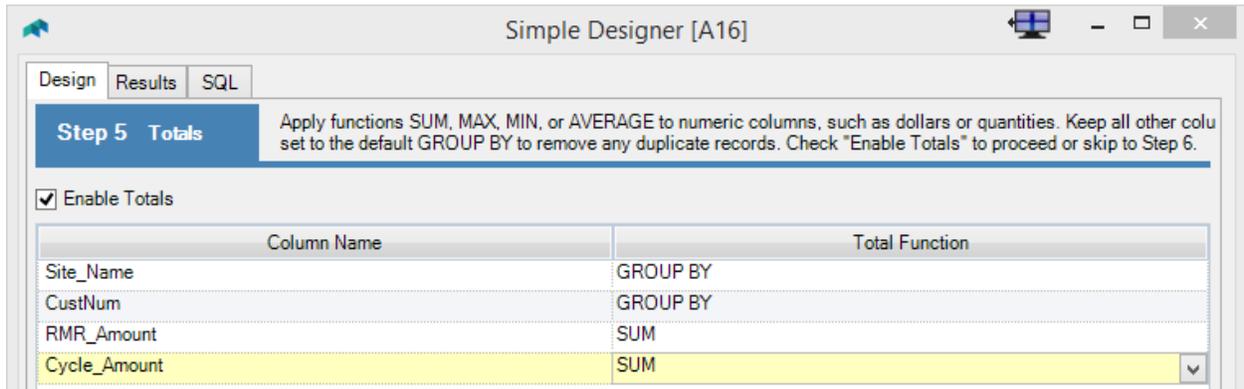
Step 3: Name and Order the Columns



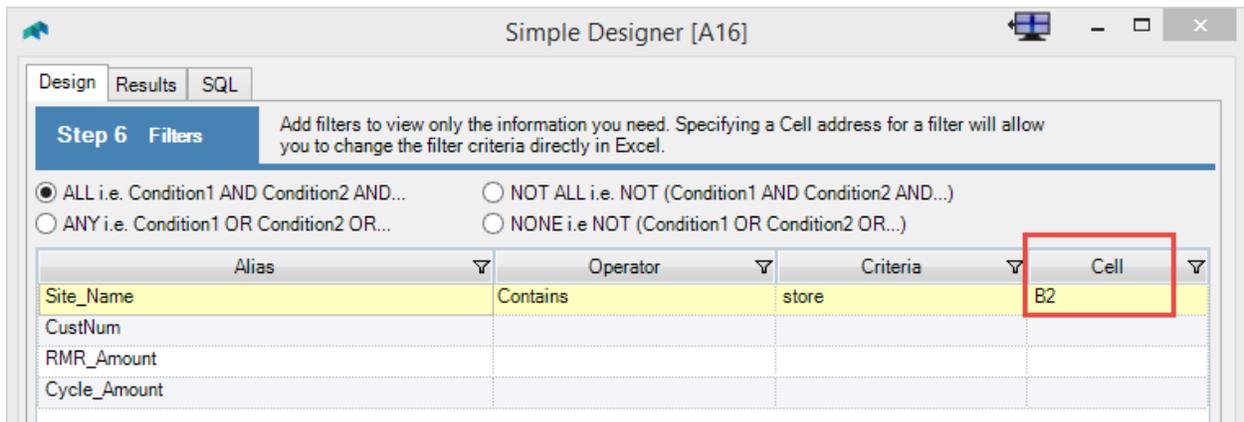
Step 4: Sort Order



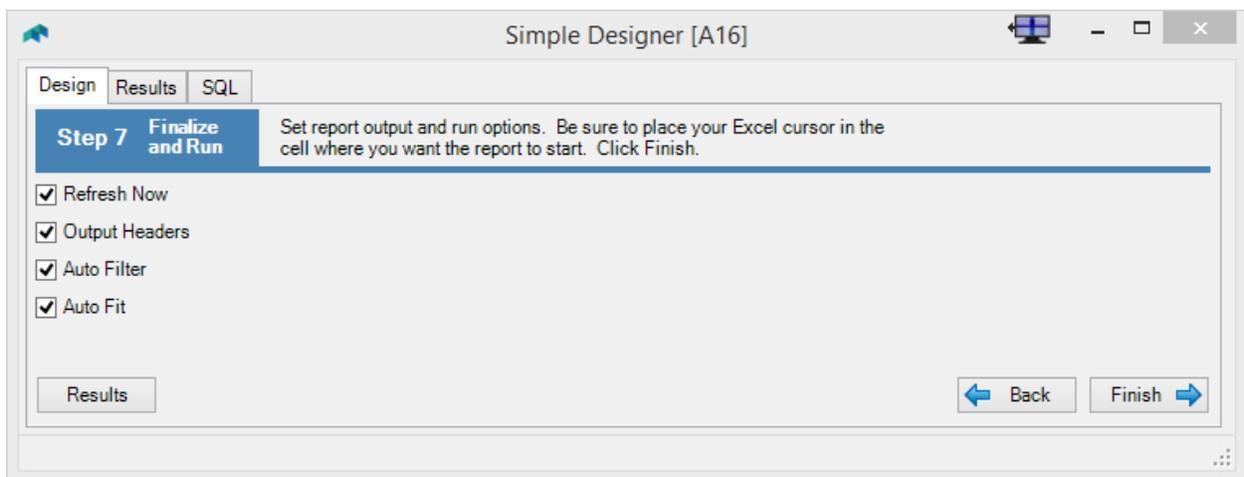
Step 5: Totals



Step 6: Filters



Step 7: Finalize and Run



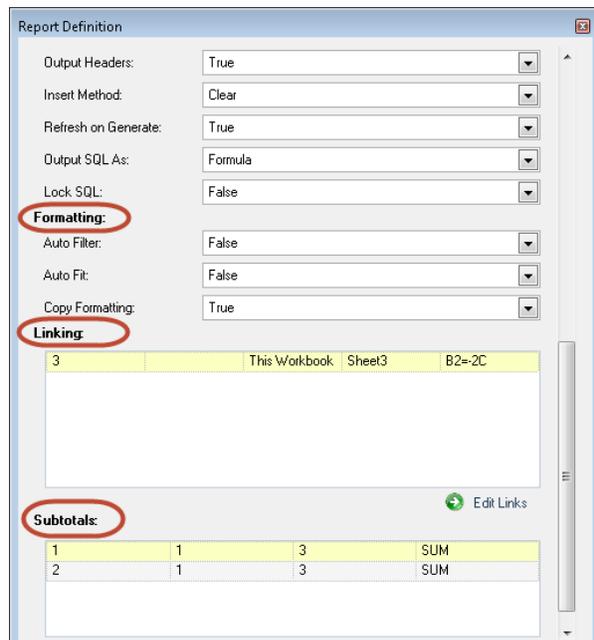
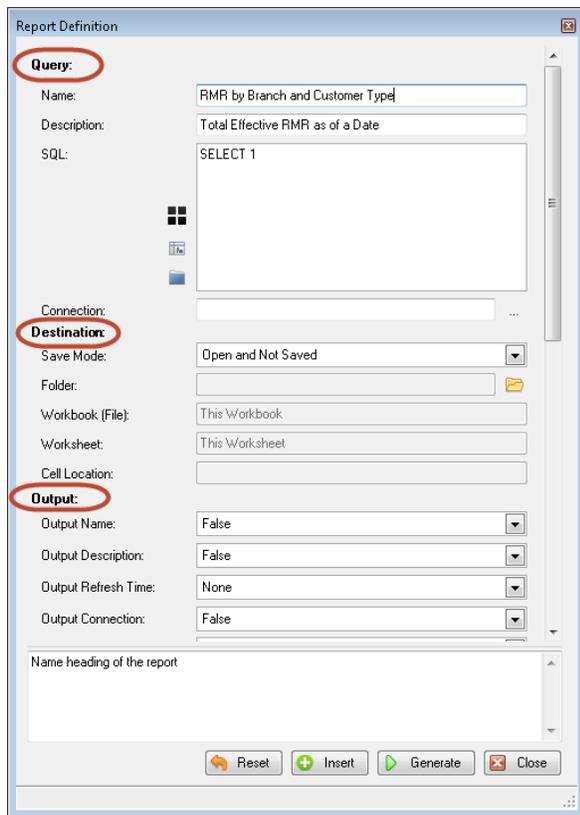
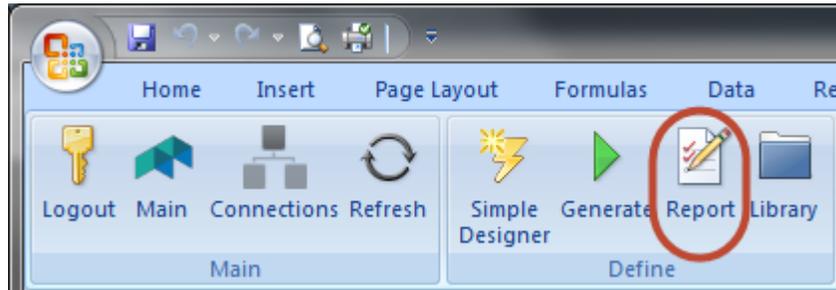


## Creating Reports

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

### Report Definition

Click the Report button to open Report Definition.



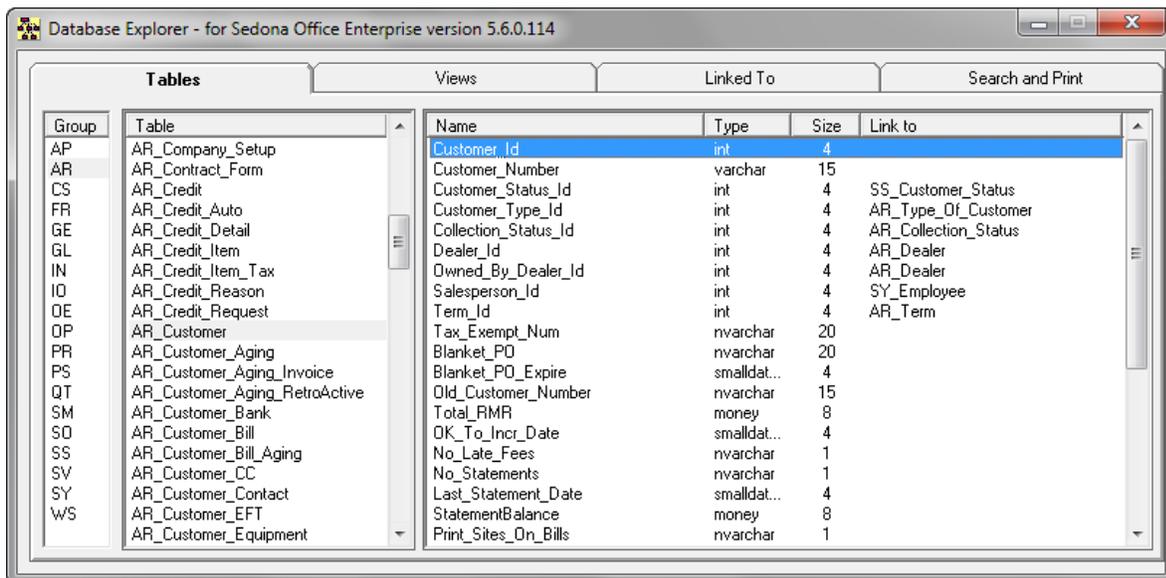
The options for building a report are organized into six sections on the Report Definition screen.

- **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.

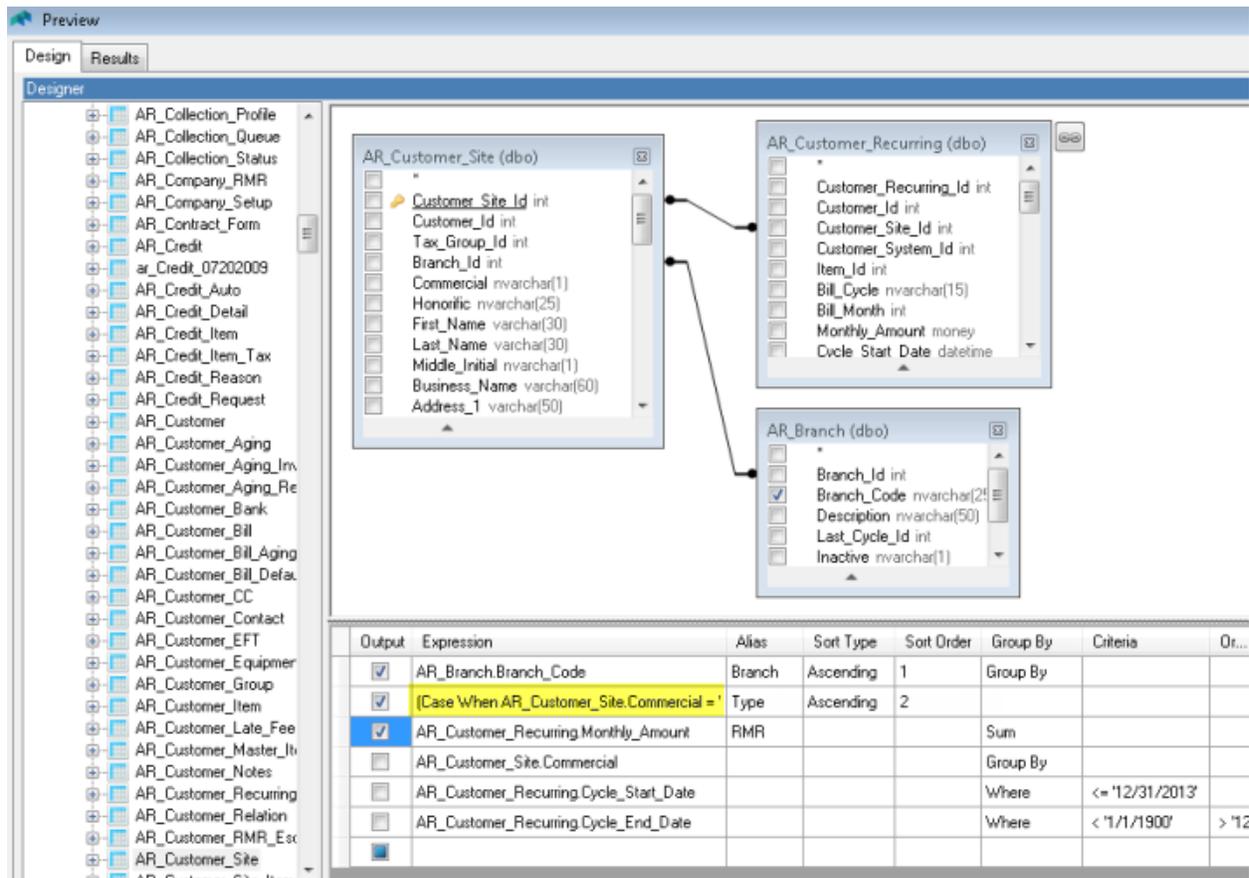
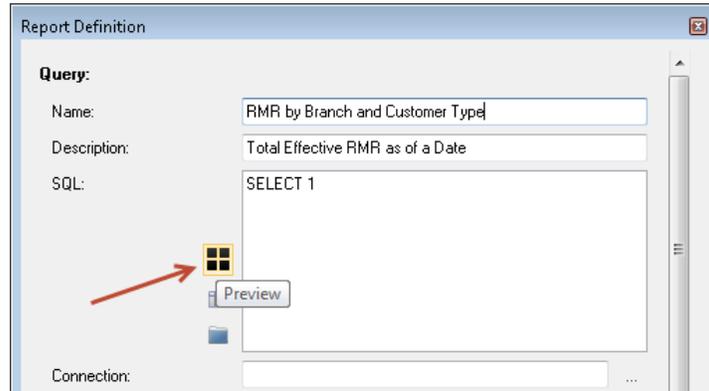
We encourage you to download the Database Explorer from the SedonaOffice web site. This is a great tool for learning the SedonaOffice database as you start to design reports.



Group	Table	Name	Type	Size	Link to
AP	AR_Company_Setup	Customer_Id	int	4	
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
IO	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:



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_Recuring.Monthly_Amount) AS RMR
FROM AR_Customer_Recuring
INNER JOIN AR_Customer_Site ON AR_Customer_Site.Customer_Site_Id =
AR_Customer_Recuring.Customer_Site_Id
INNER JOIN AR_Branch ON AR_Customer_Site.Branch_Id = AR_Branch.Branch_Id
WHERE (AR_Customer_Recuring.Cycle_Start_Date <= '11/30/2014' AND
AR_Customer_Recuring.Cycle_End_Date < '1/1/1900') OR
(AR_Customer_Recuring.Cycle_End_Date > '11/30/2014')
GROUP BY AR_Branch.Branch_Code,
(CASE WHEN AR_Customer_Site.Commercial = 'Y' THEN 'Commercial'
ELSE 'Residential' END),
AR_Customer_Site.Commercial
ORDER BY Branch,
Type
    
```

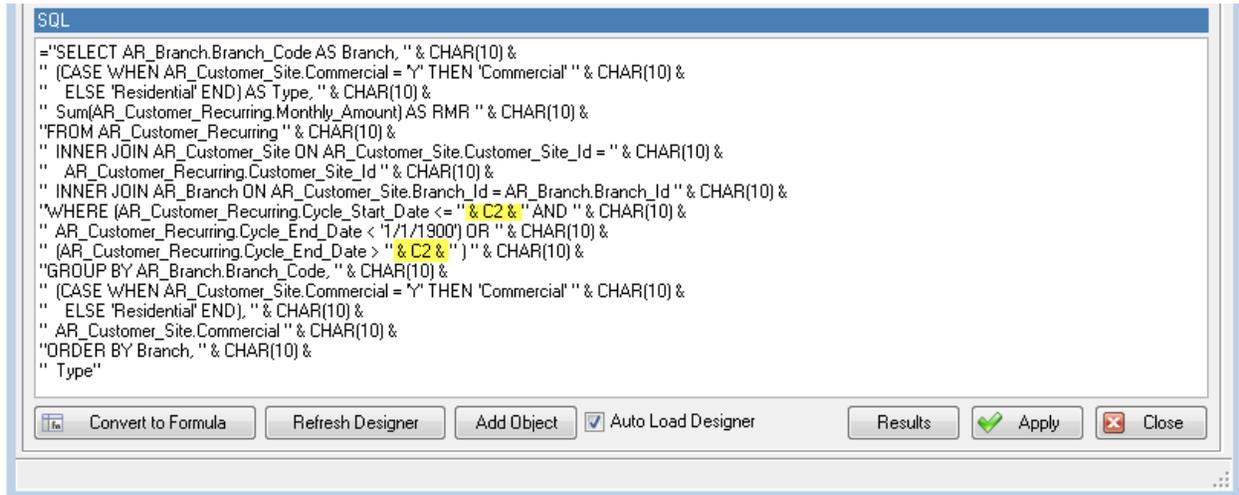
A very powerful feature of Vivid Reports Flex is the ability to reference filter criteria in an Excel worksheet, like we did for the site name in the report we created above using Simple Designer.

	A	B	C	D
1	<b>ABC Security</b>			
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
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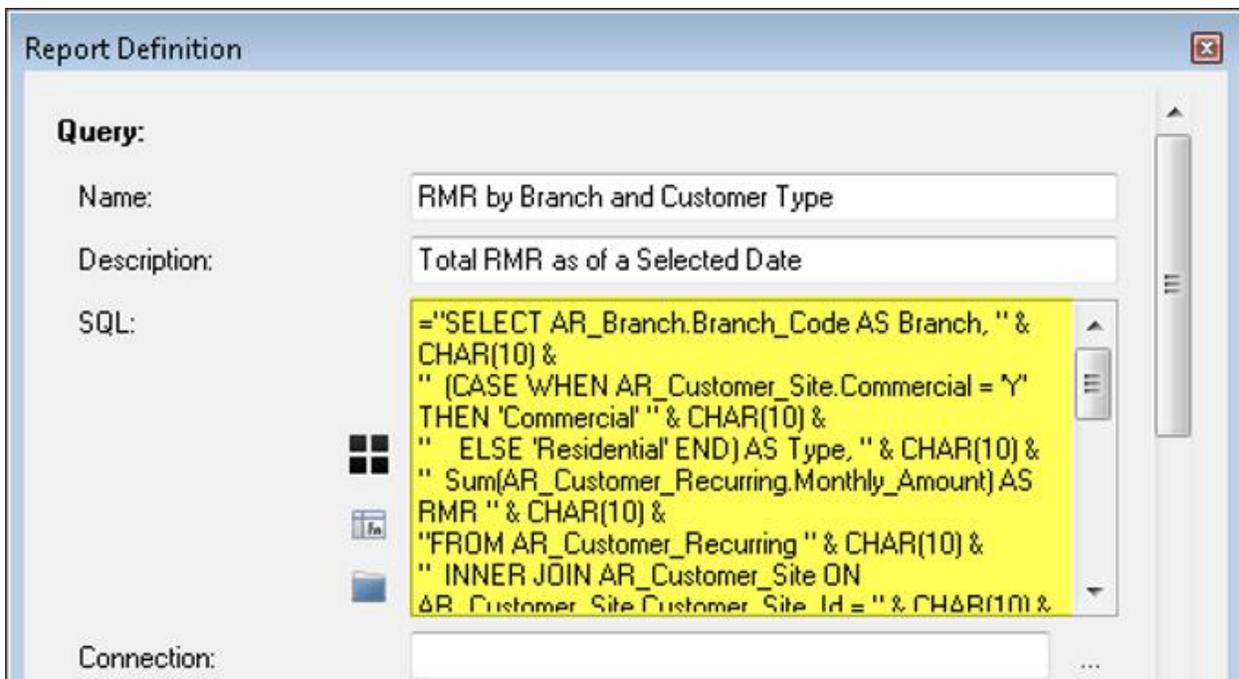
This is accomplished by converting a standard SQL statement to an Excel formula and then replacing hard-coded criteria with a reference to a cell in the Excel worksheet.

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.

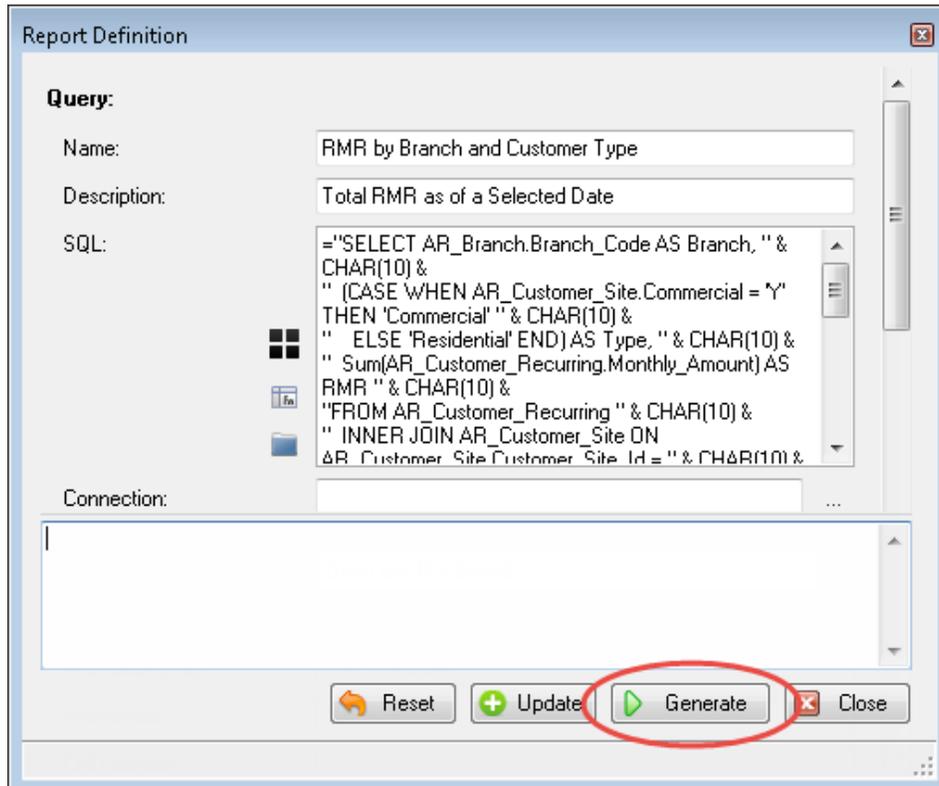
Next, the hard-coded dates (i.e. '11/30/2014') are replaced with a reference to cell C2.



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



Click *Generate* to output the report to Excel.



The date criteria is in cell C2.

	A	B	C
1	<b>ABC Security</b>		
2	<b>RMR As Of:</b>		<b>11/30/2014</b>
3			
4	<b>Branch</b>	<b>Type</b>	<b>RMR</b>
5	<b>Denver</b>		
6		Commercial	26,392
7		Residential	30,169
8	<b>TOTAL Denver</b>		<b>56,561</b>
9			
10	<b>Fort Collins</b>		
11		Commercial	27,651
12		Residential	28,802
13	<b>TOTAL Fort Collins</b>		<b>56,453</b>
14			
15	<b>GRAND TOTAL</b>		<b>113,015</b>

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

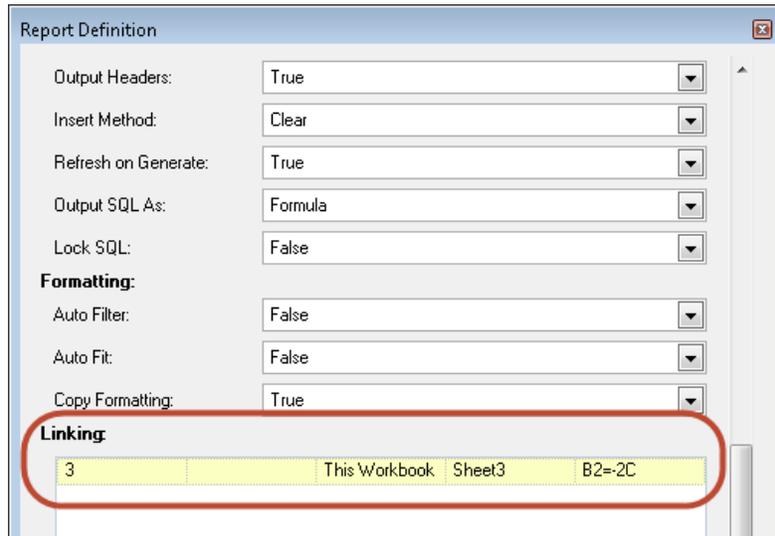
The screenshot shows the Vivid Reports Flex interface. At the top, there is a navigation bar with icons for Logout, Main, Connection, Refresh (highlighted with a red box), Simple Designer, Generate Report, and Library. Below this is a toolbar with a dropdown menu showing 'D22', a refresh icon, a checkmark, and a formula icon. The main area displays a table with columns A, B, and C. The table content is as follows:

	A	B	C
1	ABC Security		
2	RMR As Of:		11/30/2013
3			
4	<b>Branch</b>	<b>Type</b>	<b>RMR</b>
5	<i>Denver</i>		
6		Commercial	23,182
7		Residential	28,449
8	<b>TOTAL Denver</b>		<b>51,632</b>
9			
10	<i>Fort Collins</i>		
11		Commercial	25,286
12		Residential	27,532
13	<b>TOTAL Fort Collins</b>		<b>52,818</b>
14			
15	<b>GRAND TOTAL</b>		<b>104,450</b>

### 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.

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.

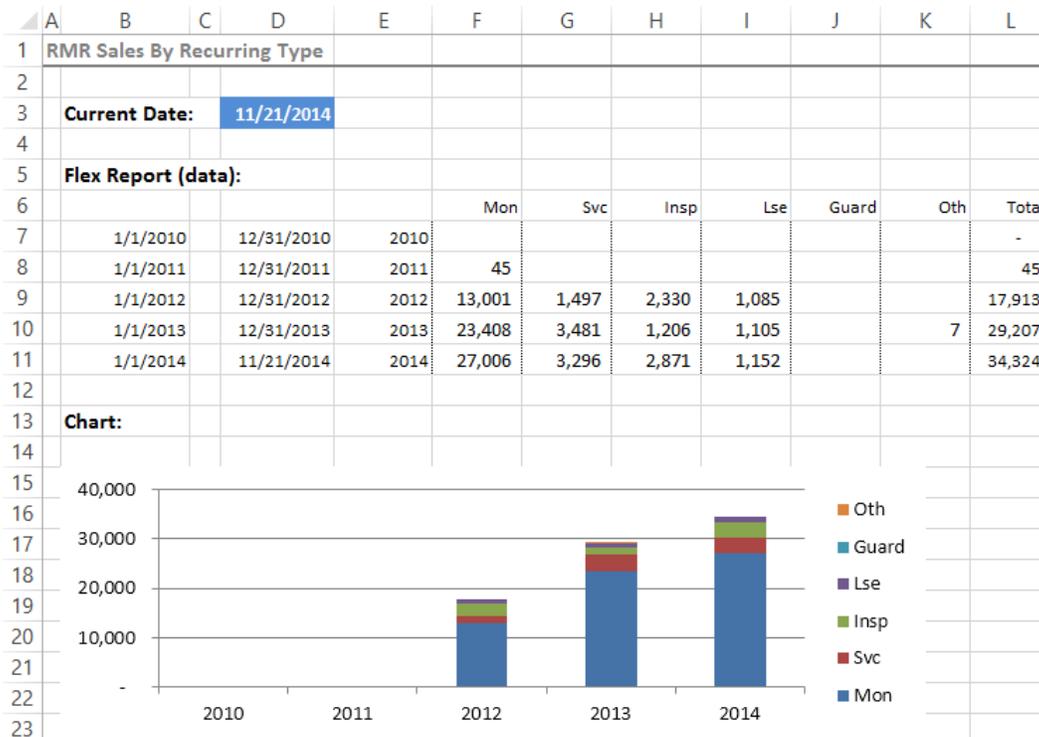
	A	B	C	D
1	ABC Security			
2	RMR As Of:	11/30/2014		113,015
3				
4	Branch_Code	Type	Recur_Item	RMR
5	Denver	Commercial	CCTV STORAGE	165.99
6	Denver	Residential	CCTV STORAGE	128.94
7	Denver	Residential	Cell Comm. Warrant	84.83
8	Denver	Commercial	Cell Comm. Warrant	14.97
9	Denver	Commercial	FIRE INSP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



### 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:

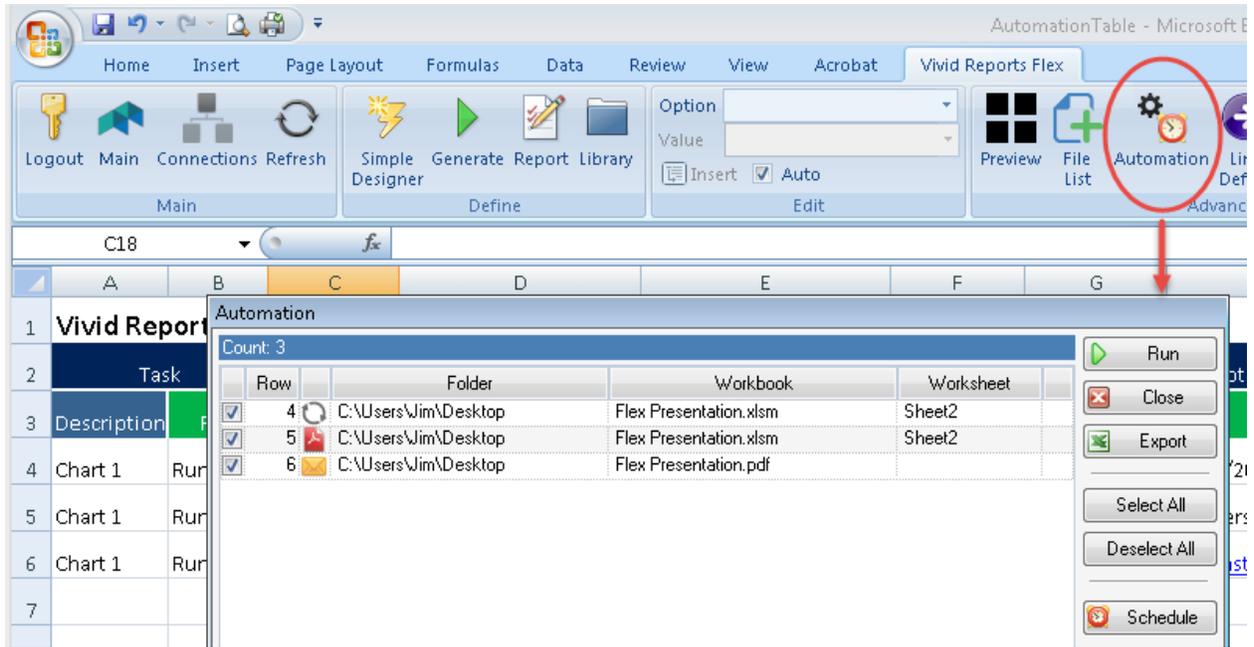
- **Generate** reports
- **Refresh** reports
- **Run VBA** and Excel macros
- **Copy** worksheets to new worksheets
- **Delete** workbooks and other files
- **Email** files (workbooks or PDF files)
- **Print** reports to a printer
- **PrintPDF** reports to PDF file format

### 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).

Vivid Reports Flex - Automation Table							
Task		Action and Workbook					Value / Option
Description	Run	Action	Folder	Workbook	Worksheet	Cell / Label	
Chart 1	Run	Refresh	C:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2	C2	12/31/2013
Chart 1	Run	PrintPDF	C:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2	Folder:	C:\Users\Jim
Chart 1	Run	Email	C:\Users\Jim\Desktop	Flex Presentation.pdf		Recipient(s):	jim@astute

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.



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

The screenshot shows the 'Automation' window with a table of tasks and a log of completed actions. The 'Run' button is circled in red.

Row	Folder	Workbook	Worksheet
4	C:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2
5	C:\Users\Jim\Desktop	Flex Presentation.xlsm	Sheet2
6	C:\Users\Jim\Desktop	Flex Presentation.pdf	

Log of completed actions:

```

10:34:59 PM Refreshing - Row 4
10:34:59 PM Opening file Flex Presentation.xlsm...COMPLETE
10:34:59 PM Refreshing Flex Presentation.xlsm...COMPLETE
10:35:01 PM Printing PDF - Row 5
10:35:01 PM Opening file Flex Presentation.xlsm...COMPLETE
10:35:01 PM Printing PDF Flex Presentation.xlsm...COMPLETE
10:35:02 PM Emailing - Row 6
10:35:02 PM Emailing Flex Presentation.pdf...COMPLETE
10:35:05 PM COMPLETE

```

## 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.

	A	B	C	D	E	F
1	RMR Report Pack					
2	ASTUTE Flex Reports			 powered by		
3						
4						
5						
6						
7						
8						
9	V3.03					
10	Report Year	2015				
11	Last Month of Report Year	November				
28	Item Types to exclude	NOT IN (0)				
29	Update ALL detail report dates	Press Button:	Update Dates	From Date:	11/1/2015	Through Date: 11/30/2015
90						
91	Filters					
92	Branches	All Branches				
123	Res / Comm	Both				
132	Sales Rep(s)	All Sales Reps				
148	System Type	All System Types				
164	Customer Group	All Customer Groups				
175	System Account	All System Accounts				
191	Non-Reporting Items	Not Included				
205	Customers	All				

### Summary Reports

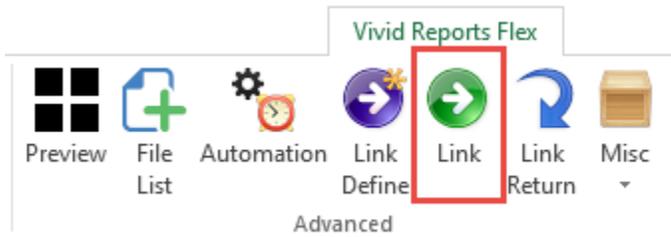
Each report pack has one or more summary reports where information can be viewed on a weekly, monthly or annual basis. You can drill down to detail on any of the blue numbers.

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

<b>ABC Security</b> <b>Job Queue Summary</b> All Branches VS.05   powered by 		Fiscal 2015: Monthly					
		1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
		2015	2015	2015	2015	2015	2015
<b>Queue Activity</b>							
Beginning balance		277,989	83,094	115,197	103,543	116,407	87,466
Access				9,072		-	
Burg		7,183	9,675	9,399	12,076	8,978	
CCTV		25,970	9,896	22,768	36,530	22,961	
Fire		-	17,632	4,600		-	
Other		2,274	4,998	9,037	7,099	410	
<i>New business sales</i>		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	-	869	260	130	
<i>Existing business sales</i>		4,273	284	7,643	9,960	3,766	
<i>Gross sales</i>		39,700	42,484	62,520	65,666	36,115	30,115
<i>Change orders</i>		-	170	-		285	
<i>Reversals</i>		(6,908)	(130)	(1,164)	(750)	-	(4,115)
<i>Net sales</i>		32,792	42,524	61,356	64,916	36,400	26,000
<i>Closings</i>		(227,686)	(10,421)	(73,010)	(52,052)	(65,341)	(3,934)
Ending balance		83,094	115,197	103,543	116,407	87,466	109,466
Number of open jobs		55	77	63	67	47	
<b>Billings Backlog</b>							
Beginning unbilled		49,391	47,382	81,906	109,496	98,188	
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		
<i>Net change</i>		(2,008)	34,524	27,590	(11,308)	(24,951)	
Unbilled job amounts		47,382	81,906	109,496	98,188	73,237	
Unbilled RMR		1,517	2,670	1,668	1,762	1,141	

### 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.

Branch	JobClass	R/C	JobType	JobNum	Site	NewRN	Revenu	TotalCo	\$Net	\$Ovr(Ur)	EstHr	ActHr	HrsOvr(L)	CM2
Fort Collins	R		Inst-Burg HV	42299	Aaron Anderson	30.00	495	701	(206)	(615)	5	5	(0)	6.86
Denver	R		Inst-CCTV Com MR	42252	Aaron Barnes	-	26,915	12,809	14,106	(10,118)	60	97	37	52%
Fort Collins	R		AO-Burg HV	42244	Aaron Kennedy	24.99	0	271	(271)	(221)	0	2	2	10.83
Denver	R		Inst-Burg HV	41961	Alan Schmidt	42.98	0	467	(467)	(209)	0	2	2	10.86
Denver	R		Inst-Burg HV	42116	Albert Roberts	37.99	603	1,266	(663)	(1,069)	6	4	(2)	17.45
Fort Collins	R		Inst-Burg HV	41943	Alice Ortiz	27.86	1,235	973	262	(782)	8	8	(0)	21%
Denver	R		Inst-Burg HV	42199	Amy Green	42.98				(1,427)	16	12	(5)	5%
Denver	R		Inst-Burg HV	41612	Andrew Carroll							0	0	

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.

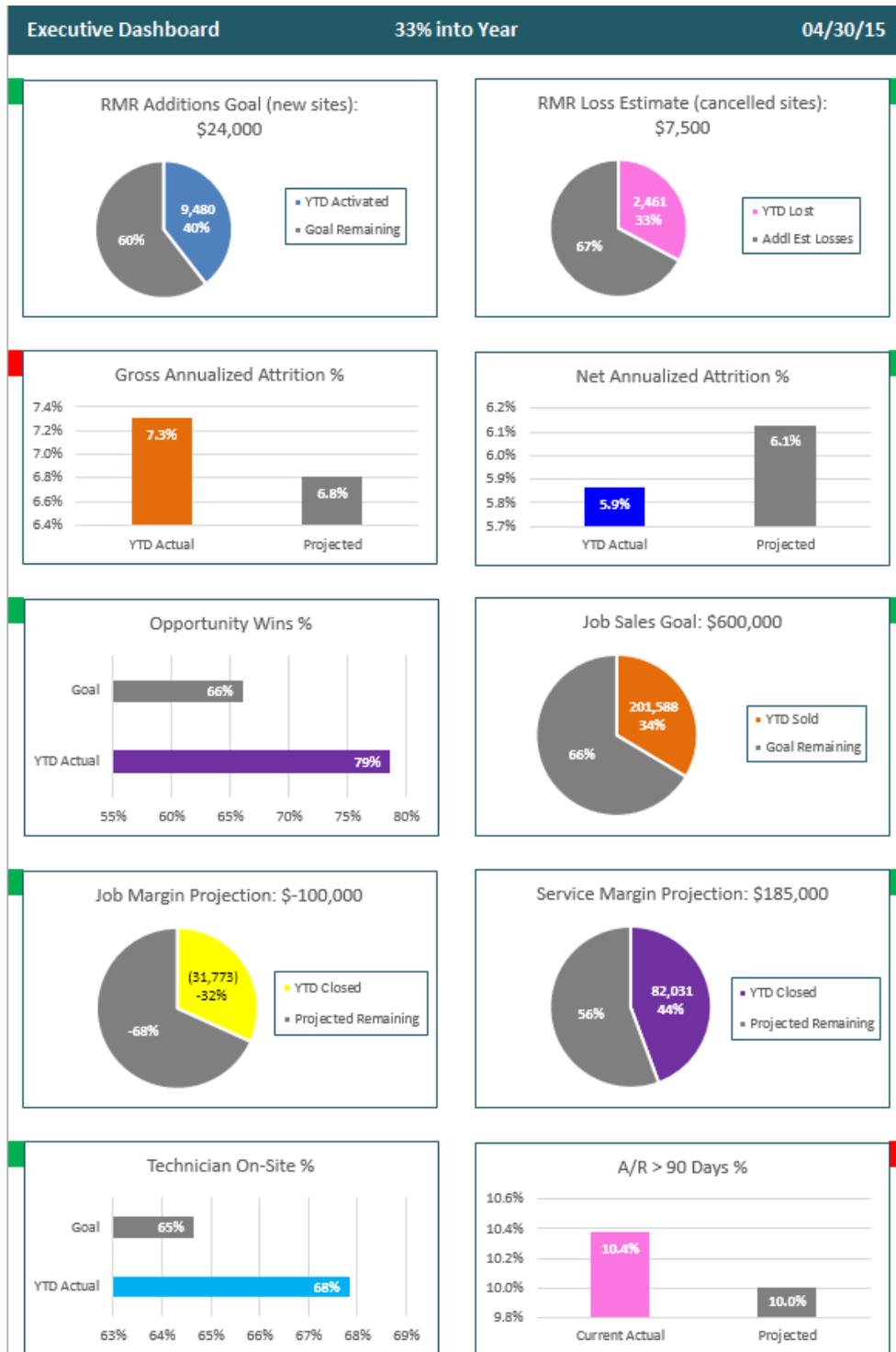
### Company Dashboard

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
V 01.5 <small>powered by</small> 						
<b>RMR</b>						
Created from new sites	\$	83	45		39	
Lost on site cancellations	\$	(48)				
Purchased (sold)	\$	(15)			68	
Other additions (reductions)	\$	-				
In force	\$	181,246				
Number of sites	\$	2,570				
Cancellation notifications received	\$	(56)				
<b>Sales Management</b>						
Open Prospects	#	77				
Open Opportunities	#	47				
Opportunities entered	#	-				
Opportunities won	#					
Opportunities lost	#					
<b>Jobs</b>						
Net sales	\$	3,568				
Net sales - RMR	\$	225				
Margin on closed jobs	\$	-				
Margin % on closed jobs	%					
In queue - sales						
In queue - unbilled						
In queue - number of jobs						
<b>Service/Inspections</b>						
Margin on closed tickets	\$	667	1,433		20	
Margin % on closed tickets	%	50%	44%		42%	
Tickets entered	#	8	7			
Tickets closed	#	(10)	(12)			
In queue - number of tickets	#	135	133			
<b>Technician Hours</b>						
Jobs	#	32	36			
Tickets	#	21	22			
On site %	%	62%	67%			
Other hours	#	32	28			
<b>Cash</b>						
Net customer receipts	\$	9,284	25,118		4,58	
Net vendor payments	\$	(2,458)	(16,584)		(7,2	
Journal entries	\$	(18,058)				
Miscellaneous in (out)	\$	50				
<b>Accounts Receivable</b>						
Invoices Posted	\$	10,406	13,251		33,514	1,
Credits posted	\$	(523)			(3,324)	33
A/R balance	\$	252,175				
A/R > 90 days (NOT FINISHED)	\$	25,218				
A/R > 90 days %	%	10%				
<b>Inventory</b>						
Net receipts	\$	5,548	11,452		2,234	6,
Net issuances	\$	(11,441)	(13,225)		(1,123)	
Adjustments & OTC sales	\$	(214)			(66)	
Inventory balance	\$	89,446	87,673		88,718	
Purchase price variance	\$	(472)	(973)		(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:

- **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 non-chargeable 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 Margins	
	Revenue	Cost	Net	%	Net	%	Net	%
<b>New business</b>								
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%
<b>Total new business</b>	<b>622,090</b>	<b>(696,528)</b>	<b>(74,438)</b>	<b>-12%</b>	<b>(57,940)</b>	<b>-9%</b>	<b>(674,306)</b>	<b>-108%</b>
<b>Existing business (T&amp;M)</b>								
Adds/upgrades	55,107	(78,228)	(23,121)	-42%	(23,480)	-43%	(92,370)	-168%
Service	299,668	(108,568)	191,100	64%	190,603	64%	131,391	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%
<b>Total existing business (T&amp;M)</b>	<b>358,339</b>	<b>(194,335)</b>	<b>164,004</b>	<b>46%</b>	<b>168,529</b>	<b>47%</b>	<b>33,788</b>	<b>9%</b>
<b>Existing business (contract)</b>								
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%
<b>Total existing business (contract)</b>	<b>1,161,650</b>	<b>(196,457)</b>	<b>965,193</b>	<b>83%</b>	<b>966,053</b>	<b>83%</b>	<b>854,814</b>	<b>74%</b>
<b>Totals</b>	<b>2,142,078</b>	<b>(1,087,320)</b>	<b>1,054,758</b>	<b>49%</b>	<b>1,076,642</b>	<b>50%</b>	<b>214,297</b>	<b>10%</b>

### ABC Security

#### Margins Report

From 1/1/2015  
To 8/31/2015

	System Groups						
	Access	Burg	CCTV	Fire	PERS	Other	Total
<b>Totals for Jobs</b>							
Revenue	12,151	269,032	172,989	218,292	3,356	1,377	<b>677,197</b>
Direct cost	(10,369)	(428,648)	(116,079)	(210,867)	(6,112)	(2,682)	<b>(774,756)</b>
Contribution margin	1,782	(159,615)	56,911	7,425	(2,756)	(1,305)	<b>(97,559)</b>
%	15%	-59%	33%	3%	-82%	-95%	<b>-14%</b>
Additional parts/labor	196	9,766	1,884	4,160	91	44	<b>16,139</b>
Gross margin	1,977	(149,850)	58,795	11,584	(2,665)	(1,262)	<b>(81,420)</b>
%	16%	-56%	34%	5%	-79%	-92%	<b>-12%</b>
RMR additions	140	17,905	1,288	4,828	824	190	<b>25,175</b>
Creation multiple	-	8.4	-	-	3.2	6.6	<b>3.2</b>

### 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		ACTUAL					
Cash Flow Forecast (Weekly)		30-Nov-2015		4-Jan	11-Jan	18-Jan	25-Jan
All Branches		3-Jan-2016		10-Jan	17-Jan	24-Jan	31-Jan
V1.01 powered by 		Total	Wk Avg	2	3	4	5
<b>Summary</b>							
Beginning balance		283,978	288,144	217,350	198,017	139,055	136,555
Net receipts from customers		114,853	22,971	39,000	39,000	39,000	39,000
Net payments to vendors		(157,232)	(31,446)	(33,333)	(97,962)	(16,500)	(28,410)
Journal entries		(24,249)	(4,850)	(25,000)	-	(25,000)	-
Misc Cash Items		58	12	-	-	-	-
	<i>Net change</i>	(66,629)	(13,326)	(19,333)	(58,962)	(2,500)	10,590
Ending balance		217,350	274,818	198,017	139,055	136,555	147,145
<b>Net receipts from customers</b>							
Recurring		18,156	3,631	12,000	12,000	12,000	12,000
Service		21,519	4,304	7,000	7,000	7,000	7,000
Jobs		56,837	11,367	15,000	15,000	15,000	15,000
Other		18,569	3,714	5,000	5,000	5,000	5,000
Refunds		(229)	(46)	-	-	-	-
	Total	114,853	22,971	39,000	39,000	39,000	39,000
<b>Net payments to vendors</b>							
American Express		(10,079)	(2,016)	(15,000)	-	-	-
Ameritrade		(1,133)	(227)	-	(410)	-	(410)
Andrew Warner		(3,833)	(767)	(3,833)	-	-	-
Apotheca, Inc.		-	-	-	-	-	(22,000)
Blairtex, Inc.		(2,482)	(496)	-	(2,052)	-	-
DMP		(9,660)	(1,932)	-	-	(10,000)	-
H-E-B		(12,700)	(2,540)	-	(6,000)	-	-
Holo-Graphix		(15,000)	(3,000)	-	-	-	(2,500)
Internal Revenue Service		(10,000)	(2,000)	-	(50,000)	-	-
Novartis Corporation Preferred, Inc		-	-	(2,000)	-	-	-
Timberline Tracks		(2,149)	(430)	(500)	(500)	(500)	(500)
Wells Fargo		(7,277)	(1,455)	-	(12,000)	(3,000)	-
Wes Warner Distributions		(9,000)	(1,800)	(9,000)	-	-	-
WF Visa 4043 Bill Pay		(41,037)	(8,207)	-	(24,000)	-	-
Other		(31,345)	(6,269)	(3,000)	(3,000)	(3,000)	(3,000)
	Total	(157,232)	(31,446)	(33,333)	(97,962)	(16,500)	(28,410)
<b>Journal entries</b>							
Payroll		(24,041)	(4,808)	(25,000)	-	(25,000)	-
Loans		-	-	-	-	-	-
Transfers (should be 50)		-	-	-	-	-	-
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 Date Range:	
Job Number:	40098	From	1/1/2015
Site Name:	Matson, Tom and Sheryl	Through	12/31/2015
Warehouse:	Main	Standard Markup:	10%
		Acceptable Variance:	2%
		<u>646.87</u>	

Part_Code	MinCost	LastCost	AvgCost	VenCost	Markup	JobStdCost	JobQty	JobExt	StdCost
DMP-321				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		
		<u>301.24</u>	<u>(345.63)</u>

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

## 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.