



ECI USERS CONFERENCE  
*Empowerment 2008*

# *Getting More from Month-End*

**ECi** | DDMS®

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## About Getting More from Month-End

In this session, we'll explore new ways to use DDMS system reports to manage and grow your business. Month-end procedures are required to establish your company's financial status as of a given date. However, month-end also provides an opportunity to analyze your business and identify trends. This session looks at additional reports you can run as part of your month-end process that will help you analyze your sales activity and identify risk areas and opportunities for growth.

## Analyzing Your Business

First, we analyze the Exceptions Report and how it can help your business. The Exceptions Report, also known as the Margin Report or Bad Margin Report, shows items sold with profit margins that fall outside of a specified range of margins. Unlike most reports, the range you specify for this report is exclusive rather than inclusive.

This report sorts by salesperson number and customer account number. You

can print the report through the Reports Menu. Double-click



then double-click



. This opens the the (UR) Sales Reports screen.

You can run this report monthly, or as often as needed, to correct database or costing problems. You can identify which items are being sold above or below margin. To do this, you could run the report with 10% as the lowest margin and 80% as the highest margin. This report shows you which items are being sold above or below the acceptable range. This report, in addition to showing you the items that fall below margin at 0 to 9%, shows negative percentages as well.

This report can help you protect your bottom line by providing checks and balances to monitor your costs or even your salespeople. This improves your company profit and ensures no mistakes are made on salesperson commissions.

## Getting More from Month-End

ECI		EXCEPTION REPORT						03/31/08		
4400 ALLIANCE GATEWAY FWY								21:49:58		
FORT WORTH TX 76177		GROSS % (12-75)						PAGE 1		
INVOICE #	DATE	TAKER	ITEM NUMBER	CO.	DESCRIPTION	C	QTY	COST	PRICE	GROSS %
***** SALESMAN:		CUSTOMER:		10001	PROFESSIONAL LANDSCAPE SERVICE					
10063-0	01/12/08	101	0430JC	JNT	STORAGE,35X57X15,WTE	W	1	501.68	553.50	09.4%
10063-0	01/12/08	101	04310JC	JNT	STORAGE,35X57X15,WTE	W	1	625.12	699.00	10.6%
10063-0	01/12/08	101	0431JC	JNT	STORAGE,35X57X15,WTE	W	1	625.12	699.00	10.6%
10139-0	01/24/08	101	0430JC	JNT	STORAGE,35X57X15,WTE	W	1	501.68	553.50	09.4%
10139-0	01/24/08	101	04310JC	JNT	STORAGE,35X57X15,WTE	W	1	625.12	699.00	10.6%
10139-0	01/24/08	101	0431JC	JNT	STORAGE,35X57X15,WTE	W	1	625.12	699.00	10.6%
10260-0	02/07/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
10279-0	02/07/08	101	1503A002AA	CNM	TONER,CLBP360PS,EPH,MA	W	1	133.64	139.00	03.9%
10298-0	02/08/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
10336-0	02/12/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
10355-0	02/15/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
10374-0	02/20/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
10393-0	02/28/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
10431-0	03/06/08	101	15926	LOP	HIGHLIGHTER,JUMBO GRIP,FLUOR Y W	W	1	5.32	166.37	96.8%
***** SALESMAN:		CUSTOMER:		10002	MARTINEZ PAINTING					
10023-0	01/10/08	101	00474	CRD	BINDER,BASICVALUE,1.5"RR,ASST	N	1	1.63	6.55	75.1%
10099-0	01/15/08	101	00474	CRD	BINDER,BASICVALUE,1.5"RR,ASST	N	1	1.63	6.55	75.1%
10258-0	02/07/08	101	55	MER	DICTIONARY,MEDICAL DESK	W	1	25.82	5.78	-346.7%
10296-0	02/08/08	101	55	MER	DICTIONARY,MEDICAL DESK	W	1	25.82	5.78	-346.7%
10334-0	02/12/08	101	55	MER	DICTIONARY,MEDICAL DESK	W	1	25.82	5.78	-346.7%

**Figure 1: The Sales Exception Report**

Using this report can answer these questions:

- What inventory is walking out my door?
- Should I contact my vendor to negotiate a better price?
- Was cost for the item input correctly?
- Are housebrand items being updated correctly?

See the Sales Exception Report in Figure 1.

## Identifying Trends

In this section, we'll discuss profit and loss reports and balance sheets with trends. When running these reports, you can limit by category and subcategory, company name, responsibility center, and account major and minor numbers. Running these reports in General Ledger Financial Reports is easier than ever.

In this session, you will see how easy it is to create these reports. Reports are on screen, exportable, quick, and created with only a few clicks. This ease of use along with the ability to easily manipulate the information proves that these reports are a huge benefit for your company.

In addition, you can save the reports to a file or print. This allows you to easily email the reports to those who need to review them or use them as a comparison tool. You can save all periods for comparison on one report.

## Profit and Loss

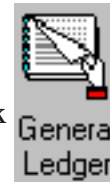
An income statement, also known as a profit and loss (P&L) statement, is a financial statement for companies that indicates how revenue is transformed into net income. Profit and loss reports also show cost of goods. These reports can be used by accounting personnel, CFOs, and upper management. They allow you to see where the company stands for the period, quarter, or year-to-date.

These reports make examining financial status simple. You can go from a broad level to details. You can look at trends from month-to-month and make comparisons to previous years.

Use these reports to make business plans. You can plan your needs. You can budget. You can make better business decisions based on fact not supposition. For example, you'll know not to make capital expenditures in January because over the past two years, January has been your worst month.

## Getting More from Month-End

- 1 From the DDMS Master Menu, double-click



- 2 From the General Ledger main menu, double-click



- 3 The Financial Reports window opens. See Figure 2. You set up the reports using the boxes in the Report Options tab and the Limits tab.

**Figure 2: The Financial Reports Window**

The screenshot shows the 'Financial Reports' window with the 'Report Options' tab selected. The window title is 'Financial Reports'. At the top, there is a 'Close' button and a help icon. Below that is a dropdown menu for 'Load saved report limits and options :'. The main area is divided into two tabs: 'Report Options' and 'Limits'. Under 'Report Options', there is a 'Report : Profit & Loss' dropdown. Below that are two more dropdowns, followed by 'As Of' and 'Fiscal 06'. A table with columns and checkboxes is visible, listing options like 'Trend', 'Last Year', 'Budgeted', '% of Rev', 'Variance', and 'Percent Variance'. To the right of the table are several checkboxes for options like 'Include Period 13', 'Split Groups', 'Show Location Detail', etc. At the bottom, there are fields for 'Report Font : MS Sans Serif', '8.2', 'ABC', 'Sample Text', 'Print Layout : Portrait', 'Landscape', 'Mark as Company Confidential', and 'Additional Header Text :'. At the very bottom are three buttons: 'Build Report', 'Save Report Options and Limits', and 'Close'.

Column
<input type="checkbox"/> Trend
<input type="checkbox"/> Last Year
<input type="checkbox"/> Budgeted
<input type="checkbox"/> % of Rev
<input type="checkbox"/> Variance
<input type="checkbox"/> Percent Variance

## Getting More from Month-End

To run the P&L report, use the drop down arrow in the Reports box to select Profit & Loss.

- 4 You set up a range of time in the As Of boxes. Use the drop down arrow to select the From range by selecting Period, Quarter, or YTD.

Use the drop down arrow in the next box to select the To range by selecting To Qtr or To YTD.

- 5 Select the Period in the As Of box using the drop down arrow.
- 6 Change the Fiscal Year if needed.
- 7 To run the trend report, click Trend in the Columns boxes.
- 8 Continue completing the boxes in this tab and the Limits tab as needed. For more details, see your online help.

When finished setting options and limits, click Build Report.

You can also save the report if needed.

An example of a profit and loss report with Trend selected is shown in Figure 3 (on the following page).

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**Note:** This report has been condensed due to page/size restrictions.

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	Prior Year End	Month												Year To Date Current				
		February	March	April	May	June	July	August	September	October	November	December	January					
<b>Revenue</b>																		
Sales	0.00	203,406.47	179,331.97	100,788.76	166,307.75	194,857.02	128,460.84	135,789.14	1,845,614.12	532,673.40	322,936.50	543,090.07	267,424.86	0.00	4,620,680.90	0.00		
Less: Sales Discount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Total Revenue, Net</b>	<b>0.00</b>	<b>203,406.47</b>	<b>179,331.97</b>	<b>100,788.76</b>	<b>166,307.75</b>	<b>194,857.02</b>	<b>128,460.84</b>	<b>135,789.14</b>	<b>1,845,614.12</b>	<b>532,673.40</b>	<b>322,936.50</b>	<b>543,090.07</b>	<b>267,424.86</b>	<b>0.00</b>	<b>4,620,680.90</b>	<b>0.00</b>		
Cost of Goods Sold	0.00	150,143.37	128,103.60	72,681.34	110,620.12	136,166.56	-21,122.62	109,296.35	1,403,536.22	387,734.83	231,793.83	405,311.57	152,111.84	0.00	3,286,377.01	0.00		
Shipping/Freight	0.00	7,316.35	8,873.05	12,592.10	7,988.64	7,485.97	-44,256.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Packaging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Delivery Expenses	0.00	125.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.82	0.00		
<b>Total Cost of Goods</b>	<b>0.00</b>	<b>157,585.54</b>	<b>136,976.65</b>	<b>85,273.44</b>	<b>118,608.76</b>	<b>143,652.53</b>	<b>-65,378.73</b>	<b>109,296.35</b>	<b>1,403,536.22</b>	<b>387,734.83</b>	<b>231,793.83</b>	<b>405,311.57</b>	<b>152,111.84</b>	<b>0.00</b>	<b>3,266,502.83</b>	<b>0.00</b>		
<b>Gross Profit</b>	<b>0.00</b>	<b>45,820.93</b>	<b>42,355.32</b>	<b>15,515.32</b>	<b>47,698.99</b>	<b>51,204.49</b>	<b>193,839.57</b>	<b>26,492.79</b>	<b>442,077.90</b>	<b>144,938.57</b>	<b>91,142.67</b>	<b>137,778.50</b>	<b>115,313.02</b>	<b>0.00</b>	<b>1,354,178.07</b>	<b>0.00</b>		
<b>Expenses</b>																		
Advertising & Selling Expense	0.00	204.25	4,038.65	1,860.92	4,376.42	1,430.57	473.31	851.41	285.02	2,150.41	2,140.19	491.27	1,453.32	0.00	19,736.34	0.00		
Amortization and Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Automobile Expense	0.00	793.27	996.19	1,205.02	697.75	2,536.45	2,006.82	927.60	909.49	1,571.40	1,032.06	2,781.84	1,686.54	0.00	17,126.43	0.00		
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Bank Fees	0.00	646.91	189.90	139.90	95.83	168.17	13.18	50.18	221.22	56.66	320.67	39.74	615.57	0.00	2,557.93	0.00		
Credit and Collection Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	1,032.30	97.69	0.00	0.00	0.00	1,499.57	0.00	0.00	2,629.56	0.00		
Conferences and Seminars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Contact Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392.16	227.04	0.00	0.00	0.00	619.20	0.00		
Contributions and Donations	0.00	0.00	0.00	0.00	0.00	64.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.02	0.00		
Directors Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Dues and Subscriptions	0.00	2,241.72	573.00	1,535.50	2,970.26	768.92	1,032.33	543.64	500.00	500.00	2,174.00	1,832.29	635.00	0.00	15,306.66	0.00		
Education & Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Employee Benefits	0.00	10,385.06	-277.92	2,972.64	3,090.74	3,219.68	3,219.68	2,727.22	2,374.90	2,756.00	3,192.89	-1,085.17	3,369.67	0.00	35,947.39	0.00		
Freight	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Insurance	0.00	163.91	157.85	177.55	163.91	163.91	172.38	347.24	347.24	812.83	812.83	812.83	597.74	0.00	4,770.22	0.00		
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Lease - Building	0.00	7,499.93	7,499.93	7,499.93	7,536.23	7,365.93	7,365.93	7,365.93	7,365.93	7,365.93	7,365.93	7,365.93	7,365.93	0.00	88,963.46	0.00		
Lease - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Meals and Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	1,138.31	95.82	326.55	543.21	408.00	734.13	713.99	0.00	3,960.01	0.00		
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Miscellaneous Expenses	0.00	340.77	16.28	20.00	949.88	0.00	303.35	161.00	1,185.73	485.16	501.09	1,359.80	0.00	0.00	5,323.06	0.00		
Payroll - Officer's Salaries	0.00	11,538.46	11,538.46	17,307.69	11,538.46	-18,461.51	6,923.08	6,923.08	10,384.62	6,923.08	6,923.08	84,923.08	123,923.08	0.00	285,000.04	0.00		
Payroll - Salaries & Wages	0.00	1,089.30	13,360.19	35,584.36	23,249.93	20,200.75	110,615.34	44,130.32	56,767.14	36,135.14	101,888.63	64,392.35	82,645.56	0.00	590,070.01	0.00		
Payroll Taxes	0.00	2,399.19	3,691.41	6,875.99	4,377.48	3,882.82	4,573.61	4,730.52	6,363.87	3,872.40	6,820.31	7,662.48	7,011.51	0.00	62,223.99	0.00		
Postage	0.00	110.64	95.34	420.67	38.05	501.51	596.04	67.65	270.96	264.05	107.95	203.66	101.31	0.00	2,777.83	0.00		
Printing Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Professional Services	0.00	868.00	2,375.00	978.56	0.00	225.00	225.00	7,450.62	1,023.58	225.00	225.00	1,397.10	7,589.93	0.00	22,582.79	0.00		
Recruiting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Repair & Maintenance - Buildin	0.00	225.00	230.00	230.00	230.00	230.00	276.16	210.00	225.00	230.00	230.00	235.00	235.00	0.00	2,786.16	0.00		
Repair & Maintenance - Compute	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Repair & Maintenance - Equip	0.00	156.93	207.49	623.00	0.00	0.00	209.72	341.27	105.09	153.35	156.37	153.35	365.59	0.00	2,462.15	0.00		
Settlements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
State and Local Taxes	0.00	1,517.96	839.71	441.14	1,565.37	754.68	307.53	453.67	0.00	10,548.85	1.59	944.19	1,373.31	0.00	18,687.10	0.00		

## Balance Sheets

A balance sheet or statement of financial position is a summary of a person's or organization's assets, liabilities and ownership equity on a specific date, such as the end of its financial year. A balance sheet is often described as a snapshot of a company's financial condition. Of the four basic financial statements, the balance sheet is the only statement which applies to a single point in time.

A company balance sheet has three parts: assets, liabilities and shareholders' equity. The main categories of assets are usually listed first and are followed by the liabilities. The difference between the assets and the liabilities is known as the net assets or the net worth of the company. According to the accounting equation, net worth must equal assets minus liabilities. For example, if you have contracts with local schools for school supplies, you might think August is a good month for your business. However, the reality is that you don't get paid for these contracts until 60 or 90 days later. The balance sheet provides this information allowing you to budget and plan accordingly.



- 1 From the General Ledger main menu, double-click .
- 2 The Financial Reports window opens. You set up the reports using the boxes in the Report Options tab and the Limits tab.  
To run the balance sheet, use the drop down arrow in the Reports box to select Balance Sheet.
- 3 Select the Period in the As Of box using the drop down arrow.
- 4 Change the Fiscal Year if needed.
- 5 To run the trend report, click Trend in the Columns boxes.
- 6 Continue completing the boxes in this tab and the Limits tab as needed. For more details, see your online help.

When finished setting options and limits, click Build Report.

You can also save the report if needed.

An example of a balance sheet with trend selected is shown in Figure 4 (on the following page).

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**Note:** This report has been condensed due to page/size restrictions.

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	Prior Year End	Month												Year To Date Current
		February	March	April	May	June	July	August	September	October	November	December	January	
<b>ASSETS</b>														
<b>Current Assets</b>														
Cash	70,272.72	-8,925.72	-71,333.28	90,948.43	13,525.99	256,172.91	-18,534.86	-249,143.68	-174,921.84	308,460.91	109,076.52	-284,428.46	126,039.51	167,209.15
Accounts Receivable	295,227.57	-132,683.23	12,374.23	-66,137.54	5,763.57	-654.29	-36,770.81	3,229.69	1,238,554.69	-971,561.39	-151,584.81	139,371.97	-136,969.96	196,159.69
Inventories, net	223,337.01	-52,132.54	44,808.94	-13,743.14	73,138.67	-70,622.27	145,180.17	977,010.14	-731,778.31	-181,169.90	128,633.66	-246,312.84	-16,027.81	190,702.90
Prepaid Expenses	4,972.95	-4,419.21	0.00	0.00	0.00	0.00	183.33	0.00	0.00	0.00	-169.00	3,667.78	1,044.75	5,616.60
Deferred Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inter-Company Accounts Recv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	0.00	0.00	31,078.95	-30,378.95	0.00	-400.00	315,000.00	-70,000.00	-240,182.96	67,088.75	128,179.82	-1,182.15	0.00	199,204.46
<b>Total Current Assets</b>	<b>593,810.25</b>	<b>-198,160.70</b>	<b>-103,768.99</b>	<b>42,146.70</b>	<b>62,049.28</b>	<b>184,496.35</b>	<b>405,057.83</b>	<b>661,096.15</b>	<b>91,671.58</b>	<b>-777,180.63</b>	<b>214,474.19</b>	<b>-388,883.70</b>	<b>-27,913.51</b>	<b>758,894.80</b>
<b>Property, Plant &amp; Equipment</b>														
Real Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Automobiles	29,459.72	0.00	25,500.00	2,247.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,207.68
Computer Equipment	57,093.38	0.00	0.00	0.00	0.00	4,368.43	1,283.04	0.00	0.00	0.00	0.00	-1,055.00	0.00	61,689.85
Equipment	23,588.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,588.78
Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leasehold Improvements	21,795.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,795.79
Accumulated Depreciation	-73,570.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-73,570.98
<b>Total Property, Plant &amp; Equipment, net</b>	<b>58,366.69</b>	<b>0.00</b>	<b>25,500.00</b>	<b>2,247.96</b>	<b>0.00</b>	<b>4,368.43</b>	<b>1,283.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,055.00</b>	<b>0.00</b>	<b>90,711.12</b>
<b>TOTAL ASSETS</b>	<b>652,176.94</b>	<b>-198,160.70</b>	<b>-78,268.99</b>	<b>44,394.66</b>	<b>62,049.28</b>	<b>188,864.78</b>	<b>406,340.87</b>	<b>661,096.15</b>	<b>91,671.58</b>	<b>-777,180.63</b>	<b>214,474.19</b>	<b>-389,938.70</b>	<b>-27,913.51</b>	<b>849,605.92</b>
<b>LIABILITIES AND STOCKHOLDER'S EQUITY</b>														
<b>Current Liabilities</b>														
Accounts Payable	221,863.69	-116,700.05	44,962.78	-4,938.37	108,930.46	-115,433.91	59,121.25	600,649.35	-574,760.28	15,278.21	87,875.17	-139,719.66	2,089.74	99,302.80
Accrued Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Payroll & Benefits	14,112.00	-14,112.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,425.79	7,425.79
Accrued Payroll Taxes	1,351.98	-1,351.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,988.53	2,988.53
Sales Taxes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123,523.81	-88,025.46	-26,188.48	-8,871.72	933.45	1,371.60
Income Taxes Payable	1,405.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,405.00
Inter-Company Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cur Portion of Long Term Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities	100,268.00	-67,794.78	15,009.85	90,967.97	7,668.29	311,095.54	277,141.03	162,717.61	-524,613.74	-50,039.93	200,754.15	-191,782.53	62,163.51	393,554.97
<b>Total Current Liabilities</b>	<b>339,000.67</b>	<b>-199,958.81</b>	<b>-29,952.93</b>	<b>86,029.60</b>	<b>116,598.75</b>	<b>195,661.63</b>	<b>336,262.28</b>	<b>763,366.96</b>	<b>-975,950.21</b>	<b>-122,787.18</b>	<b>262,440.84</b>	<b>-340,373.93</b>	<b>75,611.02</b>	<b>506,048.69</b>
<b>Notes Payable</b>														
Notes Payable Banks	100,000.00	0.00	-40,000.00	17,108.19	-27,108.19	0.00	0.00	-50,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Notes Payable Shareholders	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	721,690.76	-721,690.76	0.00	0.00	0.00	0.00
<b>Total Notes Payable</b>	<b>100,000.00</b>	<b>0.00</b>	<b>-40,000.00</b>	<b>17,108.19</b>	<b>-27,108.19</b>	<b>0.00</b>	<b>0.00</b>	<b>-50,000.00</b>	<b>721,690.76</b>	<b>-721,690.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Shareholder's Equity</b>														
Preferred Stock	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Common Stock	18,934.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,934.20
Paid-In Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treasury Stock	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retained Earnings	222,207.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222,207.79
Net Income	0.00	1,798.11	-6,902.50	-67,603.57	-15,176.93	-6,796.92	72,778.59	-52,164.06	345,831.03	59,667.93	-47,966.65	-49,564.77	-131,485.02	102,415.24
<b>Total Shareholder's Equity</b>	<b>241,141.99</b>	<b>1,798.11</b>	<b>-6,902.50</b>	<b>-67,603.57</b>	<b>-15,176.93</b>	<b>-6,796.92</b>	<b>72,778.59</b>	<b>-52,164.06</b>	<b>345,831.03</b>	<b>59,667.93</b>	<b>-47,966.65</b>	<b>-49,564.77</b>	<b>-131,485.02</b>	<b>343,557.23</b>
<b>TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY</b>	<b>680,142.66</b>	<b>-198,160.70</b>	<b>-76,855.43</b>	<b>35,534.22</b>	<b>74,313.63</b>	<b>188,864.71</b>	<b>409,040.87</b>	<b>661,202.90</b>	<b>91,671.58</b>	<b>-784,810.01</b>	<b>214,474.19</b>	<b>-389,938.70</b>	<b>-55,874.00</b>	<b>849,605.92</b>

## Analyzing Sales Activity

New SQL Reporting is available in the Reports Menu. Use the Preview Reports icon to access. These reports combine the current capabilities of the existing sales database report screens in Ensite Pro with the new functionality of the SQL EBS database. It is designed to allow both new and experienced users to easily view and print SQL reports. It also allows users to make minor report changes on the fly that could previously only be made in more complex report designer applications. Information is displayed in an Excel-style grid with columns that can be fully customized using sorts and limits. Reports can be made at the customer level, group level or even department level.

These cataloged sales reports print from their respective SQL tables. For example, the sales reports print from the current SQL SalesOrderJournal table and related supplemental files. The report definition files are saved as an XML document and placed in the ddms/reporting/eci2 folder during software installation.

Custom reports can be created and saved using third party software, Component One (C1) Report Designer. If you create additional reports, you save them in the ddms/reporting/custom folder. The Preview Reports function lets you catalog and provide security for your reports. See the *Advanced SQL Reporting* handout for more information on creating custom SQL Reports.

To access Preview Reports:

- 1 In the Ensite Pro Master Menu, click



- 2 Click



The Ensite Reports window opens. You can execute a report, design a report, set up reports, or set up user groups. For more information, see *SQL Reports* on our website.

## Comparative Sales Analysis

The Comparative Sales Analysis report compares sales figures from two separate date ranges. The data is separated by account, showing the change in each customer's activity between the two date ranges.

An example of the Comparative Sales Analysis report is shown in Figure 5.

		Cost \$	Sales \$	Margin \$	G.P. %	Orders #
<b>ECI</b>		<b>Comparative Sales Analysis</b>				3/31/2008
<b>SUITE 154</b>						Page 1 of 5
<b>4400 ALLIANCE</b>						
<b>FORT WORTH TX 76177</b>						
***** SalesPerson:						
Account:	10005	FORT WORTH PLUMBING				
02/01/08 To	02/01/08	18621.37	30959.60	12338.23	39.9	11
01/01/08 To	01/31/08	2147.32	3026.27	878.95	29.0	7
	Difference	16474.05	27933.33	11459.28	10.9	4
Account:	10002	MARTINEZ PAINTING				
02/01/08 To	02/01/08	12888.26	22072.04	9183.78	41.6	11
01/01/08 To	01/31/08	2726.62	5345.30	2618.68	49.0	7
	Difference	10161.64	16726.74	6565.10	-7.4	4
Account:	10003	RITE-WAY ROOFING				
02/01/08 To	02/01/08	13573.12	20411.38	6838.26	33.5	11
01/01/08 To	01/31/08	3303.21	4276.44	973.23	22.8	7
	Difference	10269.91	16134.94	5865.03	10.7	4

**Figure 5: The Comparative Sales Analysis Report**

## Customer Sales Trends

The Customer Sales Trends report shows sales and margin information for the previous twelve months, arranged by customer account number. The report displays the data broken down by month, as well as the total. The range of customers may be specified by the user. The Sales Order File must contain the previous twelve months of data for it to appear on the report.

An example of the Customer Sales Trends report is shown in Figure 6.

		Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12	Total
CREATIVE OFFICE ONE DESIGN CENTER SUITE 734 BOSTON M 02210		<b>Customer Sales Trends</b>												4/7/2008 Page 1 of 8
Account:	10000	SMITH CONTRACTING				SalesPerson: 101 TEST USER								
Cost \$	777.89	11635.26	<b>2305.28</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14718.43
Sales \$	1564.18	19632.86	<b>3253.62</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24450.66
Margin \$	786.29	7997.60	948.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9732.23
G.P. %	50.3	40.7	29.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	39.8
Orders #	5	11	7	0	0	0	0	0	0	0	0	0	0	23
Account:	10001	PROFESSIONAL LANDSCAPE				SalesPerson:								
Cost \$	3011.46	9426.04	<b>6734.56</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19172.06
Sales \$	4974.08	17801.26	<b>8755.79</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31531.13
Margin \$	1962.62	8375.22	2021.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12359.07
G.P. %	39.5	47.0	23.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	39.2
Orders #	7	11	7	0	0	0	0	0	0	0	0	0	0	25

**Figure 6: The Customer Sales Trend Report**



**Please fill this out and return to Eci.**

**What month-end reports would you like to see in the future?**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Report #1:**

What information would you like the report to generate?

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What sorts and limits should it have?

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---

**Report #2:**

What information would you like the report to generate?

---

---

---

What sorts and limits should it have?

---

---

---

**Report #3:**

What information would you like the report to generate?

---

---

---

What sorts and limits should it have?

---

---

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