MYOB EXO BUSINESS WHITE PAPER

EXO Business Analytics

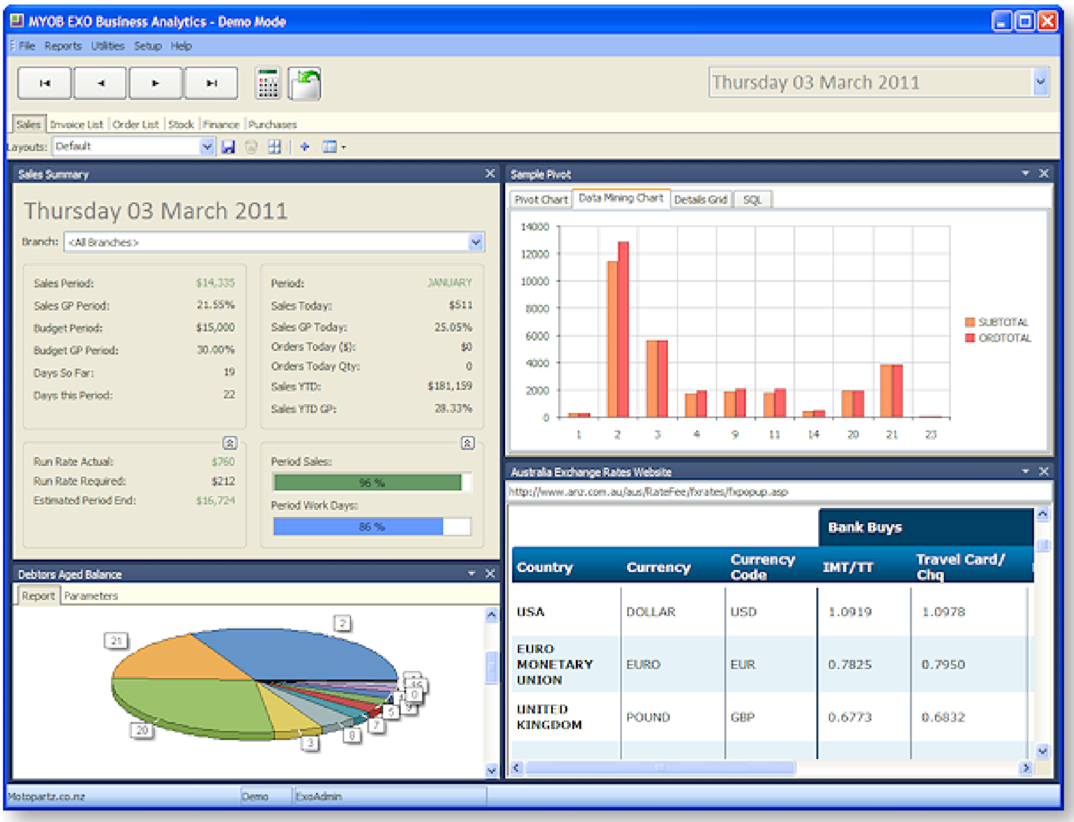
EXO
BUSINESS

MYOB ENTERPRISE SOLUTIONS

Contents

EXO Business Analytics

EXO Business Analytics is a separate module that presents a customisable overview of the organization's business status. It is intended for use by management to monitor business performance. EXO Business Analytics extracts data from various sources in the MYOB EXO Business system and then displays it in a consolidated format. This allows managers to quickly get a complete picture of the entire business.



Use the arrow buttons to navigate between snapshots, or select a specific snapshot from the dropdown menu on the right.

Click the  button on any tab to re-calculate the figures for the currently selected snapshot.

Click the  button on any tab to refresh the display.

The tabs on EXO Business Analytics are fully customisable. Each tab displays a collection of Dashboard widgets. The following types of widgets are available:

- Clarity widgets - widgets that display a Clarity report.
- Web widgets - widgets that display the target of a URL, e.g. a web page or a local file.
- Pivot widgets – widgets that display SQL data in a pivot table.
- Grid widgets – widgets that display SQL data in a standard ExoGrid.
- System widgets - special-purpose widgets created by MYOB, which cannot be edited or customised.

Note: Tabs can be hidden from view on a per-user basis by configuring the **Hide tabs in EXO Analytics** User-level profile setting.

Note: Two optional custom tabs can be defined by specifying values for the one or both of the **Analytics custom tab 1 caption** and **Analytics custom tab 2 caption** User-level profile settings (if no captions are specified, the custom tabs do not appear).

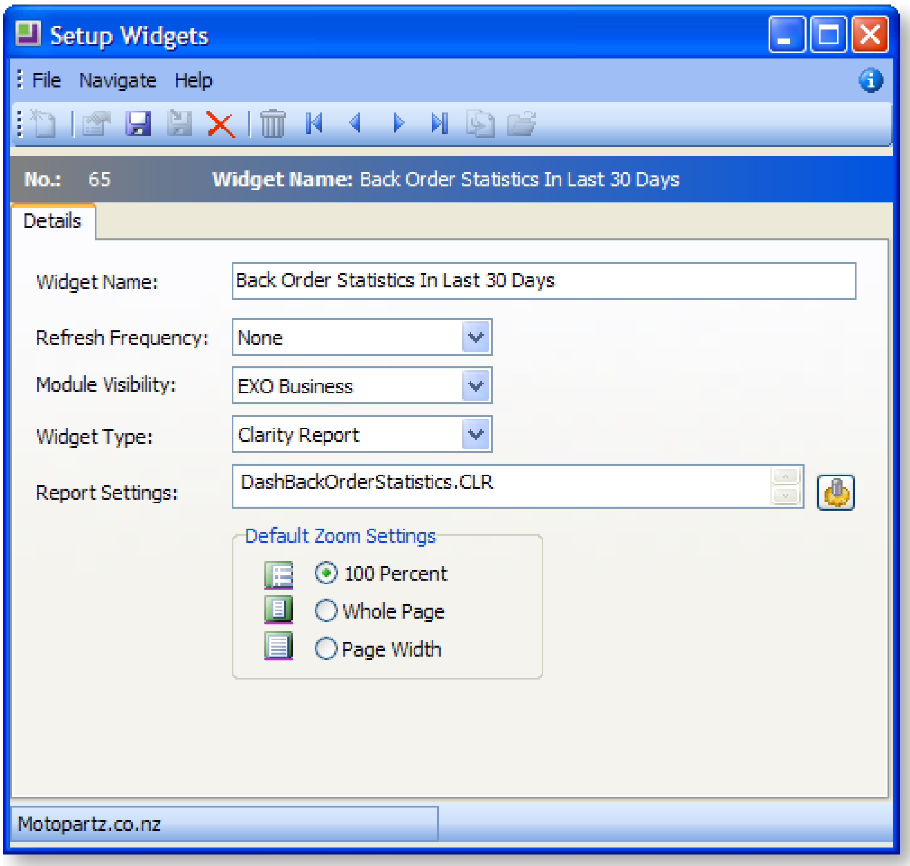
Setting up Widgets

To create a new widget:

1. Select **Setup Widgets** from the Tools menu.

   Note: Widgets can also be set up in EXO Business Config, in **Admin > Dashboards > Setup Widgets** section.

2. Click the **New** button.



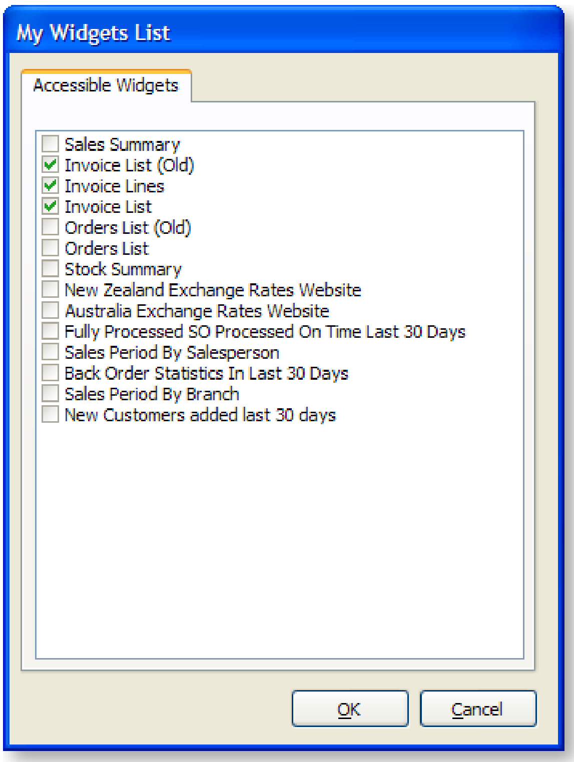
3. Enter a name for the widget.
4. Select the **Refresh Frequency**, which determines how often the data in report is automatically refreshed.
5. Select which EXO Business module this widget should be available for. Choose from:
   - <All>
   - EXO Business
   - EXO Job Costing
   - EXO Business Analytics

6. Select a Widget Type:
   - Select “Clarity Report” to create a widget that displays a Clarity report.
   - Select “URL” to create a widget that displays the target of a URL, e.g. a web page or a local file.
   - Select “Pivot Table” to create a widget that displays data in a pivot table.
   - Select “Grid” to create a widget that displays data in a standard ExoGrid.
7. Specify what information the widget should display:
   - If you are creating a Clarity widget, click the button to select a report file. Once a report is selected, this button opens a window to set any necessary report parameters.
   - If you are creating a URL widget, enter the URL to display into the **URL** field.
   - If you are creating a Pivot widget or Grid widget, enter a SQL statement to select the data to display into the **SQL** field.
8. For Clarity widgets, select **Default Zoom Settings**, which determine how large the report appears inside its frame.
9. Click **Save**.

Saving and Loading Widgets

Widgets can be saved to a file by clicking the Save As button on the Setup Widgets window toolbar ( ). Widgets are saved as a file with the .WDG extension. Widget files can then be loaded into the Setup Widgets window by clicking the Load button ( ).

To add a widget to an EXO Business Analytics tab, click the **Add Widgets** button ( ). This opens the My Widgets List window, where you can select the widgets to appear on the tab:



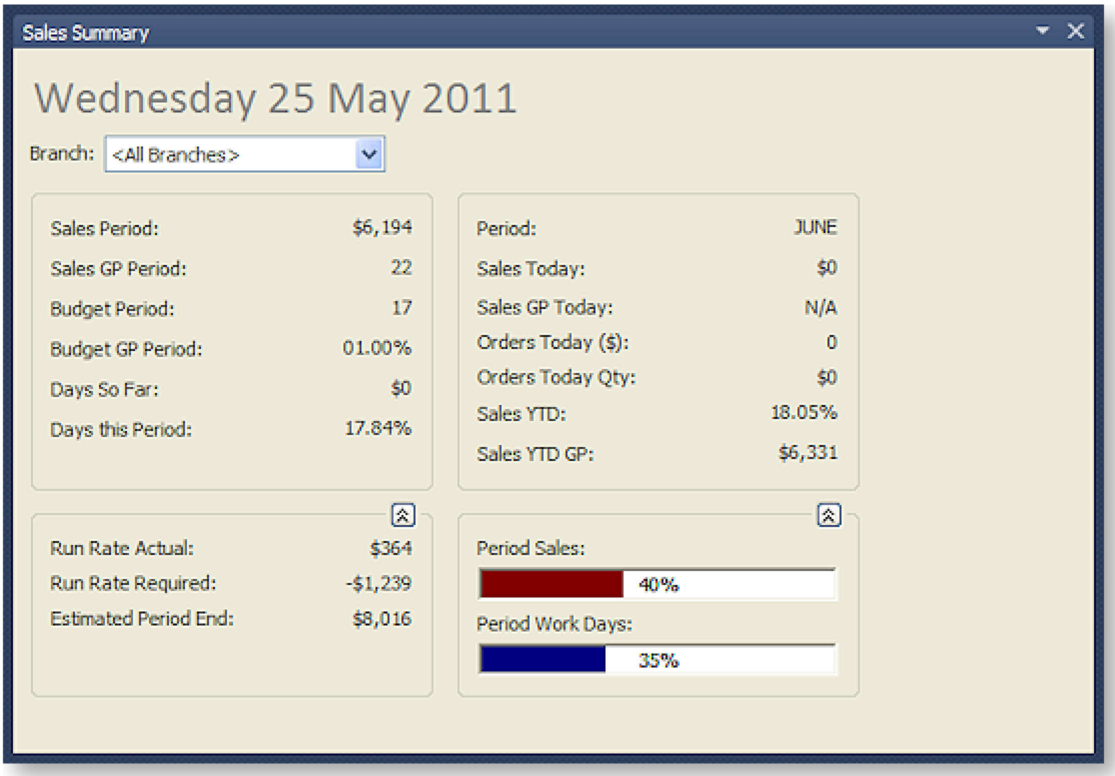
Widgets only appear in this menu if they have been added to the relevant drop down menu using the Drop Down Menu Designer. Once widgets have been added on this list, they can be enabled or disabled using the **Setup Widgets** dropdown menu ( ).

System Widgets

The following system widgets are available in EXO Business Analytics:

- Sales Summary (see page 6)
- Invoice List (Old) (see page 7)
- Orders List (Old) (see page 7)
- Stock Summary (see page 8)
- Invoice Lines (see page 8)
- Invoice List (see page 8)
- Orders List (see page 8)

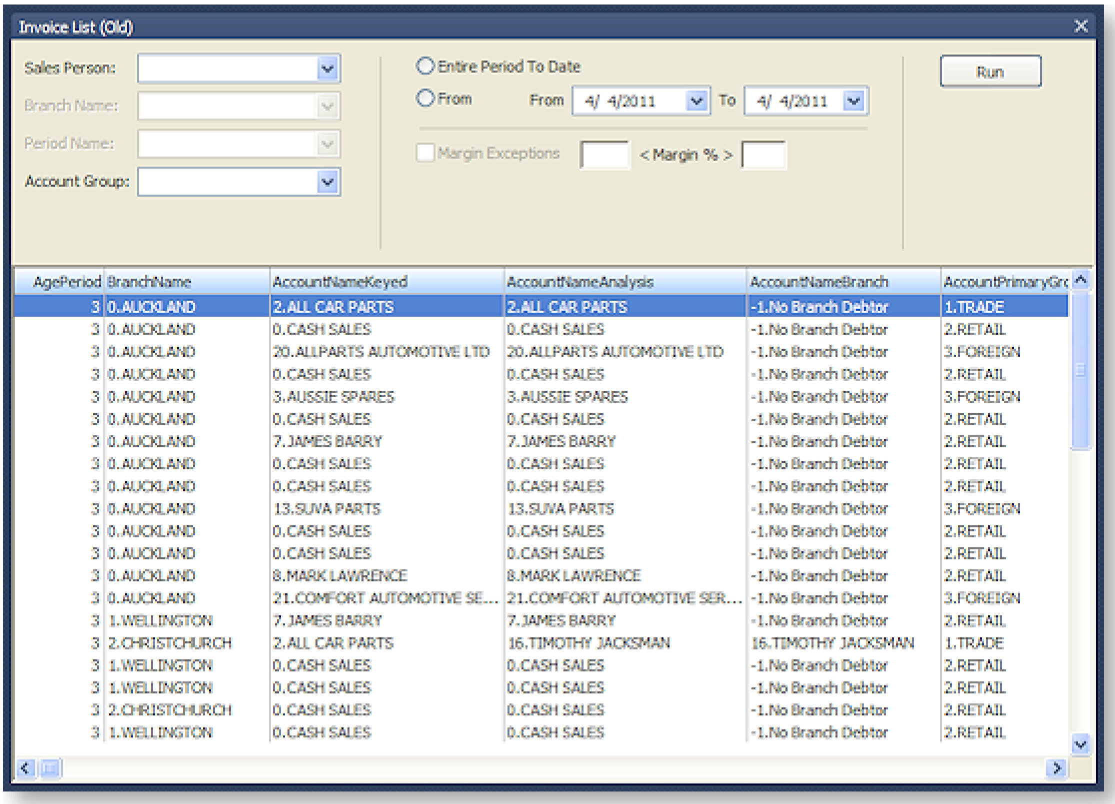
Sales Summary



This widget displays the sales performance of the business. The Run Rate figures indicates what the business is doing on a daily basis (having made an allowance for the weighting applied to each day in the Period Day Plan Setup (see page 12)) and what the business must achieve (also on a weighted basis) to reach its period budget.

The report uses colour to indicate whether the business is ahead of (green) or behind (red) the budget.

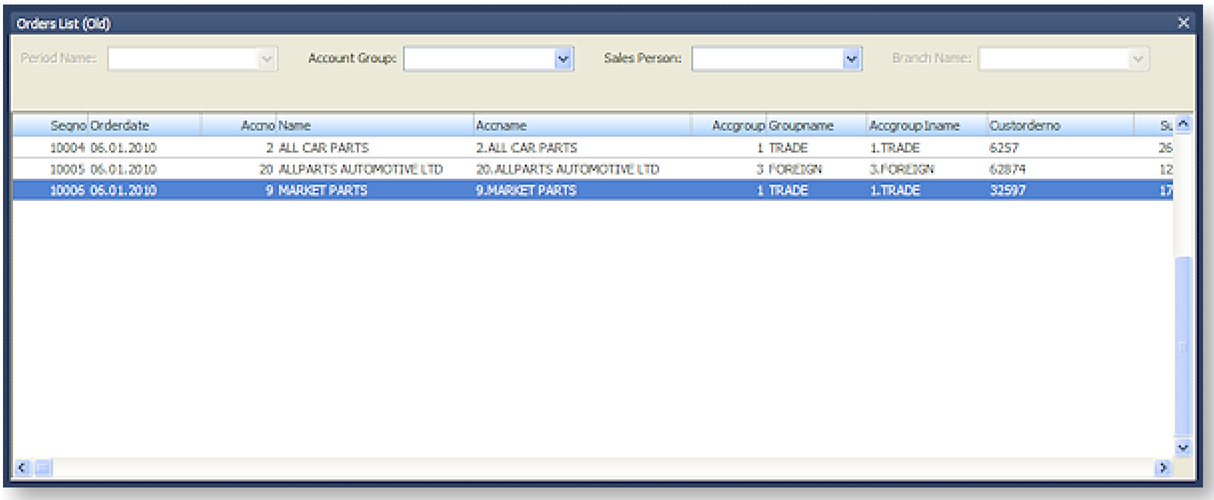
Invoice List (Classic)



This widget allows users to search for Debtors Invoices. For example, by setting the expected minimum and maximum margins, users can quickly locate invoices that fall outside the expected range. This range may include stock items that are over-discounted or that have a cost that is greater than expected.

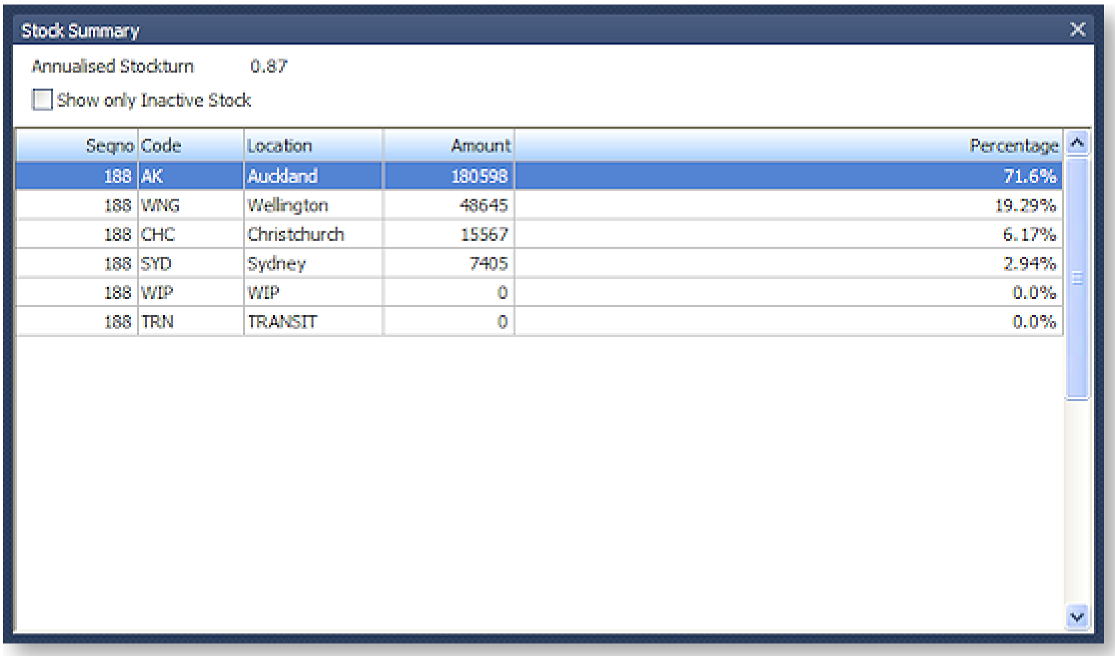
To search for invoices, check the appropriate boxes for the filters to use, then select details to filter by. Click the **Run** button to return all invoices that match the selected criteria.

Orders List (Classic)



This widget allows users to search for Sales Orders. The list of orders can be filtered by Period, Account Group, Sales Person and Branch Name.

Stock Summary



This widget displays the valuation of stock by location. Users can select a location, and obtain a stock list by a stock item, for the selected location.

The **Show only Inactive Stock** option displays a list of stock items that have been set to the Inactive status (by clearing the **Active** tick box on the Stock Item Details window). Stock items are listed only if the item quantity is greater than zero. Drilling down provides a detailed list showing the locations of the inactive stock.

The **Annualised Stock Turn** KPI calculates the stock turn based on the current cost of sales on a period-to-date basis, using the current closing stock level. The KPI then converts this into an annualised estimate of current stock turn.

Setting up EXO Business Analytics

The EXO Business Analytics module's Setup menu contains options that define the Financial Period. A Financial Period is made up of a financial year, which in turn is made up of periods (usually 12). Periods are made up of days. Days can be workdays or non-workdays and can have a weighting applied to them. This weighting affects the run rates. A run rate is the amount of daily sales achieved to date or required to reach the monthly sales target.

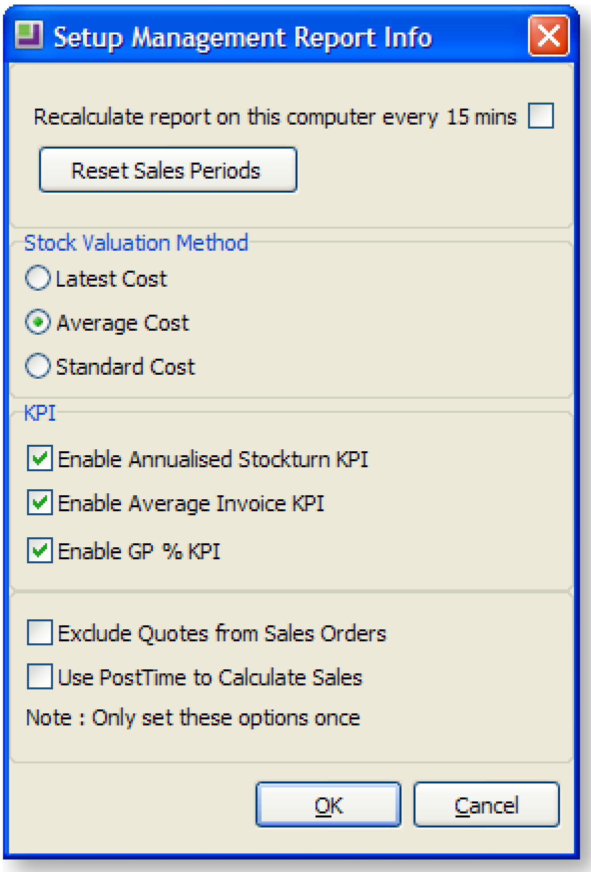
Five setup windows are available from the Setup menu:

- Preferences (see page 9)
- Year (see page 10)
- Periods (see page 11)
- Budget (see page 11)
- Days (see page 12)

Preferences

EXO Business Analytics > Setup > Preferences

The options on this window are read-only and are displayed for informational purposes. To set the values of these options, use EXO Business Config.



Recalculate report on this computer every 15 mins Enable this option to receive the most up-to-date information every 15 minutes. Ideally, in a network situation, this option should be selected by only one user, to avoid load on the network. Any other users should click the **Refresh** button on the main EXO Business Analytics window to view the latest information.

Stock Valuation Method Determines the stock values for the stock in the Stock tab. Select the valuation method that is most useful for decision-making.

KPI Select whether or not to display the following Key Performance Indicators:

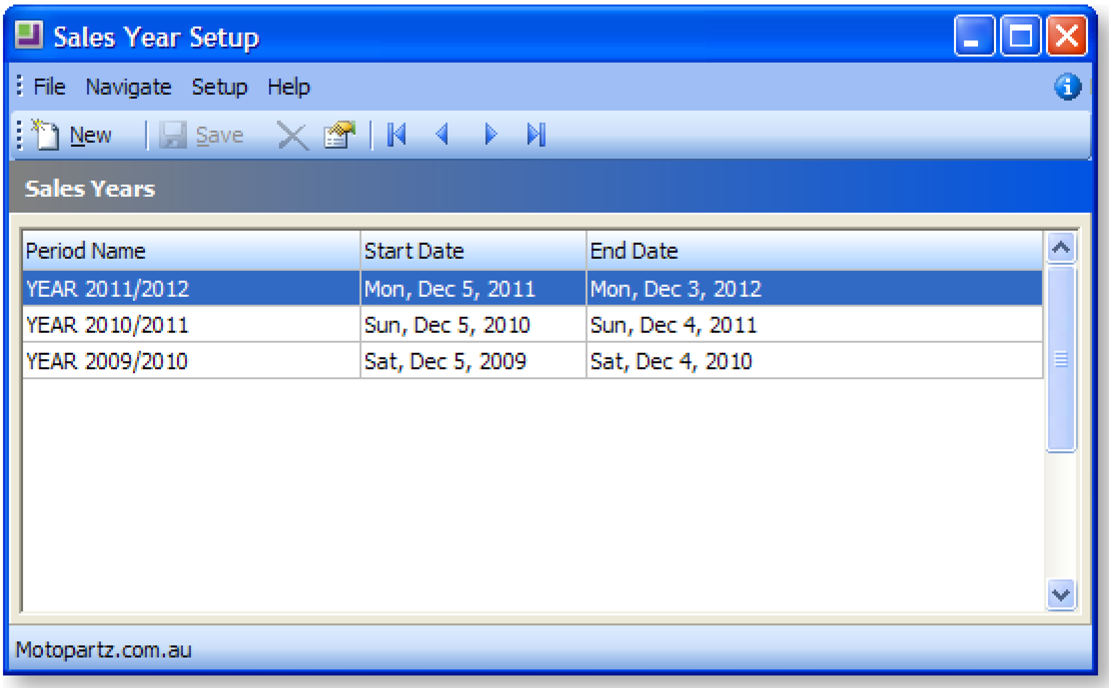
- Annualised Stockturn, displayed on the Stock tab.
- Average Invoice Age, displayed on the Finance tab.
- Sales GP percentages, displayed on the Sales and Orders tab. (If this option is disabled, these values display "N/A".)

Exclude Quotes from Sales Orders Enabling this option removes quotes from the Sales Today numbers and includes them when the quote is converted to a sales order. This is only applicable where the system is using extended sales order statuses.

Use PostTime to Calculate Sales Enabling this option means that EXO Business Analytics will calculate sales from the transaction table based on when the transaction has been posted as opposed to the transaction date entered by the user.

Year

EXO Business Analytics > Setup > Years



The Sales Year Setup window defines Financial Years. Click the **New** button is to establish a new Financial Year.

Double-click on an existing year to edit it. The **Period Name** can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

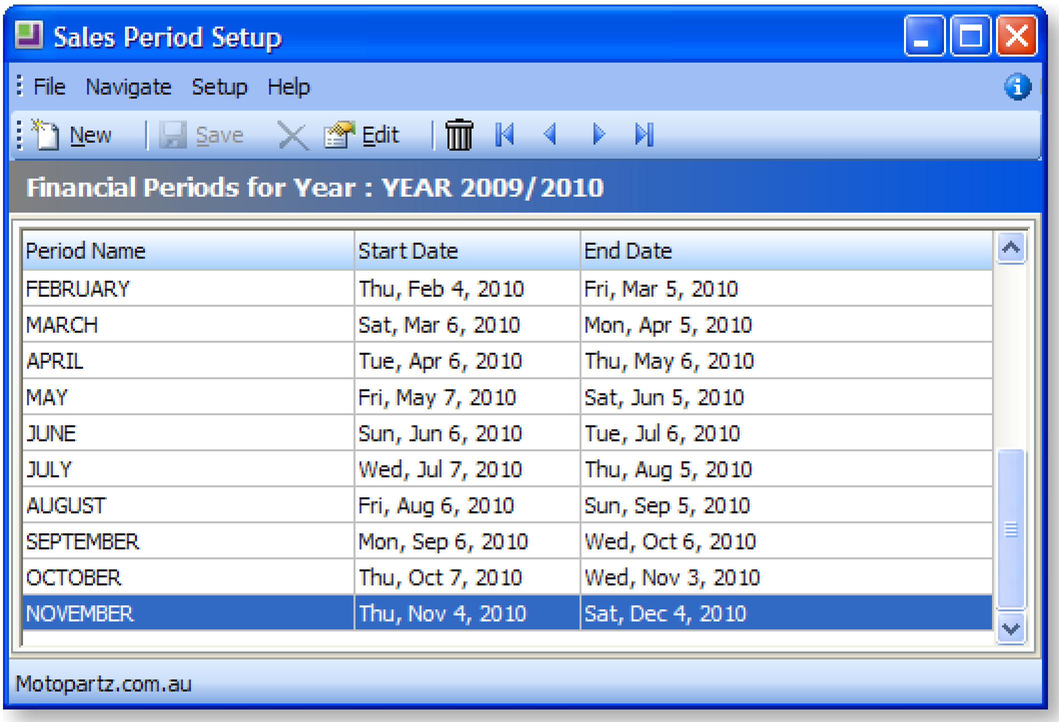
The **Delete** button deletes the selected financial year; however, you can delete a year only if there is no data recorded for it.

Select **Periods** from the Setup menu on this window to open the Periods window for the select year.

Select **Budget** from the Setup menu on this window to open the Budget window for the select year.

Periods

EXO Business Analytics > Setup > Periods



The Sales Period Setup window defines the period Start and End dates within the selected financial year. These periods are completely user-defined, but they cannot overlap one another.

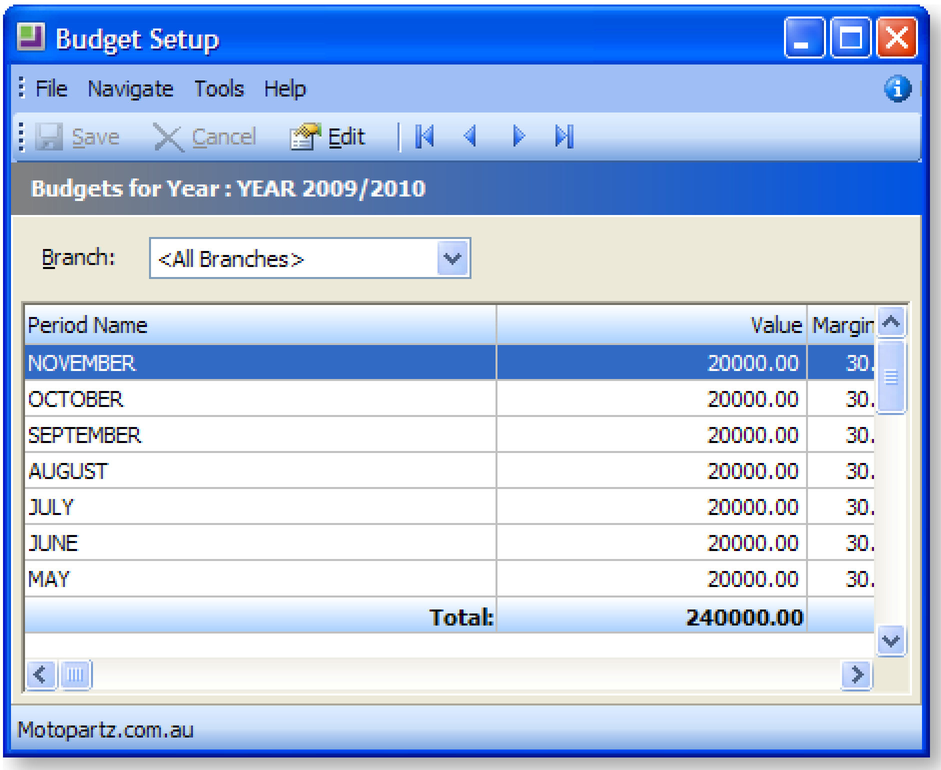
Click the **New** button to establish the periods within the financial year.

Double-click on an existing period to edit it (or select a period and click the **Edit** button). The **Period Name** can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

The **Delete** button deletes the selected period, but only if there is no existing data for that period.

Budget

EXO Business Analytics > Setup > Budget

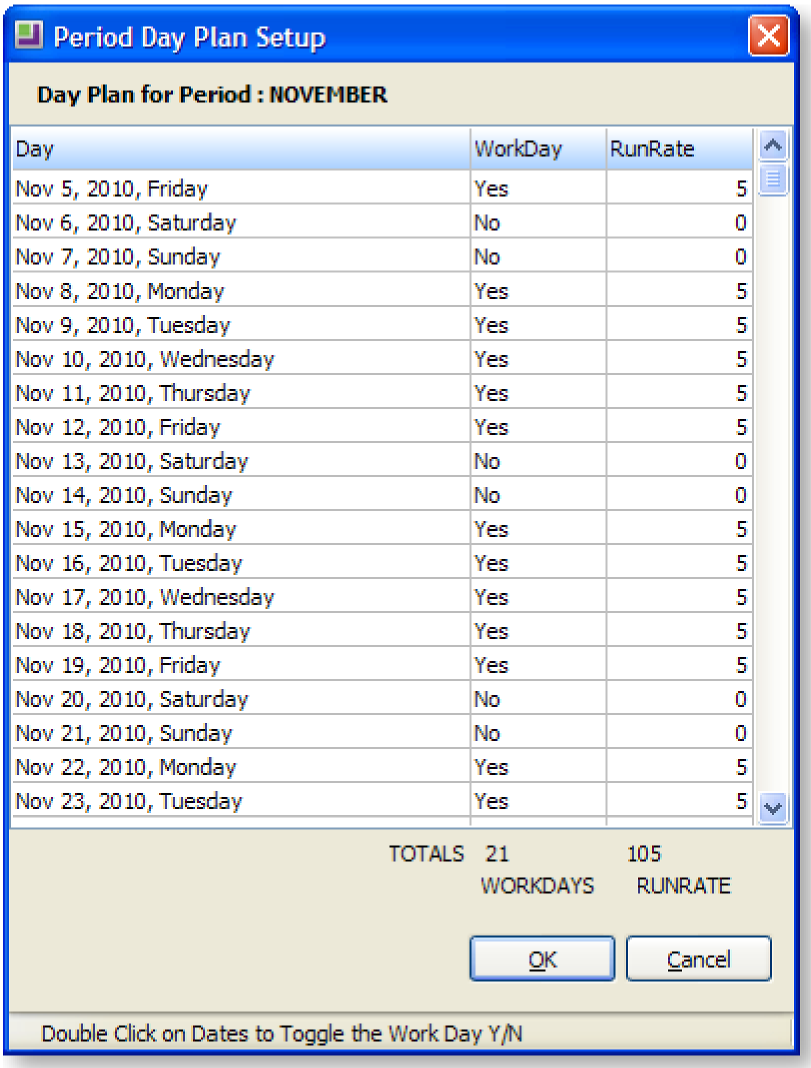


The Budget Setup window lets you set up the budgets and margins for each period. The total of these periods represents the budget for that financial year. You can set budgets and margins for each branch, or for all branches at once.

Double-click on a period to edit the **Value** and **Margin** for that period.

Days

EXO Business Analytics > Setup > Days



Day	WorkDay	RunRate
Nov 5, 2010, Friday	Yes	5
Nov 6, 2010, Saturday	No	0
Nov 7, 2010, Sunday	No	0
Nov 8, 2010, Monday	Yes	5
Nov 9, 2010, Tuesday	Yes	5
Nov 10, 2010, Wednesday	Yes	5
Nov 11, 2010, Thursday	Yes	5
Nov 12, 2010, Friday	Yes	5
Nov 13, 2010, Saturday	No	0
Nov 14, 2010, Sunday	No	0
Nov 15, 2010, Monday	Yes	5
Nov 16, 2010, Tuesday	Yes	5
Nov 17, 2010, Wednesday	Yes	5
Nov 18, 2010, Thursday	Yes	5
Nov 19, 2010, Friday	Yes	5
Nov 20, 2010, Saturday	No	0
Nov 21, 2010, Sunday	No	0
Nov 22, 2010, Monday	Yes	5
Nov 23, 2010, Tuesday	Yes	5

The Days Setup window is a day planner that determines workdays, and the weighting to be applied to each workday. For example, a retail business will most likely have a heavy weighting to Saturday, if a large amount of the week's total sales are conducted on a Saturday.

Double-click on the WorkDay value for a day to toggle between "Yes" and "No".

Click on the RunRate value for a day to enter its weighting.

Customising EXO Business Analytics

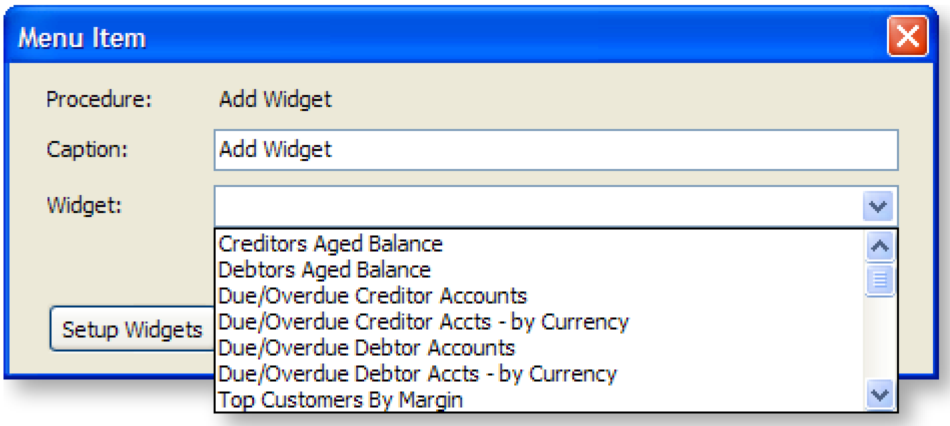
A number of options are available for customising the layout of widgets on each tab of the EXO Business Analytics module.

Selecting Widgets to Display

Users can select the widgets to display on a tab using the and buttons. Which widgets are available for selection is determined by the staff member's dropdown menu definition, as set up in EXO Business Config.

When setting up menus in EXO Business Config at **Staff > Menus > Dropdown Menu**, select "EXO Business Analytics" in the **Program** dropdown to set up the menu for EXO Business Analytics. The menu for EXO Business Analytics is set up in the same way as any other.

To add a widget to the menu (and therefore make it available for selection in the interface), drag the Add Widget item to menu. When adding this item to a menu, the Menu Item window that appears lets you choose the specific widget to add:

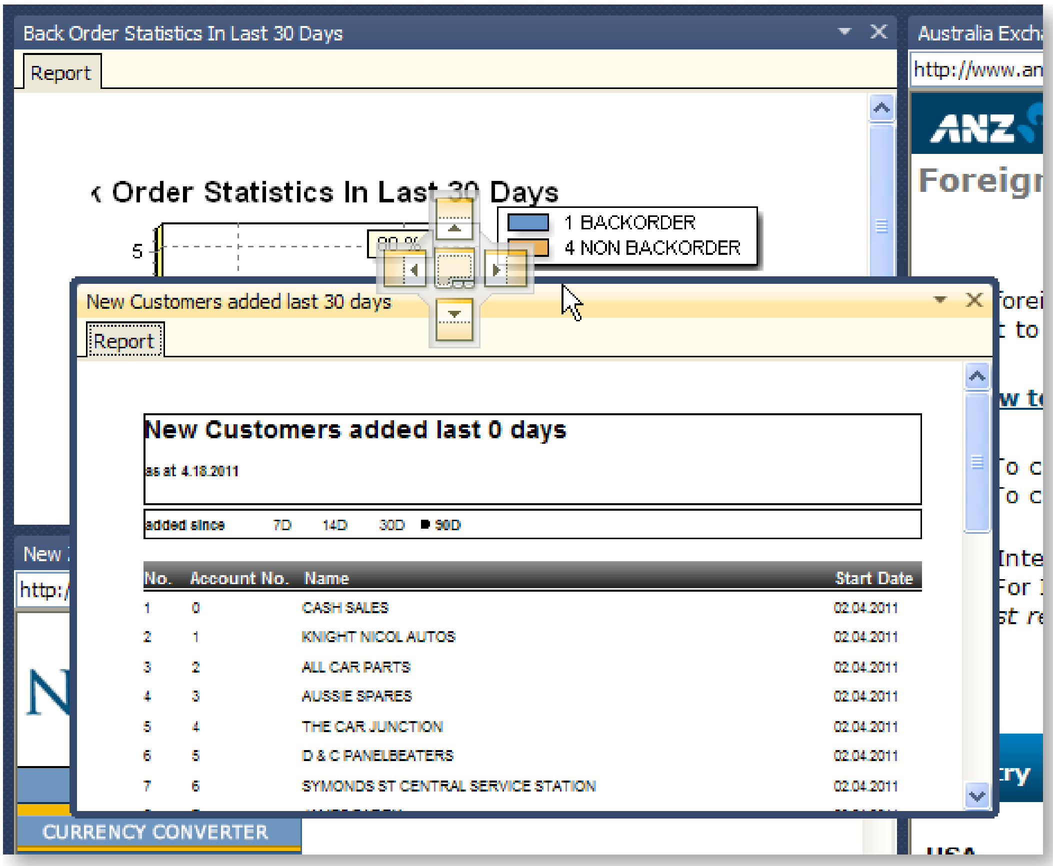


Once added, the widget does not actually appear in the EXO Business Analytics menu; instead, it becomes available for selection when clicking the button.

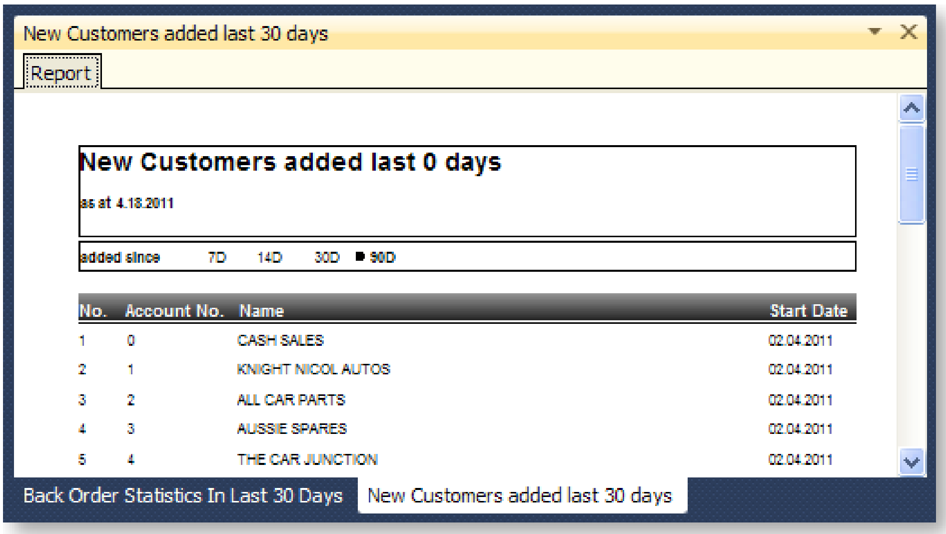
Note: Having the availability of widgets controlled by menu definitions allows for an additional level of security; users have access to only those Dashboard widgets that have been added to their menu.

Arranging Widgets

Dashboards widgets can be arranged by dragging and docking. When dragging one widget onto another, a cross-shaped docking control appears:



The five sections of the docking control are used to place the widget being docked, e.g. to dock the widget being dragged to the right of the widget it is being dragged onto, move the mouse pointer over the right section and release the mouse button. Selecting the centre section of the docking control docks the widget onto a sub-tab of the target widget:



Clicking the button resets the layout, organising all widgets into tiles the same size.

Saving Widget Layouts

Click the button to save the current arrangement of widgets as a “layout”. Previously saved layouts are available in the **Layouts** combo box at the left of the window.

The layout of widgets on the EXO Business Analytics tabs is saved for each snapshot.

Command Line Options

The EXO Business Analytics module, **Analytics.exe**, can be run from the command line in unattended “snapshot” mode, launching and exiting at predetermined times, as specified by a scheduled task in Windows.

Command Line Parameters

Parameter	Meaning
ConnectionName	A valid MYOB EXO Business database connection name. Required.
LoginID	A valid staff Login ID. If the ID contains spaces, it must be enclosed in quote marks (“”). Required.
Password	The password for the supplied Login ID. Required.
/?	Displays a window listing all of these command line parameters. Optional.
/NOSAVE	Prevents the saving of the current connection to the connection history list. Optional.
/M	Mode. /M=SNAPSHOT runs EXO Business Analytic in snapshot mode, meaning that it closes as soon as it has run. Exceptions are logged in snapshot mode only. Optional.
/TRANSDATE	Specifies a transaction date. Optional.
/L	Specify the name of the file to log to. Optional.

Example

```
Analytics Testdata ExoAdmin ExoAdmin /M=SNAPSHOT /L=d:\EXOBusiness\Analytics\Analytics.LOG
```

Runs EXO Business Analytics in snapshot mode, logging on to the connection “Testdata” using the logon ID “ExoAdmin” and password “ExoAdmin”. Log information is written to the file **d:\EXOBusiness\Analytics\Analytics.LOG**.