DYNAMICS CONSULTANTS LTD.

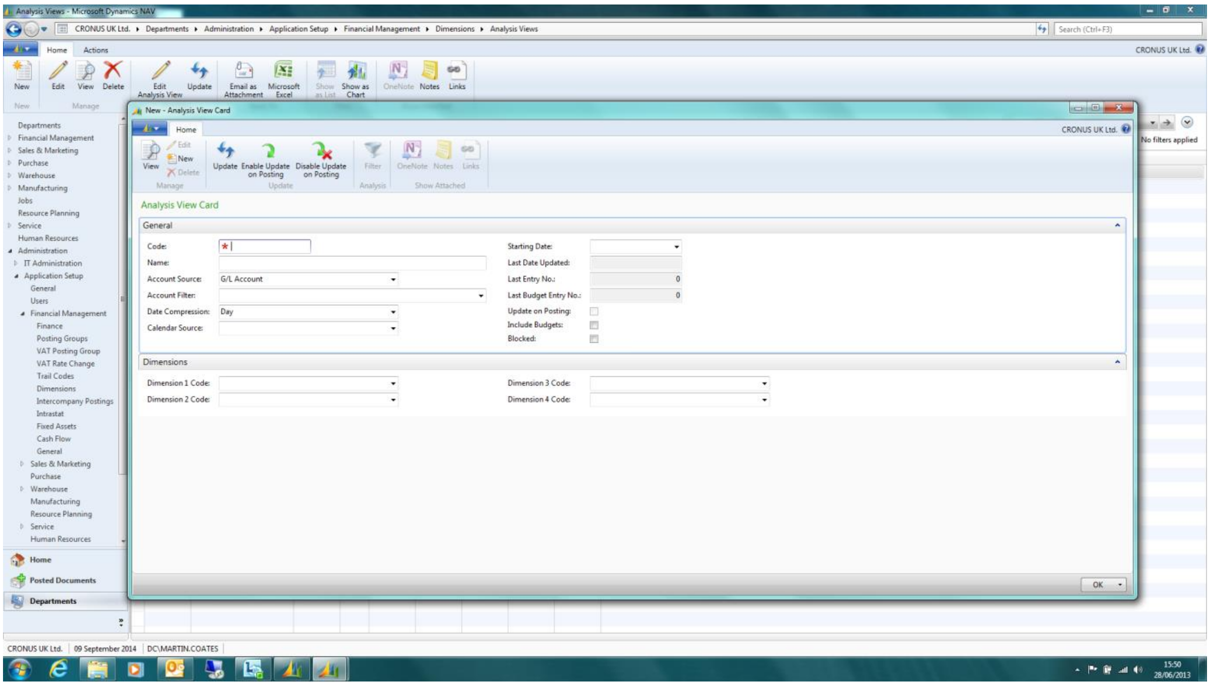
ANALYSIS VIEWS IN MICROSOFT DYNAMICS NAV 2013 – STEP-BY-STEP GUIDE

Introduction

This document explains how to set up and use Microsoft Dynamics NAV® Analysis Views which allow users to slice and dice financial transactions using any combination of date, G/L Account code and dimension.

Setting up Analysis Views

To set up a new Analysis View, open the Departments, Administration, Application Setup, Financial Management, Dimensions, Analysis View menu. Click on the new button and the following form will appear.



Complete the fields as follows:

Code – Enter a suitable code for the Analysis View;
Name – Enter a narrative for the view;

Account Source – Select G/L Account if the data for your view is to come from the G/L Entries or Cashflow Entries if it is to use those;

G/L Account Filter – Enter a range of G/L Accounts which the view is to show, if required. Ranges are indicated by two dots (..);

Date Compression – This can be set to None, Day, Week, Month or Year. As a general rule, if you intend to use the view infrequently you should set this to the same frequency as you expect to use the view;

Calendar Source – If you use the calendar year and months as your financial year, set this to System, otherwise set it to Acc. Period;

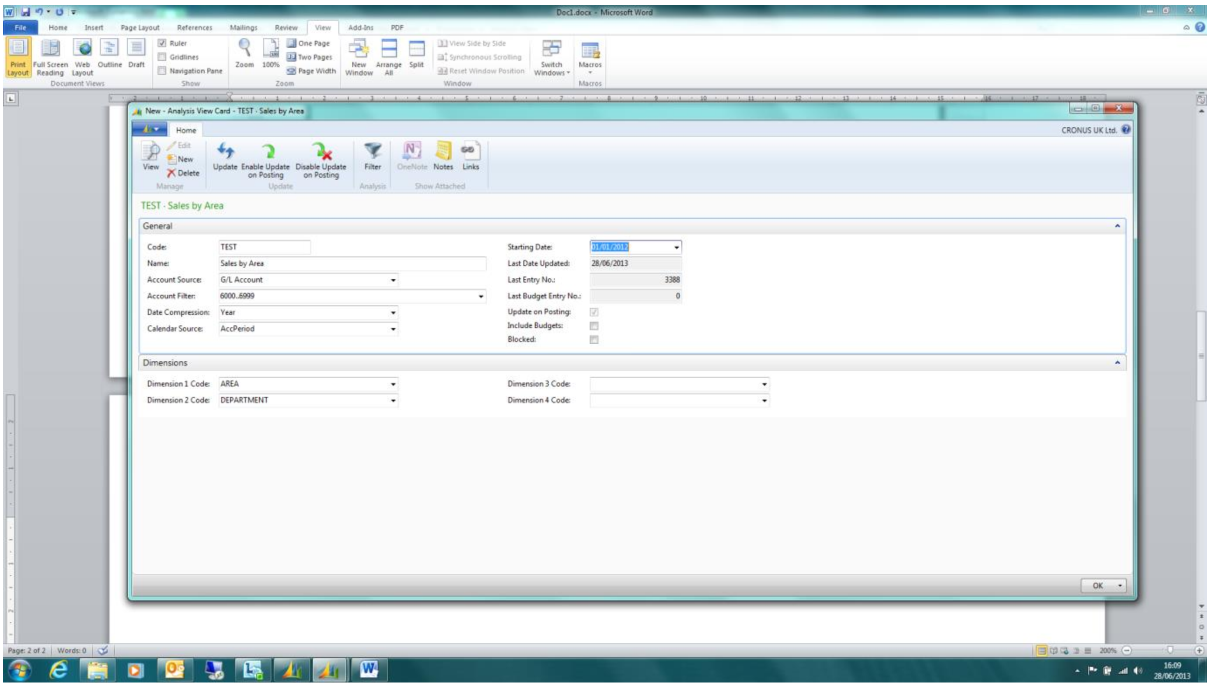
Starting Date – This can be any date, but if you do not need to be looking at entries before a set date you should set this to the start of the financial year after that period;

Update on Posting – If this is ticked, the records in the view will be updated whenever a general ledger entry that meets the criteria of the view is created. However, this does slow down the posting routines in the system. If it is not ticked, posting runs faster but you will need to run the Update Analysis Views batch job (see below) to keep the view up to date;

Include Budgets – Tick this box if the view is to include G/L budget as well as Actual entries;

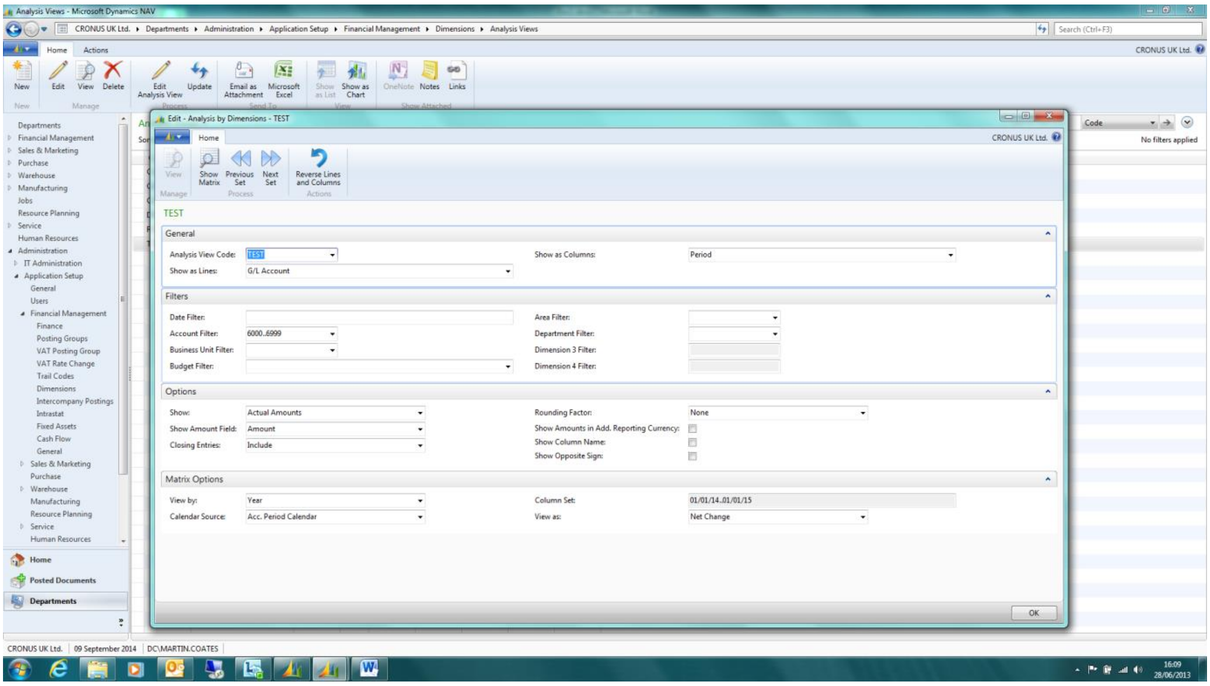
On the Dimensions tab you can select up to four dimensions that the data in the view can be analysed by. Any of the eight dimensions available can be used.

An example of a completed Analysis View is shown below:



Using Analysis Views

In the Analysis View screen, click on the Edit Analysis View button. The following screen will appear:



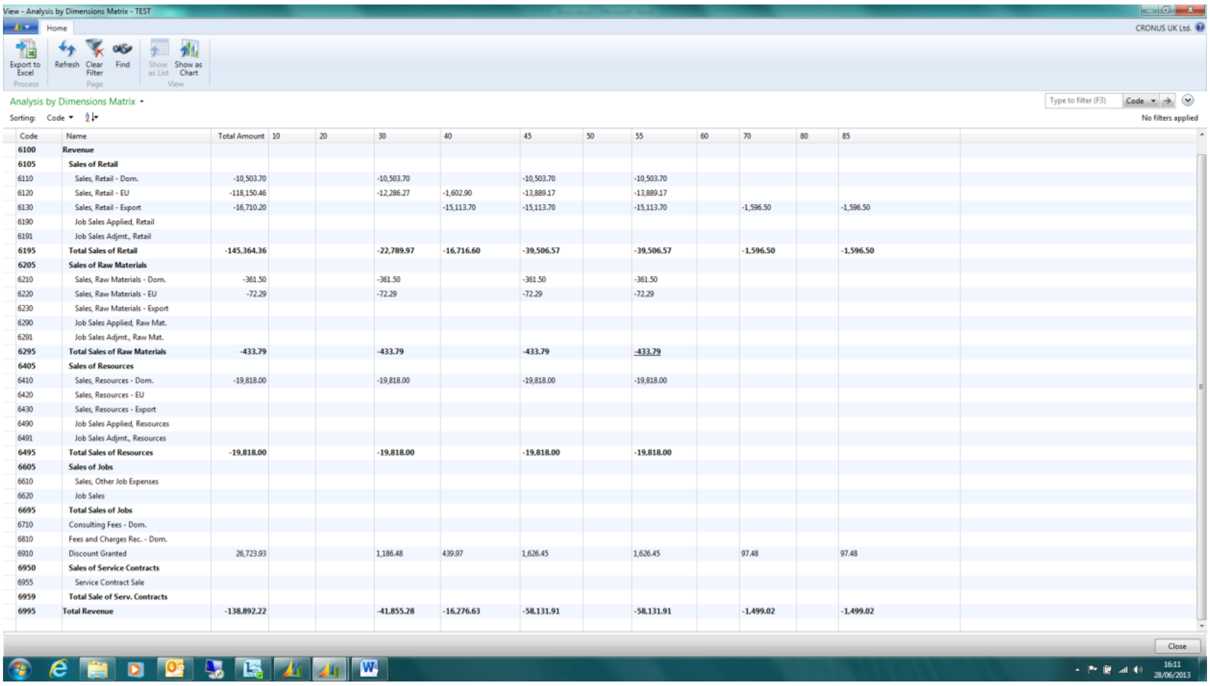
Complete the Show as Lines and Show as Columns fields, as required. If the Show as Columns field is not set to Period, a Date Filter based on the current period will be inserted into that field, but you can change this using the Previous Set or Next Set buttons, as required. You can filter the results as required and set the Options as follows:

Show – Set this to show actuals, budgets or variances, as required;

Closing Entries – If this is set to Include, the entries posted when a financial year is closed will be included in the Analysis View figures. If the figures in any one column cross a financial year this should be set to Exclude;

Rounding Factor – Set this to the required rounding. The figures shown in the Analysis by Dimensions screen will always display to two decimal places whatever rounding is selected.

To display the results of the view, click the Show Matrix button. An example of the screen is shown below:

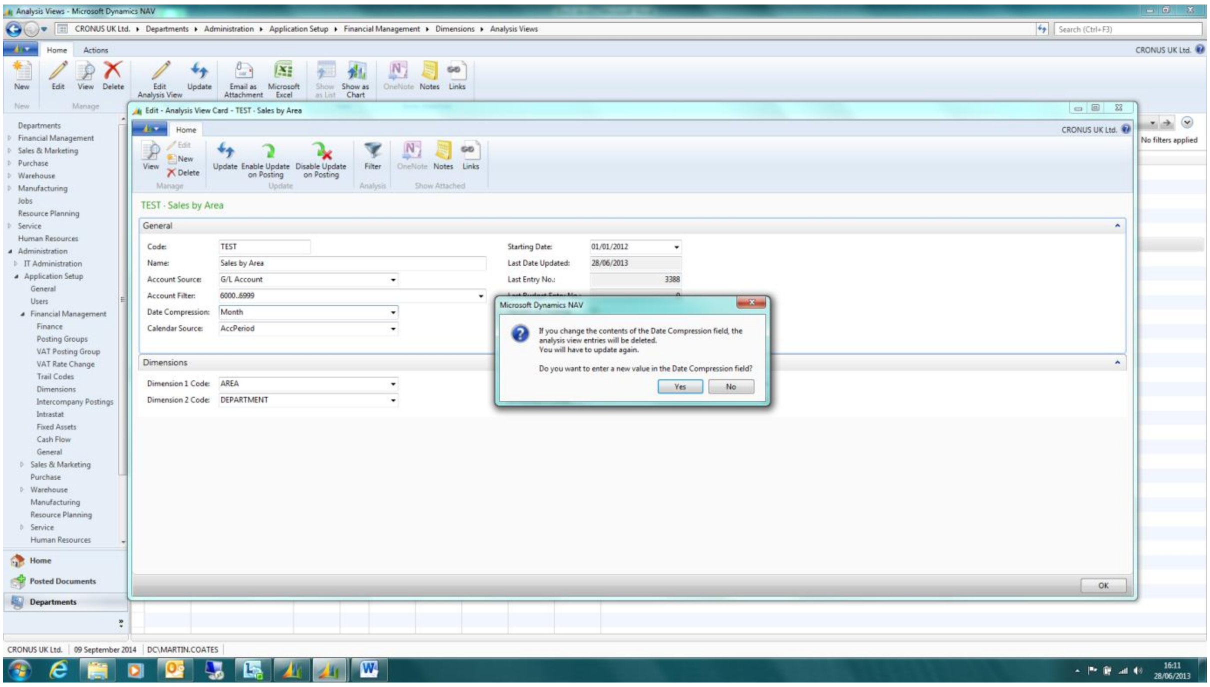


You can see a breakdown of any of the figures by double-clicking on it. Note that these entries are not General Ledger entries but a summarised "sliced and diced" version of them.

The data can either be exported to a Microsoft Excel spreadsheet or displayed as a chart.

Changing an Analysis View

You can change any of the parameters of an Analysis View at any time. If the view has any entries, however, you will see a warning message as in the screenshot below:



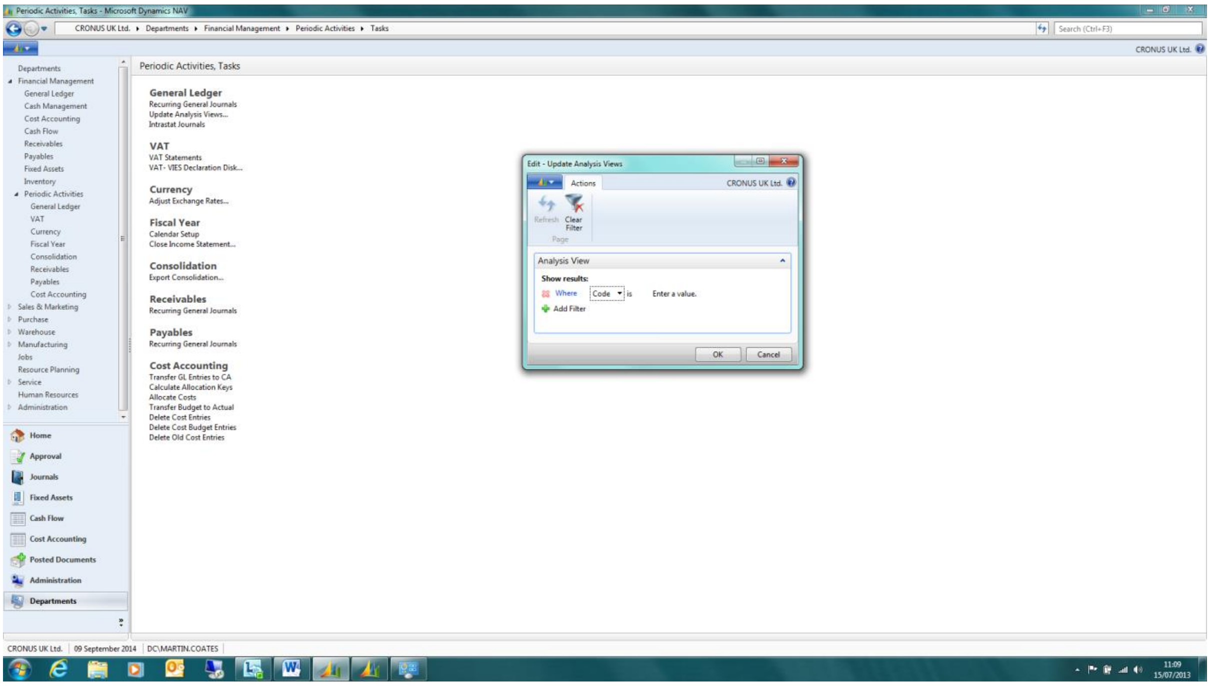
Accept the warning and then click on the Update button at the top of the screen. The entries in the Analysis View will then be refreshed based on the new criteria you have entered.

Note: As this process deletes and recreates all the entries for the view, it may take some time for large views with a large number of entries.

<u>Updating Analysis Views</u>

If you tick the Update on Posting on each Analysis View, updating views will not be necessary unless the parameters of the views are changed. However, as the update process slows down the various posting routines in the system, you may prefer to update views en masse at a suitable moment (e.g., at the end of each financial month). You can do this as follows:

Navigate to Departments, Financial Management, Periodic Activities, Tasks, Update Analysis Views. The following screen will appear:



You can select which views you want to update. When you click on OK, the entries for your selected views will be updated with any entries that have been added since the Update process was last run. As only the General Ledger and/or Budget Entries that have been added since the view was last updated are checked, this process runs much quicker than an update run after the parameters of a view have been changed.