

SAGE BUSINESS CLOUD ACCOUNTING

ANALYSIS CODES - USER MANUAL

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Analysis Codes

How it works

Analysis Codes are a way of keeping track and analyzing different dimensions and aspects of your business. It is not recording any new information in your accounting records, it is merely categorising or tagging particular transactions in order to report on these areas at a later stage:

Stage	Process	Explanation
1	Setup	You set up the different areas of your business that you wish to Analyse – We call these Analysis Codes. You will set it up under Company...Analysis Codes.
2	Processing	On the processing screens you will assign these Analysis Codes to relevant transactions which we call “tagging”.
3	Reporting	Report on the different areas of your business that you have tagged on the processing screens.

What can you use these Analysis Codes for?

There are countless ways in which you may want to analyse the performance of your business and its operations.

If your business has any of the following characteristics then you should give Analysis Codes a try:

- Projects
- Regions
- Cost Centers
- Etc.

What about comparing to a Budget?

You can create as many Budgets as you like. If you would like to compare a particular Analysis Code to a Budget you would simply create a Budget for that Analysis Code (for example 2016 Budget – Johannesburg Region), then when you run your Profit and Loss Report you would simply filter the Report by the Region “Johannesburg” and then choose to compare the Report with the Johannesburg Budget that you have set up.

Creating Analysis Codes

Select the Company...Analysis Codes option.

Analysis Codes

Add up to 3 Analysis Codes and unlimited Analysis Categories to analyse your income and expenditure in more detail. For example, you may want to analyse your profit and loss by department or project.
Create your Analysis Codes and Categories below to suit your business.

Analysis Code 1

Analysis Code 2

Analysis Code 3

Analysis Codes

In Use:

Analysis Code 1 Description:

Analysis Categories for :

+-
+-
+-

How Many Analysis Codes and Categories

- You are able to create up to 3 Analysis Codes.
- You can set unlimited Analysis Categories per Analysis Code.
- You can choose to use less than 3 Analysis Codes if you wish.

Analysis Codes “In Use”

You can select whether a particular Analysis Code is “active” by ticking the In Use tick box on the setup screen. If an Analysis Code is not in use then it will not be available for selection on the processing screens or reports.

Making an Analysis Code inactive does not remove any of the tagging of the underlying transactions. This would need to be done on the specific transaction. If you would like to make the Analysis Code available for selection on the processing screens as well as available for reporting then you would need to make it In Use again.

Editing and Deleting Analysis Codes and Categories

- You can edit both the Analysis Code and the Analysis Categories at any time.
- You can only delete an Analysis Category if it has no associated transactions linked to it.

Processing with Analysis Codes

Once you have set up your Analysis Codes they will be available on the all of the processing screens:

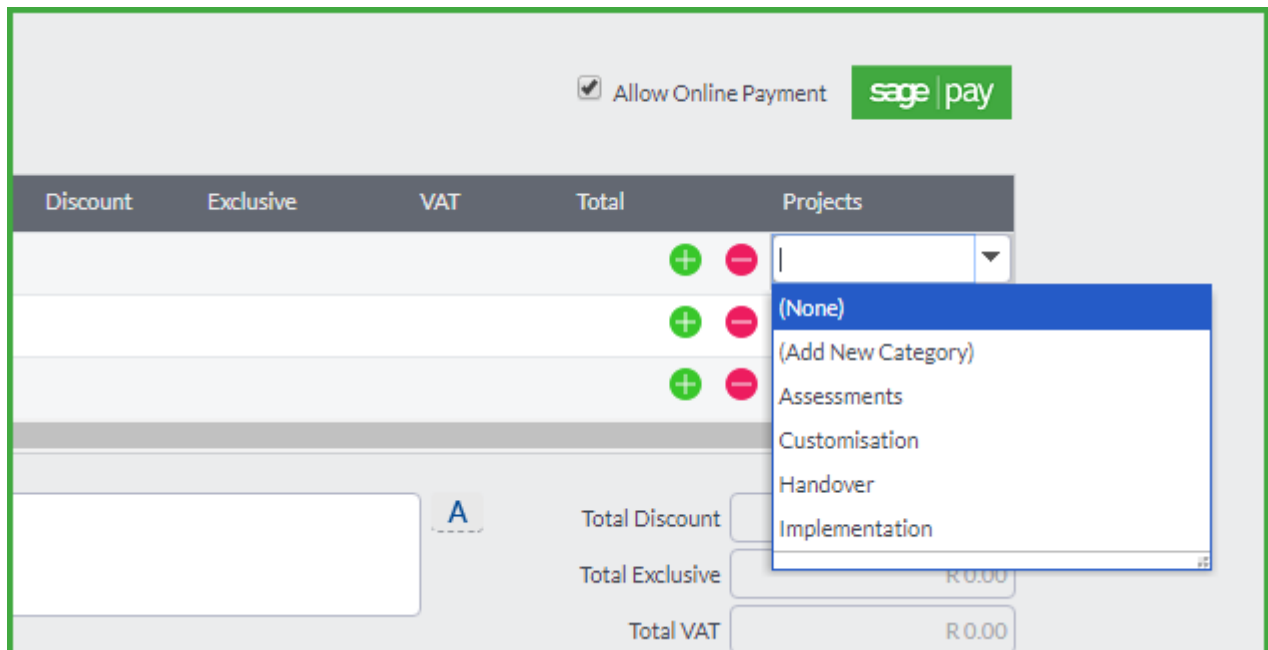
- On most screens the Analysis Codes can be selected within new columns that appear in the processing grid. These can be selected by either:
 - Tabbing across a transaction line
 - Scrolling to the right of the grid
- On some screens you will need to select the green Analysis Code button to open the Analysis Code selection drop downs.

Click on the Customers...Transactions...Customer Tax Invoices option.

Click on the Add Tax Invoice option.

Enter all the processing information in the Lines section.

The following screen will be displayed:



You will notice that your Lines section will now have an additional field. Select the Analysis Code Category from the drop down menu.

Click on one of the processing options at the bottom of the screen.

You can process Analysis Codes on the following Customer screens:

- Customer Quotes
- Customer Tax Invoices
- Customer Recurring Invoices
- Customer Credit Notes
- Customer Adjustments

You can process Analysis Codes on the following Supplier screens:

- Supplier Purchase Orders
- Supplier Invoices
- Supplier Adjustments

You can process Analysis Codes on the following Other screens:

- Item Adjustments
- Banking
- Process Journal Entries

As mentioned, in some screens you will have to select the green Analysis Codes link as can be seen below:

Process Customer Adjustment

Adjustment Details

Customer	(None) ▼	Document No.	*NUMBER*	Description	<input type="text"/>
Balance	R 0.00	Reference	<input type="text"/>	Comments	<input type="text"/>
Effect	Increase ▼	Exclusive	R 0.00	Date	31/07/2017
Tax Type	No VAT ▼	Tax	R 0.00		
By Affecting	(None) ▼	Total	R 0.00		

Analysis Codes

Branch	(None) ▼
Division	(None) ▼
Sales Rep	(None) ▼

Reporting with Analysis Codes

Analysis Codes are available on the following performance reports:

- Profit and Loss
- Sales by Item
- Purchases by Item
- Account Transactions

The following types of reporting is available for Analysis Codes:

1) Filter by Analysis Code

a) Single Analysis Code – Basic Filtering → Profit and Loss for Region (Johannesburg)

Filter by

Branch:

Division:

Sales Rep:

Group by: Month/Qtr/Year Analysis Code

Compare with: Last Year Budget

b) Multiple Analysis Codes – Detailed Filtering → Sales by Item for the Marketing Division in the Durban Region

Filter by

Branch:

Division:

Sales Rep:

Group by: Month/Qtr/Year Analysis Code

2) Group by Analysis Code → Profit and Loss grouped by Division (see below)

SuperCycle Wholesales

Date Range: 01/07/2017 → 31/07/2017

Cost of Sales: Based on Purchases Show Report Options

PDF XLS CSV Print Email

	Uncategorised	Sales	Training	Total
Sales				
Sales	1,696	1,696	800	4,192
Total for Sales	1,696	1,696	800	4,192
Cost of Sales				
Total for Cost of Sales	0	0	0	0
Gross Profit	1,696	1,696	800	4,192

3) Group by Analysis Code – and filtered by another Analysis Code → Profit and Loss filtered by Cape Town Region and Grouped by Division (See below)

SuperCycle Wholesales

Date Range: Monthly | Current Month | 01/07/2017 → 31/07/2017 | [Hide Report Options](#)

Cost of Sales based on: Purchases Sales

Filter by:

Branch: Cape Town

Division: (Select)

Sales Rep: (Select)

Group by: Month/Qtr/Year Analysis Code | Division

Compare with: Last Year Budget | Advertising

Display: Budget Variance Decimal Values Reporting Group Detail
[Click Here to add Reporting Groups](#)

[Refresh](#)

PDF XLS CSV Print Email

	Uncategorised	Sales	Training	Total
Sales				
Sales	1,696	1,696	800	4,192
Total for Sales	1,696	1,696	800	4,192

4) Filtered Profit and Loss compared to Budget → Profit and Loss for Region (Johannesburg) compared to Budget created for Johannesburg Region

SuperCycle Wholesales

Date Range: Monthly | Current Month | 01/07/2017 → 31/07/2017 | [Hide Report Options](#)

Cost of Sales based on: Purchases Sales

Filter by:

Branch: Johannesburg

Division: (Select)

Sales Rep: (Select)

Group by: Month/Qtr/Year Analysis Code | (Select Month/Qtr/Year)

Compare with: Last Year Budget | Advertising

Display: Budget Variance Decimal Values Reporting Group Detail
[Click Here to add Reporting Groups](#)

[Refresh](#)