

## Quick guide for BMS

### Introduction

This Quick guide will show you how to Add and edit P&L in the dashboard. The data that needs to be filled in is; customers, products, time and data. In the end you have setup a P&L in dashboard.

### Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software. The guide ends with a Q&A.



The guide *may* contain important general notices. These will be marked with an exclamation icon.



Tips and tricks are marked with an Info-icon.



Questions & Answers note relevant to the topic at hand.

## Dashboards & Reports

# P&L

### Introduction

#### 1 Add element

Open My dashboard in ribbon. A new tab opens. Click Edit layout and choose Add Element. A window opens. Click P&L.

*This functions the same way in my dashboard as in shared dashboard and any report.*



You should start experiment adding elements in my dashboard, and when you feel comfortable you can start setting up the shared dashboard. In this way, the shared dashboard will not be edited by several employees.

#### 2 Configure the P&L

You can create different P&Ls, like;

- Customer P&L
- Brand P&L
- P&L by month

You can also combine the different P&Ls.

This will be explained later in this guide.

#### 3 Placing elements

When you have added elements you need to figure out where to place the element on the dashboard.

The first element you add will automatically fill the working area.

The second will appear in a pop-up window next to the cursor on the screen.

Click the element to move it. A docking assistant appears on the screen where you can dock the element in the appropriate position.

Drag the element to one of the five docking areas (highlighted in red) to dock the window in the middle of the screen. Each docking area indicates the position of the element after it has been docked. The area in blue indicates where the element will be docked.

If you place the element in the middle docking area of an existing element (second picture), the window will be placed in another tab than the first one. This creates different tabs in the bottom of the first tab (third picture).

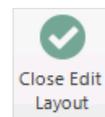
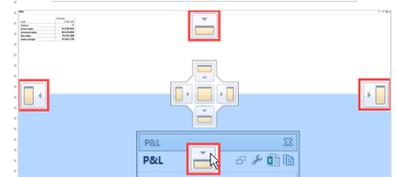
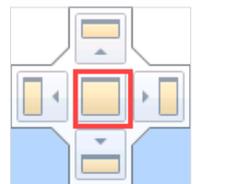
The docking area in the outer edges (fourth picture) of the tab places the element in the outer edges. If you place the element in the bottom of the tab, and then remove the first element, the second element will remain in the bottom of the tab.

#### 4 Save layout

Click Close edit layout in the ribbon to save your new layout.



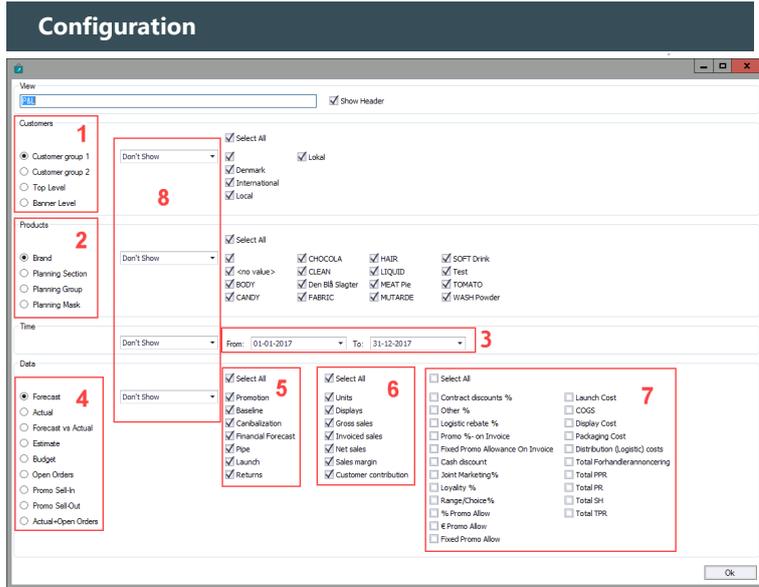
	+ June	+ July	+ Aug
47.804	2	2.249.395	
147		140	
16.747			
91.922			
92.057			
0			
0			
25.000			



# Quick guide for BMS



You can edit a current P&L by clicking the screwdriver icon in the header of the P&L.



Above you see the window that appears when you add a P&L. Here is a description of the different marked points.

1. If you want to add a customer P&L: Here you select the level of the customer hierarchy you want in your P&L. When you have selected the customer level, you can check the appropriate customers. The customers you can choose from depends on the customer level you have chosen.
2. If you want a brand P&L: Select the product hierarchy you want in your P&L. Now you need to check the products you want in your P&L. The products depends on the product level just as with customers.
3. If you want a month P&L: In time you have to enter the period you want your P&L in.
4. Choose the scenario you want in your P&L.
5. Here you need to check the streams you want in your P&L.
6. Check the units/totals in your P&L.
7. Check the P&L lines in your P&L.
8. The drop-down lists determine the layout of the P&L. If you want a brand P&L, choose "First position" in products. This includes all brands in the P&L (First picture to the right). If you then add customers as second position, the products will be sorted out on the different customers (second picture).

P&L

	[-] BODY	[-] CANDY	[-] CHOCOLA
	Forecast	Forecast	Forecast
Units	31.266	76.764	681.906
Displays	0	0	0
<b>Gross sales</b>	<b>479.185</b>	<b>1.280.947</b>	<b>10.871.721</b>
Contract discounts %	46.730	112.605	544.145
Other %	0	0	0
Logistic rebate %	0	0	0
Promo %- on Invoice	0	0	0
Fixed Promo Allowance On Invoice	0	0	0
<b>Invoiced sales</b>	<b>432.455</b>	<b>1.168.342</b>	<b>10.327.576</b>
Cash discount	0	0	0
Joint Marketing%	1.072	8.763	72.216
Loyalty %	0	0	0

P&L

	[-] BODY	[-] LIDL	[-] BODY Total	[-] CANDY	[-] CHOCOLA
	Dansk Superm...	Dansk Superm...	Dansk Superm...	Dansk Superm...	Dansk Superm...
Units	31.262	0	31.266	76.764	681.906
Displays	0	0	0	0	0
<b>Gross sales</b>	<b>479.131</b>	<b>54</b>	<b>479.185</b>	<b>1.280.947</b>	<b>10.871.721</b>
Contract discounts %	46.730	0	46.730	112.605	544.145
Other %	0	0	0	0	0
Logistic rebate %	0	0	0	0	0
Promo %- on Invoice	0	0	0	0	0
Fixed Promo Allowance On Invoice	0	0	0	0	0
<b>Invoiced sales</b>	<b>432.401</b>	<b>54</b>	<b>432.455</b>	<b>1.168.342</b>	<b>10.327.576</b>

## Create a customer P&L

P&L

	[-] COOP	[-] Dansk...	[-] KIWI	[-] LIDL	[-] Netto	Grand Total
	Forecast	Forecast	Forecast	Forecast	Forecast	
Units	409.134	5.686.808	92	1.994	185.940	6.283.969
Displays	75	0	0	0	0	75
<b>Gross sales</b>	<b>7.871.599</b>	<b>83.858.636</b>	<b>1.451</b>	<b>32.485</b>	<b>2.934.962</b>	<b>94.699.133</b>
Contract discounts %	2.045.076	5.341.604	29	1.622	699.316	8.087.646
Other %	0	0	28	924	0	953
Logistic rebate %	-168.629	0	0	0	0	-168.629
Promo %- on Invoice	0	0	0	0	0	0
Fixed Promo Allowance On Invoice	0	125.000	0	0	0	125.000
<b>Invoiced sales</b>	<b>5.995.153</b>	<b>78.392.032</b>	<b>1.393</b>	<b>29.940</b>	<b>2.235.647</b>	<b>86.654.164</b>
Cash discount	0	0	70	598	13.140	13.807
Joint Marketing%	0	549.921	0	0	0	549.921
Loyalty %	105.615	0	0	299	0	105.914
Range/Choice%	0	1.303.205	0	0	0	1.303.205
% Promo Allow	414.087	570.975	0	0	122.122	1.107.184
€ Promo Allow	0	3.143	0	0	74.999	78.142
Fixed Promo Allow	129.859	4.503.580	0	0	140.000	4.773.439
Launch Cost	0	0	0	0	0	0
<b>Net sales</b>	<b>5.345.592</b>	<b>71.461.208</b>	<b>1.323</b>	<b>29.043</b>	<b>1.885.385</b>	<b>78.722.552</b>
COGS	1.396.938	27.341.300	417	9.370	665.299	29.413.324
Packaging Cost	7.500	0	0	0	0	7.500
Display Cost	7.500	0	0	0	0	7.500
Distribution (Logistic) costs	62.088	1.224.534	23	499	46.485	1.333.629
<b>Sales margin</b>	<b>3.871.566</b>	<b>42.895.374</b>	<b>884</b>	<b>19.174</b>	<b>1.173.601</b>	<b>47.960.598</b>

## Quick guide for BMS

### 1 Select customer hierarchy

Select the level of customer hierarchy you want in your P&L. (Configure number 1).

### 2 Select customers

Check the customers you want in third row. The customers change according to the level of customer hierarchy.

### 3 Select first position

In the drop-down list below Customer select First Position to make the P&L a customer P&L. (Configure number 8 in Customer).

### 4 Choose start and end date

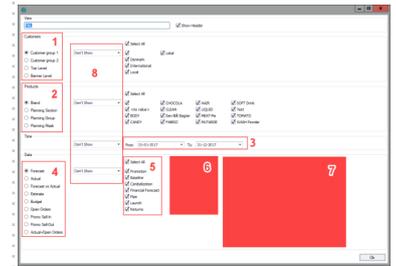
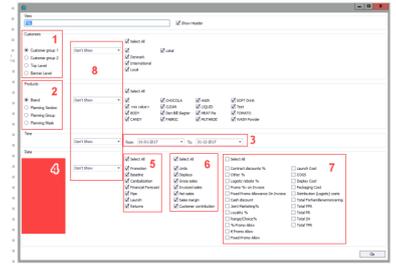
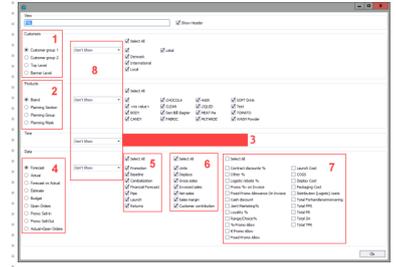
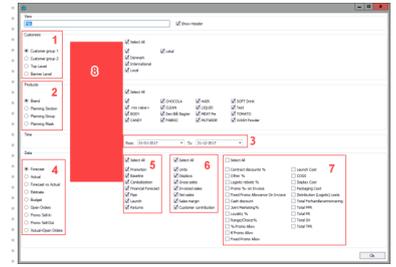
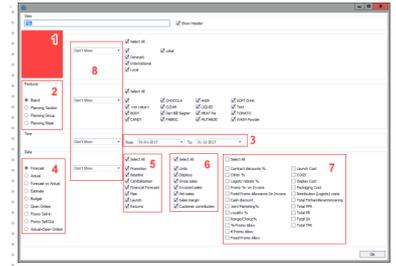
In time, select dates for the start and end date you want in your P&L. (Configure number 3).

### 5 Select scenario

Below Data, select the scenario you want to check in your P&L. (Configure number 4).

### 6 Select volume

Select the units and/or totals and P&L lines you want in your P&L. (Configure number 6 and 7).



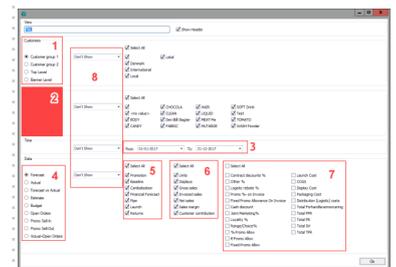
## Create a brand P&L

### 1 Select brand hierarchy

Select the level of product hierarchy you want in your P&L. (Configure number 2).

### 2 Select products

Check the products you want in third row. The products change according to the level of product hierarchy.



### 3 Select first position

In the drop-down list select First Position to make the P&L a brand P&L. (Configure number 8 in Products).

### 4 Choose start and end date

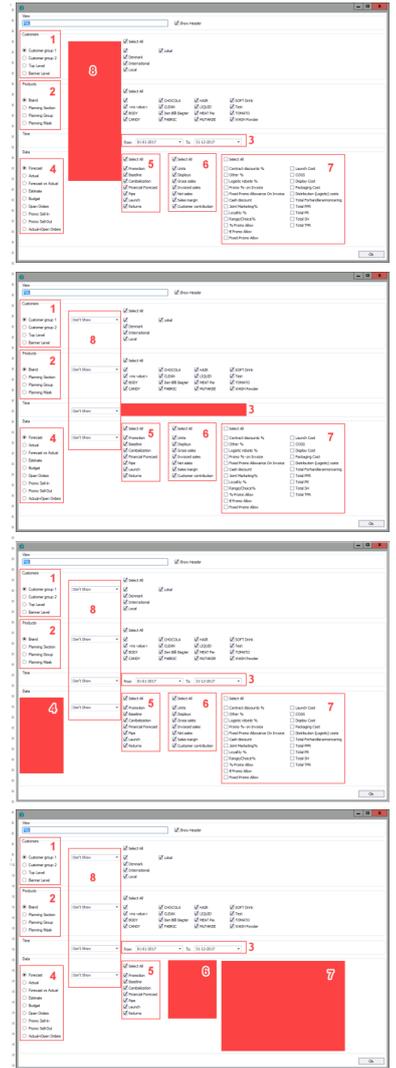
In time, select dates for the start and end date you want in your P&L. (Configure number 3).

### 5 Select scenario

Below Data, select the scenario you want to check in your P&L.

### 6 Select volume

Select the units and/or totals and P&L lines you want in your P&L. (Configure number 6 and 7).



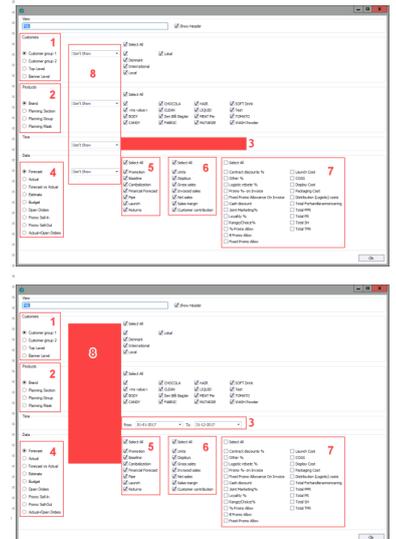
## Create a month P&L

### 1 Select period

Select the period you want to be displayed in your P&L. (Configure number 3).

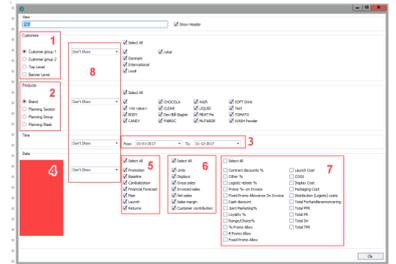
### 2 Select first position

In the drop-down list select First Position to make the P&L a P&L by month. (Configure number 8 in Time).



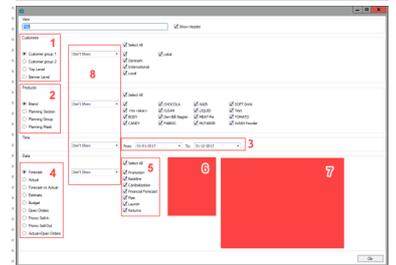
### 3 Select scenario

Below Data, select the scenario you want to check in your P&L.



### 4 Select volume

Select the units and/or totals and P&L lines you want in your P&L. (Configure number 6 and 7).





*Can I combine the different P&L views?*

Yes, just select position in the drop-down list for each P&L view (first position, second position, third position).

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*Can I add KPI's and evolution columns to the P&L?*

No. But you can use the KPI table for that. See the Quick guide for KPI table.

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*Can I show the P&L by SKU?*

No. But you can do this in the data cube.

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