



**COUGAR  
MOUNTAIN  
SOFTWARE**

**DENALI**

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Cougar Mountain Software Dashboards

**Microsoft®**  
**GOLD CERTIFIED**  
*Partner*

# DENALI

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## **Cougar Dtails**

### User's Guide



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# *Chapter* **1**

## **Cougar Dtails Overview**

Overview of the Financial Dashboard

Overview of the Sales Dashboard

Installing Cougar Dtails

Logging In

Setting Preferences

Navigating and Resizing Windows

Printing and Exporting Data

Cougar Dtails includes a financial dashboard and a sales dashboard. Both of these dashboards allow you to see business data in a quick, easy-access, graphical view. This can help you have a better understanding of the trends, financial health, and sales of your business. Use this guide to help you work with and get the most out of Cougar Dtails.

## Overview of the Financial Dashboard

The Financial Dashboard uses your company data from General Ledger to display an overview of your business' financial health. It provides you with a visual representation of data you would normally need to gather from several reports and can help you understand the financial trends of your business over time as well as plan for the future.

The **Profit & Loss** view (**Revenue & Expense** for Fund users) illustrates your income (revenue) and expenses over a period of time. It gives you a look at your net profit/loss. The **Cash Flow** view shows the relationship between cash and liabilities, which can help you make good cash management decisions. The **Financial Indicators** show at-a-glance how your company is performing compared to the previous year.

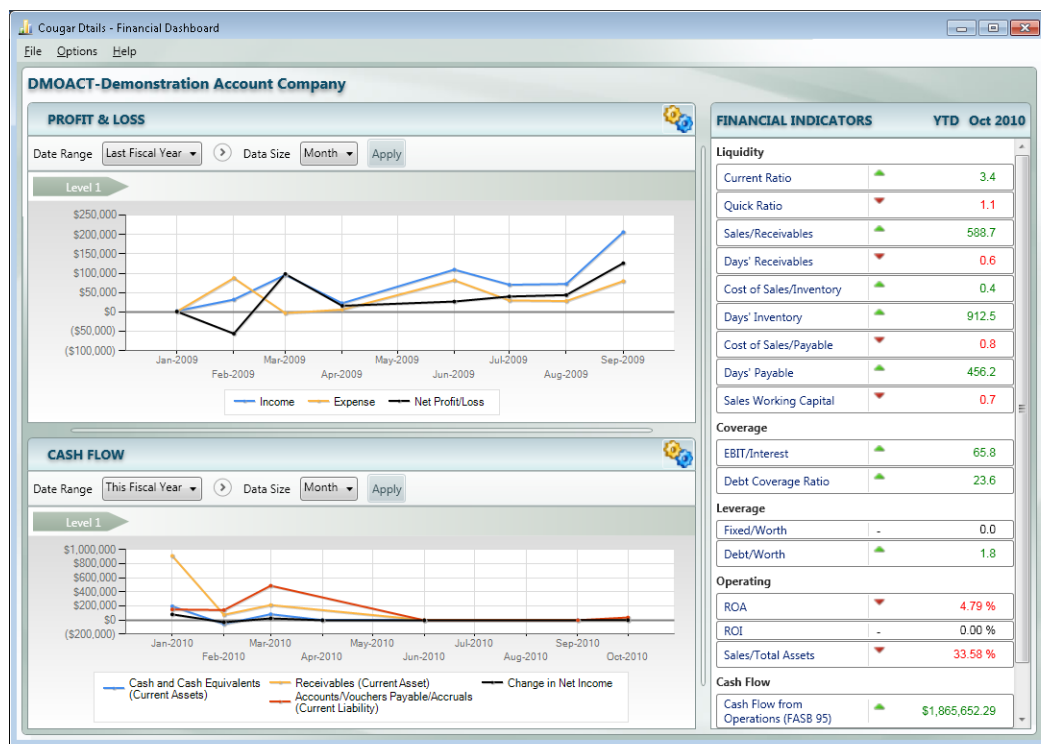


Figure 1: *Cougar Dtails Financial Dashboard window*

# Overview of the Sales Dashboard

The Sales Dashboard consists of three tabs that display your sales data in multiple easy-to-read graphs. The **Sales Summary** tab focuses on your overall sales and includes six mini-views to help break down the data. See “Viewing a Summary of Sales” on page 25 for additional information. The **Sales by Product** tab focuses on sales based on inventory and the **Sales by Customer** tab concentrates on sales specific to customers. For information on these tabs, see “Viewing Sales by Product” on page 29 and “Viewing Sales by Customer” on page 31. Together, the tabs provide a complete picture of your sales data.

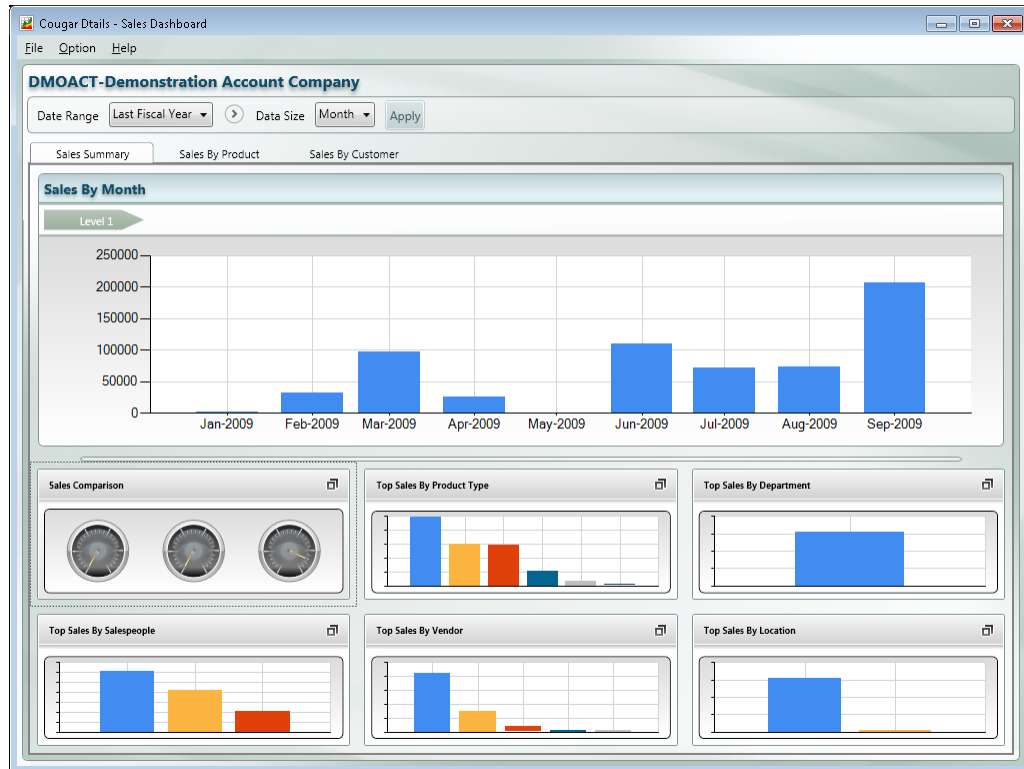


Figure 2: *Cougar Dtails Sales Dashboard window*

## Installing Cougar Dtails

Cougar Dtails is installed as part of your software installation. At the end of the software installation, a message appears informing you that the main product installation is complete and Cougar Dtails installation will begin. You must confirm separately that you want to install each dashboard. Select the **Install** or **Do Not Install** button in each dashboard installation window that appears. Each installation is per user; therefore, if different user profiles exist on a computer, Cougar Dtails must be installed for each profile.



If you install your software to a network and only need to install Cougar Dtails on a client, or if you are installing Cougar Dtails for another user on the same computer, access the executable files from the **CougarDtails** folder located inside your product installation folder.

**NOTE:** *If you have BDE Manager software installed on a computer that you plan to use with Cougar Dtails, you must remove that program or install Cougar Dtails on a different computer. At this time, the two programs are incompatible. If you have any questions about this, please contact your IT professional.*

The exact installation location might vary based on the operating system, but Cougar Dtails is installed into each user profile folder. This location cannot be changed. Once installed, Cougar Dtails can be accessed in the following ways:

Financial Dashboard:

- From **Start > All Programs > Cougar Mountain Software > Cougar Dtails Dashboards > Financial Dashboard**
- From an icon on the desktop
- In Denali, from **File > Cougar Dtails > Financial Dashboard**
- In Denali, from an icon on the toolbar (must have General Ledger installed)
- From within the Sales Dashboard accessed from **File > Financial Dashboard**

Sales Dashboard:

- From **Start > All Programs > Cougar Mountain Software > Cougar Dtails Dashboards > Sales Dashboard**
- From an icon on the desktop
- In Denali, from **File > Cougar Dtails > Sales Dashboard**
- In Denali, from an icon on the toolbar (must have Sales installed)
- From within the Financial Dashboard accessed from **File > Sales Dashboard**

**NOTE:** *If you uninstall one of the dashboards and you are using Denali, you can reinstall it by selecting the icon on the toolbar (if security rights allow).*

## Setting Dtails Security

Depending on which product line you are using, setting Cougar Dtails security has different steps. Follow the steps that apply to your product.

**To set Cougar Dtails security in CMS Professional:**

- 1 In the Main Menu, select **Security > Add/Change Users**.
- 2 Select the user you want to adjust rights for and then click **Change**.
- 3 In the **Change User** window, select **Rights**.
- 4 The **Cougar Dtails** folder appears at the bottom of the list for CMS Main. Click this folder to view the Cougar Dtails dashboards. You can choose to allow access to one or all. Select the **Help** button in this window for further assistance.

**To set Cougar Dtails security in Denali:**

- 1 In the Main Menu, select **Security > Add/Change Users** or **Add/Change Groups**.
- 2 Type in the name of the user or group you want to adjust rights for or use the Lookup to select the user or group.
- 3 Select the **Rights** tab.

- 4 Select **Edit**.
- 5 Check the **Cougar Dtails** check box if you want the user to have full access to the Cougar Dtails dashboards, or leave it unchecked if you do not want to allow any rights to the dashboards. If you want to give the user rights to only one dashboard, check only that dashboard in the list.

## Updating Dtails to the Latest Version

Each time you open Cougar Dtails, the system checks to see if any updates are available. If updates are available, they will be installed the next time you open the program. If you choose to skip the update at that time, you will not be able to update your version until the next update is available.

## Logging In

When you open Cougar Dtails, the Cougar Dtails Login window will appear for the dashboard you are using.

### To log in to Cougar Dtails for CMS Professional:

- 1 If this is the first time you are using Cougar Dtails, you must enter a valid path to your Cougar Mountain Software installation folder in the **Path to Cougar Mountain Software** field. You can type the path in the field or use the Browse button to find it.  
The installation version you point to must be CMS Professional 2010 or newer.  
Once you save this path you will not need to enter it again. When a valid path is entered, the **Company**, **User ID**, and **Password** boxes are enabled.
- 2 Select the company for which you would like to view data.
- 3 Enter your user ID and password.
- 4 Select the **Log In** button.



Figure 3: *Cougar Dtails Login window (CMS Professional Sales Dashboard)*

### To log in to Cougar Dtails for Denali:

If you open Cougar Dtails from the Denali toolbar, you will not need to log in. You will be automatically logged in as the same user that logged in to the company you are working in.

- 1 Select the company for which you would like to view data.
- 2 Enter your user ID and password.
- 3 Select the **Log In** button.

## Setting Preferences

Define preferences to customize the way you want to use the software to meet your needs. You can define global preferences for Cougar Dtails and also preferences specific to the Financial Dashboard and Sales Dashboard.

## Cougar Dtails Preferences

To access the **Cougar Dtails Preferences** window, select **Options > Cougar Dtails Preferences** from the **Cougar Dtails** menu bar. In this window, you can set the current date for Cougar Dtails. If you want to use the computer system date as the current date, check the **Use Today's Date** check box.

Otherwise, use the date selector to set the date you want to use as the current date. The financial indicators of the Financial Dashboard and data graphs of both dashboards use this date to determine the data that is displayed. For example, if you select *This Fiscal Year to Date* as the date range to view, the date set in this window is used as the ending date.

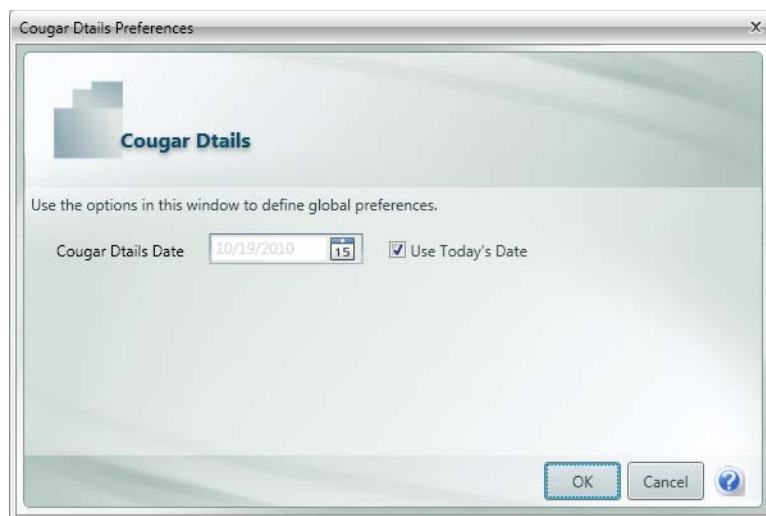


Figure 4: *Cougar Dtails Preferences window*

In the Financial Dashboard, if you want to see financial indicators from a previous year, you must set the date in this window for the year you want to view. For more information about financial indicators, see "Viewing Financial Indicators" on page 23.

## Financial Dashboard Preferences

To access the **Cougar Dtails Financial Dashboard Preferences** window, select **Options > Financial Dashboard Preferences** from the **Cougar Dtails - Financial Dashboard** menu bar. You can set preferences for the **Profit & Loss (Revenue & Expense for Fund users)** and **Cash Flow** views of the dashboard. On both tabs of the **Cougar Dtails Financial Dashboard Preferences** window, you can set your default date range and data size.

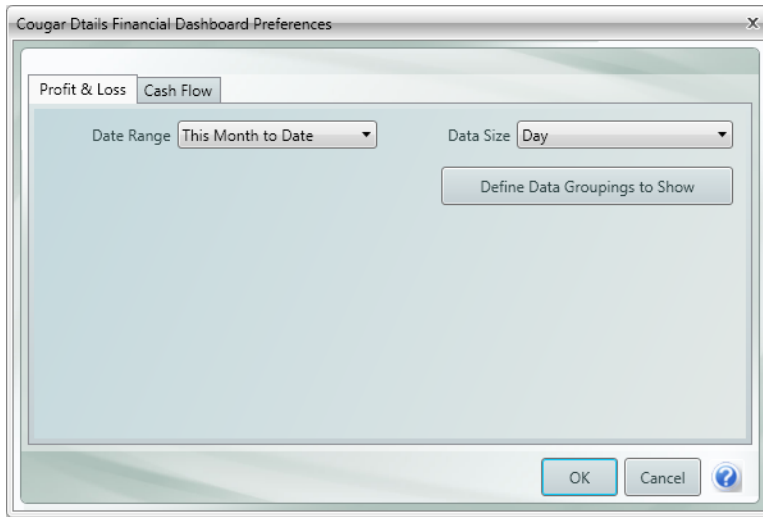


Figure 5: *Cougar Dtails Financial Dashboard Preferences window*

Also from these tabs you can open the **Account Grouping Tree View** window by clicking the **Define Data Groupings to Show** button. This window allows you to define which accounts are included in the displayed data for each view. See “Selecting Which Accounts to Include” on page 7 for complete information.

### Date Range Options

Use this drop-down to select the date range you want as the default throughout the Financial Dashboard. See “Date Range Options” on page 11 for your choices.

### Data Size Options

Use this drop-down to select the way you want the data grouped as the default throughout the Financial Dashboard. See “Data Size Options” on page 13 for your choices.

## Selecting Which Accounts to Include

You can access the **Account Grouping Tree View** window by clicking the **Define Data Groupings to Show** button in the Financial Dashboard Preferences, by selecting the gears button in the top right-hand corner of each data view, or by selecting an item in the legend. The options you have in this window are based on the level of data you are viewing. In this window, you can customize which accounts you want to include in each general ledger group that is selected to appear in the data views. These accounts are defined in the **GL Master Accounts** window of your software. Your selections are then saved as defaults so that you don’t have to make the same changes next time you view your data.

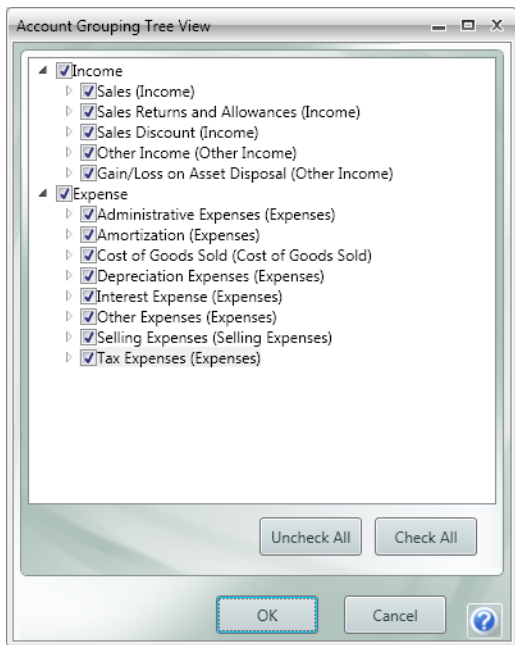


Figure 6: *Account Grouping Tree View window*

To include an account or group of accounts in the data view and data totals, select the check box associated with the account(s). If you don't want the account(s) included, deselect the associated check box. You can use the **Check All** and **Uncheck All** buttons to select or deselect all the accounts.

For information on the account groups that appear in this window, see the General Ledger online help that was installed with your software.

## Sales Dashboard Preferences

To access the **Cougar Dtails Sales Dashboard Preferences** window, select **Options > Sales Dashboard Preferences** from the **Cougar Dtails - Sales Dashboard** menu bar.

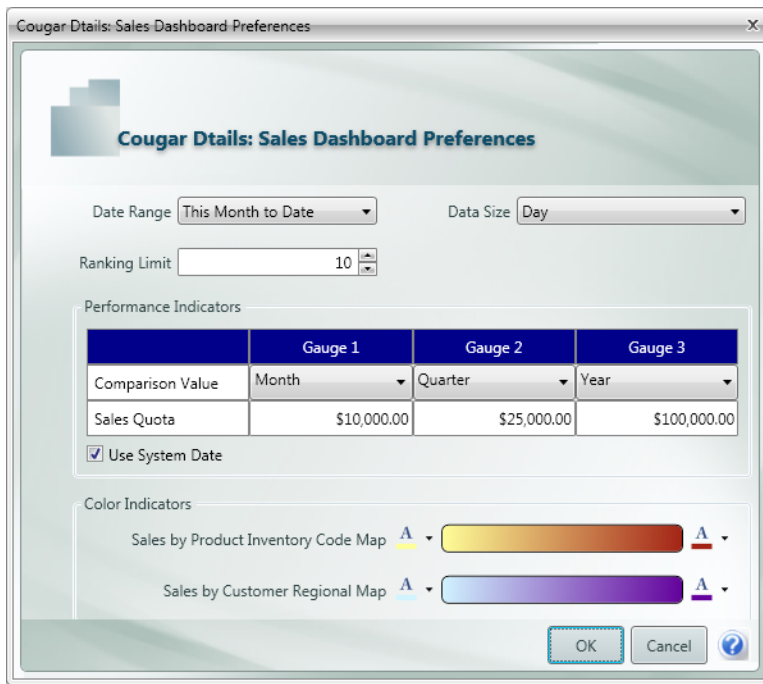


Figure 7: *Cougar Dtails Sales Dashboard Preferences window*

### Date Range

Use this drop-down to select the date range you want as the default throughout the Sales Dashboard. See “Date Range Options” on page 11 for your choices.

### Data Size

Use this drop-down to select the way you want your data grouped as the default throughout the Sales Dashboard. See “Data Size Options” on page 13 for your choices.

### Ranking Limit

Enter a number in this field to choose how many items show up in the mini-views on the **Sales Summary** tab and the side-views on the **Sales by Product** tab. For example, if you set this field to 5, in the **Top Sales by Vendor** mini-view on the **Sales Summary** tab, only the top 5 vendors will appear. Or, if you set it to 10, the top 10 vendors appear. You can select the arrow to increase or decrease the ranking limit by 5 at a time. You can also type in any number up to 1000. See “Mini-Views” on page 26 and “Side-Views” on page 30 for more information on these views.

## Performance Indicators

The options you select for the performance indicators affect how the gauges display your sales data in the **Sales Comparison** mini-view on the **Sales Summary** tab.

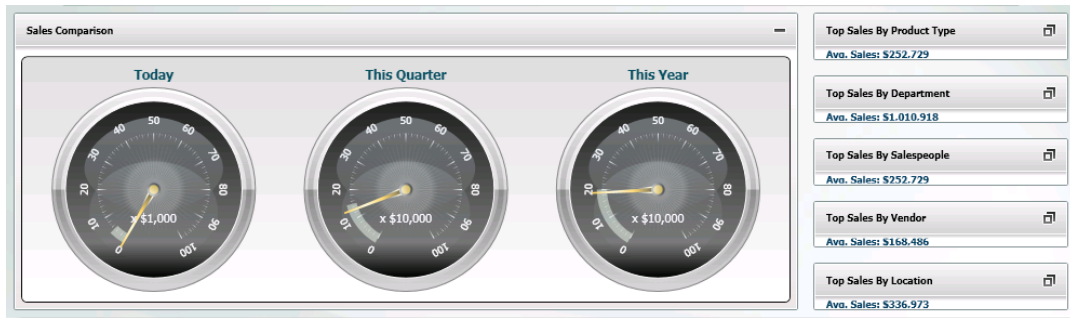


Figure 8: Sales Comparison view on the **Sales Summary** tab

### Comparison Value

Select a date range from the drop-down for each gauge. You can define the comparison value for each of the three gauges to display data for the *Year*, *Quarter*, *Period*, *Month*, *Week*, or *Day*. See “Data Size Options” on page 13 for an explanation of these options. For additional information on the gauges, see “Sales Comparison” on page 27.

### Sales Quota

Type the sales quota for each gauge to set your benchmark value for the selected time period. The gray bar on the gauges represents the values you enter in these fields. For more information, see “Sales Comparison” on page 27.

### Use System Date

Select this check box to use your computer’s system date as the starting date for the gauges. For example, if your system date is 8/16/10 and you select this check box, the *Today* gauge uses 8/16/2010 as the date. This check box will override the Date Range entered on the **Sales Summary** tab. If you leave this unchecked, the system will use the last day of the Date Range entered on the **Sales Summary** tab.

## Color Indicators

These colors are used in the Sales by Inventory Code and Sales by AR Code heat maps. When you select the drop-down, a window appears displaying possible theme colors. You can select any color you wish for the start and end range values. When you select a color from the drop-down, the color appears in the start/end field and the gradient range view changes. The color range selected is used for each level you can drill down to. See “Viewing Sales by Product” on page 29 and “Viewing Sales by Customer” on page 31 for more information.

## Filtering Data

You can filter information throughout Cougar Dtails using the Date Range and Data Size Options.

## Date Range Options

You can select the following date ranges, which then changes dates for all tabs:

Date Range Option	Start Date Result	End Date Result
<i>All</i>	The start date of the fiscal calendar.	The current CMS date or Cougar Dtails date.
<i>This Week</i>  This option resets the data size to <i>Day</i> .	The date of the Sunday immediately preceding or equal to the current CMS date or Cougar Dtails date.	The date of the Saturday immediately following or equal to the current CMS date or Cougar Dtails date.
<i>This Week to Date</i>  This option resets the data size to <i>Day</i> .	The date of the Sunday immediately preceding or equal to the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>This Month</i>	The first day of the month containing the current CMS date or Cougar Dtails date.	The last day of the month containing the current CMS date or Cougar Dtails date.
<i>This Month to Date</i>	The first day of the month containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>This Fiscal Quarter</i>	The first date of the fiscal quarter containing the current CMS date or Cougar Dtails date.	The last date of the fiscal quarter containing the current CMS date or Cougar Dtails date.
<i>This Fiscal Quarter to Date</i>	The first date of the fiscal quarter containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>This Fiscal Year</i>	The first date of the fiscal year containing the current CMS date or Cougar Dtails date.	The last date of the fiscal year containing the current CMS date or Cougar Dtails date.
<i>This Fiscal Year to Date</i>	The first date of the fiscal year containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.



Date Range Option	Start Date Result	End Date Result
<i>Yesterday</i>  This option resets the data size to <i>Day</i> .	The date immediately preceding the current CMS date or Cougar Dtails date.	The date immediately preceding the current CMS date or Cougar Dtails date.
<i>Last Week</i>  This option resets the data size to <i>Day</i> .	The date of the Sunday immediately preceding the week containing the current CMS date or Cougar Dtails date.	The date of the Saturday immediately preceding the week containing the current CMS date or Cougar Dtails date.
<i>Last Week to Date</i>  This option resets the data size to <i>Day</i> .	The date of the Sunday immediately preceding the week containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>Last Month</i>	The first day of the month immediately preceding the month containing the current CMS date or Cougar Dtails date.	The last day of the month immediately preceding the month containing the current CMS date or Cougar Dtails date.
<i>Last Month to Date</i>	The first day of the month immediately preceding the month containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>Last Fiscal Quarter</i>	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current CMS date or Cougar Dtails date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current CMS date or Cougar Dtails date.
<i>Last Fiscal Quarter to Date</i>	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>Last Fiscal Year</i>	The first day of the fiscal year immediately preceding the fiscal year containing the current CMS date or Cougar Dtails date.	The last day of the fiscal year immediately preceding the fiscal year containing the current CMS date or Cougar Dtails date.

Date Range Option	Start Date Result	End Date Result
<i>Last Fiscal Year to Date</i>	The first day of the fiscal year immediately preceding the fiscal year containing the current CMS date or Cougar Dtails date.	The current CMS date or Cougar Dtails date.
<i>Custom</i>  This is not available as a default selection.  This option expands the start and end date fields.	The specific start date entered in the Date Start field.	This specific end date entered in the Date End field.

If the current fiscal year is the first year of the fiscal calendar, the previous fiscal year is defined as the year starting one year prior to the fiscal calendar start date and ending one day prior to the current fiscal year. Fiscal quarters are determined by the years in the fiscal calendar. The first quarter contains all dates within periods 1 through 3. The second quarter contains all dates within periods 4 through 6, and so on. You can enter dates before the start of your fiscal calendar if you have history data; you cannot enter dates after the end of your fiscal calendar. For information about working with your fiscal calendar see the online help or user's guides installed with your software.

## Data Size Options

You can view your company data in the following time measurements:

Time Period	Definition
<i>Year</i>	Displays the data for the start and end date of the year as defined in your fiscal calendar.
<i>Quarter</i>	Displays the data for three (or four) periods of a fiscal year (1-3, 4-6, 7-9, and 10-13). You can display multiple quarters based on the date range you choose.
<i>Period</i>	Displays the data based on the periods defined in your fiscal calendar.
<i>Month</i>	Displays the data for one month based on the standard calendar, not your fiscal calendar.
<i>Week</i>	Displays the data for Sunday through Saturday based on the standard calendar.
<i>Day</i>	Displays the data for each day in the date range selected.

## Navigating and Resizing Windows

You can move backwards after drilling down within a view using the level indicator arrows in both dashboards. For example, if you are on the Level 2 view of a window and select the Level 1 arrow, you will return to the Level 1 view.



Figure 9: *Level Indicators in Cougar Dtails*

Additionally, you can vertically and horizontally resize the windows and column widths in both dashboards. In the Sales Dashboard, you can expand and collapse the mini-views and side-views on the **Sales Summary** and **Sales by Product** tabs, respectively.

## Printing and Exporting Data

When you drill down to view reports, you have the option of printing the report or exporting to several different file types.

In Cougar Dtails, you can:

- Print reports via printer.
- Export report data via .pdf, .csv, .xls, .rtf, .tif, .mhtml, or xps.

Use the icons in the report windows to access these options.

# *Chapter* **2**

## **Viewing Data in the Dashboards**

Viewing Data in the Financial Dashboard

Viewing Data in the Sales Dashboard

In both the Financial and Sales Dashboards, the information is displayed in ways that make your data easily accessible and useful. Keep in mind that only posted data is shown in the dashboards.

## Viewing Data in the Financial Dashboard

Whether you are looking at the Profit & Loss view (Revenue & Expense for Fund users) or the Cash Flow view, there is certain functionality that is the same to both. Following is some general information about the data views.

### Date Range

Use this drop-down to select the date range you want to view. See “Date Range Options” on page 11 for your choices. The default is set in the **Financial Dashboard Preferences** window (see “Financial Dashboard Preferences” on page 7 for more information).

### Date

Use the start and end date fields to set a custom date range. These fields are hidden until you select the *Custom* date range option. You can also select the show/hide date button to view these fields. If you change the dates, the **Date Range** field will automatically change to show *Custom*.

### Data Size

Use this drop-down to select the way you want your data grouped. See “Data Size Options” on page 13 for your choices. The default is set in the Financial Dashboard Preferences window (see “Financial Dashboard Preferences” on page 7 for more information).

### Apply button

Select this button to display your selections in the data view or to refresh your view. Data does not update in real-time.

### Gears button

This button appears in the top-right corner of each view. Click it to open the **Account Grouping Tree View** window. From there you can select or deselect which accounts or groups display in the view (refer to “Selecting Which Accounts to Include” on page 7 for information about this window).

### Level indicators

Each time you select the **Apply** button, data is shown in the Level 1 view. Each time you drill down on the data, another level indicator appears so you know which level you are viewing. You can click these indicators to quickly jump back to a certain level. For information specific to the Profit & Loss (Revenue & Expense) and Cash Flow views, see “Viewing Profit & Loss Data” on page 17, “Viewing Revenue & Expense Data” on page 18, or “Viewing Cash Flow Data” on page 19.

### Tooltips

There are several places on the data views that you can mouse over to see specific information. On each line or column, you can see the exact dollar amount and the start and end dates for the data. On each budget line you can see the actual total, the budget total, the dollar variance, and the percentage left. Negative values appear in parentheses. You can also see information specific to the accounts listed in the legend and the x-axis labels. The dates shown on the MTD and YTD labels are based on the date set in the Cougar Dtails Preferences window (see “Cougar Dtails Preferences” on page 6 for more information).

## Data view legend

Each legend item relates to data in the data view. As you update the data that is appearing through the **Account Grouping Tree View** window (see “Selecting Which Accounts to Include” on page 7) or the compare feature (see “Comparing Data” on page 20), the legend updates as well. If you mouse over the items in the legend, a tooltip shows you the account description along with the month-to-date and year-to-date totals. Please note that if you have many accounts or groups showing in the legend, an ellipses might appear indicating that not all of the displayed accounts fit in the legend. To correct this issue, resize the view, decrease the number of accounts in view, or adjust your screen resolution.

## Viewing Profit & Loss Data

The data that appears is based on data that you see on your Income Statement. (Fund users see “Viewing Revenue & Expense Data” on page 18). The groups and accounts that appear in the different view levels are set up in the **GL Master Accounts** window.

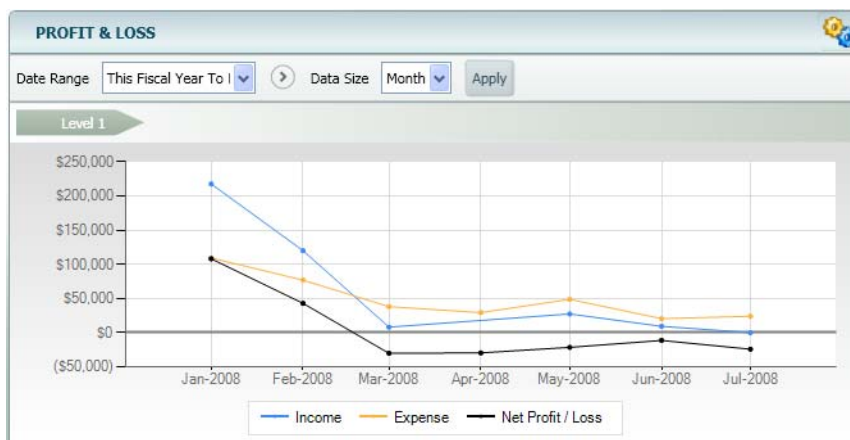


Figure 10: Profit & Loss view

The following data levels are available:

- The Level 1 view is the default view and it indicates the totals for income on one line, expense on a second line, and net profit/loss on a third line. This is the broadest view of your data, but you can drill down to increasingly more specific views. These are accounts that are defined in General Ledger with an Account Class of *Income (Operating Credit)*, *Income Adjustment*, *Expense (Operating Debit)*, and *Expense Adjustment*. You can drill down to the Level 2 view by clicking either the Income or Expense line in the graph.
- The Level 2 view shows a column graph of the groups that comprise your income or expense accounts. This level breaks down the data based on the Group 1 Report Groups. You can see how each group performed within the date range. You can drill down to the Level 3 view by clicking a column in the graph or return to the Level 1 view by selecting the Level 1 indicator above the graph.
- The Level 3 view shows a column graph of each account that makes up the report group you selected. You can see how each account within the group performed within the date range. You can drill down to the Level 4 view by clicking a column in the graph, or return to the Level 1 or Level 2 views by selecting the respective Level indicator above the graph.

- The Level 4 view opens a new window displaying a transaction report for the selected account. This view shows the transaction information that you would see on the GL Audit Trail report. It uses the date range you selected in this view and sorts the data by transaction date. If you are using CMS Professional, please note that the **Post Date** column will appear blank for transactions posted prior to CMS Professional version 12. If you are using Denali, the **Post Date** column will not appear.

If at any time you want to customize exactly which accounts or groups appear in view, click the account or group title in the legend. This opens the **Account Grouping Tree View** window filtered to show only the selected account or group. You can also click the gears button in the top, right-hand corner of the view (see “Selecting Which Accounts to Include” on page 7).

For more ways to view data, see “Comparing Data” on page 20, “Viewing Budgets” on page 21, and “Looking at a Shorter Time Frame” on page 22.

## Viewing Revenue & Expense Data

The Revenue & Expense view appears for Fund users (regular Accounting users see “Viewing Profit & Loss Data” on page 17). The data that appears is based on data that you see on your Revenue and Expense Statement. The groups and accounts that appear in the different view levels are set up in the **GL Master Accounts** window.

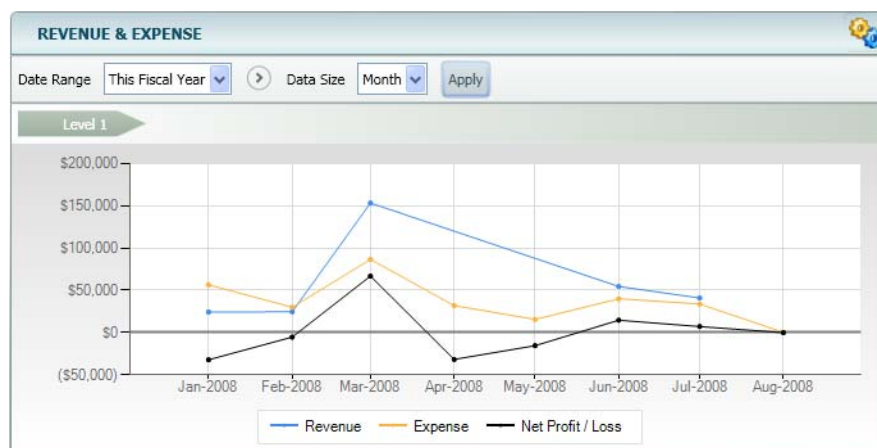


Figure 11: Revenue and Expense view

You can view different levels of data by clicking in the view on the account or group you want to drill down into. The following data levels are available:

- The Level 1 view is the default view and it indicates the totals for revenue on one line, expense on a second line, and excess revenue over expense on a third line. This is the broadest view of your data, but you can drill down to increasingly more specific views. These are accounts that are defined in General Ledger as *Revenue (Operating Credit)*, *Revenue Adjustment*, *Expense (Operating Debit)*, and *Expense Adjustment*. You can drill down to the Level 2 view by clicking either the Revenue or Expense line in the graph.
- The Level 2 view shows a column graph of the groups that comprise your revenue or expense accounts. This level breaks down the data based on the Group 1 Report Groups. You can see how each group performed within the date range. You can drill down to the Level 3 view by clicking a column in the graph, or return to the Level 1 view by selecting the Level 1 indicator above the graph.

- The Level 3 view shows a column graph of each account that makes up the report group you selected. You can see how each account within the group performed within the date range. You can drill down to the Level 4 view by clicking a column in the graph, or return to the Level 1 or Level 2 views by selecting the respective Level indicator above the graph.
- The Level 4 view opens a new window displaying a transaction report for the selected account. This view shows the transaction information that you would see on the GL Audit Trail report. It uses the date range you selected in this view and sorts the data by transaction date. If you are using CMS Professional, please note that the **Post Date** column will appear blank for transactions posted prior to CMS Professional version 12. If you are using Denali, the **Post Date** column will not appear.

If at any time you want to customize exactly which accounts or groups appear in view, click the account or group title in the legend. This opens the **Account Grouping Tree View** window filtered to show only the selected account or group. You can also click the gears button in the top, right-hand corner of the view (see “Selecting Which Accounts to Include” on page 7).

For more ways to view data, see “Comparing Data” on page 20, “Viewing Budgets” on page 21, and “Looking at a Shorter Time Frame” on page 22.

## Viewing Cash Flow Data

The data that appears is based on data that you see on your Cash Flow Statement. The groups and accounts that appear in the different view levels are set up in the **GL Master Accounts** window. You can view different levels of data by clicking in the view on the account or group you want to drill down into.

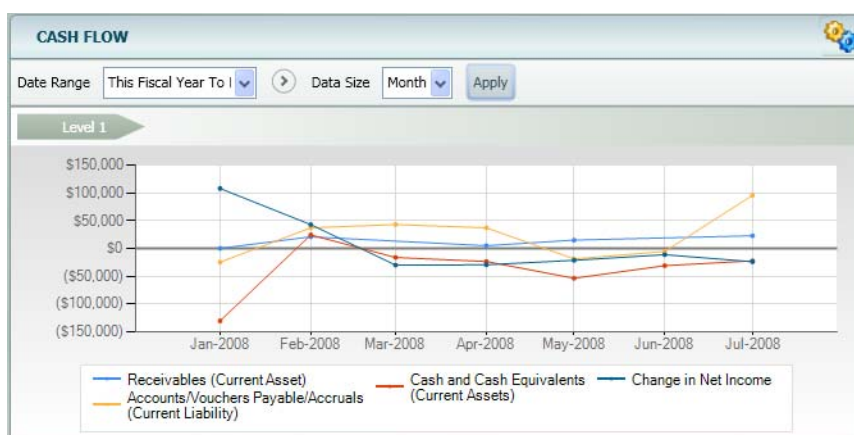


Figure 12: Cash Flow view

The following data levels are available:

- Level 1, by default, displays *Accounts/Vouchers Payable/Accruals (Current Liability)* on one line, *Receivables (Current Assets)* on a second line, net change in *Cash and Cash Equivalents* on a third line, and *Change in Net Income (Excess Revenues over Expenses in Fund)* on the fourth line. You can also see *Depreciation Expense (Expenses)*, *Gain/Loss Sales of Assets (Revenues and Gains)*, *Provisions for Doubtful Accounts (Expenses)*, *Inventories (Current Asset)*, *Prepays/Deferred Expenses (Other Asset)*, *Purchases Fixed Assets (Fixed Asset)*, *Gain Sale Marketable Securities (Revenues and Gains)*, *Other Investing Activities (Non-Current Asset)*, *Long Term Debt-net (Long Term Liability)*, *Other Financing Activities (Long Term Liability)*, and *No group selected*. Click the gears button to open the **Account Grouping Tree View** window to select the



account types you want to view (see “Selecting Which Accounts to Include” on page 7). This level breaks down the data based on the Group 1 Report Groups in General Ledger. You can drill down to the Level 2 view by clicking a line in the graph (the Change in Net Income line is not available for drill-down).

- The Level 2 view shows a column graph of each account that makes up the report group you selected. You can see how each account within the group performed within the date range. You can drill down to the Level 3 view by clicking a column in the graph, or return to the Level 1 view by selecting the Level 1 indicator above the graph.
- The Level 3 view opens a new window displaying a transaction report for the selected account. This view shows the transaction information that you would see on the GL Audit Trail report. It uses the date range you selected in this view and sorts the data by transaction date. If you are using CMS Professional, please note that the **Post Date** column will appear blank for transactions posted prior to CMS Professional version 12. If you are using Denali, the **Post Date** column will not appear.

If at any time you want to customize exactly which accounts or groups appear in view, click the account or group title in the legend. This opens the **Account Grouping Tree View** window filtered to show only the selected account or group. You can also click the gears button in the top, right-hand corner of the view (see “Selecting Which Accounts to Include” on page 7).

For more ways to view data, see “Comparing Data” on page 20, “Viewing Budgets” on page 21, and “Looking at a Shorter Time Frame” on page 22.

## Comparing Data

You may want to compare a specific group or account to the data already showing in view. Depending on what level of data you are looking at, different compare options are available. Right-click in the data view and select **Compare**. Only options with comparable data will appear for selection. The group or account you select will display as a line on the existing data view. If you refresh the view, this line is removed. If you zoomed in (see “Looking at a Shorter Time Frame” on page 22) on a specific area of the graph, the compare data might not appear in your current view until you zoom out. The feature is not available with Level 1 of the **Cash Flow** view.

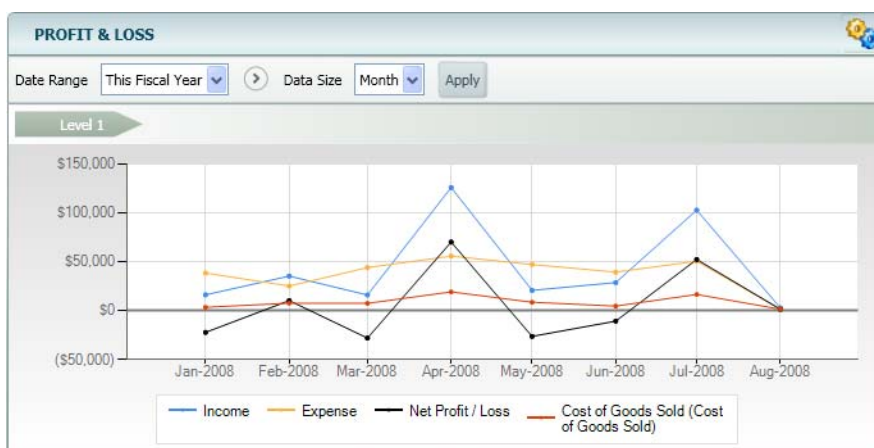


Figure 13: Profit & Loss window with compare feature

## Viewing Budgets

If you have budgets set up in your software, you can view your account data compared to your budget in any data view of the Financial Dashboard (data size must be a month or greater). This gives you a visual representation of your company's performance in relation to your pre-defined budgets for any data appearing in the view, including data from the compare feature (see "Comparing Data" on page 20). To access the budget feature, right-click in the data view for which you want to see budget amounts and select **Show Budget**.

On line graphs, the budget appears as a dotted line the same color as the account it is paired with. On column graphs, a black outline appears over the account it's paired with.

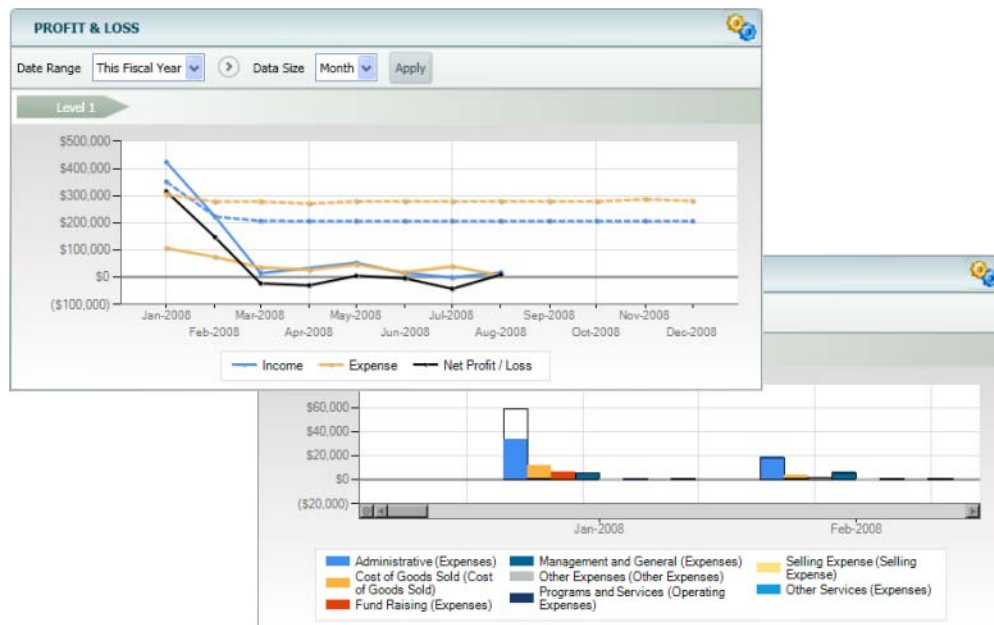


Figure 14: Viewing budgets in Level 1 and Level 2

You can view specific information about the budget by mousing over the budget line. This tooltip includes the actual total, the budget total, the dollar variance, and the percentage left. You cannot drill down on budget data; if you click on a budget column, the next level of data or the report that appears is actually the data for the account that the budget is tied to.

For information on how to set up budgets in your software, see the user's guide or online help that came with your accounting package. For information on how budget information appears for the different data size options, see "Budget Data in Cougar Dtails" on page 21.

## Budget Data in Cougar Dtails

You can enter budget information in your software either annually or for each period in all the years of the fiscal calendar. The budgets in Cougar Dtails can appear for data sizes of monthly, quarterly, period, and yearly. Amounts that are negative indicate that you are over your allotted budget. Following is an explanation of how the budgets are displayed in Cougar Dtails:

- **Monthly:** If budget information is annual, the budget is divided by 12 and spread equally across each month. If budget information is entered per period, each period corresponds with a month. For example, Period 1 is paired with Month 1, Period 2 is paired with Month 2, etc. If there are 13 periods in the Fiscal Calendar, Period 13 is added to Period 12.
- **Quarterly:** If budget information is annual, the budget is divided by 4 and paired with the corresponding quarter for the year. If budget information is entered per period, every three periods make up one quarter. For example, Periods 1-3 correspond to Quarter 1, Periods 4-6 correspond to Quarter 2, etc.
- **Period:** If budget information is annual, the budget is divided by 12 and applied to each period of the year. If the Fiscal Calendar has 13 periods, Period 13 appears as 0. If budget information is entered per period, each period in your software corresponds to a period in Cougar Dtails.
- **Yearly:** If budget information is annual, each year in your software corresponds to a year in Cougar Dtails. If budget information is entered per period, all periods are added up to calculate a yearly total.

For all data sizes, if you select a start or end date that does not include the entire data size, the budget is not pro-rated. For example, if you select a monthly data size but the date range ends in the middle of the month, the budget still appears for the entire month.

## Looking at a Shorter Time Frame

There might be times as you view data that you want to look at a shorter time frame. Perhaps you are looking at a full year broken down into months, but you want to quickly see just two months out of that year. You can zoom in on just the months you want to view without changing the date range.

### To zoom in on a data view:

- 1 Select **Alt+Z** or right-click on the data view and select **Enable Zooming**. This turns on the zoom feature.
  - 2 Left-click on the data view where you want the zoom to begin and then drag the mouse to the point of data where you want the zoom to end.  
When the view changes, you'll notice that a slider appears. You can use the slider to look at the entire date range at the zoom level. You can zoom in multiple times, if necessary.
  - 3 When you want to return to the original view, select the Zoom Out button on the left of the slider. If you zoomed in multiple times, clicking this button will zoom out as many times as you zoomed in.
- or -

If you want to remain at the zoomed-in view and drill down to a different data level, select **Alt+Z** or right-click and deselect **Enable Zooming**. You can now click the data that you want to drill down into.



Figure 15: *Using the zoom feature*

## Viewing Financial Indicators

The **Financial Indicators** view of the Financial Dashboard shows you the Financial Analysis of your company. The indicators are positive or negative based on a comparison from the previous year. All numbers that indicate a positive change are green and numbers that indicate a negative change are red. The year-to-date amounts are based on the current fiscal year and the date you set in the window. If you want to view data from a previous year, you must change the Cougar Dtails date (see “Cougar Dtails Preferences” on page 6).

FINANCIAL INDICATORS		YTD Oct 2010
<b>Liquidity</b>		
Current Ratio	▲	3.4
Quick Ratio	▼	1.1
Sales/Receivables	▲	588.7
Days' Receivables	▼	0.6
Cost of Sales/Inventory	▲	0.4
Days' Inventory	▲	912.5
Cost of Sales/Payable	▼	0.8
Days' Payable	▲	456.2
Sales Working Capital	▼	0.7
<b>Coverage</b>		
EBIT/Interest	▲	65.8
Debt Coverage Ratio	▲	23.6
<b>Leverage</b>		
Fixed/Worth	-	0.0
Debt/Worth	▲	1.8
<b>Operating</b>		
ROA	▼	4.79 %
ROI	-	0.00 %
Sales/Total Assets	▼	33.58 %
<b>Cash Flow</b>		
Cash Flow from Operations (P&S 95)	▲	\$1,865,652.29

Figure 16: *Financial Indicators window*

For an explanation of the terms and calculations specific to this view of the dashboard, refer to the online help. You can access this help by selecting **Help > Contents** from the dashboard menu column or by clicking the Help icon in any window.

## Viewing Data in the Sales Dashboard

When you view data in the Sales Dashboard, you can customize the data you see using the following methods, regardless of the tab you are viewing:

### Date Range

Use this drop-down to select the date range you want to view. See “Date Range Options” on page 11 for your choices. The default is set in the **Sales Dashboard Preferences** window (see “Sales Dashboard Preferences” on page 8 for more information).

### Date

Use the start and end date fields to set a custom date range. These fields are hidden until you select the *Custom* date range or select the show/hide date button. If you change the dates, the **Date Range** field will automatically change to *Custom*.

## Data Size

Use this drop-down to select the way you want your data grouped. See “Data Size Options” on page 13 for your choices. The default is set in the Sales Dashboard Preferences window (see “Sales Dashboard Preferences” on page 8 for more information).

## Apply button

Select this button to apply the selected filter, sort settings, or to update data.

# Viewing a Summary of Sales

The **Sales Summary** tab gives you a quick picture of your overall business sales. The main view shows your total sales revenue for the time period you select. There are also six mini-view options, which include Top Sales by Salespeople, Sales Departments, Product Type, Vendor, and Location, as well as a Sales Comparison view. See “Mini-Views” on page 26 for more information about the mini-views.

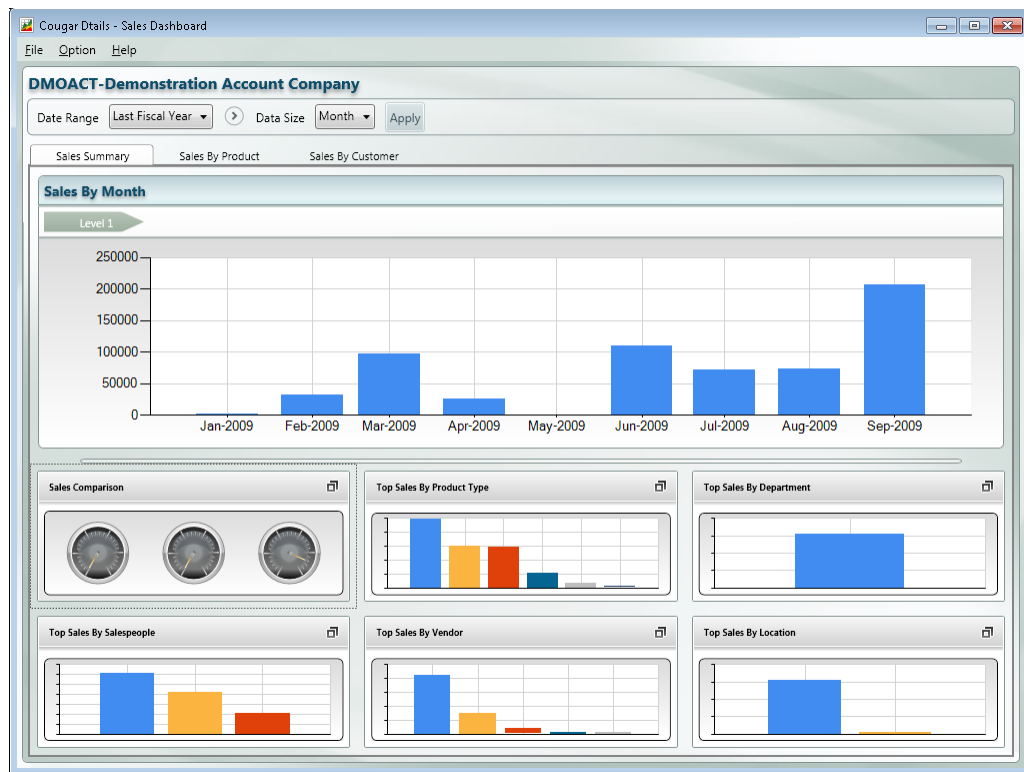


Figure 17: Sales Summary tab

## Sales by <Data Size>

This is the main view on the **Sales Summary** tab. The following data levels are available:

- The Level 1 view displays a column graph which indicates the sales revenue based on the selected date and data size. Each column represents a unit within the selected data size. For example, if you are viewing data by *Month*, each column represents one month. You can drill down to the Level 2 view by clicking a column in the graph.

- The Level 2 view displays the sales revenue for the selected column broken down by Salesperson Code. You can drill down to the Level 3 view by clicking a column in the graph or return to the Level 1 view by selecting the Level 1 indicator above the graph.
- The Level 3 view brings up the Sales History Report, which shows the sales for the selected Salesperson Code and date range. You can print the report or export it to an external file. See “Printing and Exporting Data” on page 14 for more information.



Figure 18: *Data size view on the Sales Summary tab*

If you hover over a box at the Level 1 or 2 views, a pie chart appears that shows the following information:

- **Cost of goods sold:** <beginning inventory + purchases - ending inventory>
- **Profit margin:** <% - net profit divided by revenue multiplied by 100>
- **Total sales amount:** <total sales amount for the selected date range>
- **Time frame:** <start date> - <end date> (Level 1) / **Salesperson Code** (Level 2)

Additionally, you can hover over the legend at the Level 2 view to see the Salesperson Code and Salesperson description.

## Mini-Views

Mini-views are quick ways to view your data. They appear in the bottom half of the **Sales Summary** tab and show a visual representation of your sales data for product, department, salesperson, location, vendor, and comparison to quota.

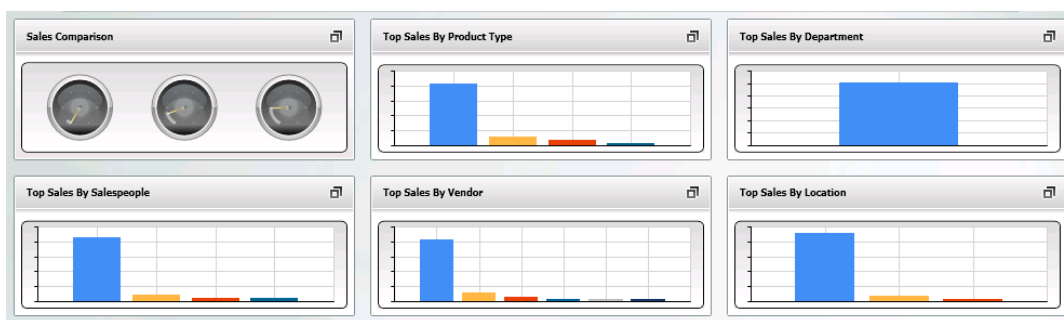


Figure 19: *Mini-views on the Sales Summary tab*

Some common features of the mini-views are:

- You can click on the expand icon in the right-hand corner to expand the view to show a grid with the specific entries that make up the graph.

- When one view is expanded, the other views appear as one of five expandable columns along the right-hand side of the bottom half of the window. The expandable columns show only the average sales information for all mini-views except the Sales Comparison view, which shows the sales quota met for Gauge 1.
- When expanded, you can select the **Sales** column heading to change the sort order from descending to ascending. When you do this, you will see the bottom sales for the selected mini-view rather than the top sales.
- When expanded, you can click on a grid item to change the graph to show the sales based on only the selected item. For example, if you're viewing sales by top salespeople, you can click on a specific salesperson in the grid to see his data.
- You can drill down on the column graph in any expanded view to the Sales History Report for the selected data.
- To show all six mini-views, you can click on the minimize icon in the right-hand corner of an expanded view.
- When minimized, the views show a maximum of the top ten regardless of the ranking limit set in the Sales Dashboard Preferences.
- You can drag and drop mini-views within the lower part of the tab to change their order.

## Sales Comparison

This view includes three gauges, each with a different time frame and sales quota that you define in the Sales Dashboard Preferences window. See "Sales Dashboard Preferences" on page 8 for more information on the gauges and setting your preferences.

Each gauge has the following features:

- The marks on the gauge increment in 10% intervals from 0-100.
- The gray column that appears on the gauge represents the sales quota (benchmark) value.
- The number in the center of the gauge is the scale multiplier. For example, if your benchmark is set to 80,000, the center text reads x10,000 and each mark represents 1,000.
- The needle of each gauge represents the total sales based on the time frame you selected. If a value is negative, the needle will remain at zero.

If you mouse over a gauge in either the collapsed or expanded view, a tooltip appears with the following information:

- **Time frame:** <start date> - <end date>
- **Actual total sales:** \$ <total>
- **Sales quota:** \$ <benchmark value from Sales Preferences>
- **Quota % met:** \$ <% difference between total sales and quota>

For example, if your comparison value is set to *Month* and your sales quota is 250,000, your gauge would look like the following figure if you have 205,000 in sales for the month.



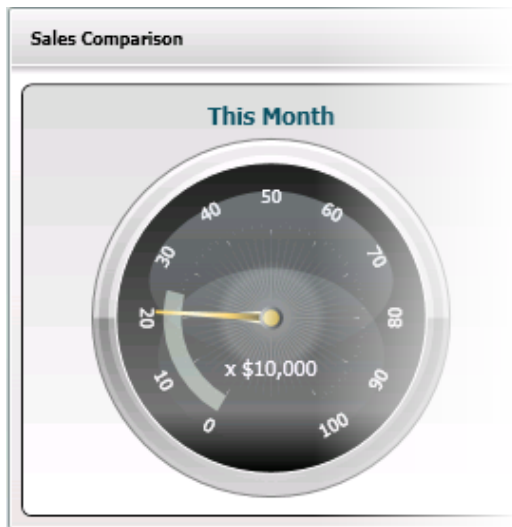


Figure 20: Sample gauge on the Sales Comparison mini-view

## Top Sales by Product Type

This view is only available if Inventory is installed and Sales is integrated to Inventory. When expanded, it includes a graph containing a column for each product type in the grid. The products are based on the information contained in the **Product Type** field in the **IN Stock** window in Inventory.

If you hover over a column in the graph, a tooltip appears that shows the following information for the selected date range:

- **Total sales transactions:** <total number of transactions>
- **Total return transactions:** <total number of return line items>
- **Revenue %:** <% of revenue>

## Top Sales by Department

When expanded, this view includes a graph containing a column for each department in the grid. The departments are based on the Department Codes set up in Sales.

If you hover over a column in the graph, a tooltip appears that shows the following information for the selected date range:

- **Total sales transactions:** <total number of transactions>
- **Total return transactions:** <total number of return line items>
- **Revenue %:** <% of revenue>

## Top Sales by Salespeople

When expanded, this view includes a graph containing a column for each salesperson in the grid. The salespeople are based on the Salesperson Codes set up in Sales.

If you hover over a column in the graph, a tooltip appears that shows the following information for the selected date range:

- **Total sales transactions:** <total number of transactions>
- **Total return transactions:** <total number of return line items>
- **Avg. selling price per transaction:** <average selling price per transaction>
- **Avg. units per transaction:** <average number of detail items per transaction>
- **Revenue %:** <% of revenue>

- **Profit Margin:** <net profit/revenue \* 100>

## Top Sales by Location

This view is only available if Inventory is installed and Sales is integrated to Inventory. When expanded, it includes a graph containing a column for each location in the grid. The locations are based on the information contained in the **Location** field in the **IN Stock** window in Inventory.

If you hover over a column in the graph, a tooltip appears that shows the following information for the selected date range:

- **Total sales transactions:** <total number of transactions>
- **Total return transactions:** <total number of return line items>
- **Revenue %:** <% of revenue>

## Top Sales by Vendor

This view is only available if Inventory is installed and Sales is integrated to Inventory. When expanded, it includes a graph containing a column for each vendor in the grid. The vendors are based on what is entered in the **Primary Vendor** field in the **IN Stock** window in Inventory. If Accounts Payable is installed and integrated to Inventory, the AP Code for the vendor and the product type also appear in the grid.

If you hover over a column in the graph, a tooltip appears that shows the following information for the selected date range:

- **Total sales transactions:** <total number of transactions>
- **Total return transactions:** <total number of return line items>
- **Revenue %:** <% of revenue>

## Viewing Sales by Product

The **Sales by Product** tab is only active if Inventory is installed and Sales is integrated to Inventory. Use this tab to get a quick picture of your business' sales with focus on inventory. It includes a heat map and five side-views that provide information about inventory turnover, item variance, most profitable items, and lowest and highest selling items.

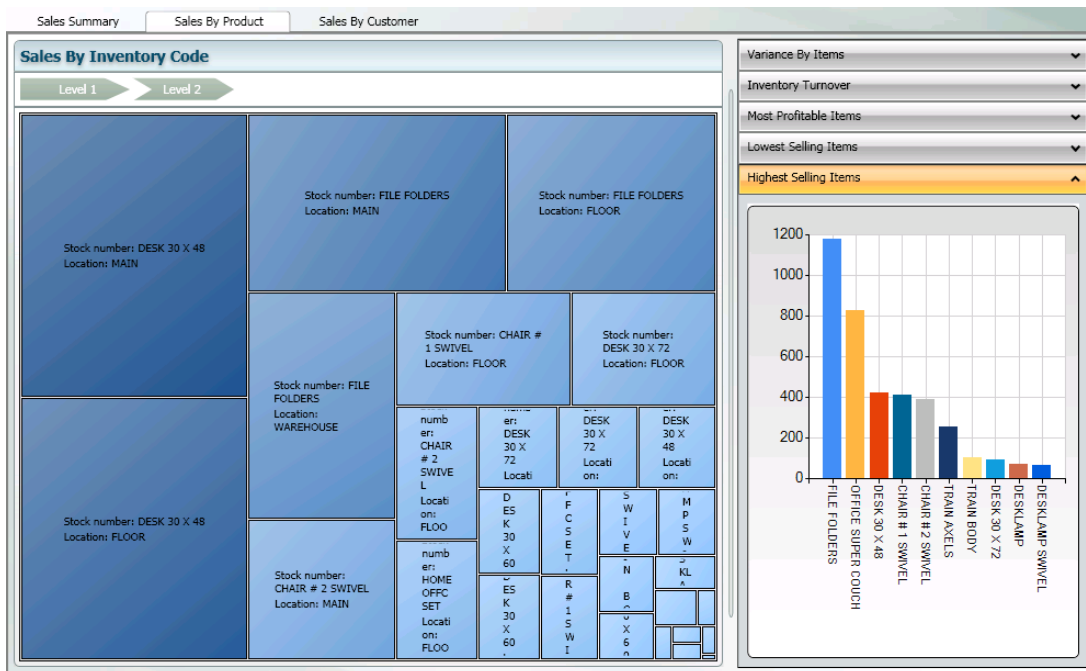


Figure 21: Sales by Product tab

## Sales by Inventory Code

The display colors for the heat map can be set in the Sales Dashboard Preferences window. See “Color Indicators” on page 10 for more information.

The following data levels are available:

- The Level 1 view is a heat map representing Inventory Codes. The box size is based on the contribution to the total sales for the selected date range. You can drill down to the Level 2 view by clicking a box in the heat map.
- The Level 2 view shows the items sold within the Inventory Code you selected. The box size represents contribution of total sales. You can drill down to the Level 3 view by clicking a box in the heat map.
- The Level 3 view generates the IN History Report for the selected item and date range.

**NOTE:** If only one Inventory Code exists, the second level appears first by default.

If you hover over a box at the Level 1 or 2 views, a tooltip appears that shows the following information:

- **Inventory Code description** (Level 1) / **Stock Item description** (Level 2)
- **Total sales:** <total for this code>
- **Total number of transactions:** <number of transactions that comprise the sales amount>
- **Profit %:** <profit % this code represents>

## Side-Views

The side-views are located on the right side of the tab; you can expand and collapse these views by selecting each title bar. When you expand one option, all other options will collapse. The amount of data that appears in these views is based on the ranking limit set in Sales Dashboard Preferences. If you

hover over a column in any view at Level 1, you will see a tooltip that indicates the stock item, description, total sales, and either variance, movement %, profit margin, or quantity sold, depending on the view.

## Variance by Items

This view shows a column graph of the stock items with the highest price variance. You can drill down to the Sales Price Variance Report for the selected item and date range.

## Inventory Turnover

This view displays a column graph showing the stock items with the highest turnover. If you are using Multi-Location Inventory, identical stock items will be grouped in the same column regardless of location. You can drill down to the IN Monthly Movement Report for the selected item and the eleven periods prior to the selected ending date. For example, if you select 12/31/10 as your ending date, the period that includes this date and the eleven periods before it appear on the report. If you are using Multi-Location Inventory, this report shows the movement of stock items and their locations.

## Most Profitable Items

This view shows a column graph of the most profitable stock items. If you are using Multi-Location Inventory, identical stock items will be grouped in the same column regardless of location. You can drill down to the IN Monthly Movement Report for the selected item and the eleven periods prior to the selected ending date. For example, if you select 12/31/10 as your ending date, the period that includes this date and the eleven periods before it appear on the report. If you are using Multi-Location Inventory, this report shows the movement of stock items and their locations.

## Lowest Selling Items

This view shows a column graph of the lowest selling stock items. If you are using Multi-Location Inventory, identical stock items will be grouped in the same column regardless of location. You can drill down to the IN Monthly Movement Report for the selected item and the eleven periods prior to the selected ending date. For example, if you select 12/31/10 as your ending date, the period that includes this date and the eleven periods before it appear on the report. If you are using Multi-Location Inventory, this report shows the movement of stock items and their locations.

## Highest Selling Items

This view shows a column graph of the highest selling stock items. If you are using Multi-Location Inventory, identical stock items will be grouped in the same column regardless of location. You can drill down to the IN Monthly Movement Report for the selected item and the eleven periods prior to the selected ending date. For example, if you select 12/31/10 as your ending date, the period that includes this date and the eleven periods before it appear on the report. If you are using Multi-Location Inventory, this report shows the movement of stock items and their locations.

## Viewing Sales by Customer

You can use the **Sales By Customer** tab to get a quick picture of your business' sales with a focus on customers. It includes top sales by AR Code and customer, as well as a transaction overview.

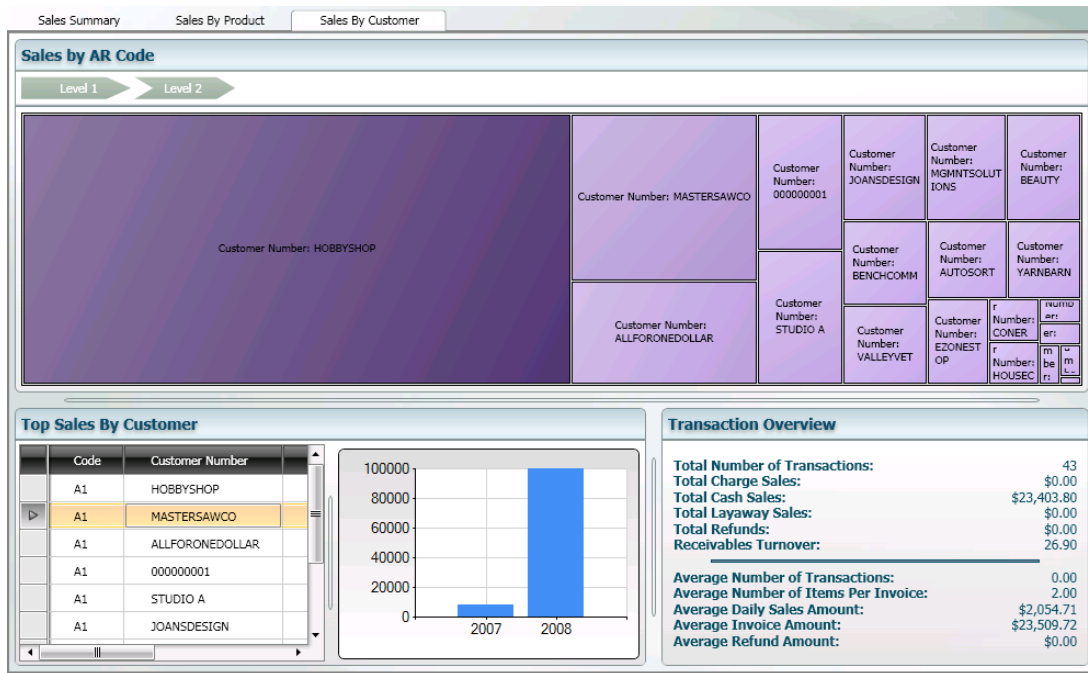


Figure 22: Sales By Customer tab

## Sales by AR Code

This view is only available if Accounts Receivable is installed. The colors in the heat map are set using the color indicator in the Sales Dashboard Preferences window. See “Color Indicators” on page 10 for additional information.

The following data levels are available:

- The Level 1 view is a heat map representing AR Codes based on contribution to the total sales for the selected date range. You can drill down to the Level 2 view by clicking a box in the heat map.
- The Level 2 view displays a column graph that consists of the customers that make up the AR Code you selected. You can drill down to the Level 3 view by clicking a column in the graph.
- The Level 3 view generates the Sales History Report sorted by Customer Number for the selected item and date range.

**NOTE:** If only one AR Code exists, the second level appears first by default.

If you hover over a box at the Level 1 or 2 views, a tooltip appears that shows the following information:

Level 1:

- **AR Code description**
- **Total sales:** <total for this code>
- **Total number of transactions:** <number of transactions that comprises the sales amount>
- **Avg. transactions per customer:** <average number of transactions per customer>

- **Region(s)**: list of states represented in alphabetical order; uses the shipping address in **AR Customers** window. If no shipping address is defined, uses the billing address
- **Profit %**: <the profit % this code represents>

Level 2:

- **Customer**: <customer number>
- **Customer name**
- **Contact**: <customer's contact name>
- **Region**: <customer's state>
- **Customer since information**: <original record date>
- **Total sales**: <total for this customer>
- **Profit %**: <the profit % this code represents>

## Top Sales by Customer

This view shows the top sales by customer and is only available if Accounts Receivable is installed and Sales is integrated to Accounts Receivable. Each column in the graph represents sales for a customer in the selected data range. You can click on a customer in the grid to view sales based on that customer. You can also select the **Sales** column heading to change the sort order from descending to ascending. When you do this, you will see the lowest sales by customer rather than the top sales. You can drill down to the Sales History Report by clicking a column in the graph.

If you hover over a column on this level, you will see a tooltip that shows the following information for the selected date range:

- **Total sales transactions**: <total number of transactions>
- **Total return items**: <total quantity for the return line items>
- **Revenue %**: <customer's % of the total revenue>

## Transaction Overview

This view includes two data sets which displays the following information for the selected date range:

- Total Number of Transactions
- Total Charge Sales
- Total Cash Sales
- Total Layaway Sales (only available in Denali)
- Total Refunds
- Receivables Turnover
- Average Number of Transactions (per day)
- Average Number of Items Per Invoice
- Average Daily Sales Amount
- Average Invoice Amount (per day)
- Average Refund Amount (per day)

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