

## Spotlight - SERP - DrillDown

Preparation if using demo data attached  
No additional setup required

1. Import Demo Data
2. Login with  
Standard ID: sample@hansaworld.com  
Passworld: Sample99

Preparation for creating your own demo data

1. Import Demo Data
2. Create a Quotation  
Date: 04/01/2018  
Quotation Class: W  
Item: 10111  
Qty: 10  
% (discount): 12  
Status: Accepted  
Save Record
3. Create Order Record  
From Quotation >> Create Order  
Change Date: 09/01/2018
4. On Document Manager >> Operations>> Create Note  
Comment: Discount Approval  
Body: 12% granted because of the order size.  
Approved by: Bill Works // BW 04.01.2018
5. Create Delivery  
From Order >> Create Deliver  
Change Date: 09/01/2018  
OK Deliver
6. Create Invoice  
Delivery Record >> Create >> Invoice  
Change Date: 12/02/2018  
Ok and Save
7. Make sure Profit & Loss Report is on the person Desktop  
Archive >> Nominal Ledger >> Report >> Profit & Loss

Another great feature I would like to show you is our 'drill down' functionality

**ACTION: Select the Nominal Ledger Archive >> then double click on the Profit & Loss Report**

All reports in Standard ERP have a drill down on certain fields with a blue underline  
From the Profit and Loss report, I can drill down on any of these accounts

**ACTION: Point to the accounts column and Select account 100**

I can click on 100 to view all the Nominal transactions for the Sales of Audio

I now see the transactions report and I notice an unusual value there that is quite high, that I would like to investigate.

To do this I can further drill down by clicking on the transaction number

**ACTION: Select/click on the last transaction posted (S/INV.10000016)**

which will open the actual record directly from the report. We can see that the drill down does not just open a report, it can in fact open a specific record in Standard ERP

I can now see the full details of this transaction, but I am interested in the actual invoice, so I can open the related 'record' that generated this NL transaction,

**ACTION: Select Operations Menu, then Open Subsystem Record**

Now I can view the invoice that was sent out to the customer and full details of the items sold and the salesman. The invoice shows that we sold 10 SuperPlus HiFi systems, made up of all these components (point to the components) , this explains the high value but the discount of 12% seems a bit high,

I can view the original Sales Order to get more info by clicking on the Link Manager icon

**ACTION: Select the Link Manager on the Invoice**

From this Sales Order

**ACTION: Select the Link Manager on the Sales Order**

I can directly open the quotation related to this order, or the invoice which we just viewed, or the delivery that was generated from this order, but I can also select the Document Manager

**ACTION: Select the Document Manager on the Sales Order**

Which shows a note

**ACTION: Double click on Note: Discount Approval**

that explains the rather large discount that was given on this order.

So with a few clicks I was able to quickly drill down from the profit and loss all the way to the quotation, and manage to investigate the large value in the report. I am sure your auditors will also appreciate a system that enables them to do this.

With Standard ERP drill down functionality we can analyse reports easily and efficiently