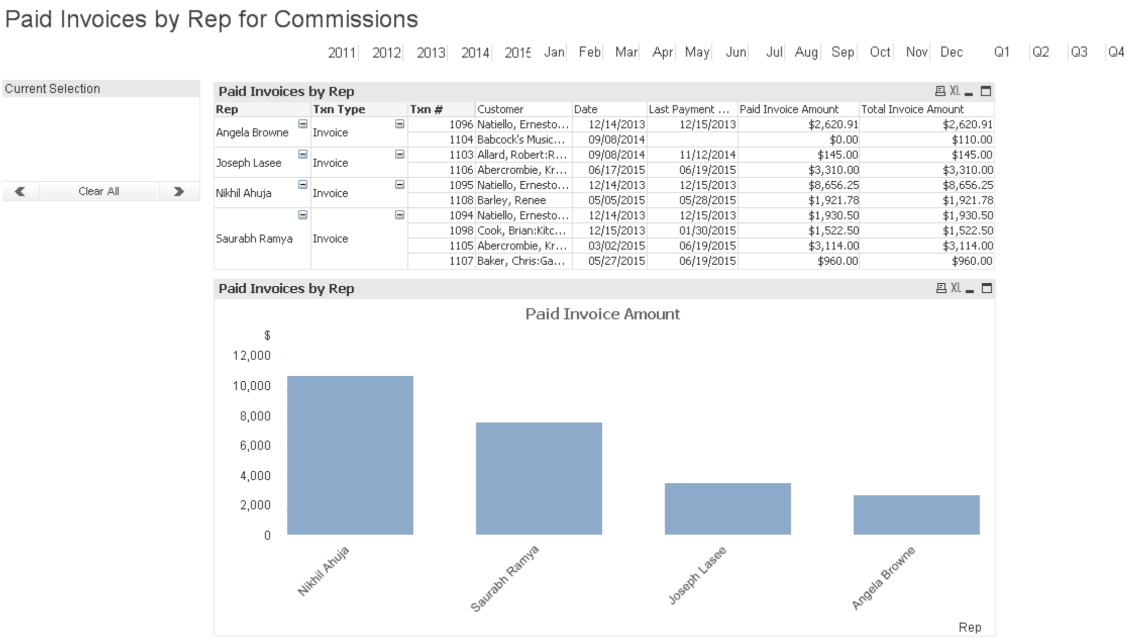
QuickBooks Advanced Reporting Exercises

Monday, November 02, 2015

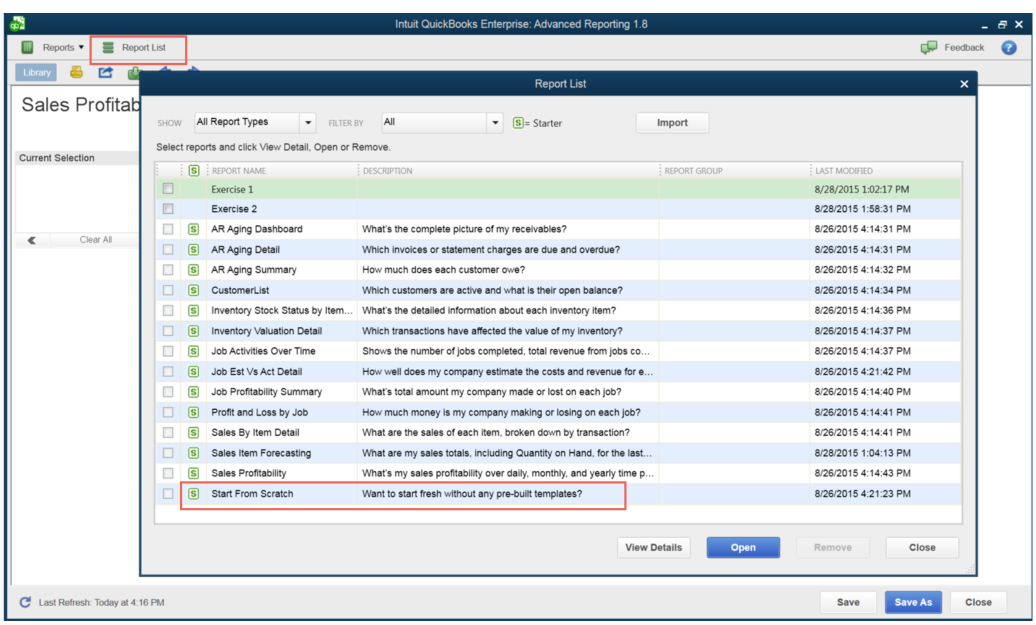
Exercise #5: Paid Invoices by Rep (for Commissions)



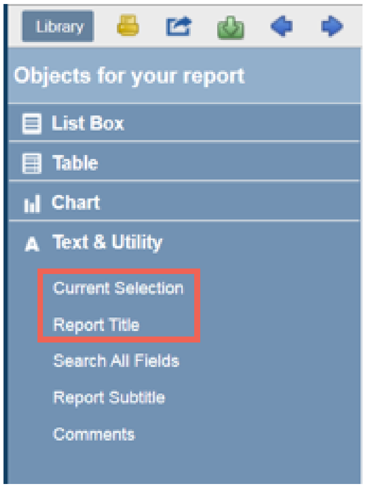
Objective – Create a report that shows which invoices became fully paid during each month by rep. You can use it to calculate commissions.

Step 1: Create pivot table that shows Paid Invoices by Rep.

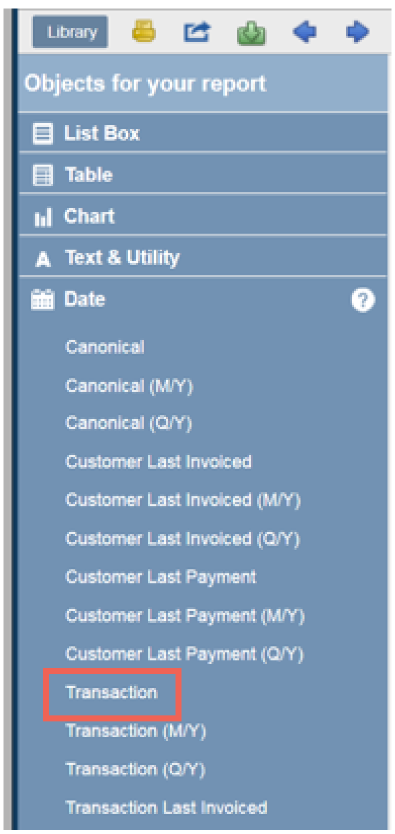
1. From the Report List, select **Start from Scratch**.



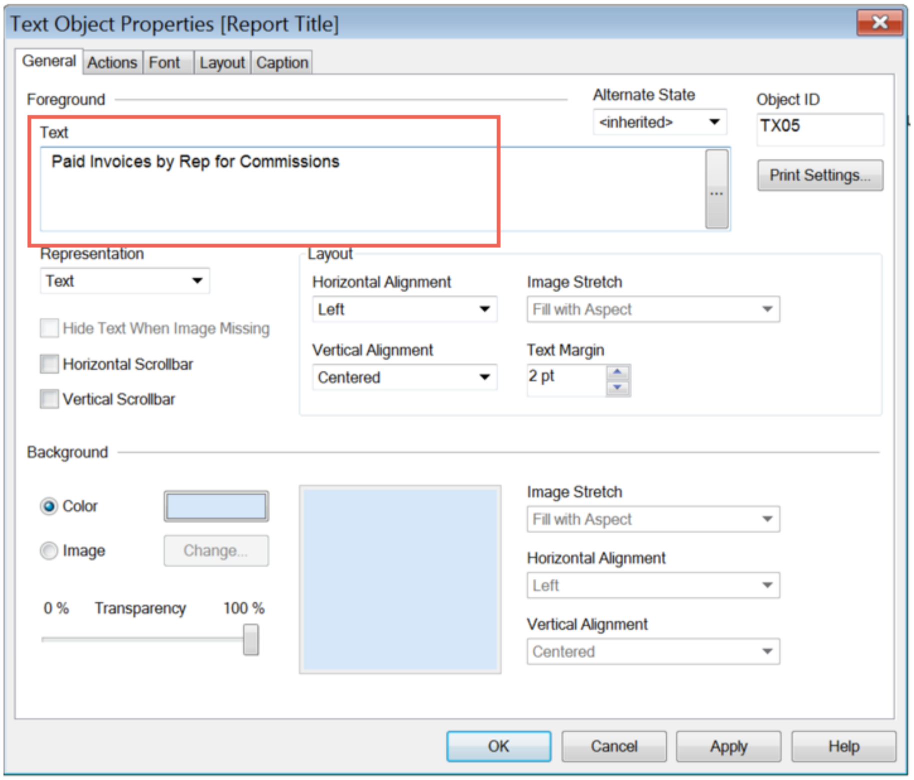
2. In the Library, click **Text & Utility**. Double-click to add the following items:
    a. Report Title
    b. Current Selection



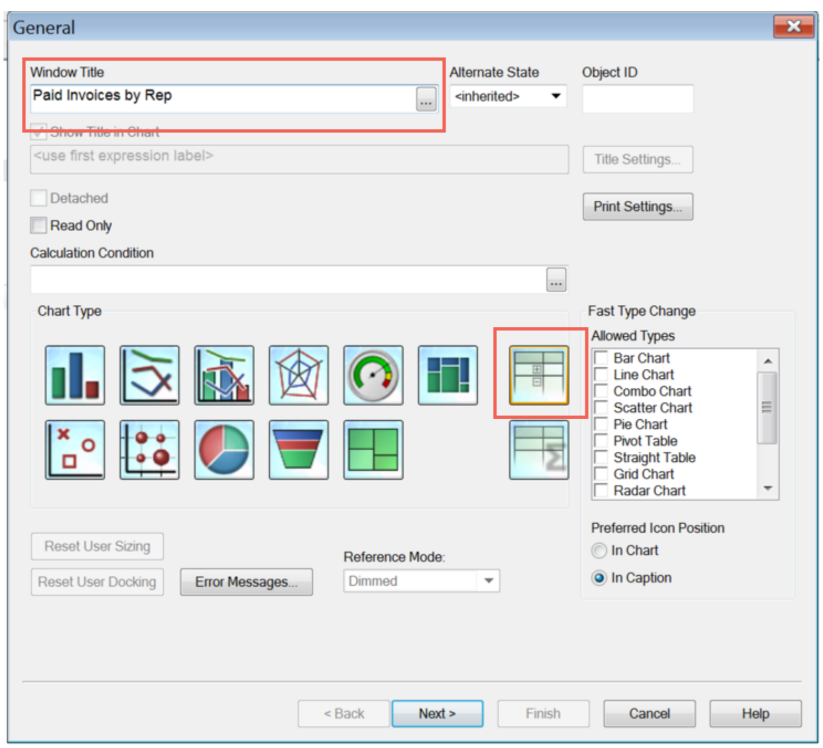
2. In the Library, click **Date**.
3. Double-click **Transaction** to add it to the report.



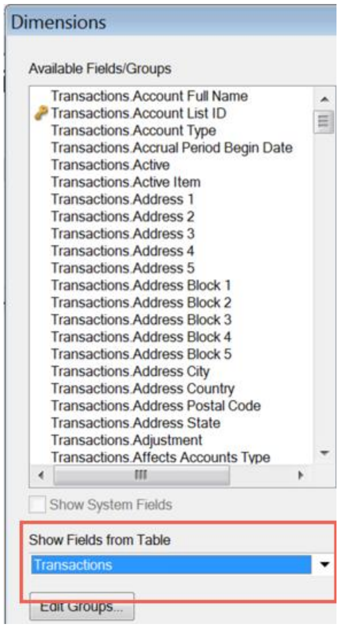
3. Right-click on **Report Title** and select **Properties**.
4. In the General tab, enter **Paid Invoices by Rep for Commissions** in Text.



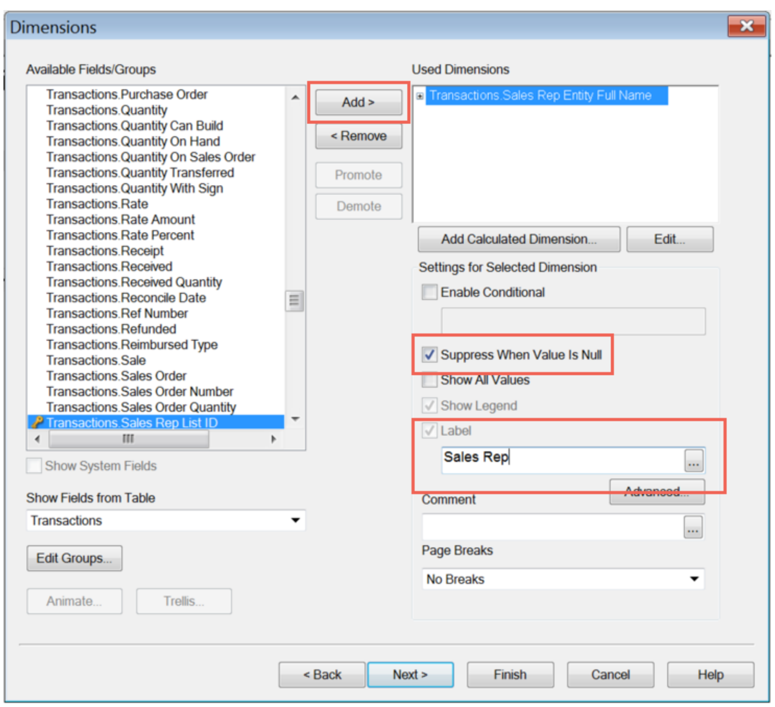
5. Click **OK**.
6. Right-click on any white space and select **New Sheet Object > Chart**.
7. In the new window, enter **Paid Invoices by Rep** in Window Title.
8. Select **Pivot Table** for Chart Type.



9. Click **Next**.
10. In the Dimensions window, look at the list of Available Fields/Groups. Tip: Either scroll through the list or use **Show Fields from Table** to narrow down the fields you want to add as dimensions (step 11 has the specific ones we'll use for this exercise).



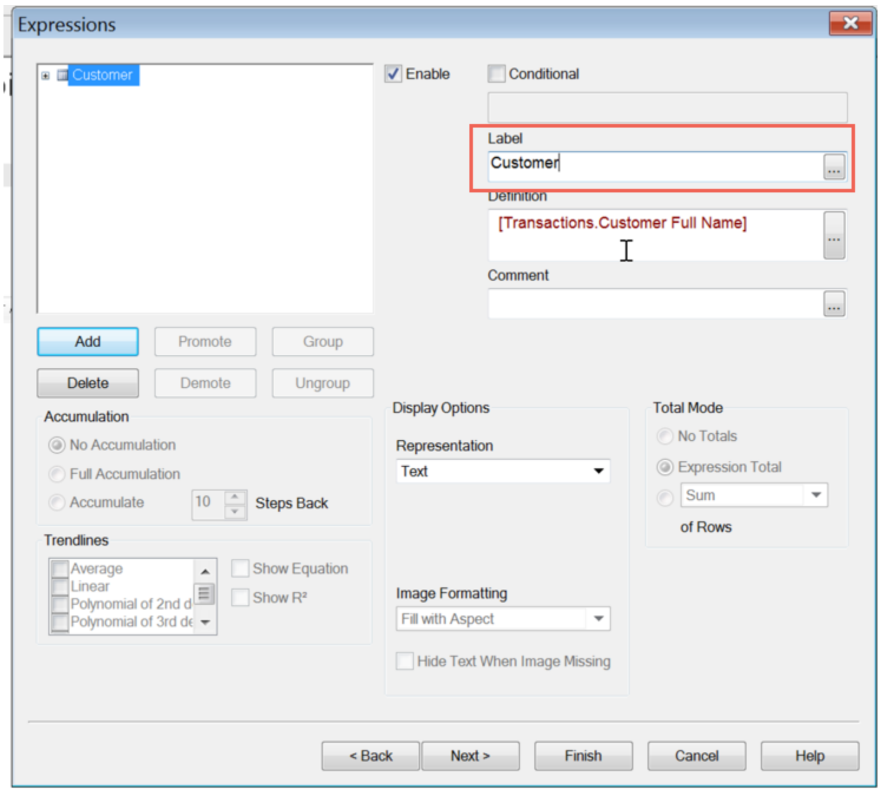
11. Add the following dimensions, label the column, and specify that you don't want to see anything that doesn't have a value:



   a. Transactions.Sales Rep Entity Full Name
      i. Enter **Sales Rep** in Label.

        ii. Select **Suppress When Value in Null**
    b. Transactions.Txn Type
        i. Enter **Txn Type** in Label.
        ii. Select **Suppress When Value in Null**
    c. Transactions.Ref Number
        i. Enter **Txn #** in Label.
        ii. Select **Suppress When Value in Null**

12. Click **Next.**
13. In the Edit Expression window that pops up, type the following expression:
    a. [Transactions.Customer Full Name]
14. Click **OK**.
15. Enter **Customer** in Label.



16. Use **Add** to enter each of these Expressions. Enter these into the Edit Expressions window:
    a. [Transactions.Txn Date]
        i. Enter **Date** in Label.
    b. =max({<[TransactionLinks.Link Type Name]={'InvoiceToPayment'}>}[TransactionLinks.Txn Date])
        i. Enter **Last Payment Date** in Label.
    c. sum({<[Transactions.Txn Type]={'Invoice'}, [Transactions.Account Type]={'Income'}, Transactions.Paid={1}, Transactions.Pending={0}>}[Transactions.Amount With Sign])
        i. Enter **Paid Invoice Amount** in Label.

d. sum({<[Transactions.Txn Type]={'Invoice'}, [Transactions.Account Type]={'Income'}, Transactions.Pending={0}>}[Transactions.Amount With Sign])

    i. Enter **Total Invoice Amount** in Label.

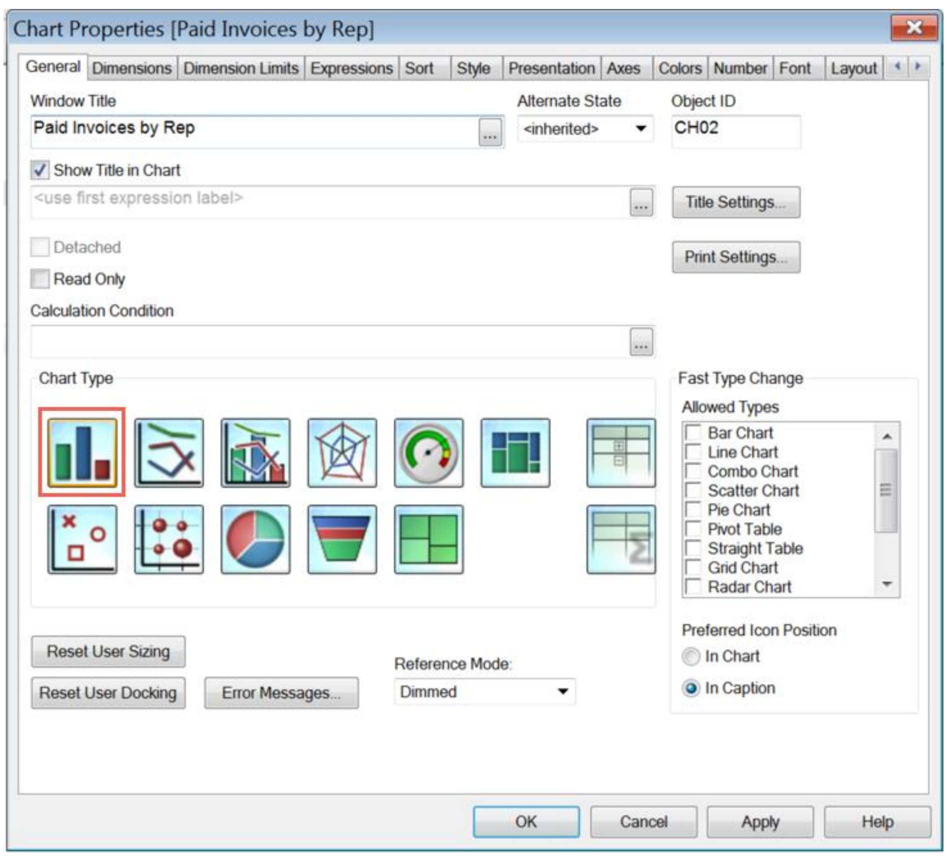
17. Click **Finish**.

Paid Invoices by Rep

Sales Rep	Transaction T...	Transaction ...	Customer	Date	Last Payment Date	Paid Invoice A...	Total Invoice A...
Angela Browne	Invoice	1096	Natiello, Ernesto...	-	12/15/2013	2620.91	2620.91
		1104	Babcock's Music...	-	-	0	110
Joseph Lasee	Invoice	1103	Allard, Robert:R...	-	-	0	145
		1106	Abercrombie, Kr...	-	-	0	3310
Nikhil Ahuja	Invoice	1095	Natiello, Ernesto...	-	12/15/2013	8656.25	8656.25
		1108	Barley, Renee	-	-	0	1921.78
Saurabh Ramya	Invoice	1094	Natiello, Ernesto...	-	12/15/2013	1930.5	1930.5
		1098	Cook, Brian:Kitc...	-	-	0	1522.5
		1105	Abercrombie, Kr...	-	-	0	3114
		1107	Baker, Chris:Ga...	-	-	0	960

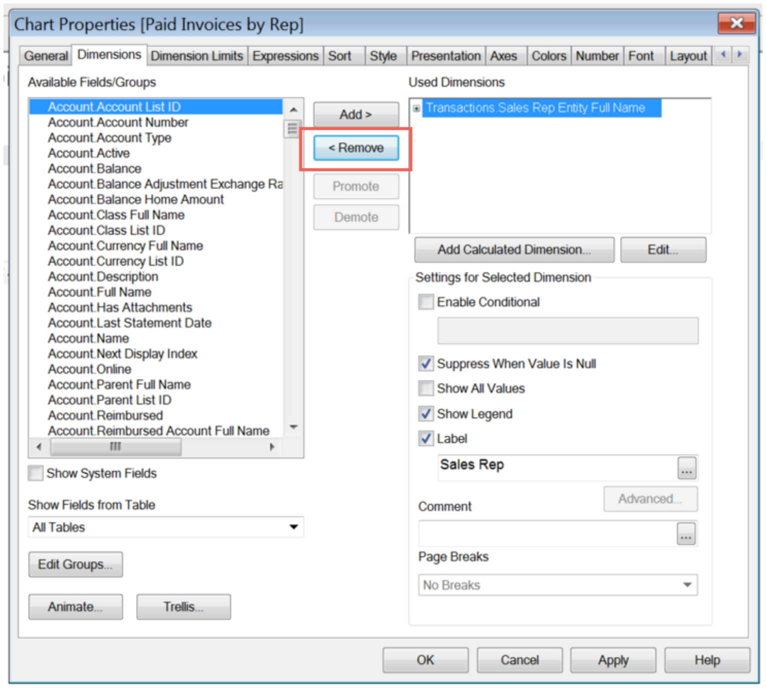
Step 2: Edit existing pivot table to create visualizations that show top-selling sales reps.

1. Right-click on the Paid Invoices by Rep pivot table and select **Clone**.
2. Move the cloned table below the initial table.
3. Right-click on the cloned table and select **Properties**.
4. In the General tab, change the Chart Type to **Bar Chart**.

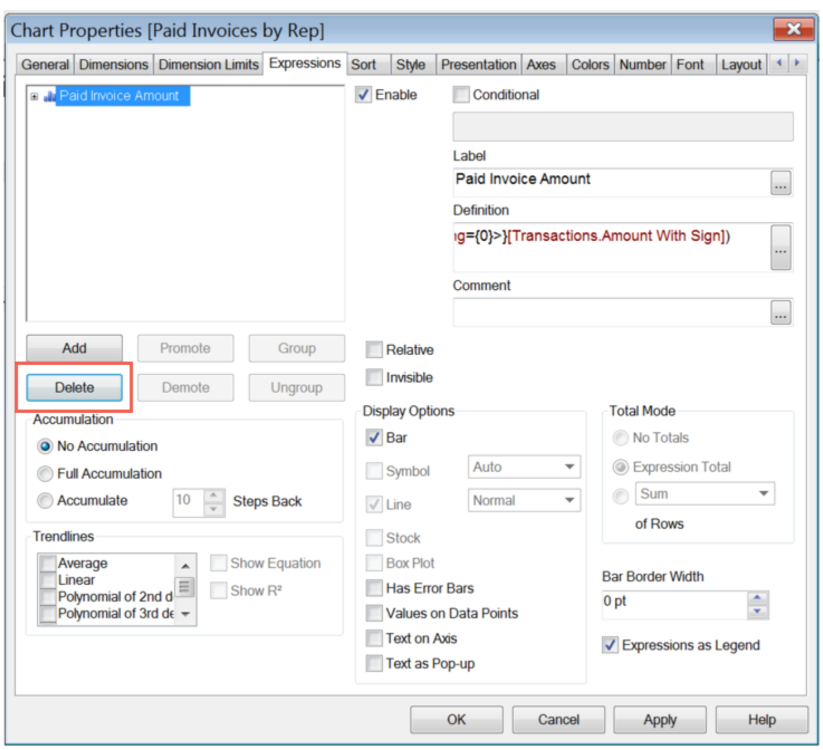


5. In the Dimensions tab, remove the following dimensions:
    a. Transactions. Txn Type

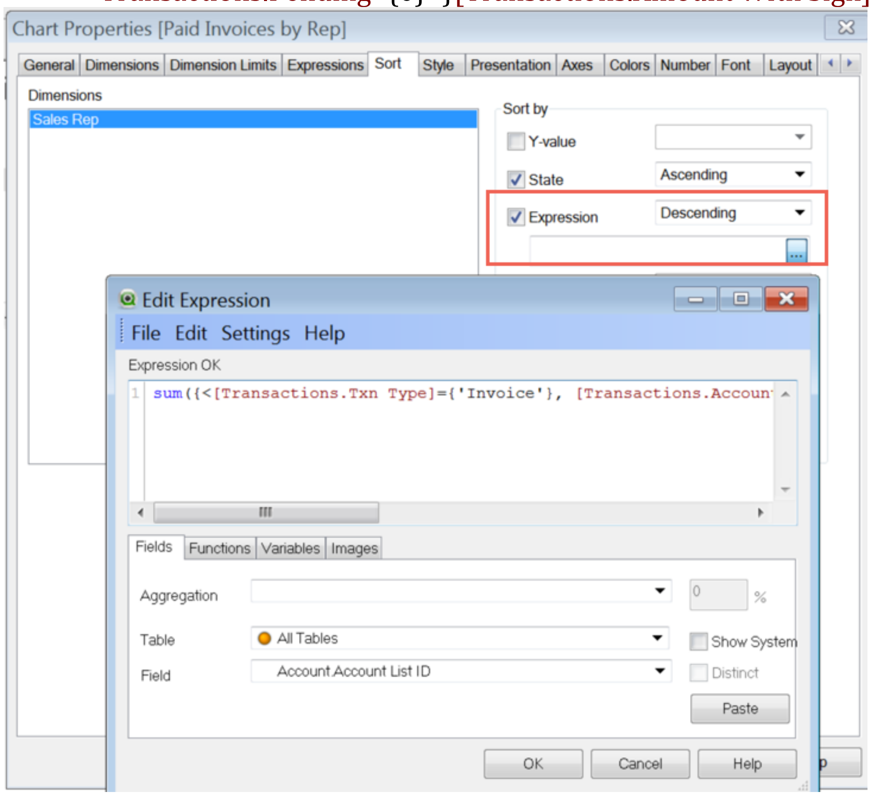
b. Transactions. Ref Number



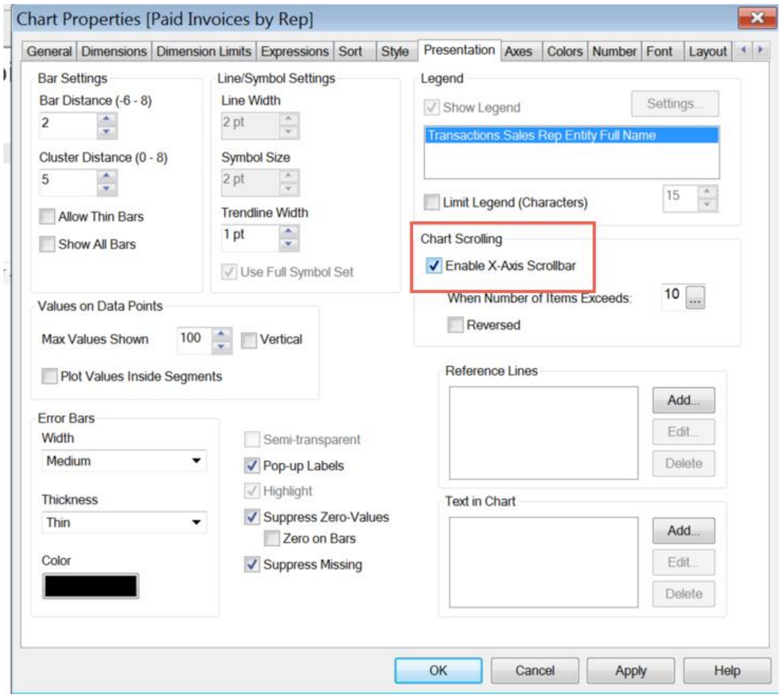
6. In the Expressions tab, use **Delete** to remove the following expressions:
   a. Customer
   b. Date
   c. Last Payment Date
   d. Total Invoice Amount



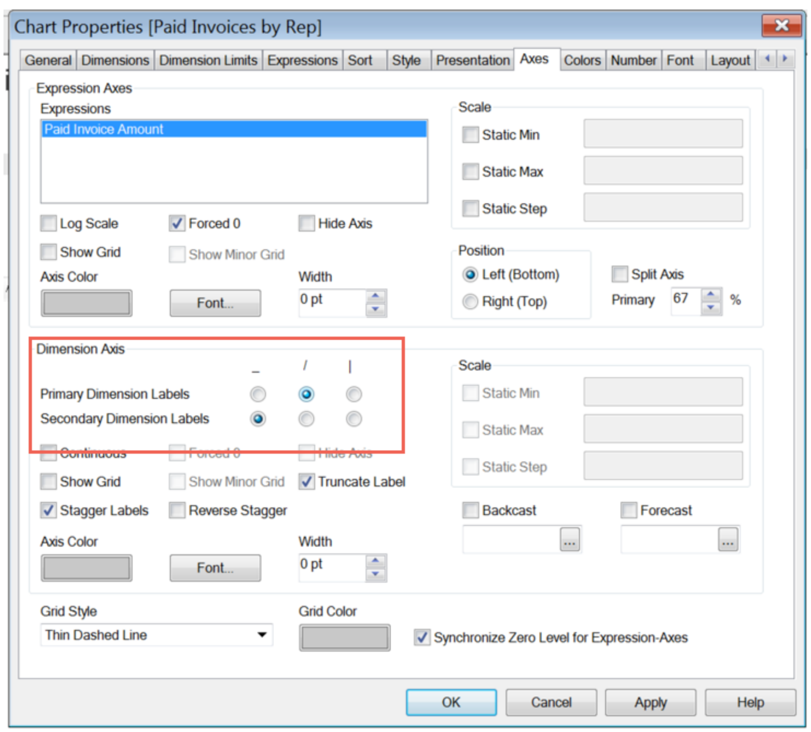
7. In the Sort tab, check **Expression**.
8. Select **Descending.**
9. Click **[...]** in the field to expand it and enter this expression (used in the Paid Invoice Amount expression):
    a. sum({<[Transactions.Txn Type]={'Invoice'}, [Transactions.Account Type]={'Income'}, Transactions.Paid={1}, Transactions.Pending={0}>}[Transactions.Amount With Sign])



10. In the Presentation tab, check **Enable X-Axis Scrollbar** (under Chart Scrolling).



11. In the Axes tab, select / for Primary Dimension Labels (under Dimension Axis).



12. Click **OK** to see your chart.

Paid Invoices by Rep