



Technology From another World

ALIEN WARP[∞] HELP FILES



COMPANY PORTAL REPORTS AND OLAP

Alien Reports and OLAP option in COMPANY PORTAL

How do I Use the Portal functions?

- 1) Type <https://reports.aliens.co.za> into your browser and log in with your access details

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- 2) Your Company Dashboard will open with a quick stat summary, as well as the months Sales / Stock on hand account balance of the current month.

Dashboard Account ▾ Reports ▾ Custom Reports ▾ Custom Functions ▾

Dashboard

Quick Information		
Company Code	MOSH	
Company Name		
Telephone Number		
E-mail		
Billing E-mail		

Account Balance	
View last invoice	
Current balance	

Monthly Sales (July 2024)		
	Ex. vat	Incl. Vat
Cost Price	2,380.76	2,380.76
Retail Price	2,805.09	2,805.09
Units Sold	126.00	

Current Stock On Hand		
	Ex. vat	Incl. Vat
Cost Price	4,970,791.05	5,666,701.79
Retail Price	7,918,639.98	9,027,249.58
Items OH	444,277.95	

Quick Stats 15.13	
Avg Mark Up	1.18
Avg Units per Sale	25.20
Avg Spend per Sale	22.26
Avg Cost per Sale	18.89

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3) On the Detail tabs you can view your Account overview information.

Dashboard Account ▾ Reports ▾ Custom Reports ▾ Custom Functions ▾

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Information Statements

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Account Overview

Account# EDIT DETAILS

Personal Details

Name: _____

Surname: _____

Company Details

Company Name: _____

VAT Number: _____

Address

Physical Address: _____

Postal Address: _____

Contact Numbers

Telephone: _____

Cellphone: _____

Email Addresses


Email: _____

Account Email: _____

4) On the same drop-down select the Statements option to display the latest account statement.

Statement

From 17 June 2024 To 17 July 2024 RUN PRINT



Statement

Alien Automation Technologies Consitants CC

Date: [[Date]]
Account #: [[CardNo]]

Bill To:		Account Summary	
[[Name]] [[Surname]]	120 days	[[+120 Days]]	
[[BusName]x]	90 days	[[90 Days]]	
[[Address 1]] [[Address 2]]	60 days	[[60 Days]]	
[[Address 3]] [[PostCode]]	30 days	[[30 Days]]	
Tel: [[Tel]]	Current	[[Current]]	
Email: [[Email]]	Payable now	[[PayableNow]]	

Date	Inv #	Description	Amount	Balance
Balance brought forward				[[BBFwd]]
[[TDate]]	[[Doc#]]	[[Label]]	[[Amount]]	[[Balance]]
Current Balance				[[Grand Total]]

Your Current balance is [[Grand Total]], please make your payment to cover the balance by the due date.

- 5) From the Reports drop-down menu, you will be able to get reports on Sales / Sales summary / Grouped sales / Cash-ups / Stock / Orders / Prices / Subaccounts and OLAP which can be saved to excel / PDF or just printed.

Dashboard Account Reports Custom Reports

Sales Report

PRINT
SAVE
PDF

Date

From 17 July 2024

To 17 July 2024

Option

☐ Group By Product

☐ Group By Stock Code

☐ Group By Item Comment

☒ Show Sales

☐ Show Open Quotes

☐ Show Closed Quotes

☐ Show Cancelled Quotes

☐ Show Customers

☐ Include Laybuis

☐ Exclude Account Sales

☐ Sub-Account

Order by

☒ Date

☐ Stock Code

☐ Description

☐ Store

Location

☐ Bersig Service Station - MOSW

☐ Mosh Belville - MOSS

☐ Rest - MOSD

☐ Thienis (Laptop Admin) - MOSA

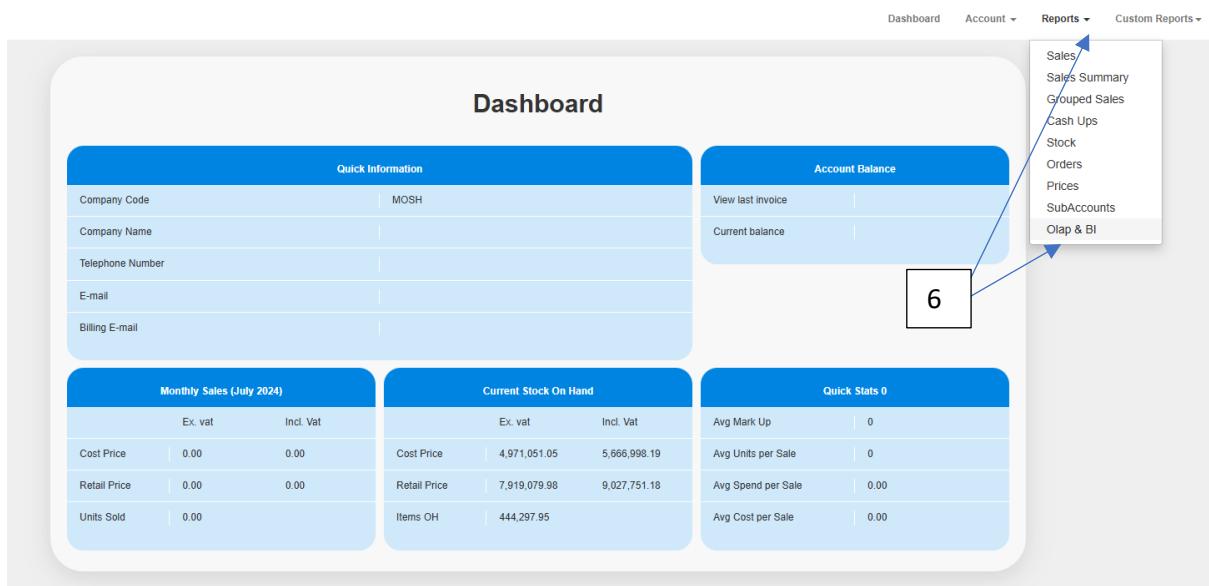
RUN

5

Reports ▾

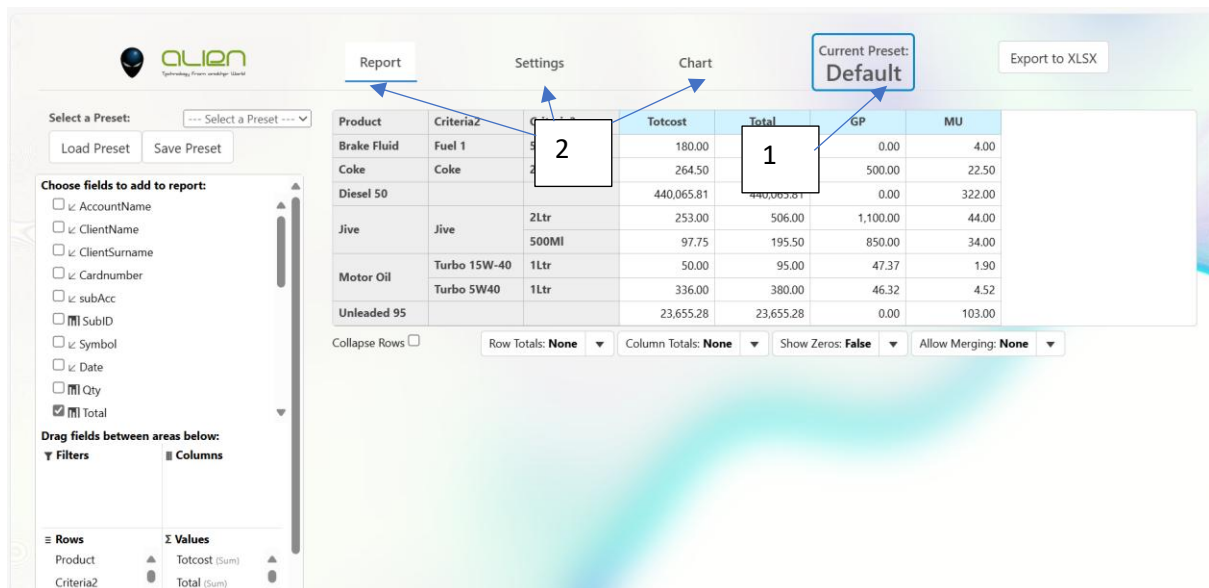
- Sales
- Sales Summary
- Grouped Sales
- Cash Ups
- Stock
- Orders
- Prices
- SubAccounts
- Olap & BI

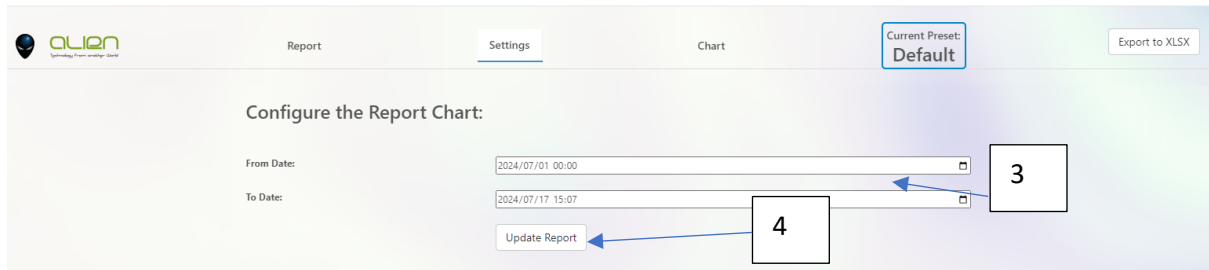
- 6) To access the Online Analytical Processing functionality, click on the reports drop-down and then on the OLAP option.



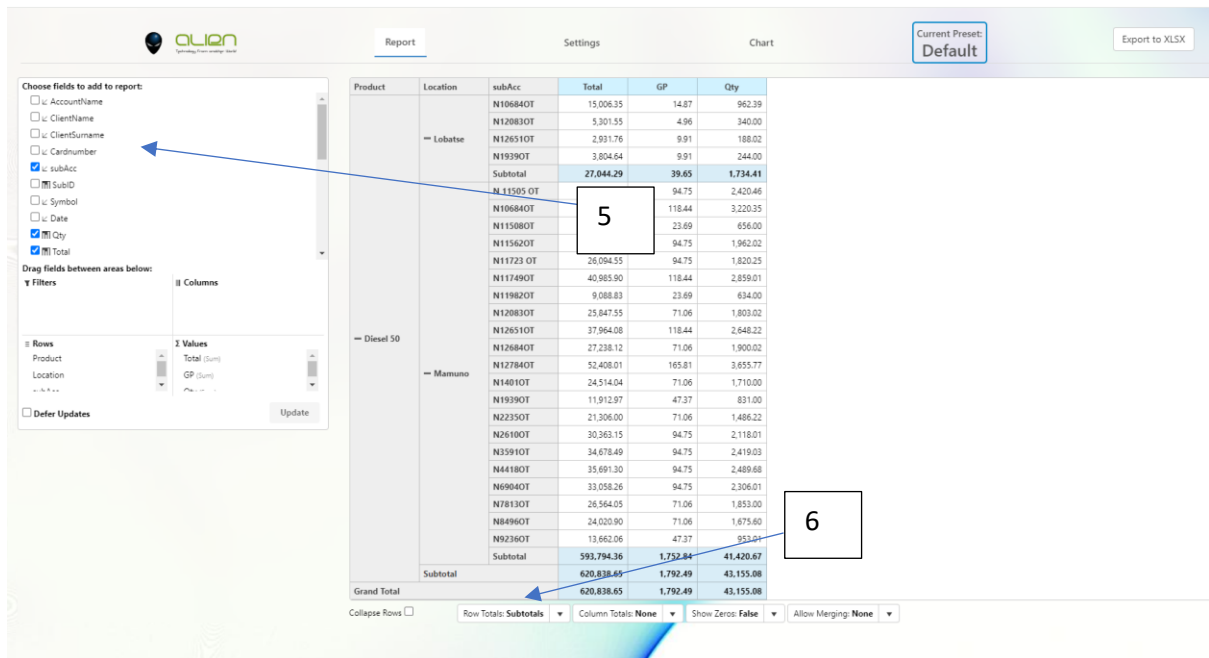
How do I use the OLAP Functionality in my Portal

- 1) The page will be displayed with a default set of fields selected which can be changed by selecting and de-selecting the options as in number (5).
- 2) On the top banner you can under the settings tab select the dates and also revert to the Report in table or graph /Chart format.





- 3) Start to set-up your report by setting the dates under the settings tab.
- 4) Click the update button.



- 5) Edit the report by selecting and de-selecting the default fields to get what you would like to be in your new report.
- 6) To add subtotals etc. to you report select the options below the table.

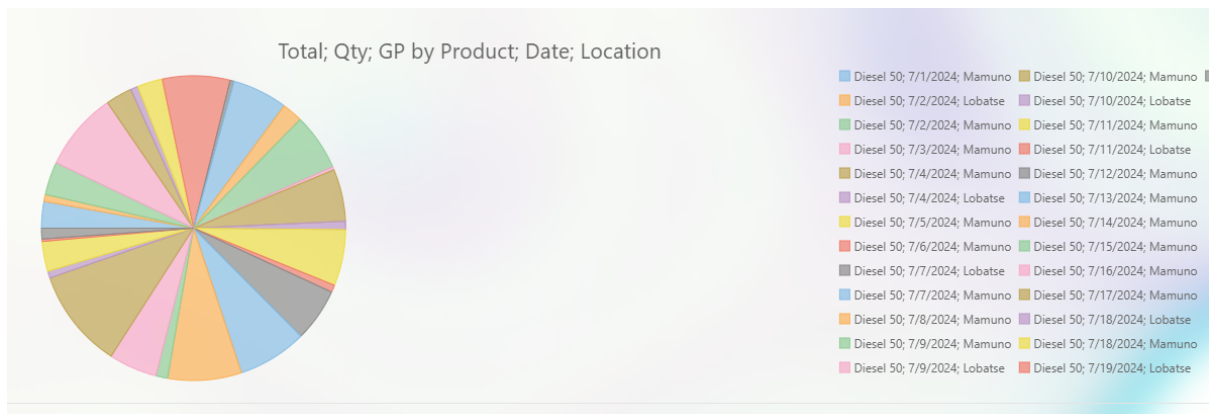
Product	Date	subAcc	Total	Qty	GP
— Diesel 50	— 7/1/2024	N12083OT	8,558.56	597.01	23.69
		Subtotal	19,428.31	1,355.24	71.06
		N10684OT	7,644.23	533.23	23.69
		N12784OT	3,225.53	225.00	23.69
	— 7/2/2024	N10684OT	5,074.83	325.46	4.96
		N4418OT	9,289.10	647.97	23.69
		Subtotal	29,144.18	2,004.44	76.02
		N3591OT	7,182.33	501.01	23.69
	— 7/3/2024	N11749OT	7,597.92	530.00	23.69
		N 11505 OT	6,472.86	451.52	23.69
		N6904OT	8,257.36	576.00	23.69
		N12684OT	7,812.96	545.00	23.69
		N11508OT	9,404.22	656.00	23.69
		Subtotal	57,662.33	4,022.29	165.81
		N1401OT	7,597.92	530.00	23.69
		N12784OT	9,357.91	652.77	23.69
	— 7/4/2024	N12651OT	8,712.96	611.00	23.69
		N2235OT	5,312.96	371.22	23.69
		N11723 OT	4,212.96	293.30	23.69
		N7813OT	9,748.28	680.00	23.69
	— 7/5/2024	Subtotal	24,674.88	1,690.85	76.02
		N10684OT	5,400.25	346.33	4.96
		N2610OT	7,884.64	550.00	23.69
	— 7/6/2024	N10684OT	10,724.54	748.10	23.69
		Subtotal	18,609.17	1,298.10	47.37
		N11562OT	6,929.45	483.37	23.69
		N11749OT	10,665.76	744.00	23.69
		N12784OT	8,744.78	610.00	23.69
		N12651OT	6,723.44	469.00	23.69
		N1939OT	2,766.79	193.00	23.69
		Subtotal	49,449.27	3,449.38	165.81

- 7) Depending on the fields and criteria you selected, the report will be displayed with more detail. Date / Sub account / subtotal.



- 8) Select the Chart view to see the report in a different chart format. As you change or update the fields, the chart will update.
- 9) The report can be saved in Excell.

Pie Chart view



10) Once you are happy with the report, you can save as a new “Preset” by naming it and save.

11) You can then “Load preset” by selecting from the list of “presets” you have saved.” This allows for multiple reports with the parameters you set initially to be saved and re-used by editing the time line as initially setup under “Settings” (3/4).

