



Microsoft® Business Solutions–Solomon® Business Portal
Key Performance Indicators Sample Guide
Release 1.2

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Introduction

Key Performance Indicators is a Microsoft Business Solutions Business Portal application that helps you calculate business metrics, such as your company's current ratio and gross profit margin. These business metrics, referred to as "KPIs," help you monitor and track your company's progress towards specific performance goals.

This manual will help you create some common KPIs, such as your current ratio and gross profit margin.

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Additional resources](#)

What's in this manual



Each chapter in this manual explains how to create a specific Key Performance Indicator (KPI). The following chapters are included:

- [Chapter 1, "Current Ratio"](#)
- [Chapter 2, "Quick Ratio"](#)
- [Chapter 3, "Debt to Equity Ratio"](#)
- [Chapter 4, "Debt Ratio"](#)
- [Chapter 5, "Gross Profit Margin"](#)

After you've created these KPIs, refer to the main KPI documentation for information on how to display them to your Business Portal users. To access the main KPI documentation, see [Additional resources](#) on page 3.

Symbols and conventions

This manual uses the following symbols to make specific types of information stand out.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts, and suggestions.
	The warning symbol indicates situations you should be especially aware of.

This manual uses the following conventions to refer to sections, navigation, and other information.

Convention	Description
<i>Creating a KPI page</i>	Italicized type indicates the name of a section or procedure.
File > Print	The (>) symbol indicates a sequence of actions, such as choosing items from a menu, toolbar, or palette. This example directs you to go to the File menu and choose Print .
Bold	Bold type indicates navigation, tab names, menus, commands, buttons, field names, keywords, and functions.

Additional resources

For more information about the Key Performance Indicators application, refer to the main KPI documentation. The KPI documentation explains the basic concepts you need to understand before creating KPIs. It also provides step-by-step instructions for creating KPIs and displaying them to Business Portal users.

The KPI documentation is available in HTML and PDF format.

HTML format

To access the KPI online help from within Business Portal, follow these steps:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. Choose **Help > About This Page**. The KPI online help appears.

To browse through the help topics, or to search for a particular topic, click the **Contents** or **Index** buttons.

PDF format

The KPI manual (KeyPerformanceIndicators.pdf) is located in the **Documentation** folder on the Business Portal CD.

You can also access the manual from within Business Portal. To do so, follow these steps:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. Choose **Help > About This Page**. The KPI online help appears.
3. Click the **Key Performance Indicators manual** link, located in the first help topic that appears.

Chapter 1: Current Ratio

Current ratio is the standard measure of any company's financial health. It indicates whether your company is able to meet its current obligations by measuring if it has enough assets to cover its liabilities.

To create the Current Ratio KPI, complete the following procedures, in the order shown:

- [Overview](#)
- [Creating the Current Assets Beginning Balance query](#)
- [Creating the Current Assets Period Activity query](#)
- [Creating the Current Liabilities Beginning Balance query](#)
- [Creating the Current Liabilities Period Activity query](#)
- [Creating the Current Assets Beginning Balance KPI](#)
- [Creating the Current Assets Period Activity KPI](#)
- [Creating the Current Liabilities Beginning Balance KPI](#)
- [Creating the Current Liabilities Period Activity KPI](#)
- [Creating the Current Ratio KPI](#)

Overview

To create the Current Ratio KPI, you'll need to complete several tasks, including:

- **Create queries** You'll create queries that display your current asset and liability accounts.
- **Create "intermediate" KPIs** You'll create "intermediate" KPIs that will calculate values from your queries, and will be used to build the final Current Ratio KPI.
- **Create the Current Ratio KPI** You'll use the intermediate KPIs to create the Current Ratio KPI.

Creating the Current Assets Beginning Balance query

Use the following procedure to create the Current Assets Beginning Balance query.

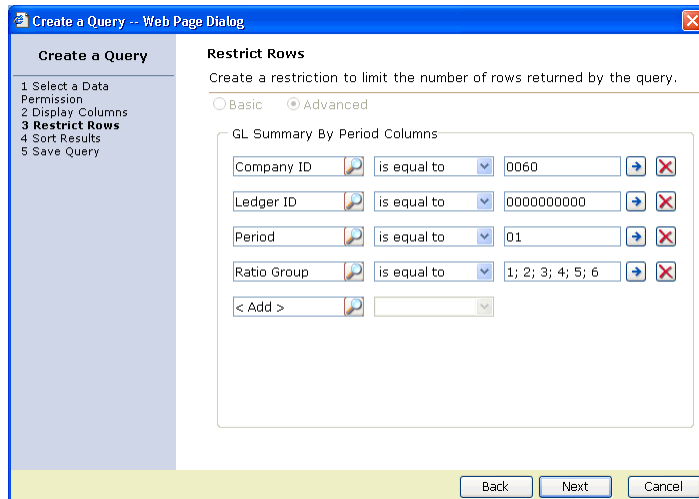
To create the Current Assets Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 1, 2, 3, 4, 5, or 6. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **1** as a value and then click **Add to List**. Repeat for values **2, 3, 4, 5, and 6**. Then click **OK**.
12. The **Restrict Rows** page reappears. Your page should look similar to the following:



Click **Next**.

13. The **Sort Results** page appears. Click **Next**.

14. The **Save Query** page appears. Do the following:

- Name the query **Current Assets Beginning Balance**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Current Assets Period Activity query

Use the following procedure to create the Current Assets Period Activity query.

To create the Current Assets Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.

7. The **Restrict Rows** page appears. Click the **Advanced** option.

8. Restrict the query to the rows containing your company's ID. To do so:

- Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
- From the list, select **is equal to**.
- Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows that have a ratio group equal to 1, 2, 3, 4, 5, or 6. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **1** as a value and then click **Add to List**. Repeat for values **2, 3, 4, 5, and 6**. Then click **OK**.
11. The **Restrict Rows** page reappears. Your page should look similar to the following:

The screenshot shows a dialog box titled "Create a Query -- Web Page Dialog" with a "Restrict Rows" tab. On the left, a "Create a Query" sidebar lists steps: 1 Select a Data Permission, 2 Display Columns, 3 Restrict Rows (highlighted), 4 Sort Results, and 5 Save Query. The main area is titled "Restrict Rows" and contains the instruction "Create a restriction to limit the number of rows returned by the query." Below this, there are two radio buttons: "Basic" (unselected) and "Advanced" (selected). Under "Advanced", there is a section "GL Summary By Period Columns" with three rows of filters:

- Company ID: is equal to 0060
- Ledger ID: is equal to 0000000000
- Ratio Group: is equal to 1; 2; 3; 4; 5; 6

 Each filter row has a lookup icon, a dropdown menu, a text input field, and buttons for "Add" (blue arrow) and "Remove" (red X). Below the filters is an "< Add >" button with a dropdown menu. At the bottom of the dialog are "Back", "Next", and "Cancel" buttons.

Click **Next**.

12. The **Sort Results** page appears. Click **Next**.

13. The **Save Query** page appears. Do the following:

- Name the query **Current Assets Period Activity**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Current Liabilities Beginning Balance query

Use the following procedure to create the Current Liabilities Beginning Balance query.

To create the Current Liabilities Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.

7. The **Restrict Rows** page appears. Click the **Advanced** option.

8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 8 or 9. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **8** as a value and then click **Add to List**. Repeat for value **9**. Then click **OK**.
12. The **Restrict Rows** page reappears. Click **Next**.
13. The **Sort Results** page appears. Click **Next**.

14. The **Save Query** page appears. Do the following:

- Name the query **Current Liabilities Beginning Balance**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Current Liabilities Period Activity query

Use the following procedure to create the Current Liabilities Period Activity query.

To create the Current Liabilities Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows that have a ratio group equal to 8 or 9. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **8** as a value and then click **Add to List**. Repeat for value **9**. Then click **OK**.
11. The **Restrict Rows** page reappears. Click **Next**.
12. The **Sort Results** page appears. Click **Next**.
13. The **Save Query** page appears. Do the following:
 - Name the query **Current Liabilities Period Activity**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.

Click **Next**.
14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Current Assets Beginning Balance KPI

Use the following procedure to create the Current Assets Beginning Balance KPI.

To create the Current Assets Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.

5. The **Select a Query** page appears. Select the **Current Assets Beginning Balance** query, which was created in [Creating the Current Assets Beginning Balance query](#) on page 6.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Current Assets Beginning Balance**.
 - In the **Description** field, enter **Sum of Current Assets Beginning Balances**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Current Assets Period Activity KPI

Use the following procedure to create the Current Assets Period Activity KPI.

To create the Current Assets Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Current Assets Period Activity** query, which was created in [Creating the Current Assets Period Activity query](#) on page 8.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Current Assets Period Activity**.
- In the **Description** field, enter **Sum of Current Assets Period Activity**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Current Liabilities Beginning Balance KPI

Use the following procedure to create the Current Liabilities Beginning Balance KPI.

To create the Current Liabilities Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.

5. The **Select a Query** page appears. Select the **Current Liabilities Beginning Balance** query, which was created in [Creating the Current Liabilities Beginning Balance query](#) on page 10.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Current Liabilities Beginning Balance**.
 - In the **Description** field, enter **Sum of Current Liabilities Beginning Balances**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Current Liabilities Period Activity KPI

Use the following procedure to create the Current Liabilities Period Activity KPI.

To create the Current Liabilities Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Current Liabilities Period Activity** query, which was created in [Creating the Current Liabilities Period Activity query](#) on page 12.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Current Liabilities Period Activity**.
- In the **Description** field, enter **Sum of Current Liabilities Period Activity**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Current Ratio KPI

Use the following procedure to create the Current Ratio KPI.

To create the Current Ratio KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing KPI**. Click **Next**.

5. The **Define KPI Equation** page appears. Enter the following equation:

$$\frac{(\text{“Current Assets Beginning Balance”} + \text{“Current Assets Period Activity”})}{(\text{“Current Liabilities Beginning Balance”} + \text{“Current Liabilities Period Activity”})}$$

Click **Validate** to verify that the equation can be calculated.

Click **Next**.

6. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
7. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

8. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
9. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

10. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.
11. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Current Ratio**.
- In the **Description** field, enter **Current Ratio**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Number**.
- In the **Decimals** field, enter **2**.

Click **Next**.

12. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Chapter 2: Quick Ratio

Quick ratio (sometimes referred to as the “acid test ratio”) measures a company’s liquidity. It calculates a company’s liquid assets in relation to its liabilities.

To create the Quick Ratio KPI, complete the following procedures, in the order shown:

- [Overview](#)
- [Creating the Total Cash Beginning Balance query](#)
- [Creating the Total Cash Period Activity query](#)
- [Creating the Net Receivables Beginning Balance query](#)
- [Creating the Net Receivables Period Activity query](#)
- [Creating the Current Liabilities Beginning Balance query](#)
- [Creating the Current Liabilities Period Activity query](#)
- [Creating the Total Cash Beginning Balance KPI](#)
- [Creating the Total Cash Period Activity KPI](#)
- [Creating the Net Receivables Beginning Balance KPI](#)
- [Creating the Net Receivables Period Activity KPI](#)
- [Creating the Current Liabilities Beginning Balance KPI](#)
- [Creating the Current Liabilities Period Activity KPI](#)
- [Creating the Quick Ratio KPI](#)

Overview

To create the Quick Ratio KPI, you’ll need to complete several tasks, including:

- **Create queries** You’ll create queries that display your cash, receivable, and liability accounts.
- **Create “intermediate” KPIs** You’ll create “intermediate” KPIs that will calculate values from your queries, and will be used to build the final Quick Ratio KPI.
- **Create the Current Ratio KPI** You’ll use the intermediate KPIs to create the Quick Ratio KPI.

Creating the Total Cash Beginning Balance query

Use the following procedure to create the Total Cash Beginning Balance query.

To create the Total Cash Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

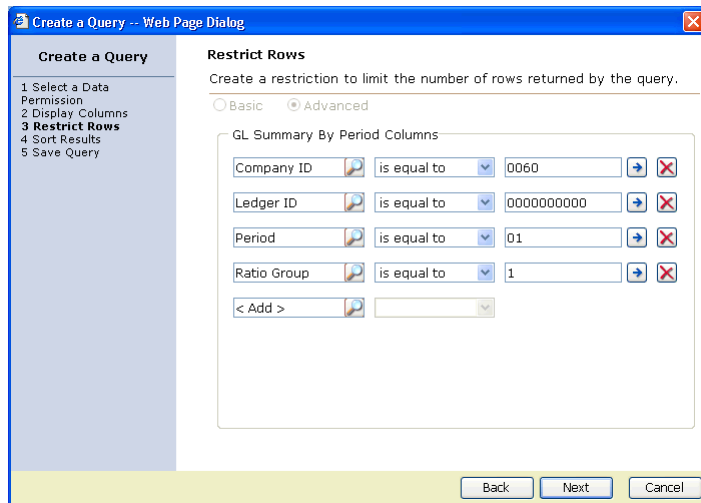
Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.

11. Restrict the query to the rows that have a ratio group equal to 1. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **1** as a value and then click **Add to List**. Then click **OK**.

12. The **Restrict Rows** page reappears. Your page should look similar to the following:



Click **Next**.

13. The **Sort Results** page appears. Click **Next**.

14. The **Save Query** page appears. Do the following:

- Name the query **Total Cash Beginning Balance**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Cash Period Activity query

Use the following procedure to create the Total Cash Period Activity query.

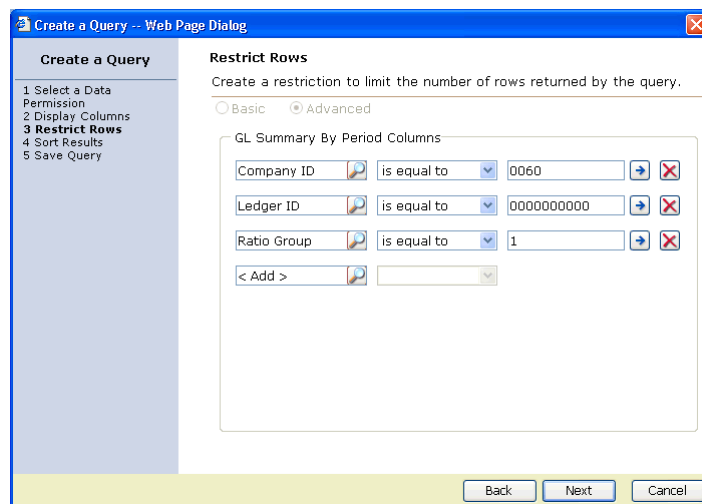
To create the Total Cash Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows that have a ratio group equal to 1. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **1** as a value and then click **Add to List**. Then click **OK**.
11. The **Restrict Rows** page reappears. Your page should look similar to the following:



Click **Next**.

12. The **Sort Results** page appears. Click **Next**.

13. The **Save Query** page appears. Do the following:

- Name the query **Total Cash Period Activity**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Net Receivables Beginning Balance query

Use the following procedure to create the Net Receivables Beginning Balance query.

To create the Net Receivables Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 2 or 3. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **2** as a value and then click **Add to List**. Repeat for value **3**. Then click **OK**.
12. The **Restrict Rows** page reappears. Click **Next**.
13. The **Sort Results** page appears. Click **Next**.
14. The **Save Query** page appears. Do the following:
 - Name the query **Net Receivables Beginning Balance**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.Click **Next**.
15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Net Receivables Period Activity query

Use the following procedure to create the Net Receivables Period Activity query.

To create the Net Receivables Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows that have a ratio group equal to 2 or 3. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **2** as a value and then click **Add to List**. Repeat for value **3**. Then click **OK**.
11. The **Restrict Rows** page reappears. Click **Next**.
12. The **Sort Results** page appears. Click **Next**.
13. The **Save Query** page appears. Do the following:
 - Name the query **Net Receivables Period Activity**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.

Click **Next**.
14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Current Liabilities Beginning Balance query

To create the Current Liabilities Beginning Balance query, see the instructions in [Creating the Current Liabilities Beginning Balance query](#) on page 10.

Creating the Current Liabilities Period Activity query

To create the Current Liabilities Period Activity query, see the instructions in [Creating the Current Liabilities Period Activity query](#) on page 12.

Creating the Total Cash Beginning Balance KPI

Use the following procedure to create the Total Cash Beginning Balance KPI.

To create the Total Cash Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.

4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Cash Beginning Balance** query, which was created in [Creating the Total Cash Beginning Balance query](#) on page 22.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Total Cash Beginning Balance**.
 - In the **Description** field, enter **Sum of Total Cash Beginning Balances**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.
13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Total Cash Period Activity KPI

Use the following procedure to create the Total Cash Period Activity KPI.

To create the Total Cash Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Cash Period Activity** query, which was created in [Creating the Total Cash Period Activity query](#) on page 24.

Click **Next**.
6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.
7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Total Cash Period Activity**.
- In the **Description** field, enter **Sum of Total Cash Period Activity**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Net Receivables Beginning Balance KPI

Use the following procedure to create the Net Receivables Beginning Balance KPI.

To create the Net Receivables Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.

5. The **Select a Query** page appears. Select the **Net Receivables Beginning Balance** query, which was created in [Creating the Net Receivables Beginning Balance query](#) on page 26.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Net Receivables Beginning Balance**.
 - In the **Description** field, enter **Sum of Net Receivables Beginning Balances**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Net Receivables Period Activity KPI

Use the following procedure to create the Net Receivables Period Activity KPI.

To create the Net Receivables Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Net Receivables Period Activity** query, which was created in [Creating the Net Receivables Period Activity query](#) on page 28.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Net Receivables Period Activity**.
- In the **Description** field, enter **Sum of Net Receivables Period Activity**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Current Liabilities Beginning Balance KPI

To create the Current Liabilities Beginning Balance KPI, see the instructions in [Creating the Current Liabilities Beginning Balance KPI](#) on page 16.

Creating the Current Liabilities Period Activity KPI

To create the Current Liabilities Period Activity KPI, see the instructions in [Creating the Current Liabilities Period Activity KPI](#) on page 18.

Creating the Quick Ratio KPI

Use the following procedure to create the Quick Ratio KPI.

To create the Quick Ratio KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing KPI**. Click **Next**.
5. The **Define KPI Equation** page appears. Enter the following equation:

(“Total Cash Beginning Balance”+“Total Cash Period Activity”+“Net Receivables Beginning Balance”+“Net Receivables Period Activity”)/ (“Current Liabilities Beginning Balance”+“Current Liabilities Period Activity”)

Click **Validate** to verify that the equation can be calculated.

Click **Next**.

6. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
7. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

8. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
9. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

10. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

11. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Quick Ratio**.
 - In the **Description** field, enter **Quick Ratio**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Number**.
 - In the **Decimals** field, enter **2**.

Click **Next**.
12. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Chapter 3: Debt to Equity Ratio

The debt to equity ratio indicates how much your company is leveraged (in debt) by comparing what is *owed* to what is *owned*.

To create the Debt to Equity Ratio KPI, complete the following procedures, in the order shown:

- [Overview](#)
- [Creating the Total Liabilities Beginning Balance query](#)
- [Creating the Total Liabilities Period Activity query](#)
- [Creating the Total Equity Beginning Balance query](#)
- [Creating the Total Equity Period Activity query](#)
- [Creating the Total Liabilities Beginning Balance KPI](#)
- [Creating the Total Liabilities Period Activity KPI](#)
- [Creating the Total Equity Beginning Balance KPI](#)
- [Creating the Total Equity Period Activity KPI](#)
- [Creating the Debt to Equity Ratio KPI](#)

Overview

To create the Debt to Equity Ratio KPI, you'll need to complete several tasks, including:

- **Create queries** You'll create queries that display your liability and equity accounts.
- **Create "intermediate" KPIs** You'll create "intermediate" KPIs that will calculate values from your queries, and will be used to build the final Debt to Equity Ratio KPI.
- **Create the Current Ratio KPI** You'll use the intermediate KPIs to create the Debt to Equity Ratio KPI.

Creating the Total Liabilities Beginning Balance query

Use the following procedure to create the Total Liabilities Beginning Balance query.

To create the Total Liabilities Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

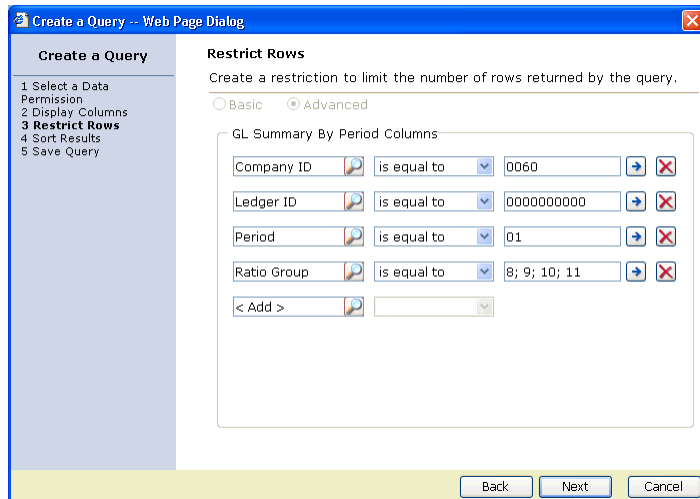
Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.

11. Restrict the query to the rows that have a ratio group equal to 8, 9, 10, or 11. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **8** as a value and then click **Add to List**. Repeat for values **9, 10, and 11**. Then click **OK**.

12. The **Restrict Rows** page reappears. Your page should look similar to the following:



Click **Next**.

13. The **Sort Results** page appears. Click **Next**.

14. The **Save Query** page appears. Do the following:

- Name the query **Total Liabilities Beginning Balance**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Liabilities Period Activity query

Use the following procedure to create the Total Liabilities Period Activity query.

To create the Total Liabilities Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

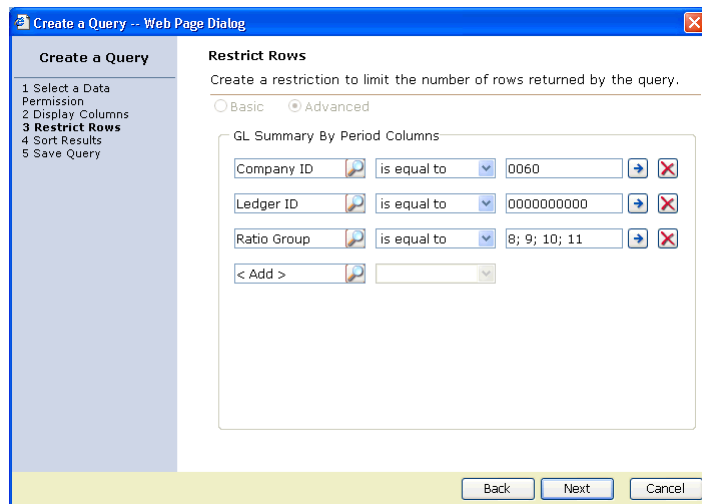
Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows that have a ratio group equal to 8, 9, 10, or 11. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **8** as a value and then click **Add to List**. Repeat for values **9, 10, and 11**. Then click **OK**.

11. The **Restrict Rows** page reappears. Your page should look similar to the following:



Click **Next**.

12. The **Sort Results** page appears. Click **Next**.

13. The **Save Query** page appears. Do the following:

- Name the query **Total Liabilities Period Activity**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Equity Beginning Balance query

Use the following procedure to create the Total Equity Beginning Balance query.

To create the Total Equity Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.
6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 12 or 13. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **12** as a value and then click **Add to List**. Repeat for value **13**. Then click **OK**.
12. The **Restrict Rows** page reappears. Click **Next**.
13. The **Sort Results** page appears. Click **Next**.
14. The **Save Query** page appears. Do the following:
 - Name the query **Total Equity Beginning Balance**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.

Click **Next**.
15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Equity Period Activity query

Use the following procedure to create the Total Equity Period Activity query.

To create the Total Equity Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows that have a ratio group equal to 12 or 13. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **12** as a value and then click **Add to List**. Repeat for value **13**. Then click **OK**.
11. The **Restrict Rows** page reappears. Click **Next**.
12. The **Sort Results** page appears. Click **Next**.
13. The **Save Query** page appears. Do the following:
 - Name the query **Total Equity Period Activity**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.

Click **Next**.
14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Liabilities Beginning Balance KPI

Use the following procedure to create the Total Liabilities Beginning Balance KPI.

To create the Total Liabilities Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Liabilities Beginning Balance** query, which was created in [Creating the Total Liabilities Beginning Balance query](#) on page 40.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:

- In the **Math Operation** area, select **Sum**.
- In the **Data Column** list, select **Starting Balance**.
- In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.

10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Total Liabilities Beginning Balance**.
- In the **Description** field, enter **Sum of Total Liabilities Beginning Balances**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Total Liabilities Period Activity KPI

Use the following procedure to create the Total Liabilities Period Activity KPI.

To create the Total Liabilities Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Liabilities Period Activity** query, which was created in [Creating the Total Liabilities Period Activity query](#) on page 42.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.
7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.
12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Total Liabilities Period Activity**.
 - In the **Description** field, enter **Sum of Total Liabilities Period Activity**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.
13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Total Equity Beginning Balance KPI

Use the following procedure to create the Total Equity Beginning Balance KPI.

To create the Total Equity Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Equity Beginning Balance** query, which was created in [Creating the Total Equity Beginning Balance query](#) on page 44.

Click **Next**.
6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.
7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Total Equity Beginning Balance**.
- In the **Description** field, enter **Sum of Total Equity Beginning Balances**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Total Equity Period Activity KPI

Use the following procedure to create the Total Equity Period Activity KPI.

To create the Total Equity Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.

5. The **Select a Query** page appears. Select the **Total Equity Period Activity** query, which was created in [Creating the Total Equity Period Activity query](#) on page 46.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Total Equity Period Activity**.
 - In the **Description** field, enter **Sum of Total Equity Period Activity**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Debt to Equity Ratio KPI

Use the following procedure to create the Debt to Equity Ratio KPI.

To create the Debt to Equity Ratio KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing KPI**. Click **Next**.
5. The **Define KPI Equation** page appears. Enter the following equation:

$$\frac{(\text{“Total Liabilities Beginning Balance”} + \text{“Total Liabilities Period Activity”})}{(\text{“Total Equity Beginning Balance”} + \text{“Total Equity Period Activity”})}$$

Click **Validate** to verify that the equation can be calculated.

Click **Next**.

6. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
7. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

8. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.

9. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

10. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

11. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Debt to Equity Ratio**.
- In the **Description** field, enter **Debt to Equity Ratio**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Number**.
- In the **Decimals** field, enter **2**.

Click **Next**.

12. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Chapter 4: Debt Ratio

The debt ratio indicates the amount of debt your company has taken on relative to the total assets it owns.

To create the Debt Ratio KPI, complete the following procedures, in the order shown:

- [Overview](#)
- [Creating the Total Liabilities Beginning Balance query](#)
- [Creating the Total Liabilities Period Activity query](#)
- [Creating the Total Assets Beginning Balance query](#)
- [Creating the Total Assets Period Activity query](#)
- [Creating the Total Liabilities Beginning Balance KPI](#)
- [Creating the Total Liabilities Period Activity KPI](#)
- [Creating the Total Assets Beginning Balance KPI](#)
- [Creating the Total Assets Period Activity KPI](#)
- [Creating the Debt Ratio KPI](#)

Overview

To create the Debt Ratio KPI, you'll need to complete several tasks, including:

- **Create queries** You'll create queries that display your total liability and asset accounts.
- **Create "intermediate" KPIs** You'll create "intermediate" KPIs that will calculate values from your queries, and will be used to build the final Debt Ratio KPI.
- **Create the Current Ratio KPI** You'll use the intermediate KPIs to create the Debt Ratio KPI.

Creating the Total Liabilities Beginning Balance query

To create the Total Liabilities Beginning Balance query, see the instructions in [Creating the Total Liabilities Beginning Balance query](#) on page 40

Creating the Total Liabilities Period Activity query

To create the Total Liabilities Period Activity query, see the instructions in [Creating the Total Liabilities Period Activity query](#) on page 42.

Creating the Total Assets Beginning Balance query

Use the following procedure to create the Total Assets Beginning Balance query.

To create the Total Assets Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 1, 2, 3, 4, 5, 6, or 7. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **1** as a value and then click **Add to List**. Repeat for values **2, 3, 4, 5, 6, and 7**. Then click **OK**.
12. The **Restrict Rows** page reappears. Click **Next**.
13. The **Sort Results** page appears. Click **Next**.
14. The **Save Query** page appears. Do the following:
 - Name the query **Total Assets Beginning Balance**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.Click **Next**.
15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Assets Period Activity query

Use the following procedure to create the Total Assets Period Activity query.

To create the Total Assets Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows that have a ratio group equal to 1, 2, 3, 4, 5, 6, or 7. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **1** as a value and then click **Add to List**. Repeat for values **2, 3, 4, 5, 6, and 7**. Then click **OK**.
11. The **Restrict Rows** page reappears. Click **Next**.
12. The **Sort Results** page appears. Click **Next**.
13. The **Save Query** page appears. Do the following:
 - Name the query **Total Assets Period Activity**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.

Click **Next**.
14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Total Liabilities Beginning Balance KPI

To create the Total Liabilities Beginning Balance KPI, see the instructions in [Creating the Total Liabilities Beginning Balance KPI](#) on page 47.

Creating the Total Liabilities Period Activity KPI

To create the Total Liabilities Period Activity KPI, see the instructions in [Creating the Total Liabilities Period Activity KPI](#) on page 49.

Creating the Total Assets Beginning Balance KPI

Use the following procedure to create the Total Assets Beginning Balance KPI.

To create the Total Assets Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.

4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Assets Beginning Balance** query, which was created in [Creating the Total Assets Beginning Balance query](#) on page 56.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Total Assets Beginning Balance**.
 - In the **Description** field, enter **Sum of Total Assets Beginning Balances**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.
13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Total Assets Period Activity KPI

Use the following procedure to create the Total Assets Period Activity KPI.

To create the Total Assets Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Total Assets Period Activity** query, which was created in [Creating the Total Assets Period Activity query](#) on page 58.

Click **Next**.
6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.
7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Total Assets Period Activity**.
- In the **Description** field, enter **Sum of Total Assets Period Activity**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Debt Ratio KPI

Use the following procedure to create the Debt Ratio KPI.

To create the Debt Ratio KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing KPI**. Click **Next**.

5. The **Define KPI Equation** page appears. Enter the following equation:

$$\frac{(\text{“Total Liabilities Beginning Balance”} + \text{“Total Liabilities Period Activity”})}{(\text{“Total Assets Beginning Balance”} + \text{“Total Assets Period Activity”})}$$

Click **Validate** to verify that the equation can be calculated.

Click **Next**.

6. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
7. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

8. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
9. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

10. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

11. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Debt Ratio**.
- In the **Description** field, enter **Debt Ratio**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Number**.
- In the **Decimals** field, enter **2**.

Click **Next**.

12. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Chapter 5: Gross Profit Margin

Gross profit margin indicates how efficiently a business is using its materials and labor in the production process. It shows the percentage of net sales remaining after subtracting the cost of goods sold.

To create the Gross Profit Margin KPI, complete the following procedures, in the order shown:

- [Overview](#)
- [Creating the Net Income Beginning Balance query](#)
- [Creating the Net Income Period Activity query](#)
- [Creating the Net Sales Beginning Balance query](#)
- [Creating the Net Sales Period Activity query](#)
- [Creating the Net Income Beginning Balance KPI](#)
- [Creating the Net Income Period Activity KPI](#)
- [Creating the Net Sales Beginning Balance KPI](#)
- [Creating the Net Sales Period Activity KPI](#)
- [Creating the Gross Profit Margin KPI](#)

Overview

To create the Gross Profit Margin KPI, you'll need to complete several tasks, including:

- **Create queries** You'll create queries that display your sales and cost of goods sold accounts.
- **Create "intermediate" KPIs** You'll create "intermediate" KPIs that will calculate values from your queries, and will be used to build the final Gross Profit Margin KPI.
- **Create the Current Ratio KPI** You'll use the intermediate KPIs to create the Gross Profit Margin KPI.

Creating the Net Income Beginning Balance query

Use the following procedure to create the Net Income Beginning Balance query.

To create the Net Income Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 13. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **13** as a value and then click **Add to List**. Then click **OK**.
12. The **Restrict Rows** page reappears. Your page should look similar to the following:

The screenshot shows a window titled "Create a Query -- Web Page Dialog" with a "Restrict Rows" tab. On the left, a "Create a Query" sidebar lists steps: 1 Select a Data Permission, 2 Display Columns, 3 Restrict Rows (highlighted), 4 Sort Results, and 5 Save Query. The main area is titled "Restrict Rows" and contains the instruction "Create a restriction to limit the number of rows returned by the query." Below this, there are two radio buttons: "Basic" (unselected) and "Advanced" (selected). Under the "Advanced" section, there is a list of restrictions for "GL Summary By Period Columns". Each restriction consists of a column name, a dropdown menu set to "is equal to", and a text input field. The restrictions are: Company ID (0060), Ledger ID (0000000000), Period (01), and Ratio Group (13). Each row has a blue arrow button and a red X button. At the bottom of the list is a "< Add >" button. At the bottom of the dialog are "Back", "Next" (highlighted), and "Cancel" buttons.

Click **Next**.

13. The **Sort Results** page appears. Click **Next**.

14. The **Save Query** page appears. Do the following:

- Name the query **Net Income Beginning Balance**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Net Income Period Activity query

Use the following procedure to create the Net Income Period Activity query.

To create the Net Income Period Activity query:

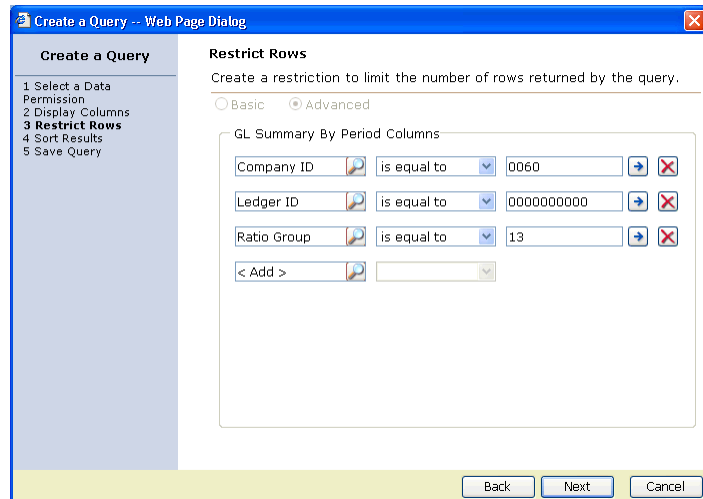
1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.

7. The **Restrict Rows** page appears. Click the **Advanced** option.

8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows that have a ratio group equal to 13. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **13** as a value and then click **Add to List**. Then click **OK**.
11. The **Restrict Rows** page reappears. Your page should look similar to the following:



Click **Next**.

12. The **Sort Results** page appears. Click **Next**.

13. The **Save Query** page appears. Do the following:

- Name the query **Net Income Period Activity**.
- Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.

- Select the folder in which the query will be saved.

Click **Next**.

14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Net Sales Beginning Balance query

Use the following procedure to create the Net Sales Beginning Balance query.

To create the Net Sales Beginning Balance query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Starting Balance**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.

7. The **Restrict Rows** page appears. Click the **Advanced** option.

8. Restrict the query to the rows containing your company's ID. To do so:

- Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
- From the list, select **is equal to**.
- Enter your company ID.

9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.
10. Restrict the query to the rows containing data from your first fiscal period. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Period**.
 - From the list, select **is equal to**.
 - Enter **01**.
11. Restrict the query to the rows that have a ratio group equal to 14. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **14** as a value and then click **Add to List**. Then click **OK**.
12. The **Restrict Rows** page reappears. Click **Next**.
13. The **Sort Results** page appears. Click **Next**.
14. The **Save Query** page appears. Do the following:
 - Name the query **Net Sales Beginning Balance**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.Click **Next**.
15. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Net Sales Period Activity query

Use the following procedure to create the Net Sales Period Activity query.

To create the Net Sales Period Activity query:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new query**.
3. The **Create a Query** wizard appears. Click **Next**.
4. The **Select a Data Permission** page appears. Select **GL Summary By Period** and click **Next**.
5. The **Select Columns** page appears. Select the following columns:
 - **Account**
 - **Company ID**
 - **Description**
 - **Fiscal Year**
 - **Ledger ID**
 - **Ratio Group**
 - **Period Activity**

Click **Next**.

6. The **Arrange Columns** page appears. Click **Next**.
7. The **Restrict Rows** page appears. Click the **Advanced** option.
8. Restrict the query to the rows containing your company's ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Company ID**.
 - From the list, select **is equal to**.
 - Enter your company ID.
9. Restrict the query to the rows containing your ledger ID. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ledger ID**.
 - From the list, select **is equal to**.
 - Enter your ledger ID.

10. Restrict the query to the rows that have a ratio group between equal to 14. To do so:
 - Click the lookup button. The **Column Lookup** window appears. Double-click **Ratio Group**.
 - From the list, select **is equal to**.
 - Click the blue arrow button. The **Advanced Restriction** window appears. Select **Values**. Enter **14** as a value and then click **Add to List**. Then click **OK**.
11. The **Restrict Rows** page reappears. Click **Next**.
12. The **Sort Results** page appears. Click **Next**.
13. The **Save Query** page appears. Do the following:
 - Name the query **Net Sales Period Activity**.
 - Select your company from the **Company** list.

You must select a specific company from the list. Do not select the **<Any>** option.
 - Select the folder in which the query will be saved.

Click **Next**.
14. The **Finish** page appears. Click **Finish** to exit the wizard.

Creating the Net Income Beginning Balance KPI

Use the following procedure to create the Net Income Beginning Balance KPI.

To create the Net Income Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
 2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
 3. The **Welcome** page appears. Click **Next**.
 4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
 5. The **Select a Query** page appears. Select the **Net Income Beginning Balance** query, which was created in [Creating the Net Income Beginning Balance query](#) on page 66.
- Click **Next**.

6. The **Specify Query Details** page appears. Do the following:

- In the **Math Operation** area, select **Sum**.
- In the **Data Column** list, select **Starting Balance**.
- In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.

10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Net Income Beginning Balance**.
- In the **Description** field, enter **Sum of Net Income Beginning Balances**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Net Income Period Activity KPI

Use the following procedure to create the Net Income Period Activity KPI.

To create the Net Income Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Net Income Period Activity** query, which was created in [Creating the Net Income Period Activity query](#) on page 68.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Period Activity**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Net Income Period Activity**.
 - In the **Description** field, enter **Sum of Net Income Period Activity**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Money**.
 - In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Net Sales Beginning Balance KPI

Use the following procedure to create the Net Sales Beginning Balance KPI.

To create the Net Sales Beginning Balance KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.
5. The **Select a Query** page appears. Select the **Net Sales Beginning Balance** query, which was created in [Creating the Net Sales Beginning Balance query](#) on page 70.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:
 - In the **Math Operation** area, select **Sum**.
 - In the **Data Column** list, select **Starting Balance**.
 - In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Net Sales Beginning Balance**.
- In the **Description** field, enter **Sum of Net Sales Beginning Balances**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Net Sales Period Activity KPI

Use the following procedure to create the Net Sales Period Activity KPI.

To create the Net Sales Period Activity KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing query**. Click **Next**.

5. The **Select a Query** page appears. Select the **Net Sales Period Activity** query, which was created in [Creating the Net Sales Period Activity query](#) on page 72.

Click **Next**.

6. The **Specify Query Details** page appears. Do the following:

- In the **Math Operation** area, select **Sum**.
- In the **Data Column** list, select **Period Activity**.
- In the **Fiscal Year Column** list, select **Fiscal Year**.

Click **Next**.

7. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.

8. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

9. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.

10. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

11. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

12. The **Save the KPI** page appears. Do the following:

- In the **KPI Name** field, enter **Net Sales Period Activity**.
- In the **Description** field, enter **Sum of Net Sales Period Activity**.
- In the **KPI Folders** area, select the folder the KPI will be saved in.
- In the **Value Type** list, select **Money**.
- In the **Decimals** field, enter **2**.

Click **Next**.

13. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Creating the Gross Profit Margin KPI

Use the following procedure to create the Gross Profit Margin KPI.

To create the Gross Profit Margin KPI:

1. Go to the **Key Performance Indicators** page.
Applications > Key Performance Indicators
2. In the task area of the **KPI List** Web part, click **Create a new KPI** to start the **Create a New KPI** wizard.
3. The **Welcome** page appears. Click **Next**.
4. The **Select Creation Method** page appears. Select **Use existing KPI**. Click **Next**.
5. The **Define KPI Equation** page appears. Enter the following equation:

$$\frac{("Net\ Income\ Beginning\ Balance" + "Net\ Income\ Period\ Activity")}{("Net\ Sales\ Beginning\ Balance" + "Net\ Sales\ Period\ Activity")} * 100$$

Click **Validate** to verify that the equation can be calculated.

Click **Next**.

6. The **Select Time Periods** page appears. Select all check boxes. Click **Next**.
7. The **Define Alert Ranges** page appears. You can use this page to set up critical and warning alert ranges. These alert ranges indicate when calculated KPI values do not meet specified, target values.

For more information about defining alert ranges, see “Alert ranges” in the main KPI documentation. To access the main KPI documentation, see [Additional resources](#) on page 3.

Click **Next**.

8. The **Set Recalculation Rate** page appears. From the **Default Recalculation Rate** list, select **Weekly**. Click **Next**.
9. The **Select Related KPIs** page appears. Select which KPIs are “related” to the one you’re currently creating. For more information on related KPIs, see “Related KPIs” in the main KPI documentation.

Click **Next**.

10. The **Assign Roles** page appears. Select the roles you want to be able to view this KPI. For example, you might want to select the **Accounting Specialist** and **Administrator** check boxes. Click **Next**.

11. The **Save the KPI** page appears. Do the following:
 - In the **KPI Name** field, enter **Gross Profit Margin**.
 - In the **Description** field, enter **Gross Profit Margin**.
 - In the **KPI Folders** area, select the folder the KPI will be saved in.
 - In the **Value Type** list, select **Percent**.
 - In the **Decimals** field, enter **2**.

Click **Next**.

12. The **Summary** page appears. Review your selections. To save the KPI and close this wizard, click **Finish**.

Documentation Comment Form

Key Performance Indicators Sample Guide

August 2003

We welcome your comments and suggestions regarding the quality and usefulness of this manual. Your comments help us improve the documentation to better meet your needs.

- Did you find any errors?
- Is the information clearly presented?
- Are the examples correct? Do you need more examples?
- What features do you like most (and least) about the manual?

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