

Reports, Dashboards & Publishing

Key Learning Outcomes

- Become familiar with the range of Castaway reports
- Learn how to add Custom Formulas to your reports
- Understand how to create custom dashboards to present your forecast data graphically

The Story

Smith knows the importance of staying on top of the financial position of a business. He plans to produce a set of performance reports each month so he is clear on exactly how the business is travelling. These will include both reports and dashboards, which will help him better understand the numbers.

Additionally, he will be seeking a loan from the bank in March to fund some asset purchases. As part of the loan submission, he wants to show the bank how he manages the financial side of the business, to help give them the confidence to approve the loan.

Reports

As an integrated 3-way forecasting tool, Castaway automatically produces a comprehensive suite of reports from the element details you have entered.

All available reports can be accessed from the [Reporting workspace > Reports](#)

Reports appear on screen in their own tab, which can be closed or moved as required.

The key reports available are:

Profit & Loss	Reports the financial performance of the business
Balance Sheet	Reports the financial position of the business
Cash Flow	Reports net cash flow divided into Cash Inflow and Cash Outflow
Funds Flow	Reports net cash flow divided into cash flow from operations, investing and financing activities, using the indirect method

Castaway also provides a range of supporting reports and reconciling schedules to help you explain important data. Access them from [Reporting workspace > Reports > Other Reports](#) and [Reports > Schedules](#), including:



Other Reports	
Peak Borrowings	Peak Borrowings is a great risk management tool for understanding the worst-case bank balance during a month If the Peak Borrowings line contains a number, it means that extra planning may be needed around the intra-month cash flows
GST/VAT Reconciliation	Shows how Castaway calculates the VAT accounts, including VAT received, VAT paid, VAT lodgements & payments
Accounts Payable	Reconciles the movement in the accounts payable account for generally reporting cost, wages and stock elements
Accounts Receivable	Shows the movement in the accounts receivable account for generally reporting sales elements
Ratio & Statistics	Reports inbuilt KPIs as well as user-defined custom formulas

Balance Sheet (UK)	Reports a Balance Sheet in FRS102/105 format Ideal for UK & Republic of Ireland entities
Drivers	Lists the values for all Driver elements
Taxable Income	Details how taxable income is calculated
Schedules	
Non-Current Asset Schedule	This schedule reconciles the movement in net book value of each asset in Castaway, including sales, purchases, depreciation and re-valuations to arrive at a net book value
Loans Received/ Loans Made Schedules	Reconciles loan movements, including borrowings, capital and interest repayments in one report
Element Properties Report	Sets out the element properties and data entered for every element in a Castaway forecast Useful for reviewing files that you have not built yourself

Controlling how reports are displayed

Castaway includes a range of tools to help you present reports on screen the way you want them

Dates

From  To 

Month | Quarter | Year | Custom

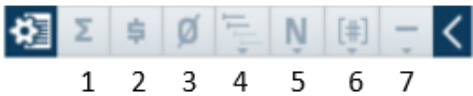

Custom Report Columns

Select distinct columns for this report.

☒ Custom Columns

☒ Jul 15 - Jun 16

☒ Jul 15
 ☐ Aug 15
 ☐ Sep 15
 ☐ **Jul 15 - Sep 15**
☐ Oct 15
 ☐ Nov 15
 ☐ Dec 15
 ☐ **Oct 15 - Dec 15**
☐ Jan 16
 ☐ Feb 16

Report View Settings	 <ol style="list-style-type: none"> 1. Total 2. Display Currency symbol 3. Show all zero rows 4. Expand/ collapse levels 5. Rounding 6. Display negatives in Brackets 7. Display negatives in Red
Report Search	 <p>Enables you to search for full or partial text descriptions and numbers across the selected report</p>
Column Options – Right-click on reports	<div> <div>Freeze Column</div> <div>Unfreeze Column</div> <div>Autofit Column Width</div> <div>Reset to Default Width</div> <div>Highlight</div> <div>Remove Highlight</div> <div>Remove all Highlights</div> </div>
Column Options – Right-click on the account name	<div> <div>Expand All</div> <div>Collapse All</div> <div>Rename Item...</div> <div>Add Page Break</div> </div>



Creating Report Formulas

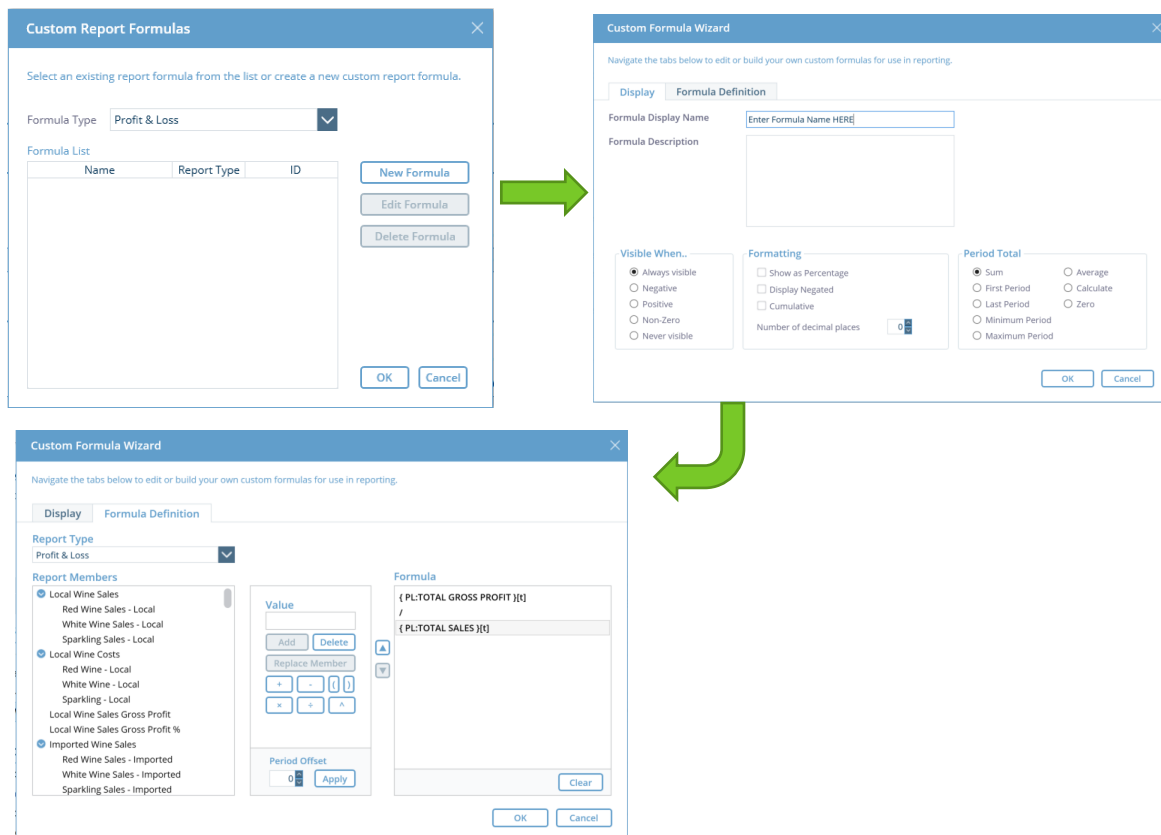
Report formulas are a great way to add extra information to your reports that help the reader better understand them. You can create report formulas at the top and bottom of every report as well as specific points throughout each report.

Report formulas can reference any number from any report within Castaway. They can also reference Drivers, which opens up a vast range of formula possibilities. For example, a retailer might add a Sales per Day formula, or a transport business might report on Revenue per Kilometre driven.

Report formulas can then be included on Castaway's dashboards (more on that below).

To create a report formula:

1. In any of the reports click the  icon to enter Report Edit mode
2. Click any of the Add Formula icons , or right-click an existing Report Formula and select Add Formula
3. Select New Formula
4. Work through the 2 tabs to create your formula
5. NOTE: Please pay attention to the Period Total block on the first screen of the Custom Formula wizard



Custom Report Formulas

Select an existing report formula from the list or create a new custom report formula.

Formula Type: Profit & Loss

Formula List

Name	Report Type	ID
------	-------------	----

New Formula Edit Formula Delete Formula

OK Cancel

Custom Formula Wizard

Navigate the tabs below to edit or build your own custom formulas for use in reporting.

Display Formula Definition

Formula Display Name: Enter Formula Name HERE

Formula Description:

Visible When...: ☒ Always visible ☐ Negative ☐ Positive ☐ Non-Zero ☐ Never visible

Formatting: ☐ Show as Percentage ☐ Display Negated ☐ Cumulative Number of decimal places: 0

Period Total: ☒ Sum ☐ Average ☐ First Period ☐ Last Period ☐ Minimum Period ☐ Maximum Period ☐ Calculate ☐ Zero

OK Cancel

Custom Formula Wizard

Navigate the tabs below to edit or build your own custom formulas for use in reporting.

Display Formula Definition

Report Type: Profit & Loss

Report Members:

- Local Wine Sales
 - Red Wine Sales - Local
 - White Wine Sales - Local
 - Sparkling Sales - Local
- Local Wine Costs
 - Red Wine - Local
 - White Wine - Local
 - Sparkling - Local
 - Local Wine Sales Gross Profit
 - Local Wine Sales Gross Profit %
- Imported Wine Sales
 - Red Wine Sales - Imported
 - White Wine Sales - Imported
 - Sparkling Sales - Imported

Value: Add Delete Replace Member

Period Offset: 0 Apply

Formula: (PL:TOTAL GROSS PROFIT)([I] / (PL:TOTAL SALES)([I]

Clear

OK Cancel

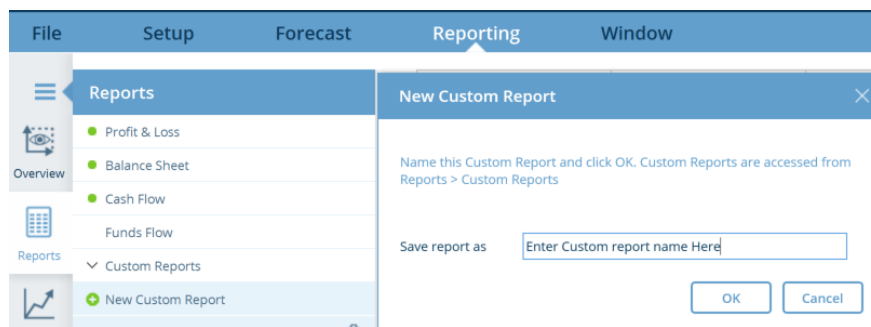
Creating Custom Reports

A custom report is a modified version of a standard report that you can save. You can choose:

- which sections, subtotals and sub-subtotals are collapsed or expanded
- which period columns are displayed
- which report formulas are displayed

Custom reports make it easy to save different views of your reports for different audiences. You can save as many custom reports as required. To create a custom report:

1. Make sure the report you would like to base your custom report on is active on screen
2. Select Reports > New Custom Report (or the green + on the report tab)
3. Enter a name for the custom report and select OK
4. Edit your new custom report as required. All changes will be saved automatically



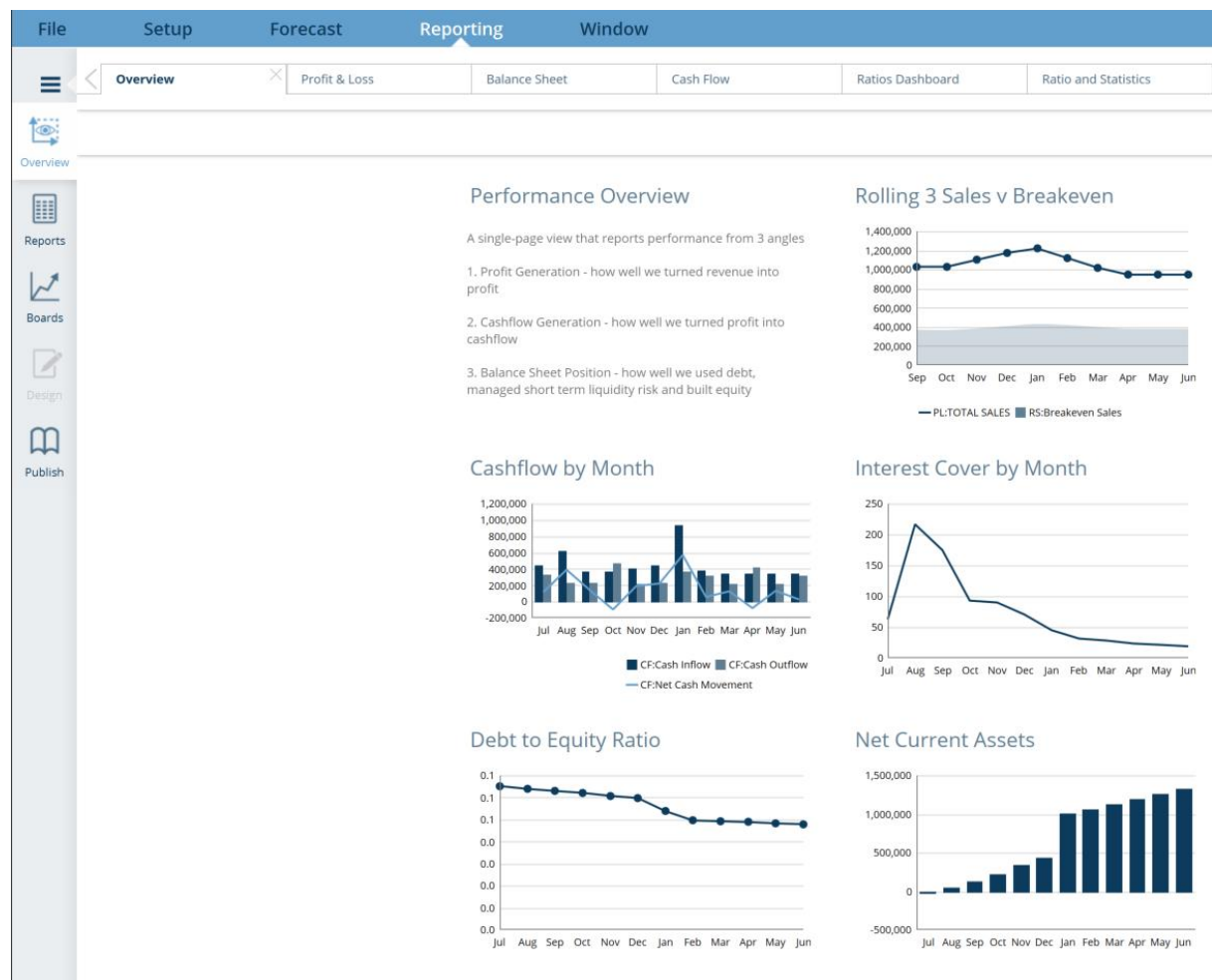
Dashboards

Dashboards are a powerful way of communicating data visually. Castaway's flexible dashboards make it easy to create dashboards that tell the story, your way.

The Overview Board

The Castaway Overview dashboard gives you a one-page narrative of business performance. It includes 8 graphs that start at Profit & Loss, move to Cashflow and then the Balance Sheet position. The Overview dashboard is automatically generated for every Castaway file. To view the Overview:

1. Go to [Reporting Workspace](#)
2. Select [Overview](#)

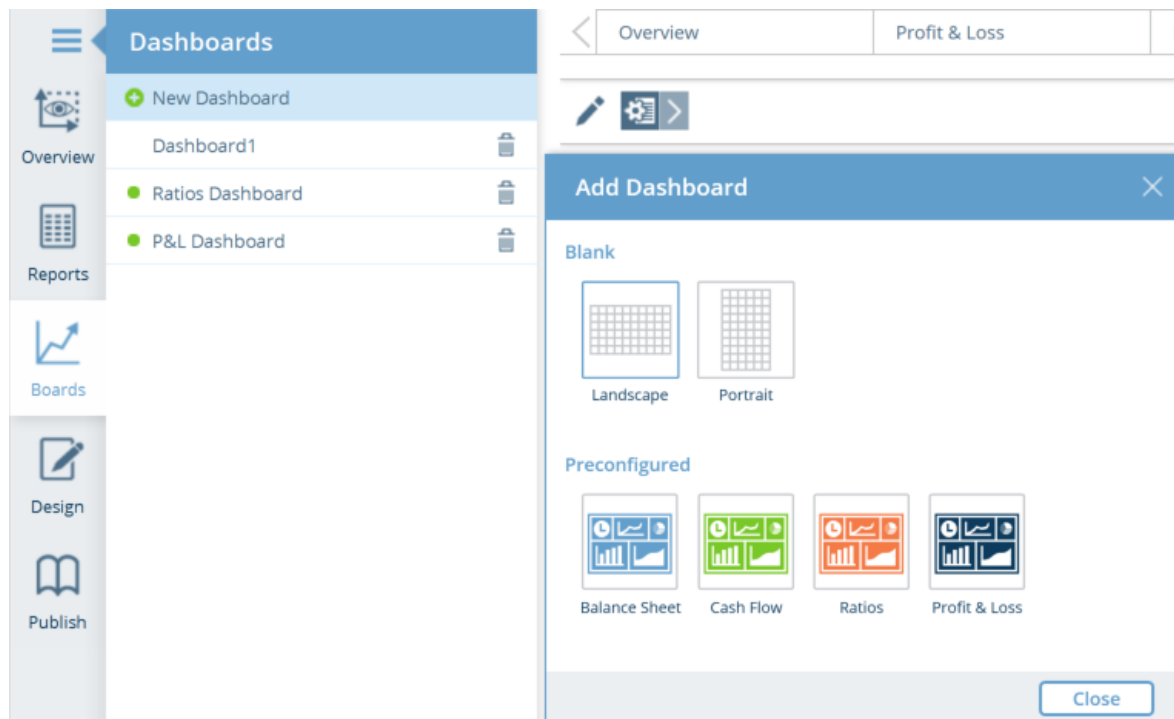


Adding your own dashboards

Castaway allows you to add your own dashboards with just a few button clicks. You can choose to:

- Use one of 4 preconfigured dashboards
- Start with a preconfigured dashboard, then modify it to suit
- Start with a blank dashboard and design a fully customised board

Whichever option you choose, start by going to [Reporting Workspace > Boards](#). Select [New Dashboard](#) and then decide your path.



Preconfigured Dashboards

The 4 preconfigured dashboard currently available are:

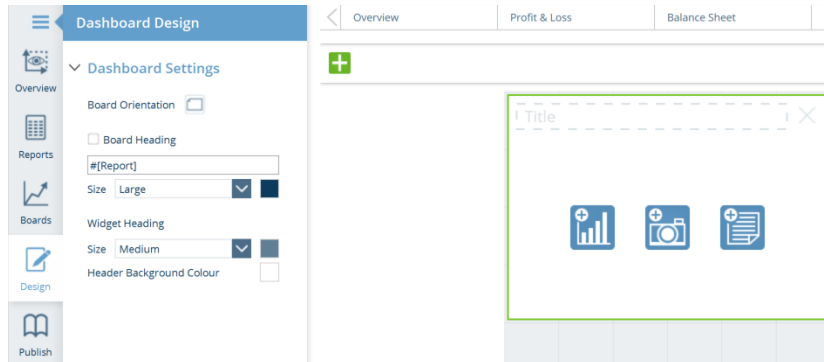
1. Balance Sheet
2. Cash Flow
3. Ratios
4. Profit & Loss

Every widget on the preconfigured dashboards can be moved, deleted, resized, or the data can be fully customised.

Custom Dashboards

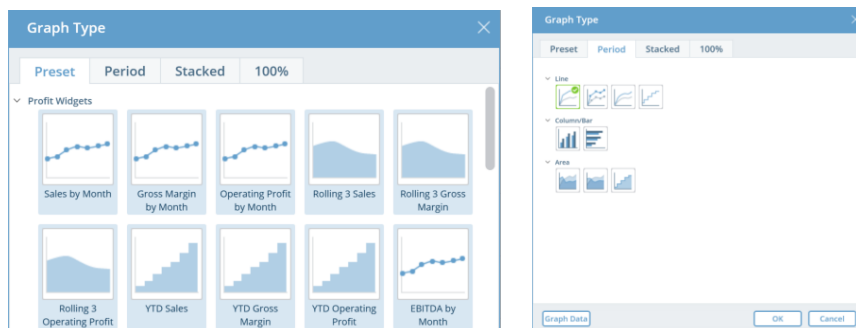
To build a fully customised dashboard, start with one of the blank canvases:

- Choose either landscape or portrait
- Add widgets to the board with the green plus button
- For each widget, decide between a Chart, an image or a text box

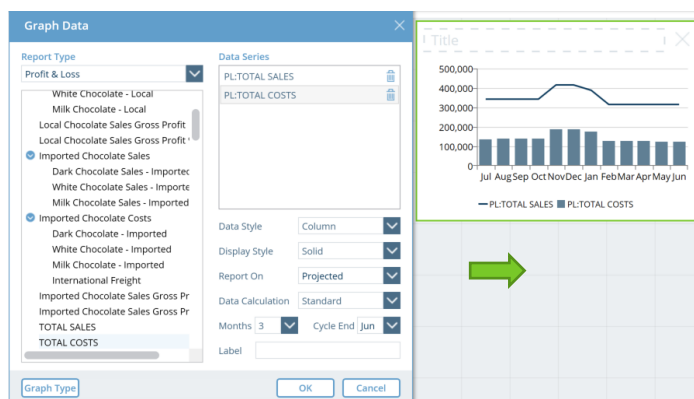


Building custom charts

For every Chart widget, you can choose from over 50 preset charts, or design your own starting from a Period, Stacked or 100% chart type.



Then select **Graph Data** to select and format the data series



Skill Builder

1. On the Profit & Loss
 - a. Add Profitability % report formula on top on report. Profitability % = $\text{EBIT} / \text{Total Sales}$
 - b. Add Operating Profit without Advertising below Operating Profit
2. Create a Custom report called "Other Report" from Ratio and Statistics report
 - a. Add Total Overheads/ Total Sales formula, display as a percentage
3. Create a preconfigured Ratios & Statistics Dashboards
4. Create a Dashboard with the following
 - a. EBIT by Month Chart
 - b. Line Chart with Total Sales and Gross Profit
 - c. Insert Commentary Box