
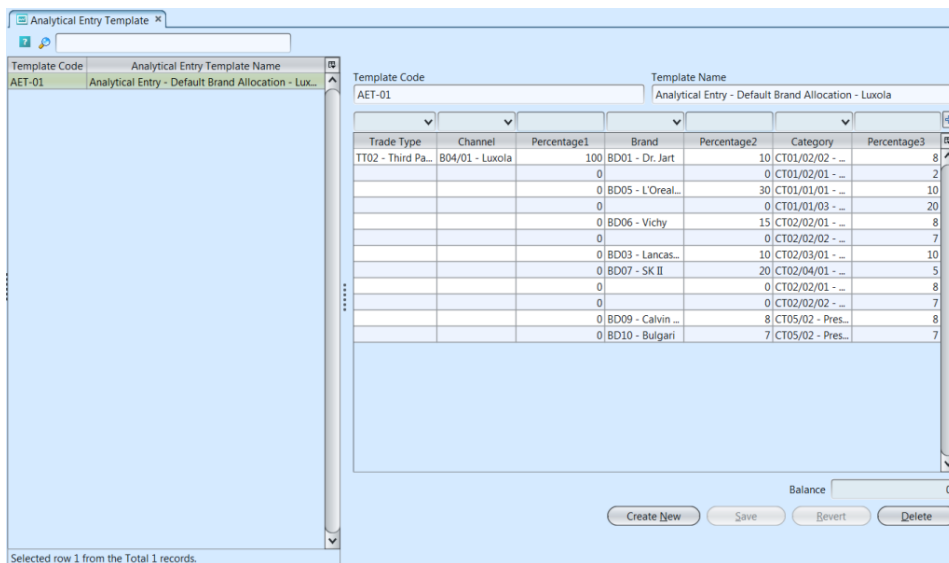


# Analytical Entry Template

Create and manage templates for frequently used analytical entry. Below actions are available under **“Analytical Entry Template”**:

-  Create new analytical entry template; update, delete, view and search for analytical entry template details, for report and decision making



Trade Type	Channel	Percentage1	Brand	Percentage2	Category	Percentage3
TT02 - Third Pa...	B04/01 - Luxola	100	BD01 - Dr.Jart	10	CT01/02/02 - ..	8
		0		0	CT01/02/01 - ..	2
		0	BD05 - L'Oreal...	30	CT01/01/01 - ..	10
		0		0	CT01/01/03 - ..	20
		0	BD06 - Vichy	15	CT02/02/01 - ..	8
		0		0	CT02/02/02 - ..	7
		0	BD03 - Lancas...	10	CT02/03/01 - ..	10
		0	BD07 - SK II	20	CT02/04/01 - ..	5
		0		0	CT02/02/01 - ..	8
		0		0	CT02/02/02 - ..	7
		0	BD09 - Calvin ...	8	CT05/02 - Pres...	8
		0	BD10 - Bulgari	7	CT05/02 - Pres...	7

Balance: 0

Buttons: Create New, Save, Revert, Delete

Selected row 1 from the Total 1 records.

Field Name	Description	Mandatory Information
Template Code	Custom code for the template	Y
Template Name	Name of the analytical entry template	Y
Trade Type	Select the types of trade	Y
Channel	Channel group in Accounts – Analytical Groups	Y
Percentage1	Percentage rate for the channel, total sum of the whole column must be 100%	Y
Brand	Brands group in Accounts – Analytical Groups	Y
Percentage2	Percentage rate for the brand, total sum of the whole column must be 100%	Y
Category	Category group in Accounts – Analytical Groups	N
Percentage3	Percentage rate for the category, total sum of the whole column must be 100%	Y

# Create New Analytical Entry Template

1. Click **“Create New”** button at the bottom right side of screen

Trade Type	Channel	Percentage1	Brand	Percentage2	Category	Percentage3
TT02 - Third Pa...	B04/01 - Luxola	100	BD01 - Dr. Jart	10	CT01/02/02 - ...	8
		0		0	CT01/02/01 - ...	2
		0	BD05 - L'Oreal...	30	CT01/01/01 - ...	10
		0		0	CT01/01/03 - ...	20
		0	BD06 - Vichy	15	CT02/02/01 - ...	8
		0		0	CT02/02/02 - ...	7
		0	BD03 - Lancas...	10	CT02/03/01 - ...	10
		0	BD07 - SK II	20	CT02/04/01 - ...	5
		0		0	CT02/02/01 - ...	8
		0		0	CT02/02/02 - ...	7
		0	BD09 - Calvin ...	8	CT05/02 - Pres...	8
		0	BD10 - Bulgari	7	CT05/02 - Pres...	7

2. Fill up analytical entry template's information on the right side of the screen

Trade Type	Channel	Percentage1	Brand	Percentage2	Category	Percentage3
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3. **“Balance”** field at the bottom right side of screen shows how many percent left unassigned from the total sum of entries for Percentage3 column. Each percentage column must sum up to 100% such that the balance value would be 0 (zero)

Template Code: AET-02      Template Name: Analytical Entry - Default Brand Allocation - Tangs

Trade Type	Channel	Percentage1	Brand	Percentage2	Category	Percentage3
TT02 - Third Pa...	B02/01 - Tangs	100	BD03 - Lancas...	20	CT01/01/01 - ...	10
		0		0	CT01/01/02 - ...	10
		0	BD04 - Maybe...	20	CT01/01/03 - ...	20
		0	BD05 - L'Oreal...	15	CT01/02/04 - ...	10
		0		0	CT02/01/01 - ...	5
		0	BD07 - SK II	25	CT02/04/02 - ...	20
		0		0	CT02/01/02 - ...	5

Balance: 20

Buttons: Create New, Save, Revert, Delete

Each Brand line entries for Percentage 3 values must add up = Percentage2 value (see below image for example)

Template Code: AET-02      Template Name: Analytical Entry - Default Brand Allocation - Tangs

Trade Type	Channel	Percentage1	Brand	Percentage2	Category	Percentage3
TT02 - Third Pa...	B02/01 - Tangs	100	BD03 - Lancas...	20	CT01/01/01 - ...	10
		0		0	CT01/01/02 - ...	10
		0	BD04 - Maybe...	20	CT01/01/03 - ...	20
		0	BD05 - L'Oreal...	15	CT01/02/04 - ...	10
		0		0	CT02/01/01 - ...	5
		0	BD07 - SK II	25	CT02/04/02 - ...	20
		0		0	CT02/01/02 - ...	5

Balance: 20

Buttons: Create New, Save, Revert, Delete

4. Click **“Save”** button at the bottom right side of screen when done

# Update Analytical Entry Template Details

1. Click on analytical entry template to be updated, it will bring up the selected template details on the right side of the screen
2. Click **“Save”** button at the bottom right side of the screen when done with the updates

# Delete Analytical Entry Template

1. Click on analytical entry template to be deleted, it will bring up the selected template on the right side of the screen
2. Click on **“Delete”** button at the bottom right side of screen
3. Click on **“Yes”** button on the pop-up window to confirm template deletion

The screenshot displays a software interface for managing analytical entry templates. At the top, there are two input fields: 'Template Code' with the value 'AET-01' and 'Template Name' with the value 'Analytical Entry - Default Brand Allocation - Luxola'. Below these is a table with columns: Trade Type, Channel, Percentage1, Brand, Percentage2, Category, and Percentage3. The table contains several rows of data, including entries for brands like 'Dr. Jart', 'L'Oreal', 'Vichy', and 'Bulgari'. A modal dialog box titled 'Deleting record?' is overlaid on the table, asking 'Do you really wish to delete this record?' with 'Yes' and 'No' buttons. At the bottom of the interface, there are buttons for 'Create New', 'Save', 'Revert', and 'Delete'. The 'Delete' button is highlighted with a red rectangle. A 'Balance' field at the bottom right shows the value '0'.

Trade Type	Channel	Percentage1	Brand	Percentage2	Category	Percentage3
TT02 - Third Pa...	B04/01 - Luxola	100	BD01 - Dr. Jart	10	CT01/02/02 - ...	8
		0		0	CT01/02/01 - ...	2
		0	BD05 - L'Oreal...	30	CT01/01/01 - ...	10
		0		0	CT01/01/03 - ...	20
		0	BD06 - Vichy	15	CT02/02/01 - ...	8
					CT02/02/02 - ...	7
					CT02/03/01 - ...	10
					CT02/04/01 - ...	5
					CT02/02/01 - ...	8
					CT02/02/02 - ...	7
					CT05/02 - Pres...	8
		0	BD10 - Bulgari	7	CT05/02 - Pres...	7

## View and Search for Analytical Entry Template Details

1. Enter search parameter to filter the result, i.e. type in the analytical entry template name in the search textfield box at the top left of the template' table

2. Click on analytical entry template to view, it will bring up the selected template details on the right side of the screen

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