

Inforiver Matrix QuickStart Guide

Introduction

This document is designed to get you up and running with Inforiver Matrix as quickly as possible. If you have not already installed the Inforiver custom visual, see the install guide [here](#). In this guide, we will quickly show you how to create a P&L (profit and loss) statement and apply some basic formatting to it.

By the end of this guide, you should have a sense of what Inforiver can do and feel comfortable expanding and customizing your report.

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What is Inforiver Matrix and how does it fit?

Inforiver Matrix is a tool for displaying tabular data with a high degree of customization and control. This is ideal for information-dense business reports such as P&L statements, general ledgers, etc. Inforiver gives you many more formatting options than your traditional Excel pivot tables, and allows for advanced in-line charts, such as sparklines.

SoftCons International Inc.
Profit and loss statement in mUSD
2012..2015 PL and AC (FC)

	2012		2013		2014		2015	
	PL	AC	PL	AC	PL	AC	PL	FC
+ Software revenue	467	453	543	265	273	278	561	560
+ Support revenue	99	87	132	87	87	90	140	131
+ Consulting revenue	145	121	231	121	122	128	199	213
= Revenue	711	661	906	473	482	496	900	904
- Cost of sales	282	231	199	122	138	128	221	223
= Gross Profit	429	430	707	351	344	368	679	681
- Research and development expenses	79	78	91	78	98	104	123	124
- Selling and general administrative expenses	34	45	41	97	79	102	44	43
+ Other operating income	44	22	45	9	10	11	67	61
- Other operating expenses	88	76	63	11	14	8	89	85
+ Other financial income,net	-55	12	-6	3	4	5	4	-4
= Income from continuing operations before tax	217	265	551	177	167	170	494	486
- Income tax expenses	59	54	188	23	31	27	35	31
= Income from continuing operations	158	211	363	154	136	143	459	455
+ Income from discontinued operations	16	6	1	6	4	8	72	74
= Net income	174	217	364	160	140	151	531	529

1 Software 2013 : mUSD 265 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget.
 2 Support 2013 USD 87 : Satoque penatibus dolor sit amet, consectetur adipiscing elit.

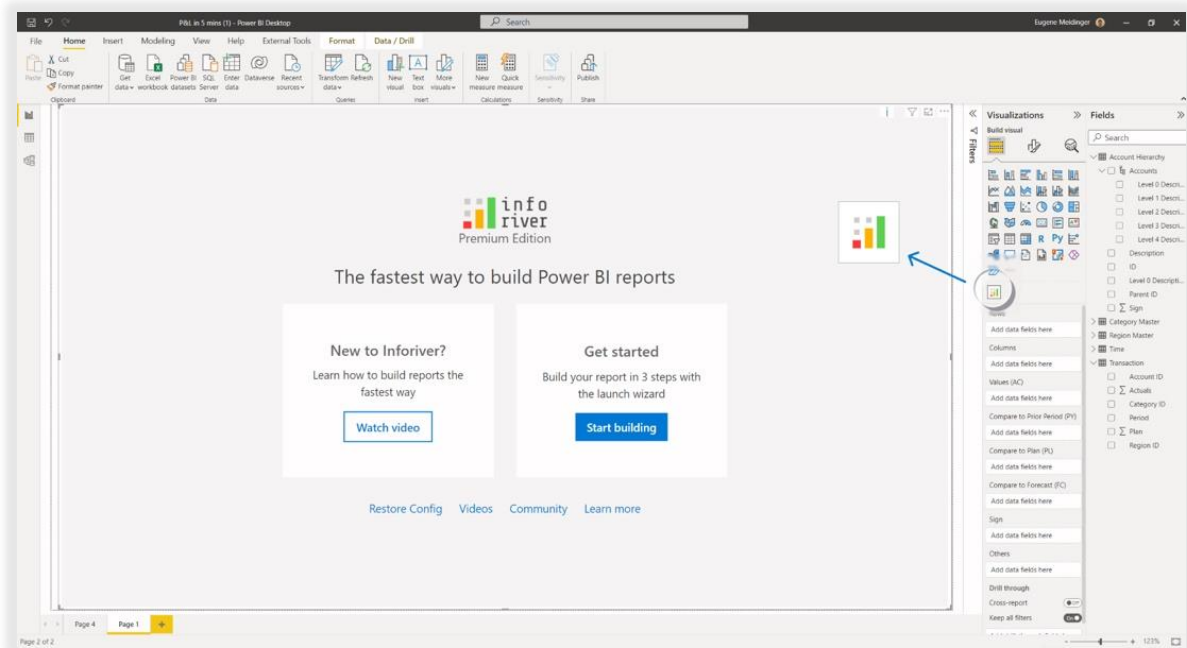
3 Consulting 2013: mUSD Sit amet, consectetur adipiscing elit.
 4 Other financial income 2012: mUSD -55 penatibus dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor

5 Net Income 2015 : mUSD 529 penatibus dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget

Inforiver is a custom visual, which means that it is a custom add-on to Power BI. Once it has been installed, you can use it like any other visual. Power BI and Inforiver are both licensed per user, although Power BI has per capacity options as well. This means to use Inforiver you will have to license both Power BI and Inforiver.

Displaying data

The first step to using Inforiver is to add it to the Power BI canvas. You can drag it over from the visualization pane. Then, for this tutorial, resize it to fill the entire screen. There are other times where you will use it as one of many visuals.

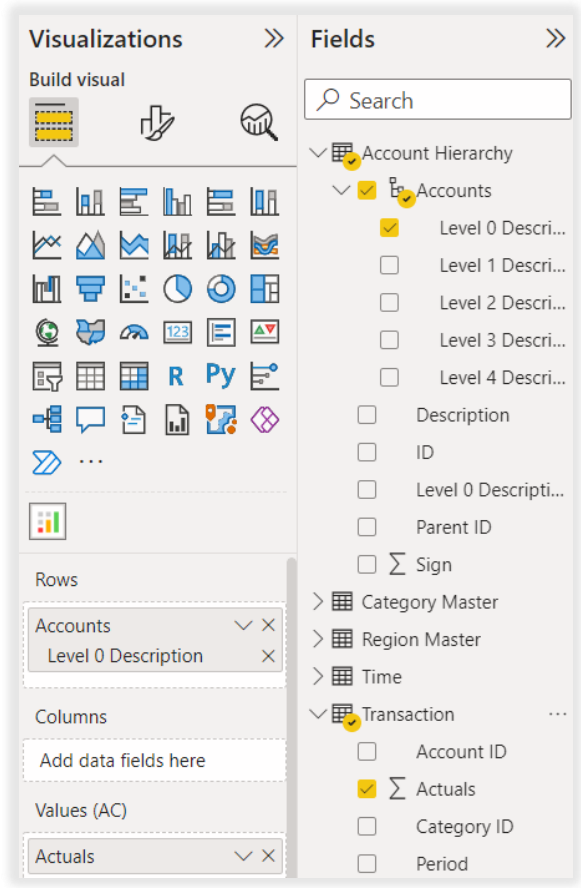


Similar to using a pivot table, to use the visual we need to specify 3 things:

- Rows
- Columns (optional) and
- Values

If you've used pivot tables before, this experience should feel familiar. If you have experience with Power BI, then this process is identical to any other Power BI visual, especially a table or matrix visual.

Here we've dragged the Level 4 description to the rows field well, and the Actuals measure to the Values (AC) well. The "AC" is [IBCS](#) notation for "Actuals". We have left the columns field well empty because we don't need a matrix view for a P&L statement.



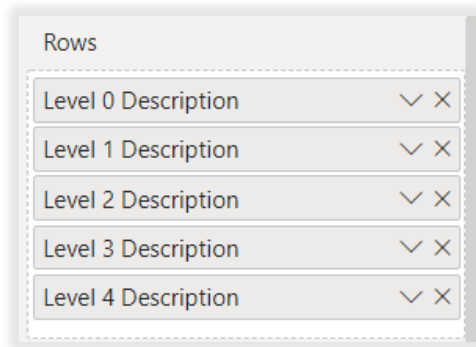
We can see that while this produces a nicely formatted table, it doesn't show all the information we want. Many accounting reports show a nested hierarchy of data, and a P&L statement is no different. To make the most of Inforiver, we need to provide it with a structure to organize the data.

Actuals by Level 4 Description

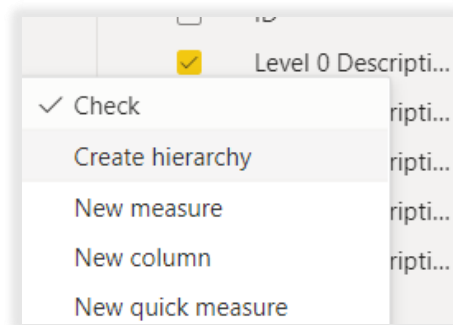
Level 4 Description	Actuals in Billions
All	38.96
Gross Sales	21.09
(Blank)	15.97
Pricing Adjustments	1.02
Sales Discounts	0.39
Sale Allowances	0.25
Retail Returns	0.13
Sales Markdown	0.11

Creating a Power BI hierarchy

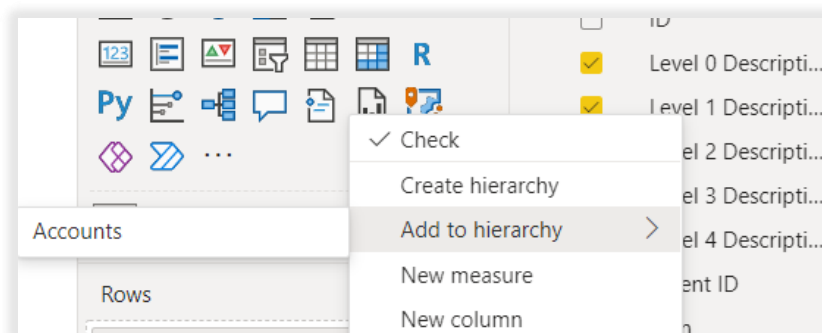
When working with Power BI, there are two ways to create a hierarchy of your descriptive fields. One option is to drag and drop the different fields into the rows well, like how you would do it with a pivot table.



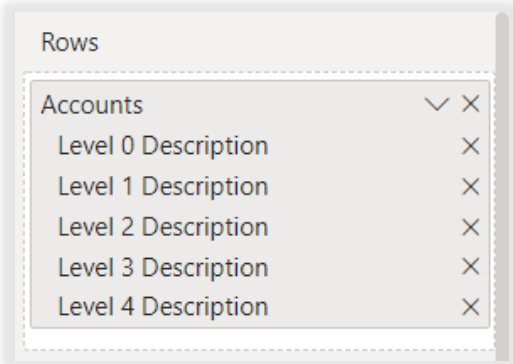
Alternatively, you can use the Power BI hierarchies feature to create a combined group of fields. This can be useful when you have a nested set of fields you want to use repeatedly. Right click on your top level field (Level 0 Description) in the fields pane and click **Create Hierarchy**.



Next, rename the new hierarchy to the name "Accounts". Then right click on the next level of detail (Level 1 Description) and select **Add to Hierarchy**.



Repeat this for the rest of the levels. Now you will have an accounts hierarchy that you can drag and drop, instead of manually adding each level of detail.



Filling out the visual

Once you have the hierarchy, the next step is to fill in the values of the report. Drag the accounts hierarchy to the Rows field well and the actuals field to the values field well. At this point your report should look like this.

Actuals by Level 0 Description, Level

Level 0 Description	Actuals in Billions
<input type="checkbox"/> All	38.96
<input type="checkbox"/> Operating Profit	38.96
<input type="checkbox"/> Gross Profit	33.22
<input type="checkbox"/> Net Revenue	22.99
<input type="checkbox"/> Gross Revenue	21.22
Gross Sales	21.09
Retail...	0.13
<input type="checkbox"/> Discounts	1.76
Pricing...	1.02
Sales...	0.39
Sale...	0.25
Sales...	0.11
<input type="checkbox"/> Cost of Goods...	10.23
Raw Materials	6.40
Labor	3.74
Purchase...	0.07
Freight	0.02
Other Direct...	0.01
<input type="checkbox"/> Operating...	5.74
<input type="checkbox"/> Personnel Costs	2.83
Salaries	1.28

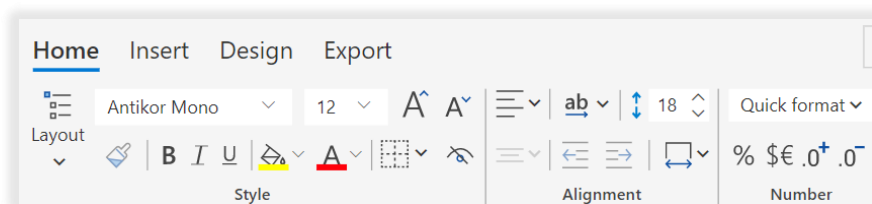
While the default settings are readable, we want to make a few formatting changes to better suit the type of report we are creating.

Formatting the numbers

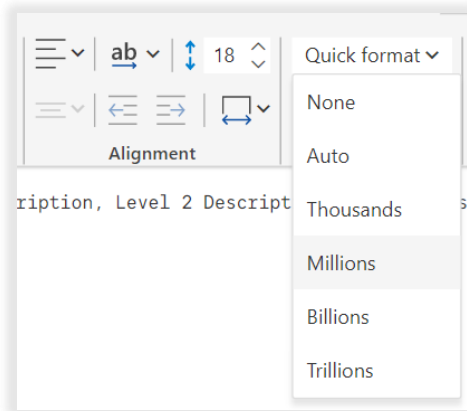
The first step is to format the numbers the way that you want. In this case, we want to show the numbers in millions with a single decimal point. Click on the header for the actuals column to select that column. It will turn blue when selected.

Level 0 Description	Actuals in Billions
☐ All	38.96
☐ Operating Profit	38.96
☐ Gross Profit	33.22
☐ Net Revenue	22.99
☐ Gross Revenue	21.22
Gross Sales	21.09
Retail...	0.13
☐ Discounts	1.76
Pricing...	1.02
Sales...	0.39
Sale...	0.25
Sales...	0.11
☐ Cost of Goods...	10.23
Raw Materials	6.40
Labor	3.74
Purchase...	0.07
Freight	0.02
Other Direct...	0.01
☐ Operating...	5.74
☐ Personnel Costs	2.83
Salaries	1.28

Next, click on the quick format dropdown of the Number section of the ribbon.



There you can select millions.

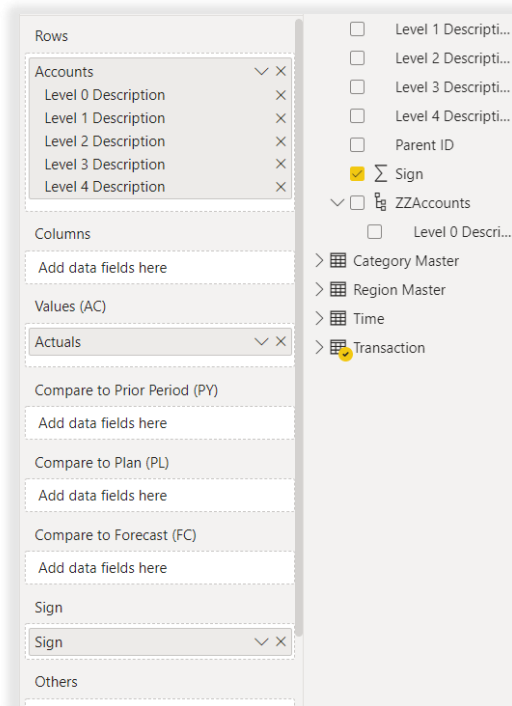


Then below the Quick Format dropdown, click in the decrease decimal button.

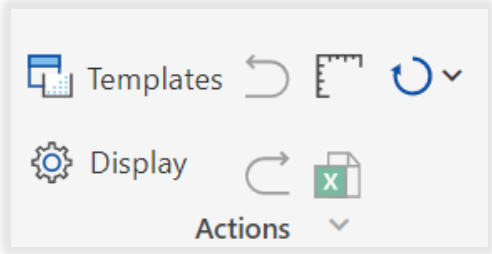
Formatting the sign

Finally, we want to make sure that the data is correctly showing as positive or negative. This requires two steps, specifying the sign and influencing the totals.

In this case, we have a sign field in the data that has a 0 or a -1 to indicate whether the data is positive or negative. This is important because the answer can vary depending on what type of accounting analysis you are doing. Simply drag the sign field to the sign field well.



Next, we want to make sure that the sign affects the totals. So, on the ribbon go to Home -> Display -> Actions. Then click on the Display button. This will show you all the settings related to the general appearance of the visual.



Click on the numbers section and go down to the sign subsection. Turn on “Sign in Headers” and “Influence Total”. When you do so, “Show Positive Sign” and “Show Equal on Totals” will appear. Click those as well.



This will do two things. First, it will show the signs next to the headers which can make it easier to tell what type of value you are looking at. Second, the influence total setting will make sure that the negative values toll up to the total as such, instead of being for display purposes.

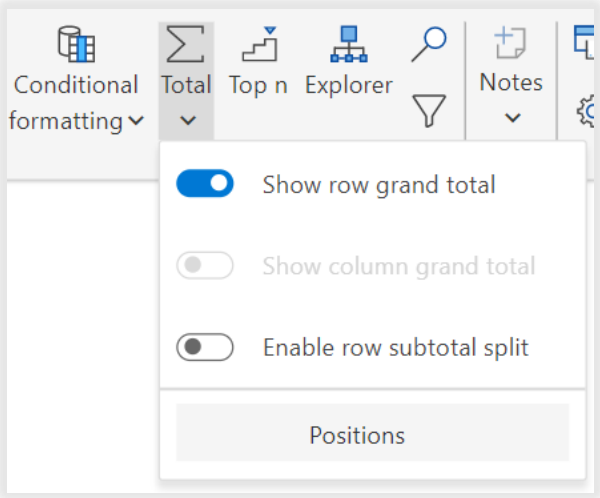
Formatting the layout

Next, we need to make some changes to the overall layout and display. First, we want a little bit more room for the account descriptions. At the very top of the table, hover over the divider between the column headers. It should turn yellow when you do.

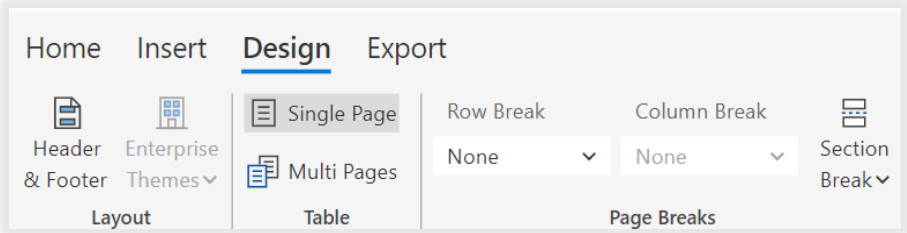
Level 0 Description	Actuals in Billions
All	38.96

Drag the column divider to the right, just like you would in Word or Excel. This should give enough space to show the full descriptions.

After that, go to Home -> Analyze -> Total and turn off the grand total. We won't be needing that for a P&L Statement.



Next, go to Design -> Table -> Single Page to turn off pagination. For a report like this, it makes sense to have a scroll bar instead of separate pages. Usually a P&L report isn't very long unless you are viewing data at the more detailed levels.



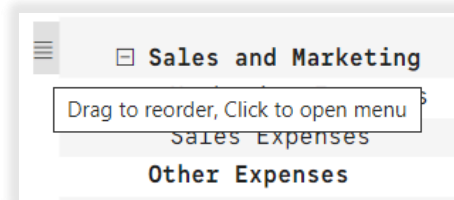
Next, we want to hide the header. If you wanted to edit the contents of the header, you could either click on Design -> Layout -> Header and Footer, or double click on the header itself. In this case, we just want to hide it entirely. In that case, Hover over the header and you'll see an eye icon with a slash through it. Click that icon to hide the header.



At this point, you've created a P&L statement and applied some basic formatting. In the next section, we see some of the customization features that are unique to Inforiver.

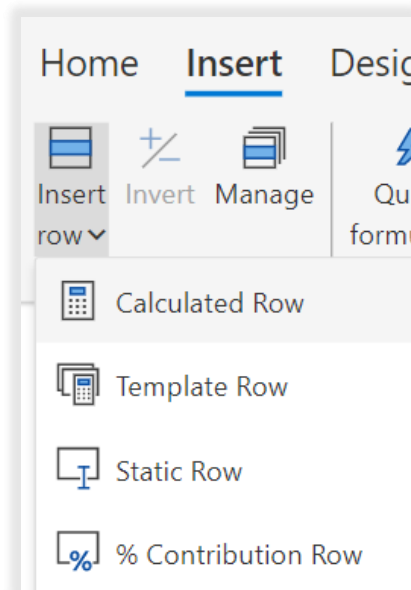
Customizing the contents

Unlike Excel or Power BI, Inforiver allows you to easily reorganize the items in your report, without the risk of overwriting the contents. First, let's customize the order of the categories. Whenever you hover over a row, you'll notice four horizontal lines appear to the far left.



This allows you to manually reorder a row. Simply click on it and drag it to drag the entire row. To do this in Power BI, you'd have to create a custom sort column for the exact sort order you want.

Next, let's imagine we wanted to add a row with a custom formula. Click on the row for net revenue. Then, in the ribbon, go to Insert -> Row -> Insert Row Calculated Row. Alternatively, you can click on the 4 bars to the left of the selected row and select insert row.



For our calculated row we want to calculate gross profit margin. To get started, enter "Gross Margin %" into the title. We want to calculate the following: **(Net Revenue – Cost of Goods Sold) / Net Revenue**. When entering the formula, you can either click on the rows being referenced, or you can use the dot notation. So, for Net Revenue, the dot notation would be **[Operating Profit].[Gross Profit].[Net Revenue]**.

Once you are done, your row configuration should look like this:

< Calculated Row ×

Title *

Gross Margin %

Formula *

```
([Operating Profit].[Gross Profit].  
[Net Revenue] - [Operating Profit].  
[Gross Profit].[Cost of Goods Sold]) /  
[Operating Profit].[Gross Profit].[Net  
Revenue]
```

💡 Select any row in the table to add to the formula.
Use **Ctrl + Space** to open suggestion

Include in total

Include in Charts

Evaluate Columns Before Rows

Description

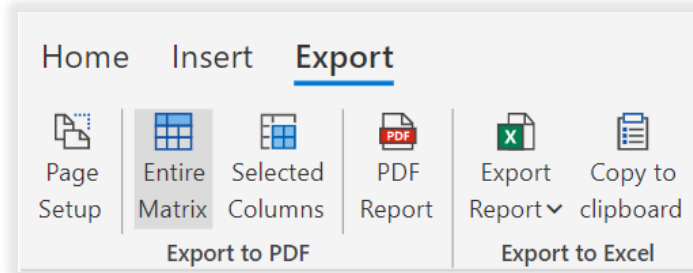
Formula description

Close Update

Finally, go to Home -> Number on the ribbon and format this row as a percentage.

Exporting the results

To export an Inforiver visual to Excel or PDF, you will first have to publish the report to the Power BI service. If you need help publishing your report, [this](#) Microsoft documentation covers the publishing steps. Once you have done that, open the report, and click on the Export tab. There you can export to PDF, Excel, or the clipboard.



What's next?

After completing this tutorial, you should have a good idea of the general capabilities of Inforiver. To learn more in-depth and learn about additional features, see the resources below.

<https://inforiver.com/blogs/>

<https://inforiver.com/webinars/>

<https://www.youtube.com/c/Inforiverbi>

<https://inforiver.com/demos/>

If you would like to [writeback](#), schedule reports, or collaborate with other users in your organization using Inforiver, check out [Inforiver Enterprise](#).

If you are interested in performance management, exploratory analysis, contextual storytelling, or multi-measure visualizations, explore [Inforiver Charts](#).

Need to report a bug? Have suggestions for improvement? Visit <https://community.inforiver.com/>. We appreciate your feedback. You can also [reach out to us directly](#) for purchase related queries.