CUSTOMER BI & REPORTING PORTAL

A SIMPLE AND EFFECTIVE SOLUTION TO AUTOMATE REPORTING AND DATA ANALYSIS

- FAST IMPLEMENTATION - 24H
- LIMITED COSTS
- START WITH 30 READY-MADE REPORTS AND VISUALIZATIONS

- SIMPLICITY WITHOUT COMPROMISE
- SCALABILITY AND DEVELOPMENT
- DATA GOVERNANCE

getsix®
CUSTOMER BI AND REPORTING PORTAL

Each client who starts cooperating with our company receives access to the getsix® Customer BI and Reporting Portal as part of the service package.

Within the Customer BI and Reporting Portal, we provide you with two free reports:

· **General Ledger Overview** – a comprehensive insight into accounting entries, enabling, among other things, cost analysis.

· **Chart of Accounts Review** – a complete structure of accounting accounts with descriptions and categories.

WHAT IS THE CUSTOMER BI AND REPORTING PORTAL?

The Customer BI and Reporting Portal is an advanced analytical tool that enables companies to efficiently manage data and generate detailed reports. Thanks to integration with various systems and the use of Power BI technology, this solution supports making informed business decisions by providing clear and up-to-date information.

Due to the complexity of the service, the Customer BI and Reporting Portal solution is divided into two types:

· INTERACTIVE REPORTS PORTAL

· PDF REPORTS BY EMAIL

In addition to the two reports available in the Free plan – provided free of charge to our clients – we currently offer more than **30** reports available immediately, and this catalogue will continue to grow. All available reports can be viewed in the portal's demo version: DEMO.

If you are interested in a broader scope of services or in customising reports to suit your company's individual needs – we also offer this possibility.

Please feel free to contact us.

WHAT ARE THE BENEFITS OF THE getsix® CUSTOMER BI AND REPORTING PORTAL?

- **FAST IMPLEMENTATION** - Access to reports within 1 business day after payment in the subscription model.

- **LIMITED COSTS** - Clients using our solution do not need to invest in Power BI licenses or engage specialists for its implementation – everything is provided as part of our service.

- **START WITH READY-MADE REPORTS AND VISUALIZATIONS** - You don't waste time building reports from scratch – you get a ready set of useful, proven, intuitive, and clear reports that are available immediately after system launch. This allows you to immediately start analyzing data and making better business decisions.

- **SIMPLICITY WITHOUT COMPROMISE** - You don't have to be a BI specialist – our solution is intuitive and user-friendly. Even people without technical background will quickly find their way in the reporting environment and will be able to work effectively with data.

- **SCALABILITY AND DEVELOPMENT** – The solution is ready for development – you can add or remove new reports, modules, or data sources over time, without having to build everything from scratch

- **DATA GOVERNANCE** - Our solution ensures compliance with data governance principles – data is organized, secure, and accessible only to authorized users. This gives you not only transparency and consistency of information, but also the certainty that your financial data is managed according to best practices and industry standards.

getsix® CUSTOMER BI AND REPORTING PORTAL VS. SCHEDULED PDF REPORTS

BI AND REPORTING PORTAL

The BI and Reporting Portal is a dedicated online platform that provides clients with access to interactive reports. Data is presented in both tabular and visual formats, with the ability to filter, sort, and explore information directly in an online environment. The portal is designed for real-time financial data analysis and supports organizational decision-making processes.

SCHEDULED PDF REPORTS

Static versions of reports generated in PDF format, automatically delivered to the getsix® Customer Extranet or directly to designated email addresses. They ensure easy distribution and archiving, serving as structured documentation of analytical results.

Criteria	BI and Reporting Portal	Scheduled PDF Reports
Data presentation format	Interactive, dynamic (tables, charts, filters)	Static (PDF report with a fixed structure)
Availability	Online, 24/7 via web browser	Delivered at predetermined intervals, also available offline
Analysis personalization	High – users can sort, filter, and explore data	Low – data is shown in a fixed format, ideal for consistently filtered views
Data freshness	Continuously updated, near real-time (as per SLA)	Based on report generation schedule – typically weekly or monthly
Decision support	Very good – users can analyze data independently	Good – provided reports are generated frequently enough
Distribution ease	Time-consuming – requires portal access and manual export	High – can be sent via email automatically to individuals or distribution lists
Printing	Possible after exporting to Excel or other formats	Very easy – directly from email

getsix® CUSTOMER BI AND REPORTING PORTAL VS. SCHEDULED PDF REPORTS *cont.*

SUMMARY:

The **BI Portal** is best for clients needing current data analysis, interactivity, and ad hoc access to various datasets. Ideal for managers, finance departments, and analysts.

PDF Reports to suit clients who value simplicity, regularity, and ease of storage. Useful for monthly summaries, audits, or formal documentation.

POSSIBILITY OF COMBINING BOTH SOLUTIONS – A HYBRID APPROACH

Although the **getsix® Customer BI and Reporting Portal** and **Scheduled PDF Reports** serve different functions, their integrated use can deliver the greatest benefits to clients. In practice, the best solution is often not choosing one tool over the other, but rather combining them in a complementary way.
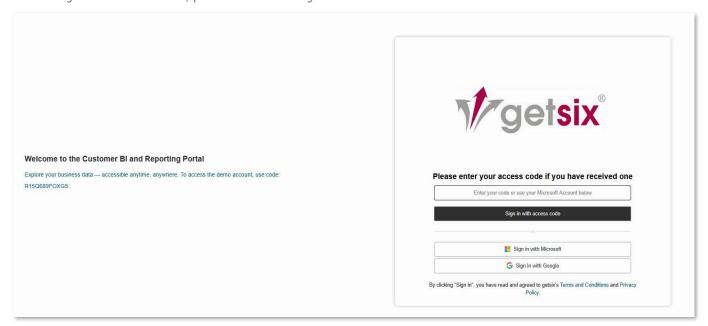
When to use both solutions:

- **Different user groups within an organization have different data access needs** – analysts and operational departments use the portal for data exploration, while the management expects regular, concise reports in PDF format.

- **PDF reports can be automatically sent via email on a specific day of the week and at a chosen time** – precisely when the organization has scheduled time for performance reviews or decision-making meetings. Automating this distribution enhances the consistency of reporting processes and eliminates the risk of delays. **When deeper analysis is needed, the BI portal becomes a natural extension of the report – enabling interactive filtering, comparisons, and access to source data.**

- **PDF reports sent via email can serve as an archive** – a permanent record of the company's status "frozen in time." Each version of the report represents a historical point of reference.

HOW IT WORKS

LOGGING IN:

After entering the address www.getsix.cc/bi-portal into your browser, a login screen will appear as shown below. At this point, select "Sign in with Microsoft" and enter your login and password created during the first login to access the getsix® Customer Extranet. If you do not yet have access, please contact your Customer Desk.

SECURITY OF YOUR DATA

We pay particular attention to ensuring that your data is adequately protected when using our websites. Therefore, all connections with the **getsix® Customer BI and Reporting Portal** are appropriately encrypted, ensuring online security.

LOGIN SECURITY

Each connection with the **getsix® Customer BI and Reporting Portal** is encrypted using the HTTPS protocol secured with an SSL certificate. This solution helps prevent data interception and modification, while also ensuring the authenticity of the site's origin.

TEST ACCESS

To test how our **getsix® Customer BI and Reporting Portal** works, we provide access to a test account: getsix-services.cc/43WKrki

Using this access, you will find all available reports for the test company "Contoso Sp. z o.o.".
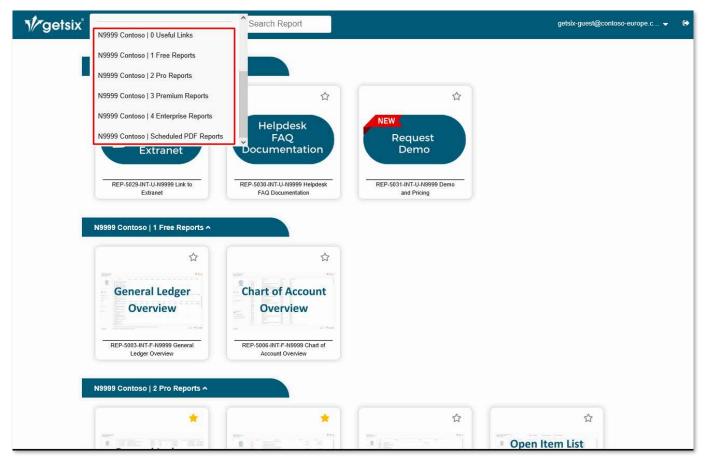
HOW IT WORKS *cont.*

TOP MENU

After logging into the **getsix® Customer BI and Reporting Portal**, the "**Home screen**" will appear. At the top of the screen, you will see the "**Top menu**", which allows you to navigate between the different types of reports.

- **N9999 Contoso | 0 Useful Links**

- **N9999 Contoso | 1 Free Reports**

- **N9999 Contoso | 2 Pro Reports**

- **N9999 Contoso | 3 Premium Reports**

- **N9999 Contoso | 4 Enterprise Reports**

- **N9999 Contoso | Scheduled PDF Reports**

This menu contains tabs. Next to it, there is a report search bar. If you already know which report you are looking for, just type part of the name and press "Enter". .
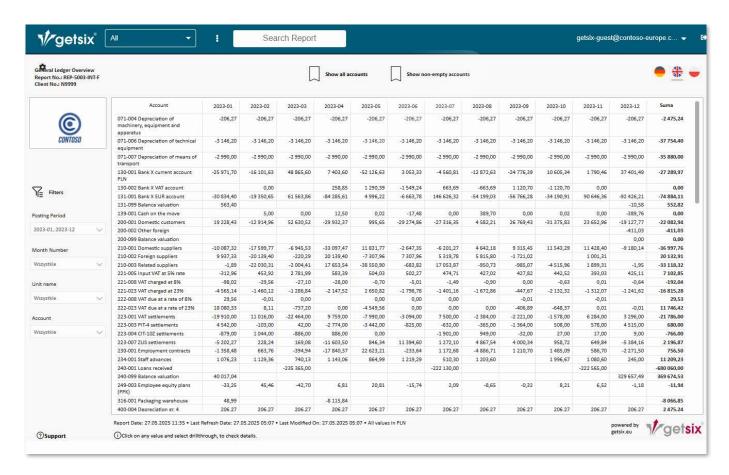
FREE REPORTS

Each client who starts cooperating with our company receives access to the **getsix®** **Customer BI and Reporting Portal** as part of the service package.

Within the Customer BI and Reporting Portal, we provide you with two free reports:

- **General Ledger Overview** – a comprehensive insight into accounting entries, enabling, among other things, cost analysis.

- **Chart of Accounts Review** – a complete structure of accounting accounts with descriptions and categories.

The remaining reports available in the demo version and documentation are offered as part of special plans, which you can explore on our website or by scheduling a meeting with a consultant.

PRO REPORTS

The **Pro Plan** is an extended version of the reporting package, designed for clients seeking in-depth financial data analysis and flexible access to ready-made reports under a monthly subscription.
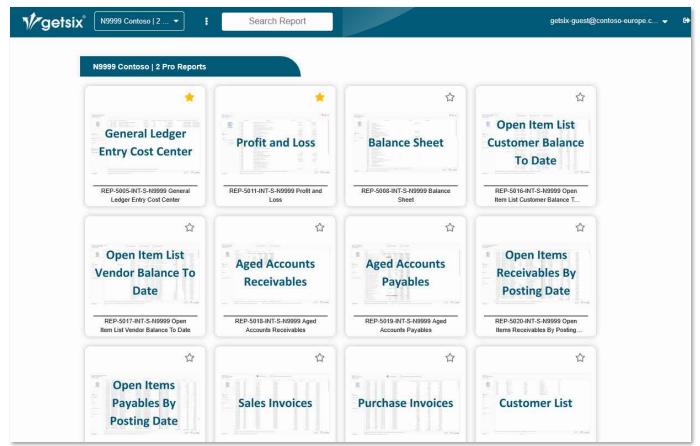
With the Pro Plan, users gain access to a complete set of predefined reports – currently **comprising 17 items** – with the possibility of automatic expansion in the future.

The reports included in the plan mainly consist of tables and pivot tables, presenting key accounting data in a clear and functional format.

The full list of reports available under the Pro Plan can be found in the "Pro" tab on the demo page (DEMO). The Pro Plan also automatically includes all features available in the free Free Plan.

The Pro Plan is a cost-effective, ready-to-use solution that supports your company's growth through fast, organized, and reliable access to data – whenever it's needed.

By purchasing the Pro Plan, you receive the entire package of predefined reports for a single price – without any additional fees for individual datasets.

PRO REPORTS *cont.*

REPORT CATEGORIES IN THE PRO PLAN

The PRO package provides comprehensive access to an extended set of accounting, financial, and controlling reports within the getsix® Customer BI and Reporting Portal. The package includes the following report categories:

1. FINANCIAL STATEMENTS

Profit and Loss (REP-5011)

Profit and loss account showing income, expenses and financial result for the period.

Balance Sheet (REP-5008) - Balance sheet of the company showing the structure of assets and liabilities.

2. SALES AND PURCHASE ANALYSES

Sales Invoices (REP-5022) - Register of sales invoices, filterable by date, customer and value.

Purchase Invoices PLN (REP-5023) - List of purchase invoices issued in PLN currency.
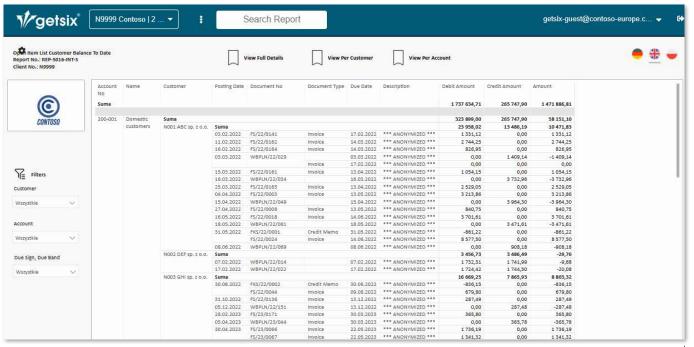
3. CONTROLLING AND FINANCIAL ANALYSIS (BWA)

Financial Performance Report – 12 Months (REP-5002) - Overview of financial performance on a monthly basis for the last 12 months.

Financial Performance Report – 12 Months Rolling (REP-5012) - A financial analysis report in a moving time window for ongoing trend monitoring.

Financial Performance Report – Previous Year Comparison (REP-5014) - Comparison of current financial performance with the previous year.

Financial Performance Report – 3 Year Comparison (REP-5015) - A report comparing financial performance over the last three years.

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![getsix logo]

PRO REPORTS *cont.*

REPORT CATEGORIES IN THE PRO PLAN *cont.*

4. ACCOUNTS RECEIVABLE AND PAYABLE REPORTS

Open Item List Customer Balance To Date (REP-5016) - List of open receivable items as of a given date.

Open Item List Vendor Balance To Date (REP-5017) - List of open payable items to vendors as of a given date.

Aged Accounts Receivables (REP-5018) - Overdue receivables – categorized by aging periods.

Aged Accounts Payables (REP-5019) - Overdue payables – broken down by time intervals.

Open Items Receivables by Posting Date (REP-5020) - Open receivables sorted by posting date.

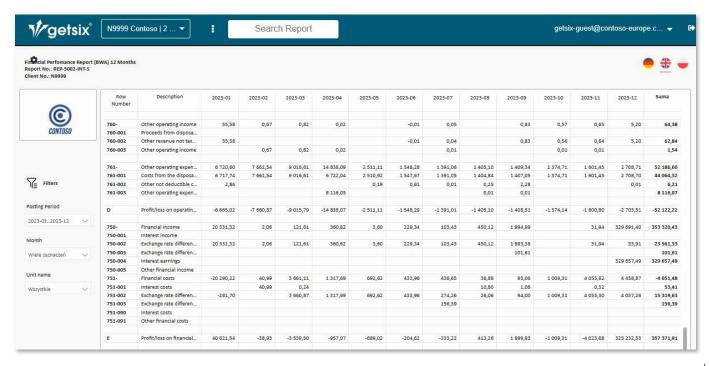**Open Items Payables by Posting Date (REP-5021)** - Open payables sorted by posting date.

5. BUSINESS PARTNER LISTS

Customer List (REP-5024) – Detailed list of customers with contact information and accounting status.

Vendor List (REP-5025) – List of vendors including key commercial and accounting data.

6. DETAILED ACCOUNTING ENTRIES

General Ledger Entry Cost Center (REP-5005) – Analysis of accounting entries by cost centers – useful for management accounting and operational analysis.
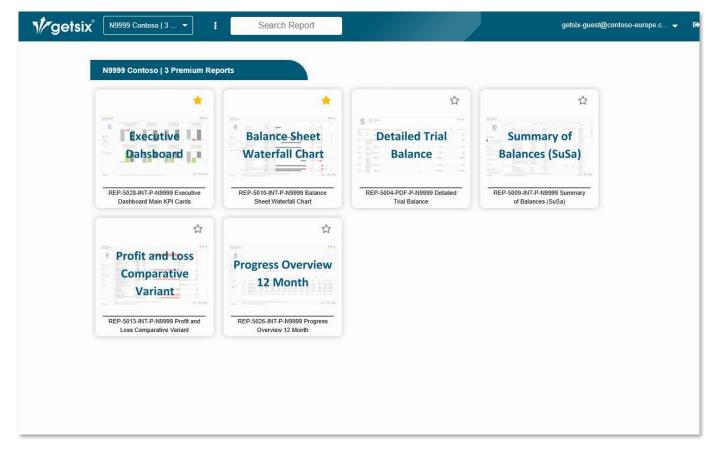
PREMIUM REPORTS

The **Premium Plan** is an enhanced option for access to reports in **getsix® Customer BI and Reporting Portal**, designed for customers who want in-depth analysis, modern data visualisation and a flexible billing model.

Under this plan, users gain access to premium reports containing:

- advanced periodic comparisons (e.g. year-on-year),

- extensive tables and visualisations (e.g. waterfall charts, monthly summaries),

- additional analysis variants not available in the Pro Plan,

- modern KPI dashboards supporting management reporting.

Importantly, the user can select only the reports they actually need and charges are billed individually: per report and per user.

The **Premium Plan** also includes access to reports from the Free Plan, while it does not include reports from the **Pro Plan**.

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PREMIUM REPORTS

REPORTS AVAILABLE IN THE PREMIUM PLAN

There are currently six specialised reports in the **Premium** offer, and the number will steadily increase. further variants and additional data views are in the pipeline, in line with customer expectations.

EXAMPLES OF PREMIUM REPORTS:

Executive Dashboard – Main KPI Cards

Key performance indicators in the form of a clear management dashboard.

Balance Sheet – Waterfall Chart

Visualisation of changes in the balance sheet using the cascade method, facilitating analysis of increases and decreases.

Detailed Trial Balance (PDF)

An extensive summary of the balances and turnovers of the analytical accounts.

Summary of Balances (SuSa)

Synthetic overview of account balances, broken down by types of payables and receivables.
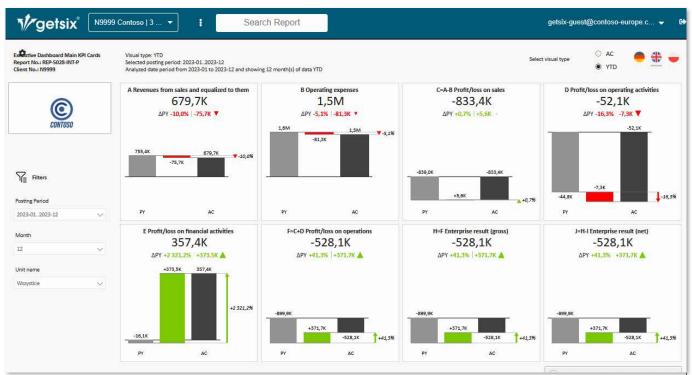
Profit and Loss – Comparative Variant

Comparison of the income statement with previous periods (e.g. month-on-month or year-on-year).

Progress Overview – 12 Month

Dynamic presentation of financial trends on an annual basis.

Premium Plan combines precision, modernity and flexibility in a single solution - offering a tool for real business decision support at the highest level.
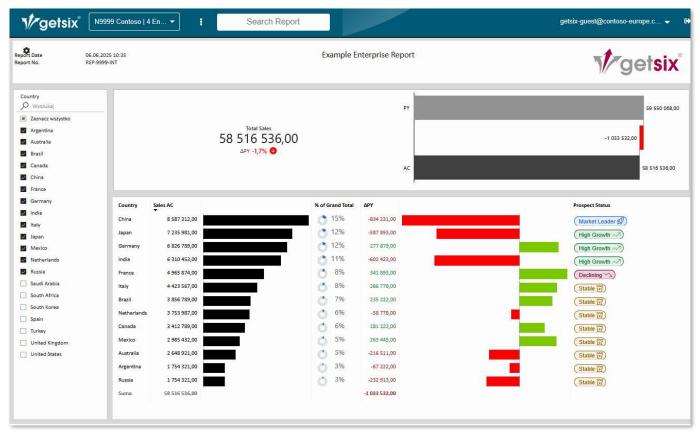
ENTERPRISE REPORTS

ENTERPRISE PLAN

Enterprise Plan is the highest level of reporting services offered within the **getsix®** **Customer BI and Reporting Portal**. It is designed for customers who require **completely customised solutions** that go beyond the standard features and scopes available in the Pro and Premium plans.

This plan offers dedicated design of reports, **dashboards and integrations with multiple data sources**, tailored 100% to the customer's specific operational and industry requirements.

This offering is ideal for companies that want their reporting tools to be **closely tailored to their specific business, data and decision-making processes**. Importantly, Enterprise Plan is not only about complex implementation projects - it can also include **minor modifications to existing reports, such as adding a column, changing the layout**, a new filter or export format. In such cases, the implementation time is often very short and the effect precisely matches the customer's expectations.

Solutions implemented in the **Enterprise** model are created in close cooperation with the customer - from requirements analysis, through design, to implementation and post-implementation support. This ensures that each organisation receives a tool that suits its unique processes, data structure and decision-making needs.
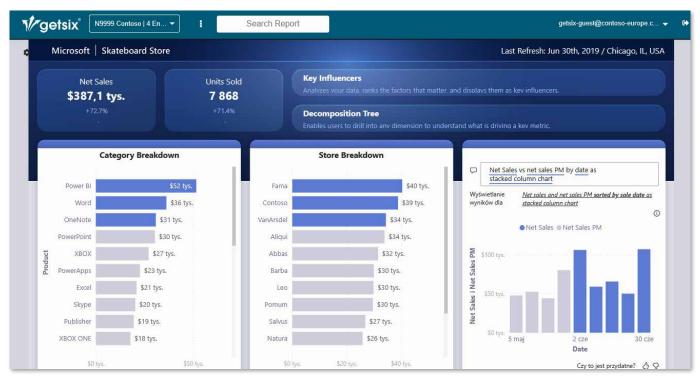
ENTERPRISE REPORTS *cont.*

THE RANGE OF POSSIBILITIES WITHIN THE ENTERPRISE PLAN:

- full customisation of reports, visualisations and filters,

- possibility of creating individual BI portal layouts (e.g. branding, access logic, user paths),

- unlimited number of data sources (ERP systems, CRM, external systems, Excel sheets, data warehouses, etc.),

- reports and analytical panels tailored to the organisation's business language and users' roles.

PRICING FOR THE ENTERPRISE PLAN IS DETERMINED ON AN INDIVIDUAL BASIS, BASED ON:

- complexity of reports,

- technical requirements (integrations, data sources),

- time and scope of development work.

The **Enterprise Plan** is the choice for those who treat analytics not just as an operational tool, but as a key element of the company's management and development strategy. It is a service that grows with the organisation - fully flexible, scalable and tailored to real needs.
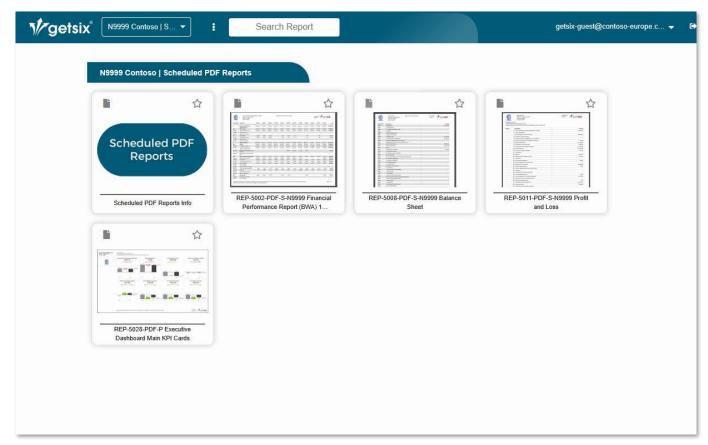
SCHEDULED PDF REPORTS

Scheduled PDF Reports is a functionality that allows reports in PDF format to be automatically generated and sent on a fixed cycle - e.g. weekly, monthly or on a specific day and time. Any report available under the Free, Pro or Premium plan can be converted into a PDF version and delivered periodically to selected email recipients.

It's a solution that combines convenience, automation and transparency - ideal for people who need regular summaries without having to log into the portal every time.

In the demo version (DEMO), you can see sample PDF files that demonstrate what the reports sent periodically by e-mail will look like. This allows you to better assess the layout, content and level of detail of the reports before deciding on implementation.

Scheduled PDF Reports is the perfect complement to online access - it allows you to conveniently report and document your company's performance, regardless of user level or organisational structure.

SCHEDULED PDF REPORTS *cont.*

BENEFITS OF SCHEDULED PDF REPORTS:

- **Automation of the reporting process** – reports are generated and delivered automatically, without the need to run them manually.

- **Fixed rhythm of financial communication** – possibility to set a specific day of the week and time, e.g. before team meetings, performance reviews or month-end closings.

- **Ease of distribution** – reports go directly to the email inboxes of selected individuals, without the need to log into the platform.

- **Universal PDF format** – ideal for viewing, printing, archiving or forwarding (e.g. to management, partner).

- **"Frozen-in-time" version** – each report provides a reference point for trend analysis, change control and interim comparisons.

- **Consistency and security** – data is always in an agreed format and distributed according to a schedule, eliminating the risk of delays and misunderstandings.
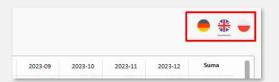
Financial Performance Report (BWA) 12 Month
Report No.: REP-5002-PDF-S
Client No.: N9999
Contoso Europe

Report Date Period: 2023-01 - 2023-12

Powered by getsix.eu

Row Number	Description	2023-01	2023-02	2023-03	2023-04	2023-05	2023-06	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	Total
A	Revenues from sales and equalized to them	56 950.34	54 342.95	87 034.67	67 061.22	71 952.15	75 422.09	51 611.82	46 354.74	56 115.14	38 349.19	46 370.84	28 109.09	679 674.24
703-	Sale of services	56 580.89	54 004.25	86 684.66	67 061.22	71 880.54	75 403.44	51 600.71	46 354.74	56 107.20	38 349.19	46 362.90	28 109.09	678 498.83
703-001	Sale of services domestic	56 580.89	54 004.25	86 684.66	67 061.22	71 880.54	75 403.44	51 600.71	46 354.74	56 107.20	38 349.19	46 362.90	28 109.09	678 498.83
703-006	Sale of EU services													
703-007	Sale of non-EU services													
731-	Sale of goods	369.45	338.70	350.01		71.61	18.65	11.11		7.94		7.94		1 175.41
731-001	Sale of goods domestic	369.45	338.70	350.01		71.61	18.65	11.11		7.94		7.94		1 175.41
731-006	Sale of EU goods													
731-007	Sale of non-EU goods													
B	Operating expenses	102 980.45	148 121.18	184 402.68	146 053.08	142 437.99	103 342.90	133 338.60	106 832.52	108 825.24	90 296.07	125 841.40	120 585.21	1 513 057.32
404-	Salaries	38 206.02	36 947.83	37 803.02	63 867.87	36 033.83	36 452.62	37 733.29	39 028.66	38 011.98	35 877.48	34 927.20	35 099.68	469 989.48
404-001	Employment contracts	22 515.95	22 333.55	22 278.45	49 096.33	21 328.45	21 258.15	22 992.47	21 821.50	21 849.05	21 143.68	20 583.65	20 685.30	287 886.53
404-002	Contracts of mandate and contract for specific work	15 690.07	14 614.28	15 524.57	14 771.54	14 705.38	14 813.57	13 275.82	16 855.56	15 225.33	14 733.80	14 343.55	14 414.38	178 967.85
404-003	Remuneration for performance of functions						380.90	1 465.00	351.60	937.60				3 135.10
404-004	Remuneration of the supervisory board													
405-	Social security and other benefits	8 071.79	7 444.66	7 992.13	13 173.32	7 546.52	7 624.33	6 875.51	4 605.60	4 209.52	4 089.12	3 979.94	7 415.54	83 027.98
405-001	Employers' Social Security	2 236.60	2 218.79	2 213.42	4 830.84	2 120.70	2 113.84	2 096.27	270.76				2 057.93	20 159.15
405-002	SOCIAL FUND	2 456.60	2 437.03	2 431.13	5 306.01	2 329.30	2 321.75	2 302.45	1 118.07	938.91	909.14	885.51	2 260.34	25 696.24
405-003	PPK (Employee Capital Plans)	1 531.35	1 265.78	1 515.20	1 372.61	1 404.42	1 445.80	1 108.88	1 458.26	1 486.00	1 438.02	1 399.93	1 406.84	16 833.09
405-004	Medical packages	1 681.97	1 390.29	1 664.22	1 507.62	1 542.57	1 588.01	1 217.95	1 601.70	1 632.16	1 579.46	1 537.64	1 545.22	18 488.81
405-005	Sports packages													
405-006	Group insurance for employees													
405-007	Health and safety expenditure	52.93	39.91	57.00	48.00	50.21	48.86	44.79	47.93	43.43	57.00	54.16	42.00	586.22
405-008	Workwear	112.34	92.86	111.16	108.24	99.32	106.07	105.17	108.88	109.02	105.50	102.70	103.21	1 264.47
405-009	Other employee benefits													
405-010	Courses and training													
406-	Business trips	660.00	288.00	751.00		745.30	97.00			322.54			527.61	3 391.45
406-001	Per diems and lump sums													
406-002	Accommodation													
406-003	Travel costs	660.00	288.00	751.00		745.30	97.00			322.54			527.61	3 391.45

The provisional result is based on data that is updated once a day and corresponds to the status of the previous day's accounts. Closing and accrual entries may still change the result.
Report Date: 18.02.2025 12:22 . All values in PLN. Support: https://support.getsix.pl

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Item Code: E0012 (May'25)
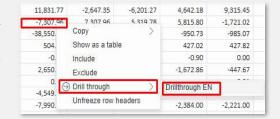
USEFUL FEATURES

CHANGE REPORT LANGUAGE

In the top right-hand corner of each report, you will find icons allowing you to change the language. Please select your preferred language.
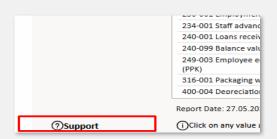
DRILLTHROUGH – DETAILED BROWSING

By selecting an item in the report, you can check which detailed elements make up the displayed value. To do this, right-click and then select "Drillthrough" and "Drillthrough EN". As a result, a detailed table of items forming the given result will be displayed.
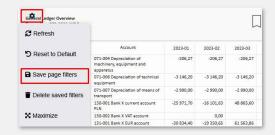
REPORT DOCUMENTATION SUPPORT

In the bottom left-hand corner of each report, you will find the "Support" button. Clicking it will redirect you to the Helpdesk page, where you will find detailed documentation for the report. After logging in, you can also submit a query to our IT team from there.

SAVE PAGE FILTERS

First, set the filters on the page to show the data you are interested in. In the top left-hand corner, you will find an icon ⚙ – after clicking it, select the option "Save page filters". The next time you open the report, it will open with the saved filter settings

MY FAVOURITES

Frequently used reports can be marked as favourites using the star icon in the main view of all reports. They form a separate list and will be displayed when you click "My Favourites" in the top menu on the drop-down list.
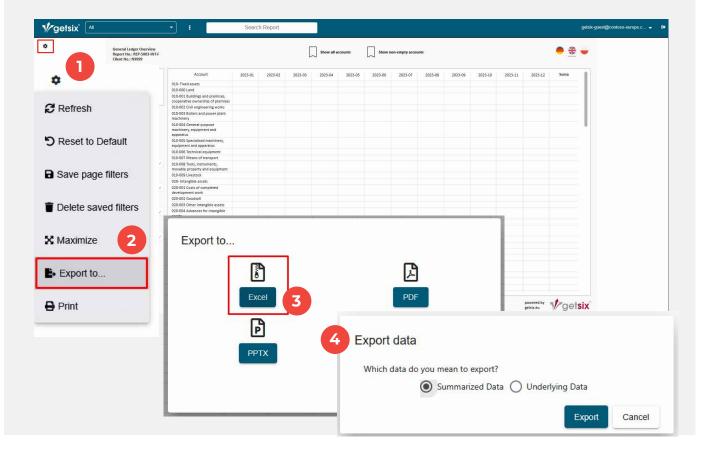
USEFUL FEATURES

DATA EXPORT

METHOD 1

In the top left-hand corner, there is an icon. Click it and select "Export to…", then in the pop-up window choose the file type:

- **Excel** – then choose the data type:

  - **Summarized data** – exports data as presented in the visualisation (e.g. sums, averages, aggregates). This is the result of already processed data according to the report settings.

  - **Underlying data** – eksportuje szczegółowe, nieprzetworzone dane, które znajdują się „pod spoexports detailed, raw data that underlies the visualisation. It allows you to see all records that make up the aggregated data.

  In summary: "Summarised" = what you see; "Underlying" = what lies behind it.

- **PDF, PPTX, and PNG** – the report will be sent to your email address.

USEFUL FEATURES
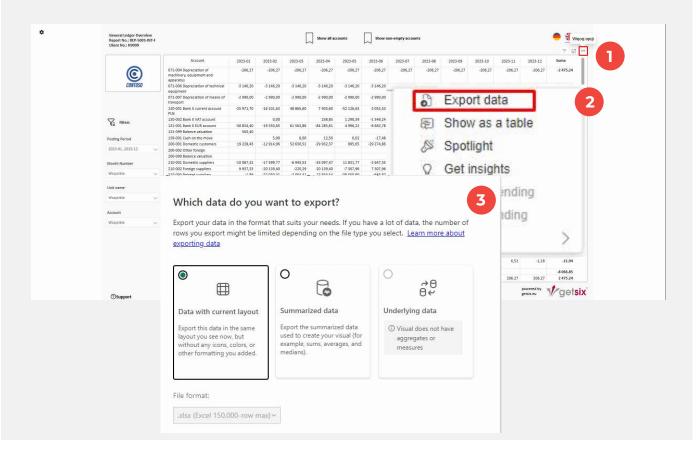
DATA EXPORT

METHOD 2

Hover your mouse over the top right corner – additional options will appear. Select "More options", then click "Export data".

Choose the type of data:

- **Data with current layout** – exports data in the same layout as currently visible, without icons, colours or additional formatting.

- **Summarised data** – exports aggregated data used to create the visual element (e.g. sums, averages, medians).

- **Underlying data** – not available.

Select the file format: Excel or CSV (aggregated)..

HELPDESK

IF YOU HAVE QUESTIONS...

We have created a Helpdesk for you, which is accessible from the home page of the **Customer BI and Reporting Portal**, in the tab: **N9999 Contoso | 0 Useful Links**.
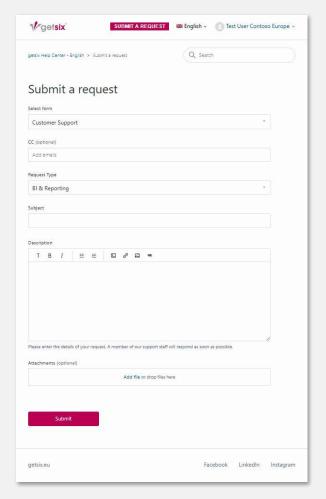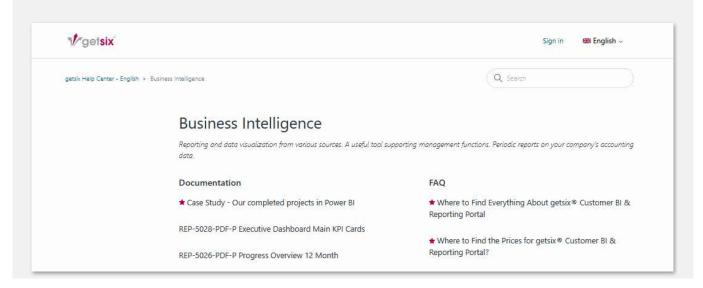
There you will find:

- Answers to frequently asked questions (FAQ) about the Customer BI and Reporting Portal,

- A form for submitting a query in case of additional questions or concerns,

- Report documentation.

A request sent using the "Submit a ticket" form goes directly to our IT department. We aim to respond within 24 hours.

Before submitting a request, please check whether the answer is already available in the FAQ section. The available search function will help you find the answer.

The FAQ (Frequently Asked Questions) section will be regularly expanded with new explanations of the most frequently reported topics.

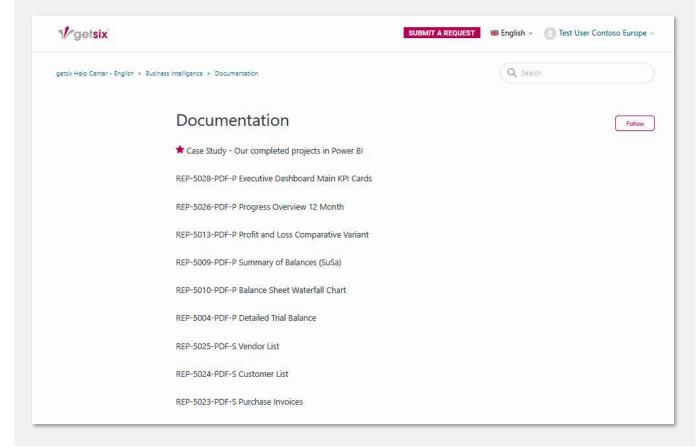Item Code: E0012 (May.25)

DOCUMENTATION

IF YOU HAVE QUESTIONS...

In the HelpDesk section, you will also find the "Documentation". Dokumentacja zawiera szczegółowy opis wszystkich raportów dostępnych w portalu **getsix® Customer BI and Reporting Portal**.

On the site, you will find thematically organised articles presenting:

- the purpose of a given report,
- data sources used for its generation,
- interpretation of the results,
- instructions for using the report in the system,
- additional technical or functional notes.

This documentation is helpful for both end users and those responsible for implementation, configuration or data analysis. It facilitates understanding of the structure and logic of the reports and supports daily work with the system.

It is recommended to visit this site regularly to keep up with updates or newly added reports.

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If you have any questions regarding accounting, taxation, or other aspects of tax law in Poland, please contact our team of advisors.

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