

# KPI Reports

- [Overview](#)
- [Difference between KPI & Standard Reports](#)
- [Types of KPI Report](#)

## Overview

[top](#)

KPI reports are a style of report which assists you to measure actual performance against targets. A KPI is usually made of:

- A metric
- A filter
- A date restriction or period

By using KPI metrics, you can track actual performance and compare it to a goal and you can detect trends. These metrics are most commonly used in organisations as Key Performance Indicators (KPIs) to monitor critical business areas. KPI reports are designed to be used on a KPI Dashboard Tab, not as stand alone reports.

See [KPI Tabs](#) for more information.

## Difference between KPI & Standard Reports

[top](#)

A KPI report differs from a standard report in a number of ways – these include:

1. It is run periodically to detect trends and changes in data (or uses a date field)
2. It uses Conditional Formatting functionality to classify the current status of the metric
3. It can be added to a KPI dashboard tab to easily monitor critical business areas.

**Note:** KPI reports do not support the use of cross tabs – you can only choose the column or row formats for your report.

See [KPI Tab Tutorial](#) for more information.

## Types of KPI Report

[top](#)

There are three different types of KPI Report available in Yellowfin:

<b>Spot</b>	Basic KPI Report that allows you to set up a KPI without displaying any additional information, other than the value itself.
<b>Categorical</b>	KPI Report that splits what's displayed on the tab into categories when viewed as a report. This allows you to display break up the value into categories for further examination.
<b>Time</b>	KPI Report that allows you to show a trend according to time series data, rather than real-time trends. It also allows you to show more detail in the report (like a Categorical KPI).

[top](#)