

Sage ERP Accpac 6.0A

Financial Reporter | User Guide



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Chapter 1

Introduction

This manual describes the reporting capabilities of the Financial Reporter and explains how to produce financial statements from the data stored in the general ledger.

The Financial Reporter is a powerful reporting tool that uses Microsoft Excel to manipulate, format, graph, and print general ledger data.

The Financial Reporter adds Sage ERP Accpac-specific functions and commands to Excel that allow it to read general ledger data. Once the data is in a worksheet, the Financial Reporter uses Excel's formatting and printing capabilities to produce the statement.

Report Specification Files

Each financial statement is defined in a report specification. The specification tells Financial Reporter what data is included on the statement, and how it should be formatted.

Because the specification is actually a worksheet, you can use standard worksheet formulas, formatting commands, and graphing abilities to embellish the report, and you can create multidimensional models to perform further analysis on the data.

See Chapter 4 for
report examples

The Financial Reporter includes a set of standard report specifications that are compatible with any chart of accounts that uses the standard account group classifications and user-defined account groups. The specifications and the reports they produce are shown in Chapter 4 of this manual.

Financial Reporter Features

Financial Reporter's features cover four general areas to give you all the flexibility you need for analyzing and reporting your company's financial position:

Data selection. Financial Reporter not only provides full access to account and company data, it allows account selection by sophisticated data filtering techniques.

Print options. Financial Reporter provides print-time options for choosing actual or provisional figures, the fiscal year and fiscal period, account ranges by any account segment, consolidated or non-consolidated reports, and drilldown information.

Formatting and graphing. All of Excel's character formatting and charting capabilities are available to financial reports.

Spreadsheet and modeling capabilities. You can also use Excel's more advanced capabilities, such as pivot tables, to perform sophisticated analyses on the data retrieved by Financial Reporter.

Data You Can Include on Reports

Financial statements can include as many columns of data as you wish, and can contain any of the following account information:

- Current or historical balances for any range of accounts (including or excluding provisionally-posted transactions).
- Net changes for a fiscal period, quarter, half-year or year (including or excluding provisionally-posted transactions).
- Balances or net changes in the functional currency, or any of the source currencies in a multicurrency ledger.

**Euro zone
companies**

- Balances or net changes in the reporting currency (if you specified the euro as your functional currency and selected a reporting currency in the Company Profile).
- Comparative figures from complete or to-date time spans.
- Budget figures from any of up to five fiscal sets.
- Quantities.

Because statements are created in a worksheet, you can use any formulas and functions to perform relative change calculations on General Ledger figures to express them as percentages or ratios.

You can also use any of the following information in a financial statement:

- Company information such as the name, address, phone number and company contact.
- The start and end dates of a given fiscal period.
- The exchange rate given a particular currency, rate type, functional currency, and date.
- The options selected for printing the financial statement (such as the print date, the department range, the period-end date, or whether provisionally-posted transactions were included).

Data Selection Criteria

The Financial Reporter not only gives you access to data, it allows you to select data at print time using a number of powerful features. The first set of criteria you can use is in the report specification itself.

Account filtering

You can restrict the accounts specified on a financial report by using selection criteria. For example, you can select only those accounts in a specified range that have `ACCTTYPE="Income" AND ACTIVESW="Yes"`.

Or

You can select only those accounts with a debit or credit balance.

Excluding lines

You can also exclude report lines based on their contents.

For example, you might want to remove a line from your reports if the value in each column on the line is zero, or you might wish to exclude a line if it represents less than 5% of the total of column G.

The `FRPOST`, `FRTRN`, `FRTRNA`, `FRTRNDR`, `FRTRNCR` commands also allow selection by posted fields.

Consolidating Accounts

The Financial Reporter lets you specify whether particular accounts or groups of accounts will be listed separately, consolidated, or subtotaled whenever the value of a particular account segment changes.

Steps for Using the Financial Reporter

Producing a financial statement from the data stored in the General Ledger is a three-step process:

Step 1. Design the Chart of Accounts

When you first set up the ledger, decide on an account numbering and classification scheme to suit your financial reporting needs. A well-designed chart of accounts will simplify the job of designing and maintaining financial statement specifications.

Note: Make sure that the account segment is the first segment in the account structures you create. Financial Reporter can select accounts more easily when the account segment is first.

For more information on designing the chart of accounts, refer to “Designing the Chart of Accounts,” in Chapter 2 of the *General Ledger Getting Started* manual.

Step 2. Create a Financial Statement Specification

A financial statement specification defines the format and contents of a financial statement.

The Financial Reporter ships with several standard report specifications that you can use to produce financial statements. To create special statements for your own use, we suggest you customize one of the standard statements.

See Chapter 2 of this manual for an introduction to the Financial Reporter, and a few short lessons on creating financial reports.

Step 3. Print the Statement

After creating specifications, use Print Financial Statements to select the specification you want to use, and print.

For instructions on printing financial statements, refer to the *General Ledger User Guide*.

Standard Financial Statements

The Financial Reporter ships with sample standard financial statements that you can customize or use as is. (See Chapter 4.)

- Balance Sheet.
- Comparative Balance Sheet (Current Year/Last Year).
- Comparative Balance Sheet (Current Month/Last Month).

- Balance Sheet summaries.
- Financial Analysis.
- Forecasting.
- Income Statement.
- Comparative Income Statement (Current Year/Last Year).
- Comparative Income Statement (Current Year/Budget).
- Income Statement (Current Year with Drilldown).
- Income Statement summaries.

Printing Optional Fields in Financial Statements

You can print account optional fields and transactions optional fields details using Financial Reporter. FR handles account optional fields defined in G/L Accounts and transaction optional field details posted in G/L Journal Entry.

If the result of an FR command is derived from more than one transaction, the optional fields data can be consolidated for the optional field types of Amount, Integer, and Number. You can print a consolidated total that sums up all values from the retrieved optional fields or print the optional field value of the first retrieved record that has optional field values. That is:

- If the specified field name in the first parameter of the FRACCT or FRPOST command is the Amount, Integer, or Number optional field types and is appended with [U], only the first optional field value will be reported.
- If the specified field name in the first parameter of the FRACCT or FRPOST command is the Amount, Integer, or Number optional field types and is not appended by

anything or is appended by [C], a consolidated total will be printed.

Account Optional Fields

All account optional fields (defined in G/L Setup) are handled as additional fields for G/L account records. This means that FR can retrieve the value of an optional field defined in accounts by the FRACCT command and select accounts using optional field criteria.

Account optional
field

A field name for an account optional field is the original optional field name with the prefix "A." (Note that you must include the period following the letter A).

Account optional fields are classified as being part of the account information and can be retrieved using the FRACCT and FRPOST commands. (See Chapter 3 for explanations of these commands.)

Transaction Optional Fields

All transaction optional fields (defined in G/L Setup) are handled by FR in retrieving the transaction related records through the new FRPOST command.

Transaction
optional field

A field name for a transaction optional field is the original optional field name with the prefix "T." (Note that you must include the period following the letter T).

Transaction optional fields (and account optional fields) can be retrieved using the FRPOST command.

How to Use This Guide

This guide contains all the information you need to design a virtually unlimited variety of financial statements.

In addition to Chapter 1, the following sections are included in this guide:

Chapter 2, Tutorial, provides an overview of financial statement specifications and explains how the various specification codes work together to create a financial statement.

Chapter 3, Writing Report Specifications, is a detailed reference to all the specification codes that you can use to create financial statements.

Chapter 4, Sample Reports, shows the sample specification files provided with the General Ledger sample data, along with the financial statements they produce.

Appendix A, Messages, lists the error messages that Financial Reporter displays or prints if it encounters problems.

The **Index** contains an alphabetical listing of topics in the *Financial Reporter User Guide*.

Who Needs to Read This Guide?

You need to read this guide to design custom financial statements or to modify any existing financial statements. You do not need to read this guide to print financial statements if the specifications have already been designed.

How to Use the General Ledger and Financial Reporter Guides

The General Ledger and Financial Reporter documentation includes three guides: *Financial Reporter User Guide*, *General Ledger Getting Started*, and the *General Ledger User Guide*.

The Getting Started Guide

This manual introduces the General Ledger and Financial Reporter program, and tells you how to install, start, and set up the program. The manual also includes tutorial lessons that will help you learn to use General Ledger, and instructions to follow when you are updating existing General Ledger and Financial Reporter data files to work with a later version of the program.

The General Ledger User Guide

The General Ledger *User Guide* will help you understand the concepts in the General Ledger program, and assist you when you use the program for your day-to-day operations.

Where To Now?

You may find that the standard balance sheet and income statement formats meet all your financial reporting needs. If so, you will not need to refer to the *Financial Reporter* user guide at all.

If you plan to customize an existing specification file, or to create one from scratch, turn to Chapter 2, "Tutorial," in this guide. Once you have a thorough understanding of how specifications work, use Chapter 3, "Writing Report Specifications," as your reference when creating or modifying specifications.

Chapter 2

Tutorial

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Chapter 2

Tutorial

This chapter shows you how:

- To construct financial statements with the Financial Statement Designer.
- Specification files generate financial statements.
- To use tools such as FR Paste and FR View.

Read and do the exercises in this chapter before you try to create any new statements or modify existing specification files (such as those shipped with General Ledger).

How to Produce Financial Statements

You create financial statements with the Financial Statement Designer, which provides add-in programs that allow Excel to retrieve and manipulate your Sage ERP Accpac data.

Introducing the Financial Statement Designer

You use the Financial Statement Designer to create, edit and test financial statement specifications.

The Financial Statement Designer offers the following:

- Special functions that let it read information from a General Ledger database.
- The ability to interpret a "report specification" (a set of instructions for creating a report) and generate a financial report.

When you start the Financial Statement Designer, Sage ERP Accpac opens an Excel spreadsheet using a macro that adds Financial Reporter commands and functions.

What Are Report Specification Files?

A report specification file is a spreadsheet with specific commands and functions that tell Financial Reporter what data should be included in each column of a financial statement, which accounts will be reported in each row or group of rows, and how the printed statement should look.

Statement specifications are generalized, so the same specification file can be used over and over again to produce financial statements for different departments and for different time periods. For example, a single specification file can print balance sheets for any department in your company as of the last day of any fiscal period in your fiscal year.

Editing and Creating Financial Reports — Tutorial

If you plan to create reports, or change the standard report specifications in Sage ERP Accpac, complete the following tutorial. This tutorial contains a number of lessons on financial reports and report specifications using sample data shipped with System Manager. (To install the sample data, see the *System Manager Administrator Guide*.)

Note that the tutorial uses Excel 2003.

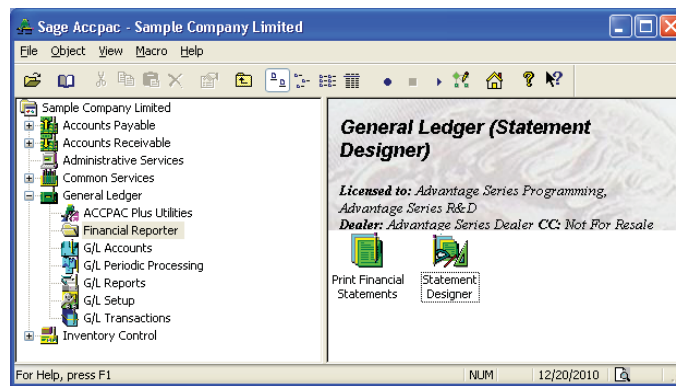
To start the Financial Statement Designer:

1. Start Sage ERP Accpac.
2. In the Open Company form, choose SAMINC or SAMLTD.

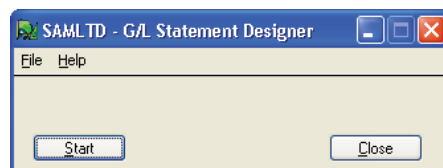
Note: SAMINC has a single currency G/L with a US dollar home currency, and SAMLTD has a multicurrency G/L with a Canadian dollar home currency. The current date for both companies is June 20, 2010.

3. Type ADMIN as the User ID and Password.
4. Click the General Ledger folder, then the Financial Reporter folder.

The Financial Reporter folder on the Sage ERP Accpac desktop looks like this:

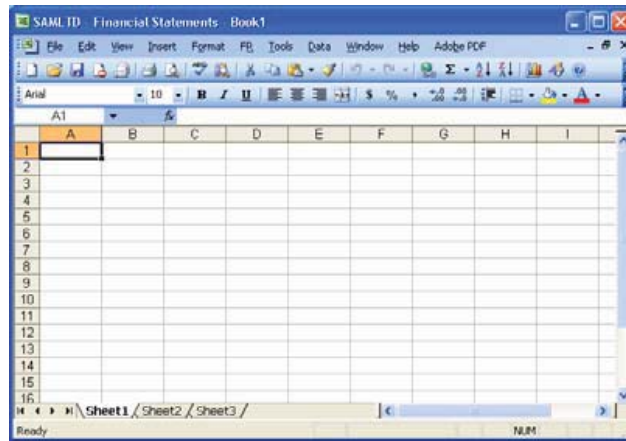


5. Double-click the Statement Designer icon to open the following dialog box.



6. Click Start.

An Excel spreadsheet appears:



Opening a New Spreadsheet

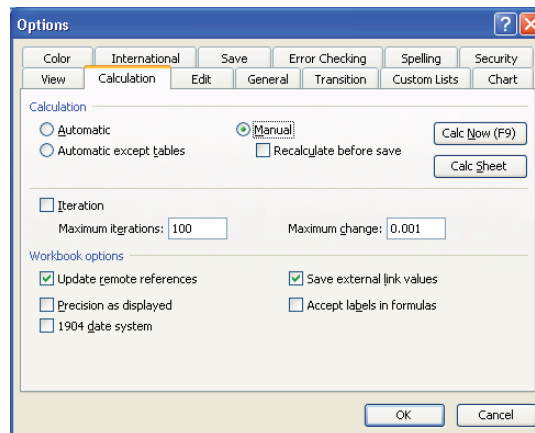
The Financial Reporter relies on the capabilities of Excel to let you customize reports using your Sage ERP Accpac data. For more detailed information about using Excel, refer to the Excel documentation or online help.

Turning Off Automatic Spreadsheet Recalculation

Before you proceed with this tutorial, you should turn off the automatic calculation option in the spreadsheet. (If this option is on, the program will query the Sage ERP Accpac database every time you enter a formula in the worksheet or leave the FR View form.)

To turn off automatic calculation in Excel:

1. On the Tools menu, click Options, then click the Calculation tab.



2. Select the Manual option, if it is not already selected.

Now, you must use the F9 key whenever you wish to update the worksheet with Sage ERP Accpac values, but you won't be slowed down by the continuous calculation of the worksheet.

Lesson 1: Using Formulas to Retrieve G/L Data

Lesson 1 introduces you to the Financial Statement Designer functions that extract financial data from your general ledger. It shows you how to construct your statement and use FR Paste, a powerful tool for inserting complex Financial Reporter formulas into the cells of your statements.

Add Financial Reporter functions

1. Click cell F1 to select it.
2. Type the following formula (you can use uppercase or lowercase letters):

=FR("Coname")

Notice that the formula is now displayed in the Formula bar at the top of the window.

When you press the Enter key or move to another cell, the company name from the ledger appears in the cell F1.

If you make a mistake

You can edit or erase a cell if you make a mistake.

- To edit a cell, select the cell, then click in the edit area at the top-right of the window. Press the Enter key when you have finished.
- To erase the contents of a cell, select the cell, then press the Delete key. Click OK to clear Formulas.

3. Select cell E3 and type **Account**.

Note that if the cell contents starts with a letter, the Report Designer will interpret it as text.

If, however, your text is composed of numerals (such as 1999), you must type it as ="1999" so the program interprets it correctly.

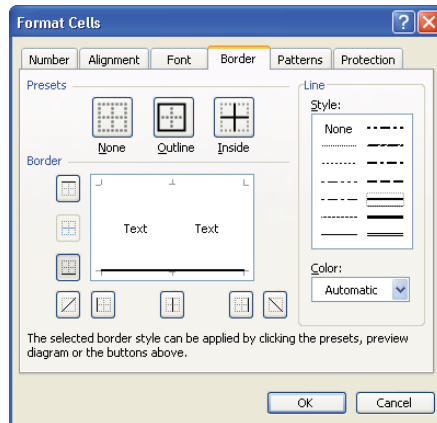
4. Select cell F3 and type **Description**.

5. Select cell G3 and type **Balance**.

Error! Objects cannot be created from editing field codes.

6. Highlight cells E3, F3, and G3, then click Format, Cells, Border on the Excel menu bar.

7. Select a solid line along the bottom to underline cells:



8. Select cell E5 and type:

= "1000"

(This is an account number — not the number 1000. You must type it as a text string so the cell contents can be inserted in other formulas and to make sure the program knows it's text.)

9. Select cell F5 and type:

=FRACCT("ACCTDESC",E5)

This formula retrieves the account description for the account listed in cell E5. (Again, you can use either uppercase or lowercase letters in formulas.)

10. Select cell G5 and type:

=FRAMT("BALP",E5)

This formula retrieves the current balance for the account listed in cell E5.

11. Press the F9 key to update the worksheet.

You have now created the beginning of a statement, with the headings for three columns and the information from one General Ledger account. Each formula you type on the spreadsheet retrieves one piece of information from the General Ledger database. You can save the spreadsheet, then view updated data the next time you open it.

Add lines

12. Select cell E6 and type:

= "1100"

13. Select cell F5, then click the right mouse button on F5 to display the pop-up editing menu, then click Copy. (You can also click Copy on the Edit menu.)

14. With your mouse pointer over cell F6, click the Paste menu.

15. Copy and paste the contents of G5 into G6 in the same manner.

When you paste the formulas into F6 and G6, the Financial Designer will update the formulas so they refer to cell E6, instead of to E5. However, the values of the pasted formulas will not be updated until you recalculate these cells.

16. Press the F9 key to update the values in cells F6 and G6. (These two cells refer to the accounts specified in E5 and E6.)

Our statement now contains two lines. You can insert more if you want.

Add Column Totals and Format the Columns to Finish the Example

Total columns



1. Select G7, then click the Autosum button on the toolbar.

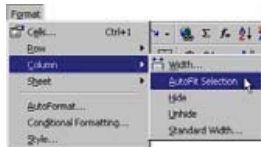
The Financial Statement Designer assumes you want to sum G5 and G6

2. Press Enter.

3. With G7 still selected, on the Format menu, click Cells, then select the Border tab.

4. Select a solid line for the upper border, then click OK. (Format also appears on the pop-up editing menu.)

5. To read the contents of cell F, you need to widen the column:
 - a. Click the "F" at the top of the column. This highlights the whole column.



E	F	G	H
	Sample Company Limited		
Account	Description	Balance	
1000	Petty cash	10000	
1100	Accts rec	2337087	
		2347087	

- b. Click the Format menu, select Column, then select AutoFit Selection. The column automatically resizes to fit the contents.

Or

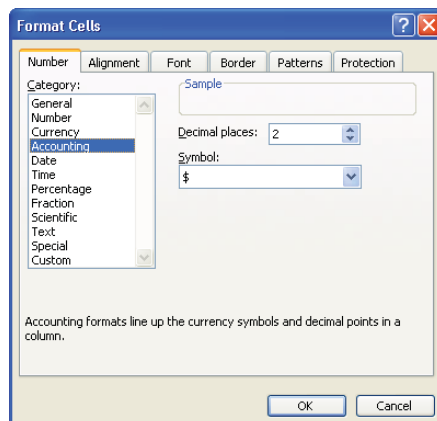
Click the edge of the column (at the column heading) and drag the handle until the column resizes to the required width.

Apply a numeric
format to a column

6. Select column G by clicking the "G" at the top of the column. Click the right mouse button to display the pop-up menu, then select Format Cells.

Reformat
statement

7. Select the Number tab in the Format Cells form, select Accounting, then click OK. (The use of a symbol, such as \$, is optional.)



This will change the format of all cells in the column to a number format with two decimal places.

You may have to increase the width of column G, because the numbers may be too wide for the column. Excel displays ##### when the column is too narrow. The following shows the finished entries:

E	F	G	H
	Sample Company Limited		
Account	Description	Balance	
1000	Petty cash	\$ 10,000.00	
1100	Accts receivable, intercompany	\$ 2,120,386.66	
		\$ 2,130,386.66	

Additional
exercises

Continue to experiment with formatting commands by making titles bold and re-aligning them. Choose Print Preview from the File menu to see how the statement will appear when you print it.

Using FR Paste to Insert Formulas

The following exercises introduce the capabilities of FR Paste, an extremely useful command that lets you build formulas using Financial Reporter functions, look up account numbers, or define account selection criteria.

In the first exercise, you will use the FRACCT function, which obtains account master information stored by the General Ledger Accounts form.

Exercise 1: Apply the FRACCT Function

1. Click the F10 cell.
2. From the FR menu, click FR Paste.

The following form appears:

3. From the Functions selection list, click FRACCT for account data. Notice that the syntax for FRACCT appears to the right of the Functions selection list.
4. Complete function parameter input fields with the following values:
 - From the Field Name drop-down list, select ACCTDESC (Account Description).
 - In the Account Reference box, select Account Range.
 - In the Account Number field, type 1000 as the account number (or use the Finder to choose it).
 - In the Account Range field, type 1023 (or use the Finder to choose it).

Range of account descriptions extracts common words

When you specify a range of account descriptions, the Financial Reporter scans the descriptions of every account in the range and returns any words that are common to all the accounts. In our example, the word that appears in every account description is "Sales."

Once you have filled out the account range, the FR Paste Function form looks like this, with the complete formula shown in the bottom left of the form:

The screenshot shows the 'FR Paste Function' dialog box. On the left, a list of functions includes 'FRACCT', which is highlighted. The main area shows the 'Field Name' set to 'ACCTDESC(Description)'. Under 'Account Reference', 'Account Range' is selected with the value '1023'. The 'Formatted' checkbox is checked. The bottom left corner displays the cell reference 'Cell \$F\$10:' and the formula 'FRACCT("ACCTDESC","1000:1023")'. At the bottom, there are buttons for 'Paste', 'Next Row', 'Next Column', 'Prev Row', 'Prev Column', 'Close', and 'Help'.

5. Click the Paste button. The constructed formula is pasted into the cell you selected in step 1.

Leave the spreadsheet and the FR Paste Function form open for the next exercise, or click File, then Save and save the worksheet to use later.

Exercise 2: Apply the FRAMT Function

In this exercise, you will use FR Paste Function form and the FRAMT function to:

- Calculate the net change for the second quarter of the current year for each account you specify, and
- Total all the net changes, giving you the quarter's sales.

Before you begin

If the worksheet you prepared in Exercise 1 is not open, open it and click FR Paste on the FR menu.

1. In the FR Paste Function form, click the Next Column button. The cell reference in the bottom left changes to "\$G\$10."

Function
parameters

2. Choose the FRAMT function, then select the function parameters shown below:
 - a. For the Field Name, select NET#QTD (Net Quarter # to Date).
 - b. As the Fiscal Designator, select "A" for Actual monetary figures, from the drop-down list.
 - c. Select Account Range.
 - d. In the From and To account fields, enter 1000 and 1023.

3. Select the Use Rolled Up Amounts option if any accounts in the range are members of a rollup group and you want to view rolled-up amounts.
4. Click Paste to insert this formula into cell G10, then click Close.

(If you see "#N/A" in the formula cells, press the F9 key to recalculate the spreadsheet.)
5. Save the report (click Save on the File menu).
6. To close the Financial Report Designer, click File, Exit.

Lesson 2: Creating a Financial Report Specification

In the next lesson, you will use the FR Paste function to create a financial report specification, then generate the report that compares the current assets in the sample General Ledger to the current liabilities.

As a first step to creating a financial report, you will enter a comment to explain the purpose of the report and how it works.

Exercise 1: Add A Comment

1. If your Excel spreadsheet from Lesson 1 is still open, create a new workbook.
2. Click cell A1.
3. Type the following comment and press the Enter key:



..This is a short financial report

Note: This comment won't appear in your financial report because it starts in column A and is preceded by two periods, a code that tells Financial Reporter to ignore the comment.

Exercise 2: Create A Default Specification Row

Most financial reports contain the same kind of information in each row of the report. To make statement design easier for you, the Financial Reporter lets you define a default row specification that will be used throughout the report. The default row specification stays in effect until you define another default row specification.

For this exercise, you will create a default row specification that will produce a report with two columns: one containing account descriptions, the other containing the current account balance.

To produce a two-column report:

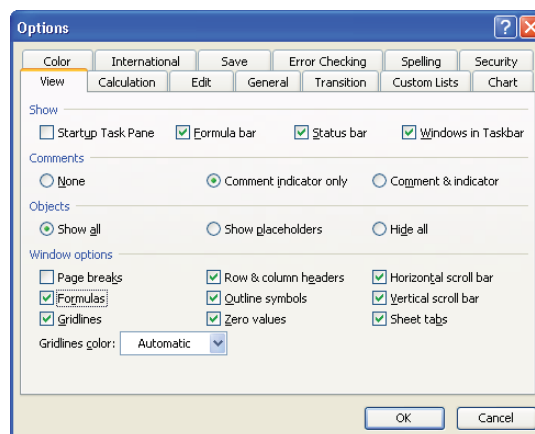
1. Select cell A2, and type two backslashes.

The backslashes indicate that the spreadsheet row contains default column functions used for subsequent rows.

2. In cell D2, type **D**, and then press Enter.

The "D" means we want to print the details of each account on a separate row of the spreadsheet.

3. Select cell E2, then choose FR Paste to insert a Financial Reporter formula into cell E2.
4. From the Functions selection list, select FRACCT.
5. From the Field Name selection list, select "ACCTDESC (Description)".
6. Click Paste, then Close.
7. Click Options on the Tools menu, then click the View tab. Select the Formulas option under Window Options, then click OK.



The formula in cell E2 looks like this:

=FRACCT("ACCTDESC")

Widen column E so you can read the formula more easily.

Note: This formula does not reference a particular account number. Financial Reporter will add account references when it generates the final report from this default specification.

8. Select cell F2 and choose FR Paste again.
9. When the FR Paste box appears, select FRAMT as the Function, then select BALP (Balance Current Period) from the Field Name drop-down list.
10. Click Paste. The following formula will be pasted into cell F2:

=FRAMT("BALP")

You have now finished with the default row of your report.

11. Click Close, then check that the spreadsheet contains this information:

	A	B	C	D	E	F
1	.. This is a short financial report					
2	1			D	=FRACCT("ACCTDESC")	=FRAMT("BALP")
3						

Note: If you did not follow the instructions to display formulas, cells E2 and F2 will contain "-" and "0," respectively.

Exercise 3: Add Column Headings

To create column headings (or any text that you want in the final report), simply leave cell A of the row containing the headings blank. This row will appear "as is" on the report.

1. Select cell E3 and type:

Account description

2. Tab to cell F3 and type:

Balance

Then press Enter.

3. Select both cells.
4. On the Format menu, click Cells, Font. Select Single in the Underline field, then click OK.



You can also click the Underline button on the formatting toolbar.

5. Click the 'F' on column F to select the column.
6. On the Format menu, select Cells, Alignment, then click Right to right-justify this column.



You can also click the Align Right button on the formatting toolbar.

7. With column F still selected, click Format, Cells, then Number, and select a format for presenting monetary figures.



You can also click the Comma Style button on the toolbar. Click the Decrease Decimal button, if you wish to print the report using whole numbers.

In formula view, your report specification will look like this:

A	B	C	D	E	F
..This is a short financial report					
<u> </u>			D	=FRACCT("ACCTDESC")	=FRAMT("BALP")
				<u>Account Description</u>	<u>Balance</u>

You now have a report specification with default row formulas and column headings.

Exercise 4: Add Account Reference Lines to the Report

You are now going to add five rows to the report:

- One to print current asset accounts.
- One to total current assets.
- One to print current liability accounts.
- One to total current liabilities.

- One to provide a net of assets and liabilities.

1. Select cell A5, type %%, and press Enter.

“%%” is a wildcard account reference that tells the Financial Reporter to look at all accounts.

2. Select cell B5 and type the following criteria:

(ACCTGRPCOD=1)

This expression restricts the accounts to the Account Group for Current Assets. (Again, uppercase or lowercase.)

3. Select cell E5 and type a backslash character: \ .

4. Type a backslash in cell F5 also.

The backslash character tells Financial Reporter to use the current default formula for this column with the account number specified in column A (subject to the criteria imposed in column B).

5. Click cell E6 and type **Total current assets**.

6. Click cell F6 and type the following formula:

=SUM(F5)

Cell F5 will be expanded on the report to as many rows as there are Current Asset accounts, and this cell reference (F5) will refer to all of the generated rows.

7. Click cell A8, type %% and press Enter.

This account reference will be for all current liability accounts.

8. Click cell B8 and type the following criteria:

(ACCTGRPCOD=5)

This expression restricts the accounts to the Account Group for Current Liabilities.

9. Type a backslash character (\) in cell E8, then in F8.

10. Select E9 and type **Total current liabilities**.

11. Select cell F9 and type the formula:

=SUM(F8)

12. Move down to E11 and type **Assets minus liabilities**.

13. Select F11 and type the formula:

=F6-F9

Your report specification now looks like this, and you are almost ready to generate the report:

	A	B	C	D	E	F
1	..This is a short financial report					
2	\\			D	=FRACCT("ACCTDESC")	=FRAMT("BALP")
3						
4						
5	%%	(ACCTGRPCOD=1)			\	\
6					Total Current Assets	=SUM(F5)
7						
8	%%	(ACCTGRPCOD=5)			\	\
9					Total Current Liabilities	=SUM(F8)
10						
11					Assets Minus Liabilities	=F5-F9

Exercise 5: Set the Spec Range for the Statement

Before you can print a financial report for the first time, you must define the Spec range. The Financial Reporter processes all columns and rows of a spreadsheet that lie within a named range (called the "Spec" range).

To define the Spec range:

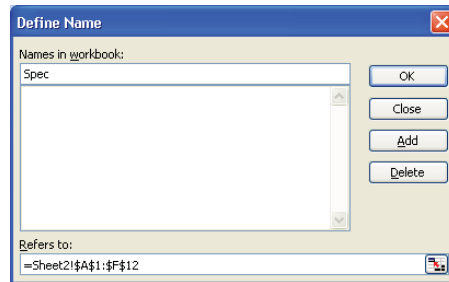
1. Holding down the left mouse button, select cells A1 to cell F12.

The entire area of the specification you created will now be selected.

2. From the Insert menu, click Name, then Define.

The Define Name form appears.

3. In the Names In Workbook field, type **Spec**.

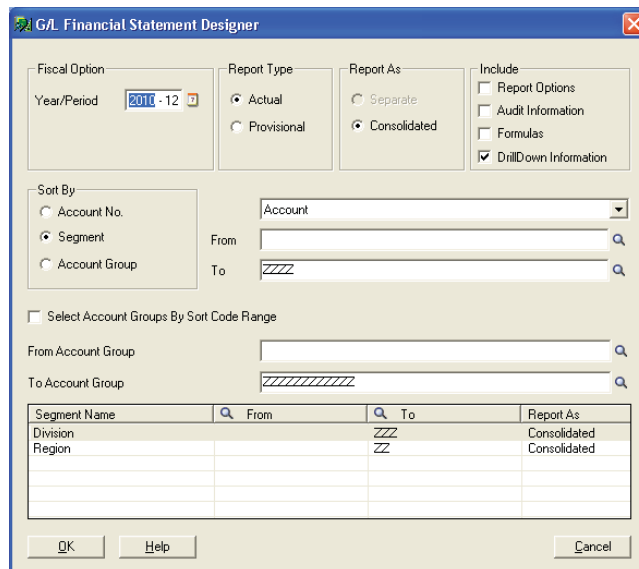


4. Click OK.
5. Save the report.

You have now created a simple statement specification and are ready to generate the report.

Exercise 6: Generate the Statement

Use the FR View command to generate a financial statement from the specification you created.



Generating values

FR View lets you generate two kinds of final reports: one with values and one with formulas. If you generate values, Financial Reporter uses the formulas in the specification to extract the appropriate data from the General Ledger, and inserts the data in the cells on the final report.

Generating formulas

If you generate formulas (by selecting the Formulas checkbox), Financial Reporter creates all the rows required by the report, but places a formula in the spreadsheet for each piece of data required from the General Ledger.

This provides you with a report that is dynamically linked to your general ledger. At any time, you can see updated versions of a report with formulas simply by recalculating the spreadsheet.

To generate a statement:

1. Choose FR View from the FR menu.
2. The Financial Statement Designer form appears, showing the same print options that you see when you choose Print Financial Statements from General Ledger.
3. Click OK to accept the default print options.

The Financial Report Generation dialog box appears, showing a progress meter as the report is processed and generated. Depending on the statement's complexity and the size of your database, processing can take a few minutes.

4. To display values instead of formulas in the worksheet, on the menu bar, click Tools, Options, View. Deselect Formulas, and then click OK.

Select columns E and F, then click Format, AutoFit Selection on the menu bar.

5. From the File menu, click Print.

To check how the printed report will appear before you print it, click Print Preview.

6. Click Close.

More Suggested Exercises

Experiment with your report

Now that you have produced a simple financial report, experiment with it:

- Restrict the range of accounts in the FR View dialog box.
- Type a range of accounts "1000:3000" on one of the rows of your report.
- Use the "%" wildcard character to replace one or more characters in an account number or "%%" to replace one or more segments. (Remember that you previously used "%%" to specify all accounts, and used column B of the report specification to restrict the range of accounts to a single group.)

For example, try 4000%% to specify all accounts starting with 4000 (no matter how many segments they have), or try 4000-100-%.

Specify the Audit Information option so you can see which account numbers Financial Reporter selected.

- Add an additional column "G" to the report. To do so:
 - Use FR Paste to insert a formula in the default row specification. Select FRAMT, and remove all but the first parameter (including quotation marks) after pasting the formula in cell G2.
 - Make sure you add the backslash character to the rows of your report specification (for example, G5, G8, and any other rows you have added).
- Explore the options available in the Print Financial Statements dialog box. For example, you can:
 - Change the current fiscal period for the report.
 - Choose whether you are printing Actual or Provisionally posted figures (unless one is specifically selected in the spec).
 - Select the order for record selection.

- Choose a consolidated report or separate reports according to account segment.
- Restrict the report to ranges of accounts, based on account groups, account segments, or account numbers.
- Change the print destination. You can choose
 - Printer (to send the report to your usual printer)
 - Preview (to view the report on your computer screen)
 - File (to save the report to a file)
 - E-mail (to send the report by e-mail)

Where To Now?

Now that you have been introduced to the Financial Reporter, read through Chapter 3, "Writing Report Specifications," for an overview of the Financial Reporter and for specific information on its operation.

Chapter 3

Writing Report Specifications

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Chapter 3

Writing Report Specifications

This chapter explains how Financial Reporter works, and provides the information you need to produce financial statements from a General Ledger database.

Finding the Information You Need

If you plan to design your own financial statements, do the tutorial in Chapter 2 of this manual, then read this chapter.

Do the exercises in Chapter 2

The exercises in Chapter 2 show you how to start the Statement Designer from the General Ledger program and modify an existing financial statement specification. They provide an overview of statement specifications and how they work.

To see how to perform a particular task, look up the task in the table of contents of this chapter. The headings refer to what you want to do, rather than to particular codes themselves.

You can also get online help while you are editing Financial Reporter specifications by selecting from the Help menu in the Statement Designer or by pressing F1 when you are using FR View and FR Paste.

A Few Key Financial Reporter Concepts

The Financial Reporter feature is based upon a few, simple concepts:

- **Worksheets with Financial Reporter functions.** Financial statements are worksheets containing Financial Reporter functions that read data directly from a general ledger database.

You can place Financial Reporter functions anywhere in a worksheet. Excel gets the General Ledger data when it recalculates the worksheet.

You can also use any other Excel functions to further manipulate that data.

- **Financial Statement Specifications.** A financial statement *specification* is a structured description of the statement that you want to produce. Financial Reporter creates a statement based on the specification and the options you choose when you want to print or view the statement.

Statement specifications allow you to assign default functions and formulas to columns of the worksheet, and to specify that a range of accounts will be expanded to many rows on a final statement.

Statement specifications make statements easier to create and more flexible, *but you don't have to use them*.

- **Flexible Data Selection.** Financial Reporter lets you enter data and restrict data at print time by account segment range, by account group, by account sorted group, by fiscal period, and by fiscal set (actual or provisional amounts).
- **Actual or Provisionally Posted Amounts.** Financial Reporter lets you select and restrict data at print time by account segment range, by account group, by account sorted group, by fiscal period, and by fiscal set (actual or provisional amounts).

Keep in mind when designing statements that a generalized financial statement can be printed with the actual or provisionally posted amounts of any particular department or division. Note also that if you are using the transaction-related commands, FRTRN, FRTRNA, FRTRNDR, and FRTRNCR, only actual amounts will be included in the report, as provisional amounts are not handled by these commands.

It is our assumption that most of the financial statements you create will be generated from statement specifications.

This chapter focuses on the rules for creating financial statement specifications. It shows you the components of a specification, explains how they work, and provides numerous examples of specification rows, columns, and functions.

How Financial Reporter Fits with General Ledger

The Financial Reporter is an add-in program that uses Excel to read and print General Ledger data.

Provides flexibility
and analytic
capabilities



Statement
Designer

Financial statements are Excel worksheets with special Sage ERP Accpac functions that let you display account balances, currency exchange rates, and general company data.

To create a financial statement, you use the Statement Designer in the Financial Reporter folder. By double-clicking the icon, you start Excel with Sage ERP Accpac's Financial Reporter add-in.

Viewing account
balances



Print Financial
Statements

You can view an account balance just by placing a formula in a single cell and recalculating the worksheet.

Once you create a financial report with the Designer, you can print it at any time using the Print Financial Statements form (also in the Financial Reporter folder).

Printing financial statements

To print a statement, you simply choose the report you wish to print, select from among a variety of print options, then click Print. Excel gets the data, prints it, and returns you to the Company Desktop.

Using Financial Reporter with Excel

You use Microsoft Excel to generate financial statements. Note that you must purchase and install Microsoft Excel separately before you can use Statement Designer.

You can install Sage ERP Accpac General Ledger and Excel in any order.

Layout of a Report Specification

All worksheets for Sage ERP Accpac financial statements contain the functions required to read General Ledger data.

Worksheets that contain statement specifications have two separate regions:

- The *Spec* range — the region containing the specification.
- The *Report* range — the region containing the final statement that is generated from the specification.

The Report range also contains a third range called the Print range, which excludes all audit information that can be generated in the first columns of the Report range.

Statements that are not generated from specifications will not have a Spec range, although you can define a print range to restrict the size of the worksheet for printing.

Remember, however, that you don't need to create a statement specification to extract and print general ledger

information. You can extract and print balances from the G/L by placing a few formulas in a worksheet, then using Excel's Print command.

You can also save the worksheet, then use G/L's Print Financial Statements form to print financial information in future. If the worksheet doesn't contain a statement specification, Financial Reporter simply recalculates the worksheet and prints it out.

Specification, Report, and Print Ranges

When you use a statement specification to generate financial statements, the statement specification and the report it creates both reside in a single workbook. If you opt to create a separate report for each account segment when you generate the report, Financial Reporter inserts a separate worksheet for each segment into a new workbook. When you generate a financial report from a specification, the Financial Reporter processes all the specification information in the *Spec* range, and creates the final report in the *Report* range.

The report specification occupies a named range of the worksheet called the *Spec* range, and the report is generated in a named range called the *Report* range.

Financial Reporter prints a smaller area of the worksheet than the *Report* range because it excludes columns A to D.

Specification Range of the Financial Report Worksheet

The following view of a worksheet shows the Spec range of a typical financial report specification:

Spec range of a financial report

The report template starts in column E

	A	B	C	D	E	F	G
1	.. Specification name: QUIKBAL1						
2	..						
3	.. This specification file will produce a balance sheet with one column						
4	.. of figures showing the current balance as at the current fiscal period.						
5	..						
6				=FR("CONAME")			
7							
8				=*As Of "&TEX			
9							
10							Unaudited
11							
12							
13							ASSETS
14	\\ACCTGROUP		Z	D(ACCT)		=FRACCT(*ACCTDESC)	=FRAMTA("BALP")
15					Current assets:		
16	%%	ACCTGRPCOD = "01"					
17						Total current assets	=SUM(G16)
18							
19					Fixed assets:		
20	%%	ACCTGRPCOD = "02"					
21	%%	ACCTGRPCOD = "04"		T		Less accumulated deprecie	
22							=SUM(G20)-SUM(G21)
23							
24					Other assets:		

Columns with control information

Columns of the specification that form the statement template

Columns A through D

The first four columns of the Spec range (A through D) are reserved for control information for the Financial Reporter. All other columns form a template which determines the appearance of the report and the type of data which will appear.

The Spec range is already defined in all financial report specifications that come with the Financial Reporter. Similarly, if you are converting a specification from ACCPAC Plus for DOS, the conversion macro will define the Spec range.

The Spec range can occupy any columns

A specification can actually begin in any column of a worksheet. The only requirement is that the first column of the Spec range must be the first column of the specification.

For simplicity, this chapter always refers to the first column of the specification as column A. There is no reason why you should start a specification anywhere else.

Report Range of the Financial Report Worksheet

The *Report* range is generated from the Spec range when you print the financial report.

The template portion of the specification expands in the final report to display the actual general ledger data.

The control information in the first four columns of the specification is replaced by audit information in the report range — the numbers of the accounts from which the information was taken.

When you print out the report, the Financial Reporter prints all but the first four columns of the Report range (omitting the audit information). The area it prints is called the Print range.

If you do not have a spec range

If there is no Spec range in the financial statement worksheet, the Financial Reporter recalculates the sheet and prints it when you print the report. Any Sage ERP Accpac formulas will be updated with the latest values from General Ledger.

If you don't want to print the whole worksheet, you can define the area you wish to print.

If you have a spec range

If you have a Spec range, Financial Reporter will automatically regenerate the financial statement before printing it when you use the Print Financial Statements form.

Redefine spec range

If you want to redefine the spec range in your worksheet after report generation, use FR Clear to clean up the output area, then make your changes to the spec range.

What Each Column Does in the Financial Report Specification

As the previous diagrams showed, a report specification is a template for the report it produces. The specification includes the arrangement of all report data, along with all

report formatting — such as column widths, fonts, highlighting and underlining.

This section describes the control information that appears in the first four columns of the report specification. All other columns of the specification represent a column that appears on the report.

Although this chapter identifies the first four columns as columns A through D, you can begin the specification in any column, as long as the Spec range begins with the same column.

Column A Determines the Purpose of a Row

The contents of column A of each row (the first column of the Spec range) determine the purpose of all the columns in the row.

There are five types of rows in a report specification:

- Comment rows
- "As is" rows
- Default rows
- Title rows
- Body specification rows

If column A starts with "..", the row is a comment row.

If column A is blank, the row is part of the report and will be printed as is.

If column A starts with "\\", the row sets up defaults for the remaining rows on the report. You can have more than one default specification row; each one applies to the rows between it and the next default row.

If column A starts with "\\T", the row defines a title line on the final report. You can have as many title lines as you want to appear at the top of each page of the report (immediately under the header lines).

If column A contains any other data, that data is assumed to be a reference to one or more account

numbers. Furthermore, if an account number appears in column A, it generally means that all the printed columns in the row will contain data from that account.

Body specification
rows

Rows that start with account code references are called *body specification rows*.

Columns B, C and D Filter Accounts Specified in Column A

Although you specify account numbers in column A of the report specification, you can use columns B, C, and D (columns 2 through 4 of the Spec range) to refine the account selection.

For example:

- Column A can specify a range of accounts; it determines what Financial Reporter does when it generates the financial report.
- Column B can contain a filter to restrict the range of accounts in column A to a particular account group (or to an account type or account name). Column B can also refer to the filter for posted transactions if Column D refers to listing by posted transaction details or by posted transaction consolidated details.
- Column C can remove any lines from the report that have zero balances (use "Z" to omit zero-balance lines) (or meet a condition such as "balances less than \$1,000").
- Column D can consolidate the balances of the range of accounts, consolidate by account segment, list each account separately, consolidate all values from retrieved optional fields, or print the optional field value of the first retrieved record. This can also be consolidated by transaction date and posting sequence.

The result can look like this:

A	B	C	D	E	F
\\				=FRACCT("ACCTDESC")	=FRAMT("BALP")
				<u>Account Description</u>	<u>Current Balance</u>
1020:1400				\	\

The Report Template Starts in Column E of the Specification Range

The report template actually starts in Column E, the fifth column of the Spec range. Any value or formula placed in the report template area is generally part of the final report.

The following worksheet shows a report specification displayed in formula view:

	A	B	C	D	E	F	G	H	I
1	.. Specification UNIV9								
2	.. This specification will produce an expense								
3	.. schedule for the current fiscal period,								
4	.. quarter, and year to date.								
5						=FR("CON			
6						Schedule			
7						"For the			
8									
9	\\		Z	T			=FRAMTA("NETP")	=FRAMTA("NETQ")	=FRAMTA("NETYTD")
10							Current	Quarter	Year
11							Period	To Date	To Date
12	=6000:6999"		D		=FRACCT("ACCTDESC")		\	\	\
13									
14							=SUM(G12)	=SUM(H12)	=SUM(I12)
15									

In this example, the first three lines of column F which appear on the report are:

- =FR("CONAME"), a Financial Reporter function that puts the company name on the statement.
- The text "Schedule of Expenses."
- The text and function ""For the period ending" &FR("END")." The function inserts the period end date from the database.

Row 9 of the specification sets the default contents of statement columns. Column A of this row starts with two backslashes. The next two rows contain headings for

columns G, H, and I. These headings are printed "as is." To underline these column headings, use cell formatting controls.

Row 12 will be expanded on the printed report to include all accounts in the range between 6000 and 6999 which meet other selection criteria specified in cells B, C, and D, or entered at print time in the Print Financial Statements form.

It looks like this:

12	= "6000:6999"	D	=FRACCT("ACCTDESC")		\	\	\
----	---------------	---	---------------------	--	---	---	---

Values generated
from default
formula

In this row, the "\" in the right three columns indicates that each cell value will be generated from the default formula set for the column. (The Financial Reporter inserts the account reference in column A into any default formula that requires the account reference parameter.)

For example, the default formula for column G is =FRAMTA("NETP"). FRAMTA is a Financial Reporter function that prints the account period balances or net amounts from the account fiscal sets. In this case, the formula specifies the net amount for the current period. When the Financial Reporter processes this cell of the statement template, it expands the formula with the account reference from column A, for example, =FRAMTA("NETP", "6000").

The remaining two columns also use a default formula; in this case, bringing in the net changes for the quarter to date and the year to date.

Total line

The final row in our example is the total line. Notice that the template uses Excel's cell formatting capabilities to place a single underline above the total, and a double underline beneath it.

=SUM(G12)	=SUM(H12)	=SUM(I12)
-----------	-----------	-----------

Notice also that the total formula for each column refers to a single cell (or list of cells) in the specification range. In our example, the single cell in the specification range formula will be replaced in the report range formula by a

range reference which contains as many rows as there are accounts in the account range specified on line 12.

When the Report is Generated from the Specification

If you print a financial statement using the Print Financial Statements form, you do not see the report specification. Instead, Financial Reporter continues to display the Print Financial Statements' print dialog box while it starts Excel, loads the specification worksheet, generates the specification commands in the Spec range of the worksheet, and prints the final report.

If no Spec range exists, Financial Reporter recalculates the sheet and prints it

If the worksheet doesn't contain a Spec range, Financial Reporter recalculates the worksheet (taking into account any restrictions placed on account selection by the Financial Statements dialog box), and prints the whole worksheet (or the region defined in the worksheet as the print area).

Depending on the print destination you choose, you can:

- Preview the report before you print it.
- Send the report via e-mail to a recipient.
- Print directly to a printer, or print to a file.

Generating Statements in the Statement Designer

When you edit a report specification using the Statement Designer, you can also test the statement specification you are editing.

FR View command to generate the report

To generate the final report, choose the FR View command from the FR menu.

FR View lets you generate the report using the same print options that you use to print a report from the Print Financial Statements form. However, it provides two additional options:

- Audit information
- Formulas

If you generate audit information, Financial Reporter will list the results of the account number references in column A of the report range of the worksheet. This information allows you to check the numbers of all accounts included in your statement (as long as you use the "D" option in column D of the report).

If you generate formulas, Financial Reporter will insert a formula in each cell of the final report where you need to insert General Ledger information. You can then update the formulas in the generated report by recalculating the worksheet.

Once you have generated the report, you can preview it with the Print Preview command on the File menu.

For details on using FR View, see "FR Commands on the Statement Designer's Menu Bar," later in this chapter.

Setting the Spec Range

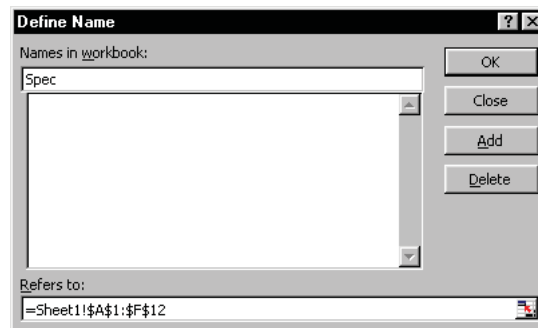
Before you can generate and print a financial report from a report specification, you must define the Spec range.

The Spec range is a named range of cells in the worksheet.

To define the Spec range, follow these steps:

1. Select the complete report specification, from the first row and column to the last row and column.

From the Insert menu, choose Name, then Define. The Define Name dialog box appears:



2. Type "Spec" in the Names In Workbook field, then click OK.

Once the Spec range is defined for a specification, you may generate the report.

Report range is optional

You do not need to define a Report range within the worksheet. Financial Reporter defines the Report range when it generates a report from a specification.

Enlarging the Spec Range to Extend the Right Margin of the Print Area

In some reports, information appears to be cut off the report because it extends beyond the right edge of the worksheet print area.

There are two ways you can modify a report specification to make sure that report information isn't truncated by the right edge of the print area:

- Widen the particular column of the worksheet that contains the extra wide material.
- Redefine the Spec range in the report specification so it includes the worksheet columns that the information overlaps.

Right boundary is set by the Spec range

The second approach works because the right print area boundary of a financial statement that is generated from a specification is the same as the Spec range boundary.

All the columns that you include within the Spec range will be included on the printed statement (except columns A, B, C, and D).

Adding Explanatory Comments (..)

You can make any line of a report specification a comment line by starting column A with two periods. For example, the following four lines are in cells A1 through A4 of a report specification:

.. Specification name: INCS1						
..						
.. This specification file will produce a statement of earnings with one						
.. column of figures showing current year to date results.						

These lines will appear when you view the specification file, but will not be printed on the actual financial statement.

We suggest you begin every specification with a few comment lines describing it, and add comments throughout to explain important sections of your specifications.

Adding Title Lines

The Financial Reporter allows you to specify lines that can appear at the top of each page of a Financial Statement.

You can define only one set of title lines in a specification, and all title lines must be together (contiguous).

The following example shows how to use title lines:

	A	B	C	D	E	F	G
1	\T					=FR("CONAME")	
2	\T					= "Balance Sheet"	
3	\T					= "As at "&FRFISCAL("END")	
4	\T						Current Balance
5	\T						
6	\			D	=FRACCT("ACCTDESC")		=FRAMT("BALP")
7	= "1100:1200"			\			\

The first five lines of the report specification are the title lines, which will be repeated at the top of each page of the report.

The Universal Corporation

Balance Sheet

As at October 31, 2005

	<u>Current Balance</u>
Petty cash	274.57
Bank account	8,437.54
Bank account, CAD dollars	4,372.96
Total:	<u>13,085.07</u>

If you wanted the title to appear only on the first page of the report, leave the first column for these rows blank. The rows will be transferred "As Is" to the beginning of the Report range.

\T lines are the same as Excel title lines

Financial Reporter generates title lines that use Excel mechanisms, so if you use the Financial Reporter "\T" line, you cannot separately select a group of cells as title lines.

Controlling Overall Financial Statement Format

All formatting of financial statements is controlled by Excel formatting commands. For more information on controlling page size, page headings, font size and style, refer to Excel's documentation.

Format styles

The most efficient method for formatting the area and the text within a cell is to create a style that includes various attributes (such as bold text, dollar format, or right alignment), and apply the style to cells.

A style includes the number format, border, font, pattern, number alignment, and cell protection settings. By using styles, you can set these elements in one step, rather than using a group of commands to format each cell.

Formatting Report Lines

The format you apply to a line of a report specification is used for every line that it generates on the final report. In the following example, the single report line with each cell boxed will generate a complete grid:

A	B	C	D	E	F	G
\\		Z	T	=FRACCT("ACCTID")	=FRACCT("ACCTDESC")	=FRAMT("BALP")
				Account Number	Account Description	Current Balance
1100:1300		\	\	\	\	\

The border around the cells will be used on every generated line:

Account Number	Account Description	Current Balance
1100	Cash	462
1200	Bank account	8,945
1300	Receivables	73,986

Formatting Column and Row Widths

You may change the width and height of cells using the Format Column and Format menu options. Or, you can position the cursor on the vertical line to the right of the column heading or on the horizontal line below the row heading, and drag the line to change the cell sizes.

D	E	F
D	#NAME!	#NAME!
	Account description	Balance

Error message if number too large

If you adjust cell width so that a number will no longer fit in the cell, Excel will display an error message (####) if you view the report or print it using the Financial Reporter.

Hiding a column

To hide a column, select the column, then, on the Format menu, click Column and then Hide.

Hiding Rows on the Final Report

It's often useful to have statement rows that you don't want printed on your final report. (For example, you may have statement rows that contain intermediate rounding calculations.)

You can hide a row on a financial report by hiding the row in the specification.

To hide a row, select the row, then, on the Format menu, click Row, and then Hide.

Hiding Columns on the Final Report

If you hide a column on the report specification, it will not appear on the report.

To hide a column, you make the specification column (and, hence, the report column) so narrow that it no longer exists on the report. You do this by clicking Format, Column, Width, or by dragging the right border to the left.

Formatting Numbers

Use the Format command to change the number format of one or more cells. First, select the cells you want changed. Then, on the Format menu, click Cells and then the Number tab.

Excel provides a variety of built-in number formats that are available to every financial statement. You can also create your own custom formats. Refer to the Excel reference guides or online help for details.

Formats force rounding

If you apply the format 0.00 to a cell, Excel will round the number to two decimal places.

Formatting Text

You can specify a font, font size, and font color by clicking buttons on the Formatting toolbar.

Alternatively, you can use options on the Font tab (from the Format menu, choose the Cells command), which provide additional formatting options, allowing you to cross out, strike through selected text, or format text as superscript or subscript characters.

You may choose from any of the fonts available in your Windows configuration (that match the printer driver currently selected for reports).

Use the alignment buttons on the Formatting toolbar to force text to the right or left edges of the cell, or to be centered.

By using the Style option on the Format menu, you can apply several attributes simultaneously rather than using individual formatting commands.

Formatting Page Layout

The File Page Setup command controls the page layout and allows you to set headers, footers, and margins in a worksheet.

Printing Column Headings with Title Lines

To print recurring column headings at the top of each page, use title lines.

Title lines begin with a "\T" in column A of the Spec range. You can define as many title lines as you want, as long as they are contiguous (all together).

All title lines must be together (they cannot be separated by a page break).

Setting Page Breaks

If you set a page break in the report template, Financial Reporter will treat the page break as an "As is" row and insert it at the corresponding point in the final report.

The main use of page breaks is to begin new sections of a statement at the top of a page, or to ensure that all columns to the *right* of the page break appear on a separate page. Page breaks create a horizontal *and a vertical* division where you insert them in a worksheet.

Page breaks are of limited use if you write statements containing account references that are expanded into many rows. They work best for starting sections of a report on a new page.

Generally, for multi-page reports, you can either leave the pagination to Excel, or you can print the report to a file, then add whatever embellishments you want in the report file before printing a final report.

Headers and Footers

The default header is a single line that includes the name of the current file.

For more information on headers and footers, refer to Excel online Help or the reference guide when running the program.

Including Charts and Graphs

You can add charts to a financial report after you have generated it. To print the chart with the report, you must include it in your Print range.

Scaling

You may reduce or enlarge the financial report to a specified percentage using Page Setup. In addition, you can specify the number of pages on which you want to fit the report.

See the online Help or Excel reference guide for more information.

Specifying General Ledger Information in Columns and Cells

In the Statement Designer, you use Financial Reporter functions to gain access to your General Ledger data.

Because you can use them in conjunction with standard Excel functions, these functions provide a powerful and flexible method of retrieving your General Ledger data for financial reports.

Using range names in FR formulas

For example, you can define names for cells that contain FR parameters that you commonly use. You can then use these names as parameters when you construct FR formulas. (Because the parameters are already defined as text strings, you do not need to enclose names in quotation marks when you use them in formulas. If you do use quotation marks, Excel displays an error message.)

Because Excel lets you refer to cells located on different sheets in a workbook, you might find it useful to include often-used parameters on a separate sheet that you can copy to other workbooks, as needed.

Formulas Converted to Excel

If you converted statements from ACCPAC Plus using CA-SuperCalc in earlier versions, you may have formulas that are specified incorrectly for Excel.

An incorrectly specified formula will be displayed as “#VALUE” at the time you generate a financial statement.

The ACCPAC Plus conversion program in Excel’s Statement Designer *does not specify* negative ranges.

Using Financial Reporter Functions

Use Financial Reporter functions in two main ways:

1. To place one piece of information in one cell of a report.
2. In a report specification, to define the type of information that will appear in a column of a financial report.

The Financial Reporter functions include:

Financial Reporter functions	Information they provide
FRACCT	account data (including account optional fields data)
FRAMTA, FRAMT, FRDEBIT, FRCREDIT	fiscal set data (balances and net changes)
FR	G/L option & company data, and statement print options
FRFISCAL	fiscal calendar dates
FRRATE	exchange rates
FRSDISC	segment code descriptions
FRTRN, FRTRNA, FRTRNDR, FRTRNCR	transaction detail records including net totals, and account and transaction optional fields (but not provisional amounts)
FRPOST	transaction records including transaction optional fields data from posted transactions and account optional fields data from the specified account in the transaction record

For a detailed description of each Financial Reporter function, refer to the section, "Financial Reporter Functions," at the end of this chapter.

Use FR Paste to create formulas

Each Financial Reporter function can be pasted into the cell of a financial statement using the FR Paste command on the FR menu. (FR Paste is discussed later in this chapter.)

The FR Paste command inserts a function into the current cell, and prompts you for each parameter of the function (so you don't have to memorize them or refer to the reference guide).

You can also follow the "\ " symbol with "-" or "+" to print the inverse or the absolute value of the formula result.

Specifying Information for One Cell

We'll look at specifying the information in a single cell first, because that is the simpler use of the Financial Reporter functions.

The Financial Reporter lets you insert account record information or fiscal set values anywhere on a financial statement using special Sage ERP Accpac reporting functions.

Account information

For example:

```
FRACCT("ACCTDESC","1000-333")
```

gets the account description (such as "Cost of goods sold") from account 1000-333 and places it in the current cell.

```
FRAMT("ABALP.2005","1000-333")
```

gets the actual balance of account 1000-333 for the current fiscal period for the year 2005.

Instead of "ABALP" to get the actual balance, you can specify "PBALP" for provisional balance, "QBALP" for actual quantity, "QPBALP" for provisional quantity, or the numbers 1 to 5 for the budget sets (for example, 1BALP or 2BALP).

If BALP is specified without an "A" or "P" prefix for actual or provisional amounts, it will default to the report setting chosen at print time.

Company
information

The FR function provides company information from the currently open company (in this case, the company name), and places it in the cell, as in the following example:

FR("Coname")

You can create
report specs that
identify each item

As you can see from the previous examples, you can construct your financial statements by placing a Financial Reporter function at each point where you want to print financial information. However, this is a time-consuming and rigid way to define your statements.

A better way to create statements is to create a statement specification. In a specification, you set up default formulas for each column, then indicate the group of accounts to which the column formulas will apply.

Specifying Information for Columns of a Report

Most values in a financial report depend on both the row and the column that the value is in.

In the following example, the row defines the account, and the column defines the kind of information that is taken from the account.

	<u>Current Balance</u>	<u>Last Year Balance</u>
Petty cash	274.57	358.00
Bank account, US dollars	8,437.54	5,932.90
Bank account, CAD dollars	4,372.96	3,665.39
Accounts Receivable, US	16,948.23	14,875.85
Accounts Receivable, CAD	11,776.77	8,434.73

Designing statement specifications

Although you can use ten functions to print the ten numbers, building statements cell by cell is time-consuming; each time you modify your chart of accounts, the statements must be changed.

Financial Reporter has two separate mechanisms to make statement specifications more flexible and easier to design:

- **Default column specifications.** Financial Reporter lets you define the default contents of a column, then use it for any rows you wish until you change the default.
- **Single specification lines that apply to ranges of accounts.** Financial Reporter lets you define a report line that applies to a range of accounts. At print time, the single line will be expanded to as many lines as there are accounts in the range. In other words, a report that printed the current balances of all accounts in the general ledger can be defined by a single line that specifies the range of all accounts.

Default Column Specifications

The following lines use default column specifications and specification lines that apply to a range of accounts.

The default specifications are defined in the first line, then used with a range of accounts in the last line.

	A	B	C	D	E	F	G	H	I
9	\\		Z	T			=FRAMTA("NETP")	=FRAMTA("NETQ")	=FRAMTA("NETYTD")
10							Current	Quarter	Year
11							Period	To Date	To Date
12	= "6000:6999"		D	=FRACCT("ACCTDESC")			\	\	\

Remember that the actual report area starts at column E.

Lines with default column specs start with "\\"

The line starting with two backslashes "\\" in column A contains default column specifications. These default column specifications are in effect (can be used) until you define a new set of defaults.

To use the currently defined default column specification, you simply type a "\" into a cell — as in the last line of the

example. (You can also follow the "\ " symbol with "-" or "+" to print the inverse or the absolute value of the formula result.)

Advantages of Using Default Column Specifications Instead of Individual Formulas

Both of the following examples print exactly the same information. The first example uses a complete formula to get each value from the general ledger; the second example uses default column specifications and a reference to a range of accounts.

For each of the following examples, assume that accounts 1020, 1200, and 1400 are consecutively numbered accounts in General Ledger.

Example 1

A	B	C	D	E	F
				<u>Account Description</u>	<u>Current Balance</u>
				=FRACCT("ACCTDESC","1020")	=FRAMT("BALP","1020")
				=FRACCT("ACCTDESC","1200")	=FRAMT("BALP","1200")
				=FRACCT("ACCTDESC","1400")	=FRAMT("BALP","1400")

Using formulas to place each value in a statement.

In this example, you require one formula to print each piece of information. To print the current balance of 200 accounts, along with their descriptions, you would require 400 formulas — and you would have to change the specification each time you added to the chart of accounts.

Example 2

A	B	C	D	E	F
\				=FRACCT("ACCTDESC")	=FRAMT("BALP")
				<u>Account Description</u>	<u>Current Balance</u>
1020:1400			\		\

Using default column specifications to place values in a statement.

In example 2, note these points:

- The default column specifications line begins with two backslashes.
- The default column specification assigns a particular formula to the "\ " symbol. In our example, the formulas

have used only Financial Reporter functions. Alternatively, you could assign a value to "\ " or make use of functions in your formulas.

Note also that you can follow the "\ " symbol with "-" or "+" to print the inverse or the absolute value of the formula result.

- The default column specifications are exactly the same as the formulas in example one, except that they do not include the account reference.

When you generate the statement, Financial Reporter inserts the account references for the line into the default formula.

- The account reference is for a range of accounts. The single line in this example will be expanded to as many lines as there are accounts in the range.

This second example also shows how the Financial Reporter lets you define a report line that applies to a range of accounts. At print time (or when previewing reports while using the Statement Designer), the single line will be expanded to as many lines as there are accounts in the range.

In other words, a report that prints the current balances of all accounts in the general ledger can be defined by a single line that specifies the range of all accounts. (Financial Reporter provides a shorthand way to specify all accounts in the ledger: "%%." See "Specifying Account Numbers in Formulas and in Rows" for details.)

Selection criteria in columns B, C, and D apply to example 2

There is one final point that these examples do not illustrate: columns B, C, and D can contain selection criteria that restrict the range of accounts and control whether the final value will be printed at all.

Adding Default Information for Columns B, C and D

Look at the following example of default column specifications. In this case, we are setting up default values

for columns B, C, and D, as well as for the printed columns of the report.

You do not need “\” to use defaults in columns B, C, or D

Note also that you do not have to specify a “\” in columns B, C or D to inherit the defaults. If you want anything but the default values, you must specify them in these columns.

A	B	C	D	E	F
W	ACCTTYPE="B"	Z	T	=FRACCT("ACCTDESC")	=FRAMT("BALP")
				<u>Account Description</u>	<u>Current Balance</u>
1020:1400				Cash	\

Financial Reporter will evaluate the last line of this worksheet and perform the following actions:

1. Evaluate all accounts in the account number range specified in row 3 to see that they are type “B” accounts.
2. Get the account balance of each account in the range that is a balance sheet account.
3. Total the balances — because the “T” code in column D stipulates that a single total line will be generated from the account range, rather than one line for each account to list the details. (If you leave column D blank on the default line, or specify a “D”, Financial Reporter will list all the details.)
4. Check whether the amount in column F is zero (because of the “Z” in column C). If it is, Financial Reporter will not print the line.

Financial Reporter only looks at the numbers on a line to decide if zero-suppression should take place, so, in this example, the description in column E does not affect whether the line is printed.

You can override zero suppression on a single line by entering the letter “N” in column C of each line that you want printed.

For details on specifying selection criteria and suppressing lines, see the following sections in this chapter:

- “Using Column B to Filter Accounts”

- “Excluding Lines from Reports Based on Contents”
- “Consolidating Account Ranges”

For details about the Financial Reporter functions, see “Financial Reporter Functions,” later in this chapter.

Sample Default Column Specifications

This section contains some standard report formats together with the column specifications that created them.

Example 1: Balance This Period and Last Period

This example produces a comparative balance sheet. Column E lists the current balance, and column F lists the balance in the previous period.

	A	B	C	D	E	F
1	\\				=FRAMTA("BALP")	=FRAMTA("BALLP")
2					Current Balance	Balance Last Month
3	1100:1300				\	\

Example 2: This Year / Last Year Balances with Percentage of Column Totals

This example produces a comparative balance sheet with four columns of data. Column G lists the current balances and column I lists the balances for the corresponding period in the previous year. Columns H and J compare each account as a percentage of the totals for the corresponding year.

Note from the formulas in columns H and J that the range of accounts is defined in row 3 of the report specification, and the total calculation is in row 4. Financial Reporter recalculates these cell references for the generated report.

	F	G	H	I	J
1		=FRAMTA("BALP")	=G1/G4%	=FRAMTA("BALP.L1")	=I1/I4%
2		Current Year	% of Total	Previous Year	% of Total
3		\	\	\	\
4		=SUM(G3)		=SUM(I3)	

Example 3: Period and Year-to-Date Expenses

This example produces a comparative expense schedule with two columns of data.

Column E lists the expenses this period, and column F lists the expenses year-to-date.

	A	B	C	D	E	F
1	\\				=FRAMTA("NETP")	=FRAMTA("NETYTD")
2					<u>Expenses This Period</u>	<u>Expenses Year to Date</u>
3	6000:8999				\\	\\

Example 4: Current Period and Year-to-Date Expenses as a Percentage of Sales

This example produces a comparative expense schedule, with each current period and year-to-date expense listed as a percentage of sales.

The range of expense accounts (not shown) is defined in row 13, and uses the default formulas defined in row 11 of the report specification. The total sales calculation is in row 9.

Financial Reporter recalculates all formula cell references for the generated report.

	F	G	H	I	J
9		=SUM(G8)		=SUM(I8)	
10					
11		=FRAMTA("NETP")	=G11/G9	=FRAMTA("NETYTD")	=I11/I9
12		Current Year	% of Total	Year To Date	% of Total
13		\\	\\	\\	\\
14		=SUM(G13)		=SUM(I13)	

Example 5: Current Period and Year-to-Date Expenses Compared to Last Year

This example produces a comparative expense schedule with six columns of data. Column G lists the current period expense and column H lists the expense for the corresponding period in the previous year. Columns J and K list the year-to-date expenses, and columns I and L compare each amount as a percentage of the amount in the previous year.

The range of expense accounts is defined in row 21 of the report specification, but the formulas in I18 and L18 reference the default formula cells, which are used in row 21. Financial Reporter recalculates all references for the report.

	G	H	I	J	K	L
18	=FRAMTA("NETP")	=FRAMTA("NETP.L1")	=G18/H18%	=FRAMTA("NETYTD")	=FRAMTA("NETYTD.L1")	=J18/K18%
19	Current	Same Month	% of	This Year	Last Year	% of
20	Month	Last Year	Last Year	YTD	YTD	Last Year
21	\	\	\	\	\	\

Example 6: Side-by-Side Departmental Statements

This example produces a side-by-side departmental comparative balance sheet with three columns of data.

The processing order is set in column A to Account order, and column D indicates that each time the account number changes, the Financial Reporter should create a new line.

Column E lists the name of each account in the range, column F lists the current balance of accounts that meet the criterion of department "A," and column G provides the balance of accounts that meet the criterion of department "B."

	A	B	C	D	E	F	G
1	\ACCT			D(ACCT)	=FRACCT("ACCTDESC")	=FRAMT("BALP","",["ACSEGVLO2 = ""A"""])	=FRAMT("BALP","",["ACSEGVLO2 = ""A"""])
2						Department A	Department B
3	= "1000:2999"				\	\	\

Specifying Accounts and Totals in Statement Lines

Account Processing Order and Report Ranges

The Financial Reporter lists ranges of accounts in the order set by the financial report specification or in the Financial Statements print dialog box (if not indicated in the specification).

You can sort accounts by any account segments, and you can specify a range of values for each segment you sort by.

For example, if your accounts have two segments, the following account reference will generate two possible account listings, depending on the sort order you specify:

100~120-A~B

If the accounts are sorted by segment 1, the account reference will generate a series of lines like this:

100-A
100-B
120-A
120-B

However, if the accounts are sorted by segment 2, they will be listed like this:

100-A
120-A
100-B
120-B

Default order

The default order for processing accounts is the order specified at print time on the Financial Statements dialog box (or the Tools/FR View dialog box when editing specifications).

Specifying Account Order in the Default Row Specification

You can also enforce the order of processing accounts in ranges for all or part of a report by specifying the order in the first column of the default row specification (immediately after the backslashes "\\").

You may process account numbers in any of the following orders:

\\ACCTID	Account number order
----------	----------------------

\\ACCT	Account segment order
\\ACCTGROUP	Account group order
\\ACSEGVAL n	Account segment # n order
\\Segment_desc	to list accounts by the segment with description Segment_desc. For example, "\\REGION"

Affects print order and processing speed

The order you specify determines:

- The order in which accounts in expanded account references are printed.
- The ease (and, consequently, the speed) with which the accounts can be retrieved by the Financial Reporter.

In the next example, account numbers have two segments: a department segment, and an account segment. The department segment is first (*not* recommended), and there are only two department codes in the ledger, but a large number of accounts. The first account segment in the ledger is 1000.

If the Financial Reporter processes accounts in order by the account segment, it will only have to process accounts 1000 through 1100, specified like this:

A	B	C	D
\\ACCT			
%-1000~1100			

The accounts will appear in the following order on the report (by account segment, then by department):

A-1000
B-1000
A-1100
B-1100

If, on the other hand, the Financial Reporter processes accounts in account number order (which lists the department segment first), the Financial Reporter will have to scan each account in the ledger to see if it matches the range.

A	B	C	D
\\ACCTID			
%- 1000~1100			

The final report will also be in account number order, which, in this case, will be organized by department for the indicated range, as this example shows:

A-1000
A-1100
B-1000
B-1100

Account segment
order is defined by
the structure code

The order of segments in an account number is defined by the account's structure code — not by the order of segments shown in G/L Options.

Consequently, if you have different structures that have different first segments, ACCTID order will produce odd results, and you should order accounts by a particular segment, or by account group.

If you choose to print by the account segment, the order for processing is first by the account segment, and second by the complete account number (in other words, by whatever segment comes first, then second, and so on).

If you print by the account group code, the order is first by account group code, second by account segment code, and third by account number.

The default sort order remains in effect until you specify another sort order, or unless it is overridden in a specific account reference (see the next section).

Specifying Account Order for One Account Reference

Finally, you can choose to process a single account reference in a different order than indicated by a default

row specification or using the report options in the Financial Statements print dialog box.

You specify a processing order for an account reference by placing it immediately after the account reference:

Account reference | Order

Note the following examples:

1000-% ACCT	uses account order, so processes only account 1000. Segment 2 will appear in any order.
1000-% ACSEGVAL2	uses segment 2 order, so will scan all account numbers. However, segment 2 will be in order.
1000:3000[REGION] ACCTID	uses account number order for accounts that use the REGION account structure. Will only process particular accounts in the range.

For information on specifying account references, see the next section. As you can see from these examples, you can affect the efficiency of the Financial Reporter by the way you reference accounts.

Specifying Account Numbers and Totaling Columns

An account number reference tells Financial Reporter the accounts from which you want to take information.

You can specify account number references within formulas to place data in a single cell, or you can specify account number references in column A of a specification row to indicate the current account or group of accounts used for all account data in the row.

Wildcard characters in account numbers

Financial Reporter allows you to use two wildcard characters when specifying account numbers:

- The underline character is a place holder for one character.
- % This is a place holder for one or more characters.

%% replaces one or more segments

You can also use “%%” as a place holder for one or more segments, regardless of the account structure code.

For example:

A123%[sc] specifies all single segment account numbers starting with the characters “A123.”

D_6834 specifies all single segment account numbers sharing the same first character (D), followed by one character of any value, and ending with the same four characters (6834).

%% specifies all account numbers in the ledger.

6000%% specifies all account numbers starting with 6000 — no matter how many segments they have. (As you’ll see in the following example, this specification has the same effect as 6000:6000.)

In the following example, the account number selection is based solely on the account group specified in column B. The Financial Reporter will list all Current assets, then all Fixed assets, and, finally, all Other assets.

A	B
%%	ACCTGRPCOD=1
%%	ACCTGRPCOD=2
%%	ACCTGRPCOD=3

Unless you process accounts by ACCTGROUP, the Financial Reporter must scan every account in the ledger to see if it fits the criterion in column B.

**Account references
affect performance**

To get the best performance from Financial Reporter, you should use specific account references, and specify account processing orders that complement the references. See "Specifying Account Order for one Account Reference," in the previous section.

Standard Account Reference Notation

Financial Reporter cannot print any account information unless you specify the accounts and the account information you want.

All of the examples of account reference notation really amount to two main options for specifying account numbers. You can specify:

- A single account number

Or

- A range of account numbers.

You can choose to print a range of information in one of two ways:

- Consolidated (in a single row)
- Detailed (one row for each account in the range)

The rules for specifying an account number reference are the same, whether the reference is in a function or in column A of a specification row.

All of these examples assume that segment 1 is the account segment and segment 2 is the department segment. If the first segment of your account structure is not the account segment, see the next section for more examples of account ranges.

100-C Account 100, department C.

100:200 Accounts between 100 and 200, no
matter which department they're in.

100-A:200-F ACCT	Accounts between 100-A and 200-F processed by account segment.
100~200-F	Accounts in department F with an Account segment value between 100 and 200.

Remember that Financial Reporter can generate your reports faster when it doesn't have to perform a lot of extra account lookups. For this reason, you should check that the account processing order in the report matches the way you specify account references. (See the previous section on "Account Processing Order and Report Ranges.")

Use FR Paste

If you can't remember how to specify accounts and account ranges, choose FR Paste from the Statement Designer's Tools menu. FR Paste lets you use the Finder and various range fields to specify the accounts you want.

You can enter account references in any of the following ways:

- **aaaaaaaaa Or aaaa-aaaa**

This locates specific G/L account number composed of two segments with four characters each. Financial Reporter will get figures from General Ledger account aaaa-aaaa.

Note in this example that account numbers can be entered with or without their segment separators "-". However, if you are specifying ranges of accounts, we suggest you include separators to remove ambiguity from your specifications.

- **aaaa-A:bbbb-B**

This marks a range of General Ledger account numbers by specifying a range of values for each segment in the account structure. Financial Reporter will get the figures from each account within the range.

100:200 specifies all accounts with numbers between 100 and 200 (if and only if the order is *not* ACCTID order). This range includes accounts with or

without a second segment, so that 100:100 specifies all accounts that start with 100, no matter what the account structure.

100-A:200-F	specifies all accounts with an Account segment value between 100 and 200, and with a Department segment value between A and F (for any order other than ACCTID order). If the order is ACCTID, the constraint is $ACCTID \geq 100-A$ and $ACCTID \leq 200-F$.
-------------	--

Note in the second example that if the order is ACCTID, "150-H" will be included because it falls between "100-A" and "200-F."

However, for a non-ACCTID order, Financial Reporter takes only those accounts that fall within both ranges: the range of accounts *and* the range of departments, so that 100-A:200-F is the same as 100~200-A~F (shown in the following example).

- **aaaa~bbbb**

This specifies a range of the account segment, no matter where the account segment appears in any account structure (that is, regardless of whether it is the first segment, second segment, or other segment in the account number).

4000~8000	specifies all accounts with an account segment code from 4000 to 8000, including 10-4000, 10-5000, and 10-6000.
-----------	---

- **aaaa~bbbb-A**

This marks a range of General Ledger account numbers by indicating the range of segment one and a fixed second segment. Financial Reporter will get the figures from each account within the range that have the segment two value.

100~200-F Specifies all accounts with an Account segment value between 100 and 200, and with a Department segment value of F.

100~200-A~F Specifies all accounts with an Account segment value between 100 and 200, and with a Department segment value from A to F.

Specifying the account number

- **aaaa[ACCT], bbbb~cccc-A[MANU]**

This indicates an individual account number and a range of account numbers. The square brackets indicate the account structure codes used by the account numbers.

- **aaaa-%, bbbb~cccc-A~B, gggg-D**

This indicates a set of ranges and individual accounts with each specification separated by a comma.

Don't mix account ranges and wild cards

You cannot combine account reference ranges with wildcard characters. The following example is not allowed:

A123%:B567%

However, you can combine account references in a list, as this example shows:

1000:1099, 1100~1199-B, 1250-A

Use FR Paste to specify account numbers

You can paste account numbers into a financial statement using the FR Paste command, located under the Tools choice on the Statement Designer's menu bar. FR Paste is discussed later in this chapter.

The FR Paste command displays the Finder, from which you can choose the account numbers. It then inserts the numbers into the current cell, where you can edit them further.

FR Paste does not support wildcard characters with the Finder. You must type in the wildcard characters yourself.

Specifying Ranges of Accounts When the Account Segment is Not First in the Account Structure

Account references work best when the account segment is the first segment of your account numbers. Not only is it easier to specify account ranges, but Financial Reporter processes them more quickly as well.

If you do not have the account segment first, you can still specify a range of account segment codes and print the accounts in account segment order; however, Financial Reporter will not process the accounts very efficiently.

Note the following examples:

4000~8000	Specifies all accounts with an account segment code from 4000 to 8000, including 10-4000, 20-5000, and 10-6000.
A~C-400~600 ACCT	Specifies all accounts with an account segment value between 400 and 600, and with a Department segment value from A to C. " ACCT" indicates that the accounts are ordered by account segment.
%-400~600-% ACCT	Specifies account segment values from 400 to 600, no matter what the value of other segments. Again, the accounts are ordered by account segment.
%% ACCT	Specifies all account numbers ordered by the account segment. To specify a range or account segments, add a criterion in column B, such as ACCTSEGVAL >= "4000" AND ACCTSEGVAL >= "6000".

Financial Reporter assumes that the account segment is the segment to be matched by any account reference that contains a range for a single segment or a wildcard pattern

for a single segment (that is, if the account references do not contain "-" segment separators).

Overriding Print Range Options within a Report

Financial Reporter selects which account data is to appear in a financial report by evaluating three separate account number filters:

- The account number reference in column A of the report line.
- The account filtering expression in column B (if there is one).
- The print range options for the entire report.

Normally, an account has to satisfy the requirements of all three filters in order to be included in the report. However, the Financial Reporter also provides a mechanism for specifying a report range — and including accounts which lie outside that range.

Specifying a Particular Segment to Override a Segment Range

You can override a segment range specified in the Financial Statements dialog box by specifying the particular segment values you want included in the column A account number reference.

For example, if you want to compare the performance of each department to the total sales for the organization, you can specify the total organization's sales on a line like this:

4000~4999-A, 4000~4999-B, 4000~4999-C,
4000~4999-D

then print reports specifying a segment range of A, of B, and so on.

You can also use the "\$" prefix (explained in the next section) to include segments that are not within the ranges specified in the print dialog box.

Using the "\$" Prefix For Account Number References

The "\$" prefix turns off report-level account range filtering for the particular account number reference.

If you use the "\$" prefix, any account numbers that match the account reference you specify *and* match the selection criteria in column B will appear on the report, regardless of the restrictions imposed by the Financial Reporter print dialog box.

You can use "\$" with "%%"

You can also use the "\$" prefix with "%%" to include any account in the ledger allowed by the criteria in column B for the row. (The prefix "%%" is an account number reference that includes all accounts, no matter what their account structure.)

Totaling and Subtotaling Columns

Financial statements contain columns of figures which are subtotaled and totaled according to account type.

The most common arithmetical operation involves summing the balances or net changes of groups of accounts at a particular moment in time — as in the following example:

	<u>Current Balance</u>	<u>Last Year Balance</u>
Petty cash	274.57	358.00
Bank account, US dollars	8,437.54	5,932.90
Bank account, CAD dollars	<u>4,372.96</u>	<u>3,665.39</u>
Total:	<u>13,085.07</u>	<u>9,956.29</u>

If this were a worksheet, you would place a formula in each of the "total" cells that looked something like this:

=SUM(B3:B5)

This formula would add together the values in cells B3, B4 and B5, and put the total in B6 — the total cell.

Totaling a column of figures with Financial Reporter is just as easy. All you do is refer to the cells or range of cells in the specification, and the Financial Reporter will translate the cell references in the final report. You may refer to a single cell, a list of cells, or a cell range.

Look at the following example:

	A	B	C	D	E	F
1	\\				=FRACCT("ACCTDESC")	=FRAMT("BALP")
2						Current Balance
3	1100:1300			\\		\\
4					Total:	=SUM(F3)

In this example, the formula =SUM(F3) will be translated when you generate the report to the appropriate range of cells in the Report range to add the balances of all accounts in the range 1100 to 1300.

Using SUM in Excel

Excel does not allow you to specify a negative range of cells as a parameter of SUM.

For example, the following SUM formula will not work in Excel:

SUM(-G10:G14)

You can fix the formula by moving the minus sign like this:

-SUM(G10:G14)

Performing Mathematical Operations in a Financial Report

In summary, to perform any mathematical operations within the financial report, use standard Excel formulas and functions.

See the next section for guidelines on creating calculated columns.

Calculated Columns

Calculated columns contain figures resulting from calculations on data in other columns of the statement. To define a calculated column, use Excel formulas in the default column specification row.

For example:

	Current Balance	Last Year Balance	Curr/ Year
Petty cash	274.57	358.00	.77
Bank account, US dollars	8,437.54	5,932.90	1.42
Bank account, CAD dollars	4,372.96	3,665.39	1.19
Total:	13,085.07	9,956.29	1.31

In this statement, the default formula for the last column (column H on a report specification) is “=(F1/G1).”

The formula states that this column contains the value of column F divided by column G.

	A	B	C	D	E	F	G	H
1	\\				=FRACCT("ACCTDESC")	=FRAMT("BALP")	=FRAMT("BALP.L1")	=(F1/G1)
2						Current	Last Year	Curr/
3						Balance	Balance	LYear
4	1100:1300			\\		\\	\\	\\
5					Total:	=SUM(F4)	=SUM(G4)	=(F5/G5)

When the report is generated, Financial Reporter adjusts the relative cell references on each line.

Using Currency Exchange Rates in Column Calculations

The Financial Reporter also provides access to the exchange rates kept by Sage ERP Accpac, so you can create financial reports in any currency you maintain — using the exchange rates from any fiscal period.

Use the FRRATE function to get exchange rate information. FRRATE lets you specify a home currency, a source

currency, a rate type, and a date. From this data, it provides the rate of exchange.

For example,

`=FRRATE("USD","JPN","AV",DATEVALUE(FR("END")))`

will return the average rate in effect for converting Japanese Yen to US dollars at the end of the fiscal period for which the report is being printed.

A ledger which used the Yen as the functional currency could report its earnings in US dollars with the following formula in the US dollars column (assume that Yen are reported in cell F9):

`=(F9*FRRATE("USD","JPN","AV",DATEVALUE(FR("END"))))`

Exchange rate date

The FR function provides the date, so the rate will match the period for the report. DATEVALUE is a function that converts the date to a serial number which FRRATE accepts.

If you don't specify a date (the date is an optional parameter), Financial Reporter will use the period-end date for the default fiscal period of the report. If there is no period-end date (this is possible if you open a worksheet that has formulas but does not have a Spec range), the program will use the session date.

Exchange rate is always expressed as a multiplier

The rate returned by the FRRATE function is always used as a multiplier to convert source currency to functional (home) currency *even if you defined the rate as a divisor*. If the rate is defined in the System Manager as a divisor, Financial Reporter returns the reciprocal of the rate.

Specifying Selection Criteria

Using Column B to Filter Accounts

The selection criteria feature in the Financial Reporter allows you to include account figures in a report based on particular settings in the General Ledger account master.

Generally, you should not use selection criteria if you can achieve the same result with a more selective account number reference.

When you place a selection criteria expression in a formula or on a statement line, the Financial Reporter looks up the account identified by the account number in column A of the line (or by a formula), then checks to see that the account master information matches the selection criteria you have specified.

You can improve report performance by being more precise in your account references to restrict the number of initial account lookups.

The easiest way to define the selection criteria is to use FR Paste (described later in this chapter). FR Paste constructs an expression for you, while you make selections from drop-down lists and enter ranges in standard range fields.

Here is an example of a selection criteria expression:

ACCTTYPE = "B" AND ACTIVESW = "ACTIVE"

This expression selects all accounts with an account type of "B" (for *balance sheet*) and an active switch set to currently active.

Include selection
criteria expressions

You can include selection criteria expressions in formulas that use FRAMT, FRAMTA, FRCREDIT, and FRDEBIT functions to retrieve account balances or net amounts from General Ledger.

However, you will more likely place record selection criteria expressions in column B of particular lines of a financial report specification, or on a line that defines default column specifications using the features of FR Paste.

Define default specifications

Defining a default expression for column B is similar to defining other default report columns: you place the default selection criteria expression in column B of a default specification line.

If you enter a criteria on a default line, it is used for all subsequent lines that do not have a criteria defined for them. In other words, if you do not want the default expression on a particular line, you must override it.

This means that you do not need to specify a “\” on lines for which you wish to use the default selection criteria.

Build selection criteria expressions

Selection criteria expressions can be built using the FR Paste command on the Statement Designer’s menu bar (under the Tools choice). FR Paste is discussed later in this chapter.

The FR Paste command first lets you choose what you want to paste: an account number, a function, or a selection criteria expression.

When you choose selection criteria, FR Paste displays a new dialog box for defining the selection criteria for accounts.

If you paste the expression into a formula, the selection criteria acts on the formula only.

If you paste the expression into column B of a statement line, the selection criteria acts on the account number reference specified for the current line.

Criteria and Account Selection Precedence

You can specify selection criteria on a default specification line, on individual specification lines, and in formulas. So, with all the possibilities for account selection, you must be very clear which criteria are actually in effect.

Accounts must meet restrictions and criteria specified on the FR View form

The first restriction you place on account selection is with the FR View form (or with the Print Financial Statements form). Report-level account range filtering is in effect for any account reference that specifies a range of accounts.

Overriding account ranges

You can override FR View form ranges in two ways:

- By specifying segment codes that are outside the ranges defined in the FR View form.
- By using the "\$" prefix in particular account number references.

Unless you override the FR View form, accounts must both fall within the specified range *and* meet other criteria specified on the View form.

Overriding default lines

If you specify any selection criteria in column B of a default specification line, that criteria is in effect unless you override it.

Overriding line criteria

You can override the criteria on a single line by placing a new criteria expression in column B. The criteria expression is in effect only for the line on which you define it. If you specify a criteria for a single formula in the line, the line criteria is ignored.

Syntax for Selection Criteria Expressions

The easiest way to create a selection criteria expression is to use the FR Paste command on the Statement Designer's FR menu. However, you can also enter expressions directly into cells by using the following guidelines.

A simple criteria expression looks like this:

```
ACCTTYPE = "I"
```

and a more complex one looks like this:

```
ACCTTYPE = "I" AND QTYSW = "Yes"  
OR ACCTDESC LIKE "%sale%"
```

See the next section for account master field names

ACCTTYPE and QTYSW (quantities switch) are fields in the account master file. Other fields in this file are listed in the next section.

Selection criteria expressions are evaluated strictly from left to right unless brackets are put in. This means that the previous example will be evaluated as:

```
(ACCTTYPE = "I" AND QTYSW = "Yes")  
OR ACCTDESC LIKE "%sale%"
```

The expression will select all accounts that contain the word "sale" in their description, and it will select all income statement accounts that also store quantities. (Criteria is case-sensitive, so a description with "Sale" will be excluded.)

You may use brackets to change the order of evaluation. For example:

```
ACCTTYPE = "I" AND (QTYSW = "Yes" OR  
ACCTDESC LIKE "%sale%")
```

will select income statement accounts which store quantities or which contain the word sale in their description.

All the relational operators work with all the field types except for switches (like QTYSW), where only the = and != (not equal) operators apply.

Spaces separate parts of the expression

Use spaces to separate field names, operators and constants in expressions. If you are comparing a string that includes spaces, enclose the entire string in quotation marks.

LIKE

The LIKE operator is similar to the = operator, except the second operand can contain the wild cards "%" and "_".

- "%" matches any group of characters.
- "_" matches any single character.

ACCTDESC LIKE "%sale%" is true for any accounts with descriptions that include the word "sale." This would include "Product B sales," as well as "Cost of sales."

Criteria are text parameters

Remember that criteria are text parameters. If you place them in formulas, you must enclose them in quotation marks.

If you paste a criteria in column B, you'll notice that FR Paste inserts them as formulas containing text. For example:

```
="(ACCTTYPE = ""I"" AND QTYSW = ""Yes"" )"
```

FR Paste adds an extra pair of quotation marks around text values to accommodate spaces within the text strings.

If you paste a formula with criteria, it looks like this:

```
=FRACCT("ACCTDESC","", "(ACCTTYPE = ""I"")")
```

If this is a default line column specification, the middle parameter in the formula will take on the account reference specified in column A.

Optional fields

Selection criteria can also include optional fields; for example, the following expression restricts the results to accounts with account optional field ACCTCLASS = Sales:

```
A.ACCTCLASS = "Sales"
```

And, the following expression restricts the results to transactions with transaction optional field QUANTITY <= 0

```
T.QUANTITY <= 0
```

Testing Account Values

You can use a selection criteria expression with any of the fields in the general ledger account master. You must enclose field values in quotation marks if the field value is text, and it's best to enclose values in a second set of quotation marks if the text contains a space. For example,

```
ACCTDESC = ""Accounts Receivable%""
```

Note also that many of the values can be expressed in more than one way. For example, the quantity switch can be 1 or

"Yes" if the account keeps quantities, or 0 or "No" if it does not. A criteria expression for this field can look like either of the following:

QTYSW = 1
QTYSW = "Yes"

FR Paste will always supply the text value of G/L account master fields ("Yes" in the previous example). If you want to see the non-text values and the text values of these fields, see the Object Information for the GLACCOUNT view in the Macro Editor.

Name	Contents of the field
ACCTID	Account number, including all segments.
CREATEDATE	Date the account was created. Dates are specified as "yyyymmdd".
ACCTDESC	Account description.
ACCTTYPE	Account type I, B or R for income statement, balance sheet, or retained earnings account.
ACCTBAL	1 for normal debit; 2 for normal credit.
ACTIVESW	"ACTIVE" or "INACTIVE".
CONSLDSW	"Do not consolidate journals" or 0 if transactions are not consolidated; "Consolidate journals" or 1 if transactions are consolidated on posting.
QTYSW	"Yes" or 1 if quantities are used with account; "No" or 0 if not.
UOM	The unit of measure if quantities are used.
ALLOCSW	If account can be reallocated: "Yes" or 1 is yes; "No" or 0 is no.
ACCTOFFSET	Account number for reallocation (offset account).
ACCTSRTY	Allocation transaction source code.
MCSW	Multicurrency switch: "Yes" or 1 is yes; "No" or 0 is no.
SPECSW	If posting is in all or specific source currencies. "All currency" or 1 is all; "Specific currency" or 0 is specified.
ACCTGRPCOD	Account group code.
CTRLACCTSW	If account is a control account. "Control

Name	Contents of the field
	account" or 1 is yes; "Non control account" or 0 is no.
SRCELDGID	Source ledger if control account (for example, AR, AP).
ALLOCTOT	Total of different allocation rates (usually 100).
ABRKID	Account structure code.
YRACCTCLOS	Year of the last close.
ACCTFMTTD	Account number.
ACSEGVAL	Account segment code.
ACCTSEGVAL	Segment code.
ACCTGRPSCD	Account group sort code.
A.ACCTCLASS	Account class. (optional, depend on account optional fields)
A.CASHFLOWTYPE	Cash flow type. (optional, depend on account optional fields)
POSTOSEGID	The account segment by which the account is closed.
DEFCURNCOD	Default currency code for the account.
ROLLUPSW	Rollup switch. If unformatted, 1 if account is a rollup account, 0 if not. If formatted, "Yes" or "No".

A Formal Description of Criteria

A more formal description of an ASCII criteria expression is as follows:

expression ::= [(...) condition (...)] [Boolean-operator
[(...) condition (...)]...]

where:

condition ::= field-name relational-operator operand

Boolean-operator ::= AND | OR

operand ::= <field-name | constant>

relational-operator ::= > | < | = | <= | >= | != | LIKE

Testing Information Before Printing

The Financial Reporter provides several ways that you can test account information to decide if it should appear in a report.

Test the contents of the line using a formula in column C.

Financial Reporter lets you specify conditions for excluding generated lines from a report based on the contents of the line. See the next section for details on using selection criteria in column C of a financial report.

Use FR functions with standard Excel functions. Financial Reporter functions can replace parameters of standard Excel functions, and vice versa, so you can test the contents of fields before printing the report, or manipulate them as you wish.

For example, in formulas like this, the balance is printed only if it exceeds 6000:

```
=IF(FRAMT("BALP","1000")>6000,FRAMT("BALP","1000"),0)
```

The following formula prints the average value of two accounts:

```
=AVERAGE(FRAMT("BALP","1000"),FRAMT("BALP","2000"))
```

Excluding Lines from Reports Based on Contents

Financial Reporter lets you specify conditions for excluding generated lines from a report based on the contents of the line. You define the criteria for excluding a report line by adding a formula to column C of the line.

"Z" in column C to suppress lines with zero values

The most common use of this feature is *zero line suppression*: in column C, add the condition that this line (or set of generated lines) will not be printed if all figures on the line are zero.

To specify zero suppression

To specify zero line suppression, enter the letter Z in column C. Financial Reporter will check all report columns to see whether the values are zeros.

You can override zero suppression set in a default line by entering "N" in column C of any line that you want printed.

If the formula = True, the line will not be printed

Alternatively, you can place a logical value formula (TRUE/FALSE) in column C. If the formula in column C returns a TRUE, the Financial Reporter will not print the line. If the formula returns FALSE, the line will be printed.

The expression in this example will check whether the value in column F is less than 10% of the value in column G.

`=G12 < F12 * 10%`

Again, if the statement is TRUE, the line will be omitted from the report.

Default line

Anything that appears in column C on a default specification line will be used by all subsequent lines unless you specifically override it.

Consolidating Account Ranges

The Financial Reporter lets you perform two other useful operations on a group of accounts:

- Consolidate all the lines of an account range instead of printing out the details.
- Print subtotals for groups of accounts according to changes in particular account segments.

Both of these features are explained in this section.

Grouped, Separate or Summarized Data

Financial Reporter gives you the choice of generating separate lines for each account in an account range, consolidating the account reference in a single line, consolidating account data by account group, or consolidating the account data by account code segment.

You specify this choice in column D of a report specification. In addition, you can use the column D setting to override the account order processing on a line-by-line basis.

Column D can have the following values:

D	(for <i>detail</i>) to print one line for each account number
RD	(for <i>detail</i>) print one line for all the top-level rollup details, as well as accounts not in rollup groups.
T	(for <i>total</i>) to consolidate the data
D(ACCT)	to consolidate by account code (setting the account number sorting order to account segment order for this single account reference)
D(ACCTGROUP)	to consolidate by the account group
D(ACSEGVAL n)	to consolidate by account segment number n .
D(<i>AcctSegID</i>)	to consolidate by the named account segment. For example, D(REGION).
PD	to consolidate by transaction details in posted transaction order.
PT	to consolidate by transaction consolidated total.
P(POSTTRAN)	to consolidate by transaction

consolidated by account.

P(POSTDATE) to consolidate by transaction
consolidated by journal date.

P(POSTSEQ) to consolidate by transaction
consolidated by posting sequence.

In each case where consolidation is performed on the basis of a property of the account number, Financial Reporter processes the account number in the order required for consolidation. (For example, if consolidation is by account group, the account numbers will be processed in account group order.)

Transactions can also be listed by consolidated account segments and account groups when listing by accounts. If you are consolidating by a specific account order in a list of transactions, the value in Column D must begin with a "P".

For example:

P(ACSEGVAL02) returns transaction records consolidated by account segment 2.

D(ACSEGVAL02) returns account history records consolidated by account segment 2.

Note: FR requires a correct sorting order in Column D in order to list details by transaction through field consolidation.

The following table illustrates this.

Exclusive Sorting Order	Meaning
POSTTRAN	By posted transaction in account order
POSTDATE	By date order
POSTSEQ	By posting sequence order
POSTACCT	By account posting sequence

- The sorting order must be POSTTRAN if the consolidation value in column D is by P(POSTTRAN).
- The sorting order must be POSTDATE if the consolidation value in Column D is by P(POSTDATE)
- The sorting order must be POSTSEQ if the consolidation value in Column D is by P(POSTSEQ).

If the consolidated total is retrieved by any defined account switches, for example P(ACSEGVAL02), it can be sorted by any defined account order, similar to listing by accounts.

Default line

Anything that appears in column D on a default specification line will be used by all subsequent lines unless you specifically override it.

Examples of "T" and "D" Consolidation Settings

The following examples show the effect of "T" and "D" settings in column D of a report specification:

A	B	C	D	E	F
\\				=FRACCT(*ACCTDESC)	=FRAMT(*BALP*)
					<u>Current Balance</u>
1100-%:1200-%			D \		\

"D" prints out all accounts

By using a "D" in column D, the report lists each of the accounts between 1100 and 1200 on separate lines.

	<u>Current Balance</u>
Petty cash	274.57
Bank account	8,437.54
Bank account, CAD dollars	<u>4,372.96</u>
Total:	<u><u>13,085.07</u></u>

"T" consolidates all accounts

In the second example, the "T" in column D indicates that all accounts in the range are consolidated.

A	B	C	D	E	F
//				=FRACCT("ACCTDESC")	=FRAMT("BALP")
					Current Balance
1100-%;1200-%			T	Liquid assets	\

The resulting report totals the balances of all the accounts between 1100 and 1200, and reports it on a single line.

Current Balance

Liquid assets

13,085.07

Example of the D(ACCT) Account Order Override

In this example, the "D(ACCT)" in column D indicates that all accounts in the range are to be listed in account segment order and consolidated by the account code.

A	B	C	D	E	F
//				=FRSDESC(1)	=FRAMT("BALP")
					Current Balance
1100-%;1200-%			D(ACCT)	\	\

Two lines are printed because there are two account codes between 1100 and 1200. The first account code (1100) is for petty cash, and the second account code (1200) is for Bank Accounts.

Current Balance

Petty cash

274.57

Bank account

12,810.50

Total: 13,085.07

Two different account numbers have account code 1200 (1200-100 and 1200-200), but these two accounts (shown in the previous example) have been consolidated.

The "D(ACCT)" code summarizes by account segment all other segments that happen to be within the ranges specified when printing the report.

For subsequent rows, the order will revert to the order that was in effect prior to this specification row.

Handling Rounding on Reports

If you've spent much time working with financial statements, you'll know that balance sheets don't balance when you round account totals. You always have to force a balance by adding a rounding difference to one of your accounts or account sections.

The next two examples show two ways to ensure that your balance sheets will balance:

- Example 1 shows a simple mechanism that rounds all balances on the statement, then forces the totals of rounded assets to balance rounded liabilities.
- Example 2 produces a more theoretically correct balance by summing all unrounded account balances, then forcing the statement to balance to this sum.

Example 2 makes use of a hidden column of unrounded account data, and so will require a larger worksheet and more memory to run.

Example 1: Forcing a Rounded Balance Sheet to Balance

This sample statement rounds and sums all printed figures on each side of the balance sheet, then forces liabilities and owner equity to balance with the assets. Any rounding differences are lumped with owner equity. The specification includes rows which must be hidden before generating the final report (row 11 and row 14).

	A	B	C	D	E	F
1	\\ACCT			D	=FRACCT(*ACCTDESC*)	=ROUND(FRAMT(*BALP*):-3)
2					Description	Current Balance
3						
4					Assets:	
5	1000:1199			\		\
6					Total assets:	=SUM(F5)
7						
8					Liabilities	
9	3000:3899			\		\
10					Total liabilities	=SUM(F9)
11	3900:3999			T		\
12					Equity	=SUM(F11,F14)
13					Total liabilities & equity	=F6
14						=F6-F10-F11

This specification performs the following actions:

1. Prints the rounded balances of all asset accounts it retrieves from the general ledger using "`=ROUND(FRAMT("BALP"),-3)`". (The "-3" indicates the number of digits to the left of the decimal place to which the value is rounded — in this case, thousands.)

Because "D" is specified in column D, each account is printed on a separate line. (This is on row 5.)

2. Totals the rounded balances of all asset accounts. (Row 6.)
3. Prints the rounded balances of all liability accounts it retrieves from the general ledger using the same formula. Again, each account is printed on a separate line. (Row 9.)
4. Totals the rounded balances of all liability accounts. (Row 10.)
5. Retrieves a single balance for equity. This amount is calculated on a hidden row, because the difference between the rounded assets and the rounded liabilities plus equity will be added to the equity section. (Row 11.)
6. Calculates the difference between the balances. (Row 14.)
7. Sums the difference between the balances and the equity amount. (Row 12.)

8. Plugs in the balance for total liabilities and equity. Since this balance must match assets, the specification uses the same total. (Row 13.)

This specification assumes no missing accounts

If any accounts are missing from this statement, it will still balance (because we have forced a balance between the assets and the liabilities plus equity).

Example 2: Forcing a Balance to the Rounded Total

The following statement example shows another way to set up a rounding mechanism in balance sheets to handle rounding differences.

This method has two main advantages over example 1:

- It more accurately reflects an unrounded balance sheet, because the final balance is derived by summing unrounded balances instead of by summing rounded ones.
- It is self-auditing.

In example 1, you are forcing assets to balance liabilities and equity, so even if you leave accounts off the statement, the report will balance. In example 2, the rounded statement won't balance if you leave out an account.

Hiding columns and rows

Before generating the final report, you have to hide column F, as well as rows 6, 9, and 10.

The rows are hidden with the Format, Row, Height command. The column is hidden with the Format, Column, Width command.

	A	B	C	D	E	F	G
1	\\			T		=FRAMT("BALP")	=ROUND(F1,-3)
2					Description		Current Balance
3							
4	1100:1199				Cash	\\	\\
5	1200:1299				Receivables	\\	\\
6	1300:1350					\\	\\
7					Fixed assets		=SUM(G6,G10)
8					Total assets:		=ROUND(SUM(F4,F5,F6),-3)
9							=SUM(G4,G5,G6)
10							=(G8-G9)

This specification lumps the rounding difference with the last group of figures, fixed assets, forcing the figures in column G to equal the total in G8:

1. Inserts the unrounded balances of all accounts in column F of the worksheet, and inserts the rounded balances of all accounts in column G.
2. Calculates rounded sums for column F (in G8) and column G (in G9) of the worksheet.

The rounded total to which we want to balance is the total in G8. The total in G9 contains the cumulative effect of all rounding differences.

3. Calculates the difference between the rounded totals (G8 and G9) in G10 of the worksheet.
4. Lumps the difference between the totals into the last range of accounts (in row 7 of the worksheet).

Handling liabilities and equity

You handle the credit side of balance sheets similarly, summing all liabilities with owner equity, then deciding where you want to put the difference between the sums of the rounded and unrounded balances.

This generated statement includes lines and columns that would be hidden on the final report (shaded area):

Description		Current Balance
Cash	37657.35	38,000
Receivables	89576.73	90,000
	356526.85	357,000
Fixed assets		356,000
Total assets:		484,000
		485,000
		(1,000)

Consolidating Financial Statements of Multiple Companies

You can use General Ledger's Statement Designer to consolidate the financial statements of several companies.

Basic steps

There are four basic steps in creating a consolidated worksheet in the Statement Designer:

- Using the Statement Designer, open the financial statement that you want to use for the consolidation, then save it as a workbook with a new name.
- For each company to be consolidated, copy the statement specifications to a fresh sheet in the workbook. Insert one blank worksheet at the front of the workbook to use for the consolidation.
- Using FR View, in the Statement Designer, you generate a separate statement for each company. (Note: Do not suppress zero balance lines. You want to make sure that the generated statement occupies the same cells of the worksheet each time you generate it.)
- On the consolidation worksheet, use Excel's functions to combine like accounts and their balances across all the individual worksheets.

Detailed steps

To consolidate Excel financial statements:

1. In Sage ERP Accpac, open the largest company.
2. Double-click the Statement Designer icon in the Financial Reporter folder.
3. In Excel, open the financial statement that you want to consolidate, and save it as a new workbook. (You might want to save it with a name that identifies the workbook as a consolidated statement.)

Open the
statement you
need to consolidate

These instructions assume that the statement you are consolidating consists of a single worksheet.

Make sure that your statement specification does not suppress blank lines (that is, there is no "Z" in Column C of the specification.)

Manual calculation

4. Turn off automatic calculation:

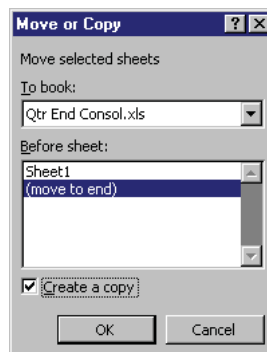
- On the Tools menu, click Options, then click the Calculations tab.
- Under Calculation, click the Manual option, if it is not already selected.

Note: If you select an automatic calculation option, the system will update your consolidated worksheet continuously, slowing down the system.

Add a worksheet with specifications for each company

5. For each company that you wish to consolidate:

- a. On the Excel Edit menu, click Move Or Copy Sheet.
- b. Copy the worksheet to the same workbook, selecting Move To End and Create A Copy, as shown in the following form:



6. Rename each worksheet for the company it represents, saving the workbook frequently. (Right-click the worksheet tab, click Rename, and type the new name over the existing one.)
7. When you have created one worksheet for each company, click the sheet for the company you opened in Sage ERP Accpac, then generate the statement using FR View.

8. Click the tab for the first sheet in the workbook, then insert a blank worksheet, which you will use to create the consolidated statement. (On the Excel Insert menu, click Worksheet.)

This blank worksheet should appear as the first sheet in the workbook. If it does not, click the tab and drag the sheet into the first position.

These instructions will refer to this blank worksheet as "Consol."

9. Save the workbook, and then close the Statement Designer.

Generate separate
statements for the
companies

10. For each additional company that you wish to consolidate:
 - a. In Sage ERP Accpac, open the company.
 - b. Double-click the Statement Designer.
 - c. On the worksheet for the open company, from the FR View form, generate the statement for the company using the same options that you chose for the first company.
 - d. Save the workbook and, except for the final company, close the Statement Designer.
11. After you have generated statements for all the individual companies, click the Consol. Worksheet.

Consolidate the
worksheets

12. Open a new window for each worksheet, and arrange them so that they are all in view and their contents are aligned.
 - To open a new window, click New Window on Excel's Window menu.
 - To arrange the windows, on the Window menu, click Arrange, then select Vertical and Windows Of Active Workbook. In each window, click a different tab so that all the companies and the blank worksheet are displayed.

- To align the contents, scroll down in each window so that the first description in each generated report aligns with the top cell in the window.
13. Select and copy the print area of the worksheet that contains the most accounts.
 14. Using Paste Special on Excel's Edit menu, paste values into the blank worksheet (Consol.), starting with the top left cell. Without deleting any blank lines, use Excel's formatting features to format the statement as you wish to see it when printed.
- You may have to insert lines for accounts that appear in one ledger, but not in others.
15. Clear all the amounts from the report.
 16. Using Excel's features, sum the amounts for like accounts across all the worksheets, so that totals for all the companies appear in place of the amounts you erased in the previous step.

Qtr End Consolid:1			Qtr End Consolid:2			Qtr End Consolid:3		
	B	C		F	G		F	G
		Current Period			Current Period			Current Period
9			56			56		
10			57			57		
11	nt assets:		58	nt assets:		58	nt assets:	
12	Petty cash	20,000	59	Petty cash	10,000	59	Petty cash	10,000
13	Bank account operating	8,467,123	60	Bank account operating	5,678,182	60	Bank account operating	2,788,941
14	Bank account US dollars	556,200	61	Bank account US dollars	302,926	61	Bank account American Ex	253,274
15	Bank account Japanese yen	593,702	62	Bank account Japanese y	593,702	62	Bank account VISA	3,152,185
16	Bank account British pounds	580,588	63	Bank account British poun	580,588	63	Bank account Mastercard	218,281
17	Bank account VISA	3,152,185	64	Accts receivable intercom	2,337,087	64	Bank account payroll	104,706
18	Bank account Mastercard	218,281	65	Accounts receivable trade	32,073	65	Accts receivable intercomj	1,501,977
19	Bank account payroll	104,706	66	GST receivable	6,475	66	Accounts receivable trade	19,830
20	Accts receivable intercompany	3,839,064	67	Allowance for doubtful acc	(90,000)	67	Accounts receivable empl	-
21	Accounts receivable trade	51,903	68	Investments short term	190,828	68	Accounts receivable other	-
22	GST receivable	8,476	69	Inventory	1,378,026	69	Allowance for doubtful acc	(90,000)
23	Allowance for doubtful accts.	(180,000)	70	Prepaid insurance	13,600	70	Investments short term	190,828
24	Investments short term	190,828	71	Prepaid rent	19,600	71	Inventory	3,408,085
25	Inventory	4,786,111	72	Total current assets	11,053,088	72	Prepaid insurance	13,600
26	Prepaid insurance	27,200	73			73	Prepaid taxes	-
27	Prepaid rent	38,200	74	assets:		74	Prepaid rent	19,600
28	Total current assets	22,453,566	75	Furniture and fixtures	102,996	75	Prepayment AP purchases	-
29			76	Equipment	659,893	76	Total current assets	11,591,306
			77	Land	300,000			

FR Menu Commands

The Statement Designer has the following FR menu commands that make it easier to create and edit Financial Reporter specifications:

- **FR Paste** Inserts Financial Reporter functions, account numbers, and selection criteria.

- **FR View** Generates financial statements from report specifications.
- **FR Clear** Clears a previously generated financial statement.
- **FR Options** Lets you specify whether the statement carries forward opening balances for budgets and quantities.
- **FR Drilldown** Allows you to drilldown to the associated transaction.

FR Paste

FR Paste lets you paste Financial Reporter functions, account numbers, account selection criteria (query-by-example expressions) and rollup amounts/accounts into cells. For details about Financial Reporter functions, refer to the section, "Financial Reporter Functions," later in this chapter.

To use FR Paste:

1. From the FR menu, click FR Paste. This opens the FR Paste Function form.

The syntax for the function you choose

As you build the function, the formula and the cell into which it will be pasted

These buttons let you enter functions for more than one cell, without leaving FR

FR Paste Function

Functions: FRAMT (field name, account reference, criteria, currency)

Field Name: [dropdown]

Fiscal Designator: [dropdown] Year: [dropdown]

Account Reference: [radio buttons: Account Number, Account Range] [search icon]

Selection Criteria... Currency Options...

☐ Use Rolled Up Amounts ☒ Include Rollup Members Account

Cell \$A\$1: FRAMT()

Paste Next Row Next Column Prev Row Prev Column Close Help

2. Choose from a list of FR functions.
3. Enter values in each of the function parameter fields that appear on the right hand side of the FR Paste form, including field name, account number, account range, fiscal designator, year, and selection criteria. (The fields vary depending on the function you select. For example, when you select FRAMT, FRAMTA, FRCREDIT, or FRDEBIT, you can also include rolled up amounts in the report.)

Selection Criteria
button

If you click the Selection Criteria button, FR Paste provides a form for building account selection criteria or transaction selection criteria. A selection criteria expression applies a filter to a given account or account range. You would normally paste the expression into column B of a statement — immediately to the right of the account number.

4. Click Paste. The currently constructed function, account number reference, transaction, or expression will be pasted into the cell shown in the lower left side of the FR Paste form.

See the *System
Manager User
Guide*

For details on specifying record selection criteria, see the *System Manager User Guide* or press F1 (help) when specifying criteria. The record selection dialog box is like the one used by the Finder.

Pasting Single Values and Default Column Specifications

These are typical single values you will paste into a Financial Report specification:

- Company name.
- Period-end date (or current date).
- Division or department for which the report is printed.
- A single account balance.

For each of these items, you will paste a complete formula and will probably not have to edit the result.

Pasting column formulas

On the other hand, if you are pasting a formula to use as a default column specification, you would ignore the account reference field because you will be supplying that in column A of each line that uses the default column specification.

For example, the first formula in the following example is for a single cell, the second one is for a default column specification:

```
=FRAMT("BALP","1000")  
=FRAMT("BALP")
```

The difference between them is the account reference.

FR View

The FR View command generates a report from a specification.

When you click FR View, the following form appears:

The screenshot shows the 'G/L Financial Statement Designer' window. It contains several sections for configuring a report:

- Fiscal Option:** Year/Period set to 2010 - 12.
- Report Type:** Radio buttons for Actual (selected), Provisional, and Consolidated.
- Report As:** Radio buttons for Separate (selected) and Consolidated.
- Include:** Checkboxes for Report Options, Audit Information, Formulas, and DrillDown Information (checked).
- Sort By:** Radio buttons for Account No., Segment (selected), and Account Group.
- From/To fields:** Account field set to 'Account', From field empty, To field set to 'ZZZ'.
- Select Account Groups By Sort Code Range:** A checkbox that is unchecked.
- From Account Group/To Account Group:** Fields for specifying account group ranges.
- Table:** A table with columns: Segment Name, From, To, Report As. It lists Division (ZZZ), Region (ZZ), and Report As (Consolidated).
- Buttons:** OK, Help, and Cancel at the bottom.

Use this form to select options for generating the report.

Print option differences

This form is slightly different from the Print Financial Statements form.

The FR View differences are as follows:

- You can generate an audit information page as well as account audit information in the first column of the report.

The audit information page lists information such as the print ranges and any specified processing order.

- You can generate formulas for each value that appears in the report range instead of the values themselves.

You can then save the formula area of the worksheet without the specification, then update this statement in future by loading the worksheet and recalculating it. (Formulas make the file a lot larger.)

You can embellish a static financial report created this way with graphs, because the cells referenced by the graph are constant.

Generate segment-specific reports

With FR View, as with the Print Financial Statements form, you can generate a separate worksheet for each segment defined in General Ledger.

To generate separate worksheets using FR View, select Segment as the Sort By option and, from the drop-down list, select a specific segment to report. Then, click the Separate option to instruct the program to create a separate worksheet for each account segment when you generate the statement.

Manual calculation of FR formulas

If you include formulas in FR View but prefer to update a worksheet later using Excel's F9 function, you can run report generation in manual calculation mode. To be able to leave the FR View form without evaluating FR formulas, select Excel's manual calculation option (click Tools, Options, then click the Calculation tab).

Save report criteria variables

Financial Reporter saves selected report criteria in the worksheet. Later, the program calculates FR commands according to the saved criteria rather than the criteria from the latest report you generated.

For example, assume that you create worksheet A and you generate a report using Year 2000. Next, you create worksheet B, and generate a report using the Year 2005. If you go back to worksheet A and enter an FR command in a cell (for example, =FR"Year"), the returned value will be 2000.

If you select Provisional for the Report Type in FRView when using the transaction related commands FRTRN, FRTRNA, FRTRNDR, and FRTRNCR, only actual amounts will be included in the report. Provisional amounts are not handled by these commands.

Report Options

Select Report Options to include the following information on the printed report:

- Statement name.
- Fiscal year and period.
- Report type (actual or provisional).
- Account processing and sorting order.
- Account selection ranges.

For example:

Company:	Universal Corporation
Date:	5/5/10 9:10:09
Financial Statement:	COMP-BAL.MDS
Report Options:	
Year:	2010
Period:	5
Report Type:	Actual
Report As:	Consolidated
Sort by:	Segment ID
From Account	[]
To Account	[ZZZZ]
Account Selections:	
From Account Group	[Current assets]
To Account Group	[Provision for income taxes]
From Region	[]
To Region	[ZZ]Consolidated
From Dept	[]
To Dept	[ZZZ]Consolidated

You can choose to print a separate Report Options page before the report when using FR View and when using the Print Financial Statements form.

Drilldown Information

Select Drilldown Information if you want to view the originating transaction from the generated report in Excel. (See FR Drilldown on page 3-77.)

Print Preview Command

Once you have generated the financial report, you can use the Statement Designer's Print Preview command to see how the report will be printed.

Saving Worksheets Under Different Names and in Different File Formats

Create a separate
"hot-linked"
worksheet

If you generated formulas, you can save the file under another name and remove the report specification to create a separate worksheet with "hot links" to your general ledger database.

The Statement Designer will automatically refresh the G/L data the next time you load the hot-linked worksheet. (The sheet will also be recalculated if you loaded it in the Print Financial Statements form.)

If you wish, you can add graphs to hot-linked worksheets because the cell references won't change each time you recalculate the worksheet.

Keep financial
ratios in a formula
sheet

The most common type of report that is composed only of formulas is one that keeps financial ratios.

Different formats

The Statement Designer also lets you save the data in your worksheet in a number of other file formats: space-delimited and Tab-delimited text, Comma Separated Values (CSV), Lotus 1-2-3, Quattro Pro/DOS, dBase III and

dBase IV, Symbolic Link, Data Interchange Format, various versions of Excel workbook and worksheet.

To specify a format, click the Save As command on the File menu. In the Save As dialog box, select a format then click the arrow to the right of the Save As Type field.

CSV format

Saving to CSV format writes the worksheet to a text file, separating each column with a comma, and ending each line with a carriage return.

Excel 97 format

By default, workbooks are saved in the correct format for the version of Excel you are using. If you work with other spreadsheet programs, you can change the default format for saving workbooks. To change the default, click Options on the Tools menu, then click the Transition tab. In the Save Excel Files As field, select the file format you want to use.

After you set the default file format, all workbooks will be saved in the selected file format unless you specify a different format in the Save As dialog box.

Copying and pasting text and DDE links

Finally, you can copy data from your worksheet to other programs operating under Microsoft Windows by using standard Copy and Paste commands.

If the destination program supports DDE (Window's Dynamic Data Exchange), you can paste a link from the Statement Designer instead of the data itself.

A DDE link is a reference to a specific cell. This procedure works only if the cell usage stays constant in the financial statement. (In other words, it works best when you have a statement containing formulas only, not a specification.) In future, you can update the destination data by recalculating the Financial Report, then opening the document (or database) containing the DDE link.

To copy a group of cells, select the area you want to copy, and click Copy on the Edit menu. Then switch to the program to which you are pasting (such as a word processor) and choose Paste on that program's Edit menu.

Saving Reports with Generated Formulas

You can generate a report with the Formulas option, then save the generated formulas in a worksheet that you can easily update from the Sage ERP Accpac database using Excel's F9 function.

To save generated formulas in a worksheet:

1. Select the area you want to save.
2. Click Copy on the Edit menu.
3. Paste the cells into a new worksheet.
4. Save the new worksheet.

If you want to change the report order, or if you add accounts to the chart, you will have to regenerate the report using FR View to have the changes incorporated in your statements.

Saving a report as a text file

To save a report with generated values using the Statement Designer, use the File, Save As command and save the report as a text file.

Print Financial Statements lets you save reports with generated values

You can also use the Print Financial Statements form to save the report with generated values. For information about printing to file using the Print Financial Statements form, see the section "Saving the Report Range of a Worksheet by Printing to a File," in Chapter 6, in the *General Ledger User Guide*.

Specification Worksheets Must Have a Spec Range

Before you can generate a report from a report specification, you must define the Spec range for your worksheet. (The Spec range is a named range of cells that begins with the first row and column of the report specification, and includes all cells that are part of the specification.)

The steps for defining the Spec range are listed earlier in this chapter, in the section, "Setting the Spec Range."

FR Clear

The FR Clear command deletes the statement previously generated from a report specification.

FR Options

Use the FR Options form to indicate whether to carry forward opening balances for budgets and quantities on financial statements.

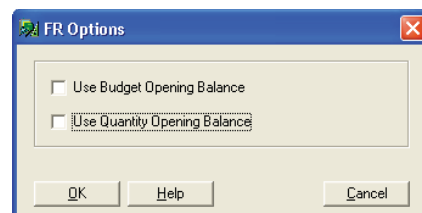
If no budget data exists for a year for which you generate the report, and you:

- **Select an option to use an opening balance** — Financial Reporter carries forward the budget (or the quantity) from the previous year as the opening balance.
- **Do not select an option to use an opening balance** — the program uses zero for the opening budget (or quantity) balance.

To use the FR Options form:

1. On the FR menu in the Statement Designer, click FR Options.

The FR Options form appears as follows:



2. Select options as follows:
 - **Use Budget Opening Balance** to display the budget amount carried forward from the previous year.

- **Use Quantity Opening Balance** to display quantities carried forward for accounts that use the Maintain Quantities option.

Note that whenever you change one of these options, you must run FR View to regenerate the report.

FR Drilldown

You can include a drilldown link in a spreadsheet, when using the transaction functions: FRTRN, FRTRNA, FRTRNCR, FRTRNDR.

The option has been added to G/L Print Financial Statements and FR View, as shown in the following:

Print Financial Statements form with option to include DrillDown Information

Financial Statement Designer in FR View with option to include DrillDown Information

Warning!

A spreadsheet containing a large number of drilldown link comments may not be able to open in FR Excel nor in the regular Excel program.

Drill down instructions are stored in the comment object of the cell. The details for the comment include:

- 1st line a string: explains how to call the drill down window.
- 2nd line
- :
- 9th line <Formula> - drill down formula

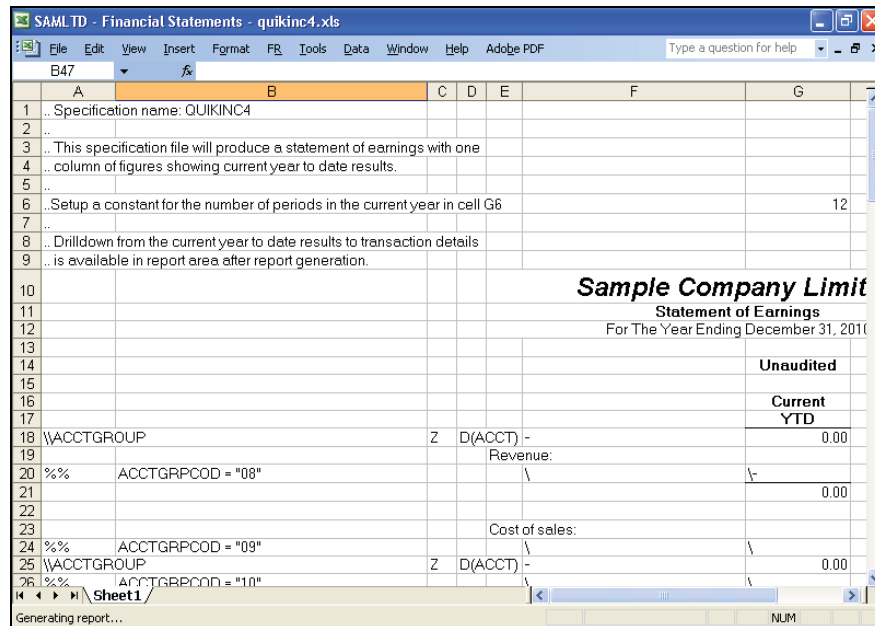
- 10th line <db id> - generated from which db
 11th line <user id> - generated by logon user
 12th line <date and time> - generated date and time

Sample Spreadsheet Demonstrates Drilldown

The sample spreadsheet quickinc4.xls uses the transaction function, FRTRNA, to demonstrate drilldown.

In the sample spreadsheet, the formula, FRTRNA("NETYTD") produces a statement of earnings with one column of figures showing current year-to-date results.

The following screen shot illustrates FRTRNA being used.



The following screen shot displays the results. The comment displayed explains how to drill down to the transaction.

Results, showing comments

Sample Company Limited
Statement of Earnings
For The Year Ending December 31, 2010

Unaudited
Current YTD

Revenue:	
Sales	4,871,144.05
Sales accessories	246,557.28
Sales chairs	421,017.72
Sales desks	1,359,693.09
Sales cabinets	1,064,736.95
Sales dividers	1,841,264.43
Sales samples	342,265.13
Sales returns and allowances	(1,045.92)
Delivery revenue	580,355.07
Rental revenue	527,077.36
Interest income	42,292.63

Right-click and choose FR DrillDown to see associated transactions from GL in Statement Designer.

After generating the report, you can right-click on a results cell, then choose the FR Drill Down command from the ensuing drop-down menu to view transaction details. (A results cell that you can drill-down from displays a red color in the top-right corner.)

The following screen shot illustrates transaction details:

Drilldown details

Account	Account Description	Year/Period	Date	Source Code	Reference	Description
4000	Sales	2010-01	1/31/2010	GL-JE	January 2010 entries	To recd
4000	Sales	2010-01	1/31/2010	GL-JE	January 2010 entries	To recd
4000	Sales	2010-01	1/12/2010	AR-AD	ACME Plumbing	Adjustm
4000	Sales	2010-01	1/31/2010	GL-JE	January 2010 entries	To recd
4000	Sales	2010-02	2/28/2010	GL-JE	February 2010 entries	To recd
4000	Sales	2010-02	2/28/2010	GL-JE	February 2010 entries	To recd
4000	Sales	2010-02	2/28/2010	GL-JE	February 2010 entries	To recd
4000	Sales	2010-03	3/31/2010	GL-JE	March 2010 entries	To recd
4000	Sales	2010-03	3/31/2010	GL-JE	March 2010 entries	To recd
4000	Sales	2010-03	3/31/2010	GL-JE	March 2010 entries	To recd
4000	Sales	2010-04	4/30/2010	GL-JE	April 2010 entries	To recd
4000	Sales	2010-04	4/30/2010	GL-JE	April 2010 entries	To recd
4000	Sales	2010-04	4/30/2010	GL-JE	April 2010 entries	To recd

Note. The FR Drilldown feature is not available for edited FRTRN, FRTRNA, FRTRNDR, FRTRNCR commands even though running FRView will yield the correct

amounts. The following are examples of edited commands:

=FRTRN("NETP")+100

=ROUND(FRTRN("NETP"),0)

Financial Reporter Functions

Each account in the general ledger contains two main types of data:

- Account master information, which includes the account name, account type, and other defining information concerning the account.
- Fiscal set values, which are balances and net amounts stored with each general ledger account.

In the Financial Reporter, you gain access to this data and all other data in the General Ledger with Financial Reporter functions.

Use FR Paste to create formulas

Each of the functions described in this section can be pasted into a financial statement using the FR Paste command on the Statement Designer's FR menu. FR Paste is discussed in the previous section.

The FR Paste command inserts a function into the current cell, and prompts you for each parameter of the function (so you don't have to memorize them or refer to this section).

Financial Reporter functions	Information they provide
FR	option data, company data, and statement print options
FRACCT	account data
FRAMT, FRAMTA, FRCREDIT, FRDEBIT	fiscal set data
FRFISCAL	fiscal calendar dates
FRRATE	exchange rates

Financial Reporter functions	Information they provide
FRSDDESC	segment code descriptions
FRTRN, FRTRNA, FRTRNDR, FRTRNCR	transaction detail records including net totals, and account and transaction optional fields (but not provisional amounts)
FRPOST	account and transaction records, including optional fields from posted transactions

Typographic Conventions

The next table shows the notational conventions used for functions.

Convention	Description
UPPERCASE	Words appearing in uppercase letters are function names.
()	Function arguments are surrounded by parentheses.
,	Function arguments are separated by a comma.
,	Optional arguments are separated by a comma.

For example, the following function illustrates each of the features defined in the table:

FRACCT(fieldname, account number)

Or

FRACCT(fieldname, account number, criteria, format)

The optional *criteria* and *format* arguments are separated by commas.

Most Function Parameters are Text

Unless otherwise noted with the individual Financial Reporter functions, all function parameters are text.

This means that parameters are either:

- In quotation marks.
- Or*
- A reference to a cell that contains a text value or a text-valued formula.

Errors in Financial Reporter Functions

All Financial Reporter functions return ERROR if the parameters of the function are wrong or if the referenced values are not defined. (In other words, they display the word "ERROR" as the value of the financial reporter function.)

The FRACCT function returns a blank if the account reference is missing or the account cannot be found.

FRAMTA, FRDEBIT, and FRCREDIT functions return "0" if the account reference is missing or if a specific account cannot be found.

Financial Reporter treats the hyphen like zeros for line suppression if you use the "Z" option.

FR

Syntax	FR(<i>option, formatted</i>)	
Description	The FR function provides information stored by the Common Services Company Profile form, the Fiscal Calendar form, and the G/L Options form.	
Arguments	<i>option</i>	The name of a field from the Company Profile form, Fiscal Calendar form, or G/L Options form, a runtime parameter, or a print option.

formatted Optional. Indicates that the return value should be formatted or unformatted. If omitted, the default is formatted.

"FORMATTED", "F", or "FMT"

"UNFORMATTED", "U", or "UNFMT"

The *Option* can be one of the following:

General Ledger Options fields

Name	Contents of field
"Orgid"	The 6-character organization ID.
"CoName"	The company name.
"Address1"	The 1st address line.
"Address2"	The 2nd address line.
"Address3"	The 3rd address line.
"Address4"	The 4th address line.
"City"	The city.
"Province"	The province.
"State"	The state.
"Zip"	The zip/postal code.
"Postal"	The zip/postal code.
"Country"	The country.
"Phone"	The phone number.
"Fax"	The fax number.
"Contact"	The ledger contact name.
"FuncCurr"	The ledger functional currency.
"RPCurr"	The reporting currency code.
"RPACCT"	The rounding account defined in G/L Options for the reporting currency.

Financial Reporter Runtime Fields

Name	Contents of field
"SessionDate"	The date entered at start up.
"Year"	The fiscal year.
"Period"	The fiscal period number.

Name	Contents of field
"Start"	The period start date.
"End"	The period end date.
"QStart"	The quarter start date.
"QEnd"	The quarter end date.
"ReportType"	Unformatted: "1" for actual and "2" for provisional report. If formatted, it will return "Actual" or "Provisional."
"ReportAs"	Unformatted: "1" for consolidated, "2" for separate. If formatted, it will return "Consolidated" or "Separate."
"SortBy"	Unformatted: "1" for Account ID, "2" for Segment ID, "3" for Account Group. If formatted, it will return "AccountID," "SegmentID," or "Account Group."
"SortByAcSeg"	The number of the segment (unformatted) or the name of the segment (formatted) by which you are sorting.
"FromAcctID"	The starting AcctId in the print range.
"ToAcctID"	The ending AcctId in the print range.
"FromAcctGroup"	The starting AcctGroup in the print range.
"ToAcctGroup"	The ending AcctGroup in the print range.
"AcSegName <i>n</i> "	The name of the <i>n</i> th acct segment (e.g. Division, Dept.)
"AcSegReportAs <i>n</i> "	If ReportAs = 2 (separate), this is the consolidation setting of the <i>n</i> th segment.
"FromAcSeg <i>n</i> "	The starting value of the <i>n</i> th segment in the print range.
"ToAcSeg <i>n</i> "	The ending value of the <i>n</i> th segment in the print range.
"CurAcSegVal <i>n</i> "	The current value of the segment for the current report. This value is only appropriate when the report type is separate (AcSegReportAs <i>n</i> = 2).

Examples

This statement	Returns this
=FR("CONAME")	The Garden Inc.
=FR("END")	4/30/06

FRACCT

Syntax	FRACCT(<i>field name</i> , <i>account reference</i> , <i>criteria</i> , <i>formatted</i>)	
Description	The FRACCT function retrieves data from G/L account records, including account optional fields (but not transaction optional field data).	
Arguments	<i>field name</i>	The name of a field from the GL account record.
	<i>account reference</i>	A string specifying the account number reference. This can be a single account number or a range of numbers.
	<i>criteria</i>	A string containing an expression that imposes selection criteria on the accounts. The account reference and expression together determine which accounts are included in the calculation.
	<i>formatted</i>	Optional. Indicates that the return value should be formatted or unformatted. If omitted, the default is formatted. "FORMATTED", "F", or "FMT" "UNFORMATTED", "U", or "UNFMT"

Result The field information specified in the formula. (For special treatment of the account description for a range of accounts, see "'ACCTDESC' for a Range of Accounts".)

For a range of accounts, the function returns only the data that is common to all accounts. See the discussion on ACCTDESC following the list of field names.

Examples

This statement	Returns this
FRACCT("ACCTDESC","1000-333")	"Cost of goods sold"
FRACCT("QTYSW","1000-333","F")	"Yes"
FRACCT("ACCTTYPE","1000-333","FMT")	"Income"
)	
FRACCT("A.ACCTCLASS","4000")	"Sales"

General Ledger Account Data Field Names

Field names from the General Ledger account view:

Name	Contents of the field
ACCTID	Account number, including all segments.
CREATEDATE	Date the account was created.
ACCTDESC	Account description.
ACCTTYPE	Account type. If unformatted, I, B, or R. If formatted, "Income," "Balance sheet," or "Retained earnings."
ACCTBAL	Normal balance. If unformatted, 1 for debit or 2 for normal credit. If formatted, "Debit" or "Credit."
ACTIVESW	Active switch. If unformatted, 1 for active or 0 for inactive. If formatted, "Active" or "Inactive."
CONSLDSW	Consolidation switch. If unformatted, 1 if transactions are consolidated on posting; 0 if they are not. If formatted, "Consolidate journals" or "Do not consolidate journals."
QTYSW	Quantity switch. If unformatted, 1 if quantities are used with account; 0 if not. If formatted, "Yes" or "No."
UOM	The unit of measure if quantities are used.
ALLOCSW	Allocation switch. If unformatted, 1 if account can be reallocated, 0 if not. If formatted, "Yes" or "No."
ACCTOFSET	Account number for reallocation (offset account).
ACCTSRTY	Allocation transaction source code.
MCSW	Multicurrency switch. If unformatted, 1 if multicurrency, 0 if not. If formatted, "Yes" or "No."
SPECSW	Specific source currencies switch. If unformatted, 0 is in all currencies, 1 is specified. If formatted, "All currency" or "Specific currency."
ACCTGRPCOD	Account group code.
CTRLACCTSW	Control account. If unformatted, 1 is yes; 0 is no. If formatted, "Control account" or "Non control account."

Name	Contents of the field
SRCELDGID	Source ledger if control account (e.g. AR, AP).
ALLOCTOT	Total of different allocation rates (usually 100).
ABRKID	Account structure code.
YRACCTCLOS	Year of the last close.
ACCTFMTTD	Formatted account number.
ACSEGVAL n	Account segment value 01 to 10.
POSTTOSEGID	The code for the segment by which account posting is done.
DEFCURNCOD	The code for the default currency.
ACCTGRPSCD	Account Group Sort Code
ROLLUPSW	Rollup switch. If unformatted, 1 if account is a rollup account, 0 if not. If formatted, "Yes" or "No".

To retrieve account optional fields, add the prefix "A." before the field name (include the period after the letter A).

"ACCTDESC" for a Range of Accounts

Generally, if you specify a range of accounts for a particular statement line, you will type an account description, rather than use FRACCT.

If, however, you do want FRACCT to retrieve a range description, you should know what it will do.

The function, `FRACCT("ACCTDESC","1000-333:1000-400")`, will print a description that includes all the words common to all of the accounts in the account range.

For example, if the accounts in the range have the following descriptions:

Accounts Receivable: customers
Accounts Receivable: employees
Receivable: over 90 days

The program will print the following word:

Receivable:

If you try to print information from a non-existent account, Financial Reporter will print a hyphen.

FRAMT

Syntax	FRAMT(<i>field name, account reference, criteria, currency</i>)	
Description	<p>The FRAMT function provides monetary, budget and quantity balances and net amounts from the general ledger accounts.</p> <p>All amounts provided by FRAMT respect the type of the account. This means that debit balances in debit accounts and credit balances in credit accounts are both returned as positive numbers. (Credit balances in debit accounts and debit balances in credit accounts are returned as negative numbers.)</p> <p>FRAMTA differs from FRAMT by returning all debit balances as positive numbers and all credit balances as negative numbers — for both debit and credit account types.</p> <p>Defined criteria can include fields from G/L accounts, account optional fields, as well as rolled up amounts and rollup members accounts.</p>	
Arguments	<i>field name</i>	The name of a field from the general ledger fiscal sets with an optional fiscal designator prefix and optional year suffix. Prefixes are: A for actual account set, R for rollup, P for provisional, Q for quantities, QA for actual quantities, QP for provisional quantities, and 1 to 5 for the budget sets. The year can be a 4-digit year, L1, L2, for the last years, or N1, N2 for the next years (budgets only).
	<i>account reference</i>	A string specifying the account number reference. This can be a single account number or a range of numbers.

<i>criteria</i>	A string containing an expression that imposes selection criteria on the accounts and account optional fields. The account reference and expression together determine which accounts and account optional fields are included in the calculation.
<i>currency</i>	A string containing the currency reference. A currency reference is in the form "CCC.T," where CCC is the currency code, and T can be "S" for source currency, "E" for the functional equivalent of the source amount, "F" for the functional currency total, and "R" for the reporting currency total (if the euro is your functional currency and you specified a reporting currency).

Result

The sum of the balances or net amounts of all accounts selected for a given fiscal set. If the account does not exist, or if no accounts exist in the specified range, the Financial Reporter will print a value of 0.

Examples

This statement	Returns this
FRAMT("PBALP.L1","1000-33-248", "", "DEM.S")	The provisionally posted balance of Deutsche Marks (using source) to account 1000-33-248 for the current period last year.
FRAMT("QBALP","2000")	The quantity balance of the current period for account 2000.
FRAMT("ABALP.2005","1000%%", "(ACCTTYPE="B")")	The total actual balance for all balance sheet accounts that start with the number "1000" for the year 2005.

Fiscal Set Field Names

The chart on the next page provides the names of all balance and net change fields that you can print with the Financial Reporter.

Following the chart of field names are two small charts listing the fiscal set prefixes and fiscal year suffixes that can be added to the field names. Refer to the sections following the chart for more information about the prefixes and suffixes that you can use.

Note in the following codes that *n* is a number that can refer to the fiscal period (from 1 to 13) or the quarter (from 1 to 4).

In addition, you can print year-end adjustments and transactions to close income accounts to retained earnings with NETADJ and print closing figures with NETCLOSE.

Figures are
computed relative
to the report
period

All balances and nets are computed relative to the fiscal period set for the report, except for BALOPEN, NETADJ, NETCLOSE fields referencing a specific time period.

BALOPEN is the opening balance of the account for the year, NETADJ is the amount posted to the adjustment period, and NETCLOSE is the amount posted to the closing period.

References to future periods using the NET function return zeros as if the transactions have not yet been posted.

Field description	Reporter code suffix	BAL (balance)	NET (net changes)
Period balance and net change			
Current period	P	BALP ¹	NETP ²
Last period	LP	BALLP	NETLP
nth period	nP	BALnP	NETnP
n periods ago	nPA	BALnPA	NETnPA
Quarter balance and net change			
Current quarter (to end)	Q	BALQ	NETQ
Current quarter to date	QTD	BALQTD	NETQTD
Last quarter	LQ	BALLQ	NETLQ
Last quarter to date	LQTD	BALLQTD	NETLQTD
nth quarter	nQ	BALnQ	NETnQ
nth quarter to date ³	nQTD	BALnQTD	NETnQTD
n quarters ago	nQA	BALnQA	NETnQA

Field description	Reporter code suffix	BAL (balance)	NET (net changes)
n quarters ago to date ⁴	nQATD	BALnQATD	NETnQATD
Preceding quarter (3 prds ⁵)	PQ	BALPQ	NETPQ ⁶
Preceding qrtr. n prd. ago	PQnPA	BALPQnPA	NETPQnPA
Half year balance and net chg. Current half year (to end)	S	BALS	NETS
Current half year to date	STD	BALSTD	NETSTD
Last half year	LS	BALLS	NETLS
Last half year to date	LSTD	BALLSTD	NETLSTD
nth half year	nS	BALnS	NETnS
nth half year to date ⁷	nSTD	BALnSTD	NETnSTD
n half years ago	nSA	BALnSA	NETnSA
n half years ago to date ⁸	nSATD	BALnSATD	NETnSATD
Preceding half yr (6 prds ⁹)	PS	BALPS	NETPS
Preceding half yr. n prd. ago	PSnPA	BALPSnPA	NETPSnPA
Total year balance and net chg. Total year	Y	BALY	NETY
Year to date	YTD	BALYTD	NETYTD
Preceding yr. (12 or 13 prds)	PY	BALPY	NETPY
Preceding year n prd. ago	PYnPA	BALPYnPA	NETPYnPA
Beginning of year	OPEN	BALOPEN	
End of year	CLOSE	BALCLOSE	NETCLOSE
Period 14 adjustments	ADJ		NETADJ ¹⁰

1. BALP, BALnP, BALYTD, include adjustments from period 14 only if the balance is for the final period of the year. BALY includes period 14. The closing entries are not included. To print the balance from the final fiscal period without the adjustment amount, use FRAMT("BALP")-FRAMT("NETADJ").
2. NETP, NETnP, NET4Q, NETPQ will also include adjustments from period 14 if the net is requested for the final period of the year. (NET works like BAL.)
3. This code allows you to compare the current QTD to the QTD of a previous quarter by providing you with to-date figures relative to the current quarter. If you are now in period 2 of the current quarter, QTD will give you the first 2 periods of any previous quarter.
4. "nQATD" lets you go up to four quarters ago. If you need to specify more, use "nQATD.L1."

5. "PQ" handles any three periods, providing you with revolving quarters. The preceding 3 periods includes the current period plus the two previous ones.
6. The NET for a group of periods that crosses a year-end boundary will also include the adjustments in period 14, but not include the closing entry; otherwise, the net would include the zeroing entries in income and expense accounts.
7. This code allows you to compare the current half year TD to the half year TD of a previous half year by providing you with to-date figures relative to the current half year. If you are now in period 2 of the current half year, half year TD will give you the first 2 periods of any previous half year.
8. "nSATD" lets you go up to 2 half years ago. If you need to specify more, use "nSATD.L1."
9. "PS" handles any six periods, providing you with a revolving half year. The preceding six periods include the current period plus the five previous ones.
10. NETADJ provides the amount from period 14. To print the balance from the final fiscal period without the adjustment amount, use `FRAMT("BALP")-FRAMT("NETADJ")`.

Fiscal Set Prefix

Prefixes for NET and BAL

NET and BAL can have a prefix A, P, Q, QA, QP, 1, 2, 3, 4 or 5 to indicate actual, provisional, quantity, quantity actual, quantity provisional, or any of the five budget sets.

If no prefix is specified, the default is either actual or provisional, depending on the type of the report. Similarly, "Q" by itself is either actual or provisional quantities, depending on the type of report.

For example, "BALP" provides the actual or provisional balance at the current fiscal period; "ABALP" always provides the actual balance, and "1BALP" provides the balance from budget set 1 for the current fiscal period.

Fiscal set
designator

Code	Fiscal Set
R	To retrieve the rollup amount. The R must be the first character and can be used in conjunction with other prefixes. (not available for FRTRN, FRTRNA, FRTRNCR, FRTRNDR)
Blank	Defaults to report setting — either actual or provisionally posted amounts.
A	Actual monetary figures.
P	Provisionally posted monetary figures (not available for FRTRN, FRTRNA, FRTRNCR, FRTRNDR).
Q	Quantities (either actual or provisional).
QA	Actual quantities.
QP	Provisionally posted quantities (not available for FRTRN, FRTRNA, FRTRNCR, FRTRNDR).
1,2,3,4,5	Budget sets 1,2,3,4, and 5 (not available for FRTRN, FRTRNA, FRTRNCR, FRTRNDR).

Fiscal Year Suffix

The fiscal year suffix is the last part of the field name parameter, and is separated from the field name by a period.

For example, in the following formula, "ABALP" is the *actual* current balance, and "2005" is the fiscal year suffix.

```
FRAMT("ABALP.2005","1000%","(ACCTTYPE="B")")
```

Fiscal year

Code	Fiscal Set
Blank	Defaults to current year.
2005	Specific year identification.
L1, L2, L3	Last year, the year before, and so on.
N1, N2	Next year, the year after next, and so on.

Note that references to non-existent data will return "#ERROR."

Currency Code References

The currency code reference has two parts: currency code and currency type, which are separated by a period.

For example, in the following formula, "DEM" is the currency code, and "S" is the type (source).

```
FRAMT("PBALP.L1","1000-33-248","", "DEM.S")
```

Currency code

Code	Fiscal Set
Blank	Defaults to home currency.
xxx	A three-character currency code (such as CAD for Canadian dollars, USD for US dollars).

Currency type

Code	Fiscal Set
Blank	Defaults to functional (home) currency.
S	Source currency.
E	Equivalent amount in the functional currency.
F	Functional currency total (including functional equivalents of all source amounts).
R	Reporting currency total. If the currency code is functional, R includes reporting equivalents of all source amounts. If the currency code is not functional, R provides equivalent amounts in the reporting currency.

FRAMTA

Syntax

FRAMTA(*field name, account reference, criteria, currency*)

For a complete parameter description, see FRAMT.

Description

The FRAMTA function is almost identical to FRAMT: it has the same parameters as FRAMT, and returns all the same data, including rolled up amounts and rollup members accounts. However, FRAMTA returns all debit amounts as positive numbers and all credit amounts as negative numbers.

By contrast, FRAMT returns debit balances in debit accounts as positive numbers and credit balances in credit accounts as positive numbers. In other words, the sign of the number returned by FRAMT depends on the type of account; whereas, the sign of the number returned by FRAMTA does not.

The following table illustrates the differences between FRAMT and FRAMTA.

Command	Acct Type	Value	FR Display
FRAMT	Debit Acct.	100 DR	100
	Debit Acct.	100 CR	-100
	Credit Acct.	100 CR	100
	Credit Acct.	100 DR	-100
FRAMTA	Debit Acct.	100 DR	100
	Debit Acct.	100 CR	-100
	Credit Acct.	100 CR	-100
	Credit Acct.	100 DR	100

Another way of viewing this is to say that FRAMTA flips the sign of Credit accounts, allowing you to sum the value of a range in a single account number reference.

FRAMTA has two main uses:

- It provides compatibility with the Financial Reporter in ACCPAC Plus for DOS.
- It lets you sum a range of accounts without worrying about the account type.

FRCREDIT

Syntax FRCREDIT(*field name, account reference, criteria, currency*)

For a complete parameter description, see FRAMT.

Description This function is the same as FRAMT, except that it includes only those accounts that have credit amounts — whether or not the account is a DR or a CR type of account. You can also include rolled up amounts and rollup members accounts.

Use the criteria parameter to restrict this function to CR account types.

Notice in the following table that FRCREDIT returns a blank when the value of a debit account is zero or a debit amount, but returns a zero when the value of a credit account is zero.

Command	Acct Type	Value	FR Display
FRAMT	Credit Acct.	100 CR	100
	Credit Acct.	0	0
	Debit Acct.	0	0
	Debit Acct.	100 CR	-100
FRCREDIT	Credit Acct.	100 CR	100
	Credit Acct.	0	0
	Debit Acct.	100 CR	100
	Debit Acct.	100 DR	<i>blank</i>

FRDEBIT

Syntax FRDEBIT(*field name, account reference, criteria, currency*)

For a complete parameter description, see FRAMT.

Description This function is the same as FRAMT, except that it includes only accounts that have debit amounts (balances or net changes). You can also include rolled up amounts and rollup members accounts.

Use the criteria parameter to restrict this function to DR account types.

Notice in the following table that FRDEBIT returns a blank when the value of a credit account is zero or a credit amount, but returns a zero when the value of a debit account is zero.

Command	Acct Type	Value	FR Display
FRAMT	Debit Acct.	100 DR	100
	Debit Acct.	0	0
	Credit Acct.	0	0
	Credit Acct.	100 DR	-100
FRDEBIT	Debit Acct.	100 DR	100
	Debit Acct.	0	0
	Credit Acct.	100 DR	100
	Credit Acct.	100 CR	<i>blank</i>

FRFISCAL

Syntax FRFISCAL(*option, fiscal year, fiscal period, formatted*)

Description The FRFISCAL function provides dates from the fiscal calendar (in Common Services).

Argument *Option* The period or quarter date you want. Can be Start, End, QStart, or QEnd for the starting or ending dates of the period or the quarter the period is in.

fiscal year Optional. Assumed to be the current year if not specified. Specify as YYYY (2002), or N1 or L1.

fiscal period Optional. Assumed to be the current period if not specified. (This field is an integer. It is not enclosed in quotation marks.)

formatted Optional. Indicates whether the date should be formatted or not. If omitted, the default is formatted.

"FORMATTED", "F", or "FMT"

"UNFORMATTED", "U", or "UNFMT"

Results

FRFISCAL returns the date as a string.

Examples

This statement	Returns this
FRFISCAL("Start")	11/01/2005
FRFISCAL("Start","",11,"U")	20051101
FRFISCAL("Start","L1", VALUE(FR("Period")), "F")	11/01/2004

FRPOST

The FRPOST function allows you to retrieve data from posted transaction records (including detail optional fields and account data for the account specified in the transaction record).

Details can be consolidated or not consolidated. That is, if the result of an FR command (that is, the FRACCT or FRPOST commands) is derived from more than one transaction, and if these results are from the Integer, Number, or Amount type optional fields, you can print a consolidated total that sums up all values from the retrieved optional fields, or, if you do not choose the consolidate option (clear the option, "Consolidate Optional Field"), the value of the first retrieved record will be printed.

- A consolidated total will be printed if the first parameter is not appended by anything, or is appended by [C].
- Only the first optional field value will be reported when the specified field name is appended with "[U]."

Syntax

FRPOST(*field name, account reference, criteria, formatted*)

Description

The FRFISCAL function provides dates from the fiscal calendar (in Common Services).

Argument

<i>field name</i>	The name of a field from the G/L account record.
<i>account reference</i>	A string specifying the account number reference. This can be a single account or a range of accounts.
<i>criteria</i>	A string containing an expression that imposes selection criteria on the accounts. The account reference and the expression together determine which accounts are included in the calculation.
<i>formatted</i>	Indicates that the return value should be formatted or unformatted. The default is "Formatted," in which case, no indicator appears in your formula. If you clear the default, "U" appears in the formula (for "Unformatted").

Results

FRPOST returns data retrieved from transaction records as well as G/L account data from the account specified in the transaction record. FRPOST also retrieves transaction optional fields and G/L account optional fields data from the account specified in the transaction record that has optional field values.

The FRPOST command includes all account record fields defined in FRACCT, including account optional fields, all transaction optional fields defined in G/L setup, plus the following transaction fields:

Name	Contents of the field
FISCALYR	Fiscal year
FISCALPERD	Fiscal period
SRCECURN	Source Currency Code
SRCELEDGER	Source Ledger Code
SRCETYPE	Source Type Code
POSTINGSEQ	Posting Sequence Number
CNTDETAIL	Detail Count
JRNLDAT	Journal Date
BATCHNBR	Batch Number
ENTRYNBR	Journal Entry Number
TRANSNBR	Journal Transaction Number
CONSOLIDAT	Consolidation Occurred on Post
JNLDTLDESC	Journal Detail Description
JNLDTLREF	Journal Detail Reference
TRANSAMT	Journal Transaction Amount (functional amount)
TRANSQTY	Journal Transaction Quantity
SCURNAMT	Journal Source Amount
RPTAMT	Journal Reporting Amount
RATETYPE	Currency Rate Table Type
RATEDATE	Date of Currency Rate Selected
CONVRATE	Currency Rate for Conversion
RATEOPER	Currency Rate Operator

Account optional fields begin with the prefix "A."

Transaction optional fields begin with the prefix "T."

Examples

This statement	Returns this
FRPOST("TRANSAMT", "1000","(POSTINGSEQ = 100)","U")	Retrieves unformatted transaction amounts for Account 1000 that have a posting sequence number of 100.
FRPOST("ACCTDESC","1000")	Retrieves the account description for Account 1000.
FRPOST("T.QTY", "4000")	Retrieves the transaction optional value for QTY for Account 4000 for the inquired period.

Note that the account number is usually set in Column A, and other criteria (such as the transaction date), is set in Column B.

FRRATE

Syntax	FRRATE(<i>functional currency</i> , <i>source currency</i> , <i>rate type</i> , <i>date</i> , <i>rate option</i>)	
Description	The FRRATE function returns the exchange rate from the currency rates function in order to convert amounts from the source currency to the home currency <i>as a multiplier</i> . (In other words, if the rate is defined as a divisor, Sage ERP Accpac provides its reciprocal.)	
Argument	<i>functional currency</i>	The functional currency code.
	<i>source currency</i>	The source currency code.
	<i>rate type</i>	The rate type code.
	<i>date</i>	Optional. Financial Reporter uses the period-end date of the report fiscal period if not specified, or it uses the session date if the report is not generated from a specification (i.e. there is no period-end date). The date is specified as DATE(YYYY,MM,DD). DATE(), an Excel function that returns the serial number of the date.
	<i>rate option</i>	Optional. This option lets you choose between two conversion methods when converting between source and functional currency: RC uses the composite conversion rate of source and functional currency; RF uses the floating conversion rate between source and functional currency. If you don't enter an option, Financial Reporter retrieves the rate obtained from the currency rate table. If source and functional are currencies of member countries of the European Monetary Union, using the floating conversion rate would return the euro currency without any calculation.

Results FRRATE returns the exchange rate as a multiplier using the parameters you provide.

Examples

This statement	Returns this
FRRATE("USD","CAD","AV")	.75
FRRATE("USD","CAD","SP", DATEVALUE(FRFISCAL("Start")))	.75
FRRATE("ATS","EUR","AV", DATEVALUE(FRFISCAL("Start")),"RC")	13.760300
FRRATE("USD","ATS","AV", DATEVALUE(FRFISCAL("Start")),"RF")	.88274

DATEVALUE is an Excel function that converts a textual representation of the date to a serial number which FRRATE accepts.

FRSDESC

Syntax FRSDESC(*segment number*, *segment code*)

Description The FRSDESC function provides the description for a segment code, given a segment number and segment code.

Arguments

<i>segment number</i>	The segment number is 1 to 10. This number is an integer (which means it is not enclosed in quotation marks).
<i>segment code</i>	The code for the given segment (such as "1000" or "WEST").

Results FRSDESC returns the segment name from the General Ledger segment codes table. The following examples assume that segment 1 is the department segment.

Examples

This statement	Returns this
FRSDESC(1,"USEAST")	Eastern United States
FRSDESC(1,"SALES")	Sales Department
FRSDESC(1, FR("CurAcSegVal1"))	Sales Department

FRTRN

The FRTRN command retrieves net amounts and net quantities from posted transaction detail records for the period that you specify.

FRTRN provides net amounts only, it does not calculate balances or include provisionally posted transactions, and it cannot retrieve rollup amounts/totals.

FRTRN is similar to FRAMT, but FRTRN retrieves totals from transaction history, whereas FRAMT retrieves totals from account history.

Budget, balance, and provisional amounts cannot be retrieved using this command.

FR may find a record when retrieving from FRAMT but may find no records (or numerous records) when retrieving from FRTRN, due to the fact that the amounts are retrieved from different sources.

Syntax

FRTRN(*field name, account reference, criteria, currency*)

Arguments

<i>field name</i>	The name of a field from the General Ledger with an optional fiscal designator prefix and optional year suffix. Prefixes are: A for actual account set, Q for quantities, and QA for actual quantities. The 4-digit year is chosen from the drop-down list.
<i>account reference</i>	A string specifying a single account or range of accounts.
<i>criteria</i>	A string containing an expression that imposes selection criteria on the accounts and transaction fields. The account reference and the expression together determine the accounts and transaction fields that will be included in the calculation. Also can include account optional fields and transaction optional fields.
<i>currency</i>	A string containing the currency reference. You select a currency code and a qualifier. The qualifier choices are S, for source currency, E, functional equivalent of source amount, and F, for functional currency total. (If your functional currency is the euro and you specified a reporting currency, you can also choose R for the reporting currency.)

Results

FRTRN retrieves net totals, actual values (not provisional values), and summary totals (by both account and transaction fields), and allows drilldown to associated transactions.

Examples

This statement	Returns this
FRTRN("NETLQ","1000")	Net transactions for the last quarter for account 1000. Same definition as FRAMT in determining the sign of the amount; except, if there are no transactions retrieved from the transaction history, return value is 0.
FRTRN("NETP","1000")	Net transactions for inquired period for account 1000. Same definition as FRAMT in determining the sign of the amount; except, if there are no transactions retrieved from the transaction history, return value is 0.

FRTRN("NETQTD","1000")	Net transactions for the quarter to date for account 1000. Same definition as FRAMT in determining the sign of the amount; except, if there are no transactions retrieved from the transaction history, the return value is 0
------------------------	--

Note that the account number is usually set in Column A, and other criteria (such as the transaction date), is set in Column B.

FRTRNA

The FRTRNA command retrieves net amounts and net quantities from posted transactions for the period that you specify. Like FRAMTA, it displays debit amounts as positive numbers and credit amounts as negative numbers, and it cannot retrieve rollup amounts/totals.

FRTRNA does not calculate balances, budgets, and provisionally posted transactions.

Syntax

FRTRNA(*field name, account reference, criteria, currency*)

Results

FRTRNA retrieves net totals, actual values (not provisional values), and summary totals (by both account and transaction fields), and allows drilldown to associated transactions.

For a complete parameter description, see FRTRN.

FRTRNDR

The FRTRNDR command is the same as the FRDEBIT command. It yields net totals (debit amounts only) from transactions. Note that you must select criteria to limit the function to DR transactions.

Budget, balance, and provisional amounts, as well as rollup amounts and totals, cannot be retrieved using this command.

Syntax	FRTRNDR(<i>field name, account reference, criteria, currency</i>)
Results	FRTRNDR retrieves net totals, actual values (not provisional values), and summary totals (by both account and transaction fields), and allows drilldown to associated transactions. For a complete parameter description, see FRTRN.

FRTRNCR

The FRTRNCR command is the same as the FRCREDIT command. It yields net totals (credit amounts only) from transactions. Note that you must select criteria to limit the function to CR transactions.

Budget, balance, and provisional amounts, as well as rollup amounts and totals, cannot be retrieved using this command.

Syntax	FRTRNCR(<i>field name, account reference, criteria, currency</i>)
Results	FRTRNCR retrieves net totals, actual values (not provisional values), and summary totals (by both account and transaction fields), and allows drilldown to associated transactions.

Where To Now?

If you haven't already done so, you should do the tutorial in Chapter 2. If you have already done the tutorial, you are ready to write your own statements.

As you write and edit report specifications, refer back to this chapter for details of specification code format, or click FR Help on the FR Menu in the Statement Designer. You may also refer to Chapter 4, "Sample Reports," for examples of the "quick" financial statements shipped with General Ledger.

Any error messages you may encounter when testing your specifications are explained in Appendix A, "Messages."

Chapter 4

Sample Reports

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Chapter 4

Sample Reports

This chapter shows the standard financial reports that are shipped with the General Ledger and Financial Reporter. Each statement is shown with the statement specification that produced it.

Standard Financial Statements

The set of statements that ship with General Ledger includes sample balance sheets, income statements, financial analysis reports and a forecasting report. They are located in the ENG subdirectory of the General Ledger program folder. (For example, for version 5.5A of General Ledger, look in \Sage ERP Accpac\GL55A\ENG.) The sample files are named as follows:

- QuikBal1.xls
- QuikBal2.xls
- QuikBal3.xls
- QuikInc1.xls
- QuikInc2.xls
- QuikInc3.xls
- QuikInc4.xls
- Finratio01.xls
- Finratio02.xls
- Finratio03.xls
- Finratio04.xls
- Finratio05.xls
- Balsum01.xls
- Balsum02.xls
- Balsum03.xls
- Balsum04.xls
- Balsum05.xls
- Forecast.xls
- Incsum01.xls
- Incsum02.xls
- Incsum03.xls
- Incsum04.xls
- Incsum05.xls

If you plan to alter these statements, copy them first and then save them using another file name.

Balance Sheets

You can choose from a variety of options at print time, including:

- Set the current period to any period in the current or previous years.
- Report actual or provisionally-posted amounts or quantities.
- Print separate reports for different segment codes (such as by department or division) or print a single consolidated statement.
- Print reports for a range of account segments, so you can produce consolidated or separate reports for a group of departments or regions.

Balance sheets

The sample balance sheets provide the following features:

- The name of the company and the fiscal period end date for the period you specified at print time.
- The current year balance for each account as of the period you specify.
- QuikBal2 provides the previous year balance, and QuikBal3 provides the previous period balance.
- Account group headings.
- General ledger account descriptions from account records.
- Subtotals for sections of the balance sheet.
- Accounts with zero balances omitted.
- Profit or loss for the period (a summation of all revenue and expense account balances).

Note that all statements shipped with General Ledger depend on the proper assignment of account groups. If you

do not assign account groups to your general ledger accounts, you cannot use these statements.

QuikBal1 — Single Column Balance Sheet

Sample Company Inc. Balance Sheet 6/30/10	
Unaudited	
ASSETS	
Current assets:	
Petty cash	10,000.00
Bank account operating	1,922,355.37
Accounts receivable trade	1,708,199.81
Allowance for doubtful accts.	-140,000.00
Investments short term	190,828.09
Inventory	1,182,506.25
Prepaid insurance	13,600.00
Prepaid rent	19,600.00
Total current assets	4,907,089.52
Fixed assets:	
Furniture and fixtures	702,996.25
Equipment	1,659,892.54
Land	200,000.00
Less accumulated depreciation	1,077,426.42
	1,485,462.37
Other assets:	0.00
	6,392,551.89

LIABILITY AND SHAREHOLDER'S EQUITY	
Current liabilities:	
Accounts payable trade	1,884,000.56
Federal tax payable	48,301.06
FUTA payable	2,415.06
Employee FICA tax payable	19,320.41
Employer FICA tax payable	19,320.41
State income tax payable	21,735.45
Employee SUTA tax payable	2,415.06
Employer SUTA tax payable	2,415.06
Employee SDI payable	4,830.10
Employer SDI payable	4,830.10
City income tax withheld	7,245.15
Employee benefits payable	36,225.77
Employee pension payable	24,150.51
Employee deductions payable	28,980.65
County sales tax payable	34,647.66
State sales tax payable	100,573.45
Corp. income taxes payable	160,000.26
Current portion L/T debt	106,589.36
Total current liabilities	2,507,996.08
Long term liabilities:	
Long term debt proceeds	560,000.00
Long term debt payments	-360,000.00
Deferred income taxes	28,963.54
	228,963.54
Shareholder's equity:	
Common stock	250,000.00
Retained earnings	2,584,813.35
Profit (loss) for period	820,778.92
Total shareholder's equity	3,655,592.27
	6,392,551.89

QuikBal1 Statement Specification

	A	B	C	D	E	F	G
1	.. Specification name: BALS1						
2	..						
3	.. This specification file will produce a balance sheet with one column						
4	.. of figures showing the current balance as at the current fiscal period.						
5	..						
6							=FR("CONAME")
7							Balance Sheet
8							=FR("End")
9							
10							Unaudited
11							
12							<u>ASSETS</u>
13							
14	\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMTA("BALP")
15						Current assets:	
16	%%	ACCTGRPCOD=1				\	\
17						Total current assets	=SUM(G16:G16)
18							
19						Fixed assets:	
20	%%	ACCTGRPCOD=2				\	\
21	%%	ACCTGRPCOD=4		T		Less acc. depreciation	\-
22							=SUM(G20,-G21)
23							
24						Other assets:	
25	%%	ACCTGRPCOD=3				\	\
26							=SUM(G25)
27							=SUM(G17,G22,G25)
28)
29						<u>LIABILITY AND SHAREHOLDER'S EQUITY</u>	
30							
31						Current liabilities:	
32	%%	ACCTGRPCOD=5				\	\-
33						Total current liabilities	=SUM(G32:G32)
34							
35						Long term liabilities:	
36	%%	ACCTGRPCOD=6				\	\-
37							=SUM(G36:G36)
38							
39						Shareholder's equity:	
40	%%	ACCTGRPCOD=7				\	\-
41	%%	ACCTGRPCOD>=8		T		Profit (loss) for period	\-
42						Total shareholder's equity	=SUM(G40,G41)
43							=SUM(G33,G37,G42)
)

QuikBal2 — Current Balance / Previous Year

Sample Company Inc. Balance Sheet 6/30/10		
Unaudited		
ASSETS		
	Current Year	Previous Year
Current assets:		
Petty cash	10,000.00	10,000.00
Bank account operating	1,922,355.37	949,127.97
Accounts receivable trade	1,708,199.81	1,464,188.98
Allowance for doubtful accts.	-140,000.00	-110,000.00
Investments short term	190,828.09	190,828.09
Inventory	1,182,506.25	1,182,506.25
Prepaid insurance	13,600.00	13,600.00
Prepaid rent	<u>19,600.00</u>	<u>19,600.00</u>
Total current assets	4,907,089.52	3,719,851.29
Fixed assets:		
Furniture and fixtures	702,996.25	102,996.25
Equipment	1,659,892.54	659,892.54
Land	200,000.00	200,000.00
Less accumulated depreciation	<u>1,077,426.42</u>	<u>527,426.42</u>
	1,485,462.37	435,462.37
Other assets:		
	<u>0.00</u>	<u>0.00</u>
	<u>6,392,551.89</u>	<u>4,155,313.66</u>

LIABILITY AND SHAREHOLDER'S EQUITY

Current liabilities:

Accounts payable trade	1,884,000.56	1,014,466.69
Federal tax payable	48,301.06	42,280.99
FUTA payable	2,415.06	2,114.07
Employee FICA tax payable	19,320.41	16,912.38
Employer FICA tax payable	19,320.41	16,912.38
State income tax payable	21,735.45	19,026.43
Employee SUTA tax payable	2,415.06	2,114.07
Employer SUTA tax payable	2,415.06	2,114.07
Employee SDI payable	4,830.10	4,228.09
Employer SDI payable	4,830.10	4,228.09
City income tax withheld	7,245.15	6,342.15
Employee benefits payable	36,225.77	31,710.73
Employee pension payable	24,150.51	21,140.47
Employee deductions payable	28,980.65	25,368.60
County sales tax payable	34,647.66	23,906.53
State sales tax payable	100,573.45	69,394.68
Corp. income taxes payable	160,000.26	78,985.26
Current portion L/T debt	<u>106,589.36</u>	<u>106,589.36</u>
Total current liabilities	2,507,996.08	1,487,835.04

Long term liabilities:

Long term debt proceeds	560,000.00	560,000.00
Long term debt payments	-360,000.00	-216,000.00
Deferred income taxes	<u>28,963.54</u>	<u>28,963.54</u>
	228,963.54	372,963.54

Shareholder's equity:

Common stock	250,000.00	250,000.00
Retained earnings	2,584,813.35	1,398,137.28
Profit (loss) for period	<u>820,778.92</u>	<u>646,377.80</u>
Total shareholder's equity	<u>3,655,592.27</u>	<u>2,294,515.08</u>
	<u>6,392,551.89</u>	<u>4,155,313.66</u>

QuikBal2 Statement Specification

	A	B	C	D	E	F	G	H
1	.. Specification name: QuikBal2							
2	..							
3	.. This specification file will produce a balance sheet with columns for							
4	.. the current year balance and the previous year balance as at the current fiscal period.							
5	..							
6							=FR("CONAME")	
7							Balance Sheet	
8							=FR("End")	
9								
10							Unaudited	
11								
12							ASSETS	
13	\\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMTA("BALP")	=FRAMTA("BALP.L1")
14								
15							Current	Previous
16							Year	Year
17						Current assets:		
18	%%	ACCTGRPCOD=1				\	\	\
19						Total current assets	=SUM(G18:G18)	=SUM(H18:H18)
20								
21						Fixed assets:		
22	%%	ACCTGRPCOD=2				\	\	\
23	%%	ACCTGRPCOD=4		T		Less depreciation	\-	\-
24						Total fixed assets	=SUM(G22,-G23)	=SUM(H22,-H23)
25								
26						Other assets:		
27	%%	ACCTGRPCOD=3				\	\	\
28							=SUM(G27)	=SUM(H27)
29							=SUM(G19,G24,G27)	=SUM(H19,H24,H27)
30								
31						LIABILITY AND SHAREHOLDER'S EQUITY		
32								
33						Current liabilities:		
34	%%	ACCTGRPCOD=5				\	\-	\-
35						Total current liabilities	=SUM(G34:G34)	=SUM(H34:H34)
36								
37						Long term liabilities:		
38	%%	ACCTGRPCOD=6				\	\-	\-
39							=SUM(G38:G38)	=SUM(H38:H38)
40								
41						Shareholder's equity:		
42	%%	ACCTGRPCOD=7				\	\-	\-
43	%%	ACCTGRPCOD>=8		T		Profit (loss) for period	\-	\-
44							=SUM(G42:G43)	=SUM(H42:H43)
45							=SUM(G35,G39,G44)	=SUM(H35,H39,H44)

QuikBal3 — Current Balance / Previous Period

Sample Company Inc. Balance Sheet 6/30/10		
Unaudited		
<u>ASSETS</u>		
	<u>Current Period</u>	<u>Previous Period</u>
Current assets:		
Petty cash	10,000.00	10,000.00
Bank account operating	1,922,355.37	1,896,452.76
Accounts receivable trade	1,708,199.81	1,666,757.05
Allowance for doubtful accts.	-140,000.00	-140,000.00
Investments short term	190,828.09	190,828.09
Inventory	1,182,506.25	1,182,506.25
Prepaid insurance	13,600.00	13,600.00
Prepaid rent	<u>19,600.00</u>	<u>19,600.00</u>
Total current assets	4,907,089.52	4,839,744.15
Fixed assets:		
Furniture and fixtures	702,996.25	702,996.25
Equipment	1,659,892.54	1,659,892.54
Land	200,000.00	200,000.00
Less accumulated depreciation	<u>1,077,426.42</u>	<u>1,017,426.42</u>
	1,485,462.37	1,545,462.37
Other assets:		
	<u>0.00</u>	<u>0.00</u>
	<u>6,392,551.89</u>	<u>6,385,206.52</u>

LIABILITY AND SHAREHOLDER'S EQUITY		
Current liabilities:		
Accounts payable trade	1,884,000.56	2,402,315.83
Federal tax payable	48,301.06	45,894.48
FUTA payable	2,415.06	2,294.73
Employee FICA tax payable	19,320.41	18,357.78
Employer FICA tax payable	19,320.41	18,357.78
State income tax payable	21,735.45	20,652.49
Employee SUTA tax payable	2,415.06	2,294.73
Employer SUTA tax payable	2,415.06	2,294.73
Employee SDI payable	4,830.10	4,589.44
Employer SDI payable	4,830.10	4,589.44
City income tax withheld	7,245.15	6,884.16
Employee benefits payable	36,225.77	34,420.84
Employee pension payable	24,150.51	22,947.22
Employee deductions payable	28,980.65	27,536.7
County sales tax payable	34,647.66	32,997.77
State sales tax payable	100,573.45	95,784.24
Corp. income taxes payable	160,000.26	108,000.26
Current portion L/T debt	<u>106,589.36</u>	<u>106,589.36</u>
Total current liabilities	2,507,996.08	2,956,801.98
Long term liabilities:		
Long term debt proceeds	560,000.00	560,000.00
Long term debt payments	-360,000.00	-348,000.00
Deferred income taxes	<u>28,963.54</u>	<u>28,963.54</u>
	228,963.54	240,963.54
Shareholder's equity:		
Common stock	250,000.00	250,000.00
Retained earnings	2,584,813.35	2,584,813.35
Profit (loss) for period	<u>820,778.92</u>	<u>352,627.65</u>
Total shareholder's equity	<u>3,655,592.27</u>	<u>3,187,441.00</u>
	<u>6,392,551.89</u>	<u>6,385,206.52</u>

QuikBal3 Statement Specification

Error! Objects cannot be created from editing field codes.

Balance Sheet Summaries

Balance sheet summaries are files that display a summary of the company's balance sheet. Our sample statements include:

- The regular format balance sheet (displays amounts).
- A common size balance sheet that prints a regular balance sheet and a table showing all items as percentages of total assets/liabilities, each printed on separate pages of the report.
- Common size balance sheets that also print summaries with graphs, print statements for specified periods, print current or previous year data, or print current year/budget data.

Balsum01.xls – Common Size Balance Sheet

Balsum01.xls is a summary of the balance sheet as amounts and as a percentage of total assets/liabilities, on separate pages.

Balance Sheet Summary in Amounts

<i>Sample Company Limited</i>	
<i>Balance Sheet</i>	
<i>As Of July 31, 2010</i>	
Cash and Equivalent	210,518.73
Accounts Receivable	749,304.96
Inventory	1,945,659.17
Current Assets	2,905,482.86
Fixed Assets	2,662,888.79
Less Accumulated Depreciation	1,012,426.42
Fixed Assets, net	1,650,462.37
Other Assets	5,000,000.00
Total Assets	9,555,945.23
Current Liabilities	1,159,011.44
Accounts Payable	393,869.74
Total Current Liabilities	1,552,881.18
Long Term Liabilities	240,963.54
Total Liabilities	1,793,844.72
Shareholder's Equity	6,767,734.64
Dividends	-
Profit (Loss) for Period	994,365.87
Total Shareholders' Equity	7,762,100.51
Liabilities and Shareholders' Equity	9,555,945.23

Balance Sheet in Percentages of Base Figure

<i>Common Size Balance Sheet</i>	
<i>As Of July 31, 2010</i>	
Cash and Equivalent	2.20%
Accounts Receivable	7.84%
Inventory	20.36%
Current Assets	30.40%
Fixed Assets	27.87%
Less Accumulated Depreciation	10.59%
Fixed Assets, net	17.27%
Other Assets	52.32%
Total Assets	100.00%
Current Liabilities	12.13%
Accounts Payable	4.12%
Total Current Liabilities	16.25%
Long Term Liabilities	2.52%
Total Liabilities	18.77%
Shareholder's Equity	70.82%
Dividends	0.00%
Profit (Loss) for Period	10.41%
Total Shareholders' Equity	81.23%
Total Liabilities and Shareholders' Equity	100.00%

Balsum02.xls — Balance Sheet Summaries with Graphs

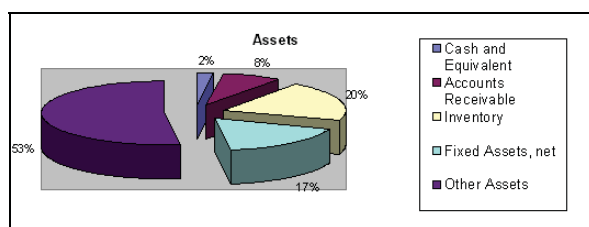
Balsum02.xls is a summary of the balance sheet as amounts and as a percentage of total assets/liabilities, with a graph on a separate page.

This report is not generated by Financial Reporter, but is from data generated from fixed cell locations, and may not reflect correct information when generating with the report option. Also, labels on charts in different versions of Excel may be located in different positions.

Total Assets as Amounts

<i>Sample Company Limited</i>	
<i>Balance Sheet</i>	
<i>As Of July 31, 2010</i>	
	Current Year
Assets	
Cash and Equivalent	210,518.73
Accounts Receivable	749,304.96
Inventory	1,945,659.17
Current Assets	2,905,482.86
Fixed Assets	2,662,888.79
Less Accumulated Depreciation	1,012,426.42
Fixed Assets, net	1,650,462.37
Other Assets	5,000,000.00
Total Assets	9,555,945.23

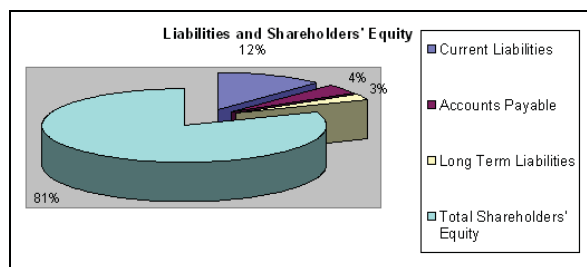
Total Assets as a Graph



Liabilities and Shareholders Equity in Amounts

Liabilities and Shareholders' Equity	
Current Liabilities	1,159,011.44
Accounts Payable	393,869.74
Total Current Liabilities	1,552,881.18
Long Term Liabilities	240,963.54
Total Liabilities	1,793,844.72
Shareholder's Equity	6,767,734.64
Dividends	-
Profit (Loss) for Period	994,365.87
Total Shareholders' Equity	7,762,100.51
Liabilities and Shareholders' Equity	9,555,945.23

Liabilities and Shareholders Equity as a Graph



Balsum03.xls — Balance Sheet Summary for Specified Period

Balsum03.xls is a summary of the balance sheet for the period specified by users.

<i>Sample Company Limited</i>	
<i>Balance Sheet</i>	
<i>As Of July 31, 2010</i>	
Cash and Equivalent	210,510.73
Accounts Receivable	749,304.96
Inventory	1,945,659.17
Current Assets	2,905,482.86
Fixed Assets	2,662,888.79
Less Accumulated Depreciation	1,012,426.42
Fixed Assets, net	1,650,462.37
Other Assets	5,000,000.00
Total Assets	9,555,945.23
Current Liabilities	1,159,011.44
Accounts Payable	393,869.74
Total Current Liabilities	1,552,881.18
Long Term Liabilities	240,963.54
Total Liabilities	1,793,844.72
Shareholder's Equity	6,767,734.64
Dividends	-
Profit (Loss) for Period	994,365.87
Total Shareholder's Equity	7,762,100.51
Liabilities and Shareholder's Equity	9,555,945.23

Balsum04.xls — Balance Sheet Summary for Current/Previous Year

Balsum04.xls is a summary of the balance sheet for the current and previous years. Additionally, the report prints variances between the current and previous years' numbers (in amount and percentage), on the same page.

<i>Sample Company Limited</i>				
<i>Balance Sheet</i>				
	Current Year	Previous Year	Variance Amount	Percentage
Cash and Equivalent	210,518.73	5,088,247.17	(4,877,728.44)	-95.9%
Accounts Receivable	749,304.96	2,381,318.56	(1,632,013.60)	-68.5%
Inventory	1,945,659.17	1,875,179.95	70,479.22	3.8%
Current Assets	2,905,482.86	9,344,745.68	(6,439,262.82)	-68.9%
Fixed Assets	2,662,888.79	1,062,888.79	1,600,000.00	150.5%
Less Accumulated Depreciation	1,012,426.42	567,426.42	445,000.00	78.4%
Fixed Assets, net	1,650,462.37	495,462.37	1,155,000.00	233.1%
Other Assets	5,000,000.00	-	5,000,000.00	0.0%
Total Assets	9,555,945.23	9,840,208.05	(284,262.82)	-2.9%
Current Liabilities	1,159,011.44	889,378.68	269,632.76	30.3%
Accounts Payable	393,869.74	2,861,548.92	(2,467,679.18)	-86.2%
Total Current Liabilities	1,552,881.18	3,750,927.60	(2,198,046.42)	-58.6%
Long Term Liabilities	240,963.54	360,963.54	(120,000.00)	-33.2%
Total Liabilities	1,793,844.72	4,111,891.14	(2,318,046.42)	-56.4%
Shareholder's Equity	6,767,734.64	1,990,155.66	4,777,578.98	240.1%
Dividends	-	-	-	0.0%
Profit (Loss) for Period	994,365.87	3,738,161.25	(2,743,795.38)	-73.4%
Total Shareholders' Equity	7,762,100.51	5,728,316.91	2,033,783.60	35.5%
Liabilities and Shareholders' Equity	9,555,945.23	9,840,208.05	(284,262.82)	-2.9%

Balsum05.xls — Balance Sheet Summary for Current Year/Budget

Balsum05.xls is a summary of the actual and budgeted balance sheet for the current year. Additionally, the report prints variances between the actual and budgeted numbers (in amount and percentage), on the same page.

<i>Sample Company Limited</i>				
<i>Balance Sheet</i>				
	Current Year	Budget	Variance Amount	Percentage
Cash and Equivalent	210,518.73	-	210,518.73	0.0%
Accounts Receivable	749,304.96	-	749,304.96	0.0%
Inventory	1,945,659.17	-	1,945,659.17	0.0%
Current Assets	2,905,482.86	-	2,905,482.86	0.0%
Fixed Assets	2,662,888.79	-	2,662,888.79	0.0%
Less Accumulated Depreciation	1,012,426.42	-	1,012,426.42	0.0%
Fixed Assets, net	1,650,462.37	-	1,650,462.37	0.0%
Other Assets	5,000,000.00	-	5,000,000.00	0.0%
Total Assets	9,555,945.23	-	9,555,945.23	0.0%
Current Liabilities	1,159,011.44	-	1,159,011.44	0.0%
Accounts Payable	393,869.74	-	393,869.74	0.0%
Total Current Liabilities	1,552,881.18	-	1,552,881.18	0.0%
Long Term Liabilities	240,963.54	-	240,963.54	0.0%
Total Liabilities	1,793,844.72	-	1,793,844.72	0.0%
Shareholder's Equity	6,767,734.64	-	6,767,734.64	0.0%
Dividends	-	-	-	0.0%
Profit (Loss) for Period	994,365.87	(585,000.00)	1,579,365.87	-270.0%
Total Shareholders' Equity	7,762,100.51	(585,000.00)	8,347,100.51	-1426.9%
Liabilities and Shareholders' Equity	9,555,945.23	(585,000.00)	10,140,945.23	-1733.5%

Income Statements

Using Financial Reporter, you can choose from a variety of options at print time:

- Set the current period to any period in the current or previous years.
- Report either actual or provisionally-posted amounts or quantities.
- Print separate reports for different segment codes (such as by department or division) or print a single consolidated statement.
- Print reports for a range of account segments, so you can produce consolidated or separate reports for a group of departments or regions.

- Choose to create a statement from which you can drill down to the originating transaction (using the sample spreadsheet, QUICKINC4.XLS).

Sample statements

The four sample income statements that follow provide the following features:

- The name of the company, the number of periods included in the report, and the fiscal period end date for the period you specified at print time.
- The current net change for each account for the periods included in the report as of the period you specify. QuikInc2 also provides the previous-year income, and QuikBal3 provides the budgeted sales and expenses for comparison.
- Revenue and expense section headings.
- General ledger account descriptions from account records.
- Subtotals for sections of the income statement.
- Accounts with zero balances omitted.

Note that all statements shipped with General Ledger depend on the proper assignment of account groups. If you do not assign account groups to your general ledger accounts, you cannot use these statements.

QuikInc1 — Single Column Income Statement

Sample Company Inc. Statement of Earnings 6 Periods Ended 6/30/10	
Unaudited	
	Current YTD
Revenue:	
Sales	3,842,414.52
Sales accessories	230,728.02
Sales chairs	532,088.71
Sales desks	1,714,865.91
Sales cabinets	1,345,745.69
Sales dividers	2,328,511.38
Sales samples	432,696.48
Delivery revenue	729,683.93
Rental revenue	660,943.91
Interest income	53,172.31
Miscellaneous income	79,219.30
	<u>11,950,070.16</u>
Cost of sales:	
Cost of goods sold	1,932,229.16
COGS accessories	119,740.90
COGS chairs	263,096.92
COGS desks	827,522.37
COGS cabinets	653,687.01
COGS dividers	<u>1,129,390.11</u>
	4,925,666.47
Gross profit	7,024,403.69

Income Statements

Costs and expenses:	
Accounting and legal fees	42,456.20
Advertising	445,170.42
Automotive	99,328.66
Commissions	218,006.87
Delivery and distribution	126,625.30
Depreciation	310,000.00
Donations	38,141.80
Dues and subscriptions	44,889.86
Employee benefit plan	172,300.08
Employee benefits direct	143,583.46
Equipment lease or rent	84,055.03
Insurance	250,913.54
Interest long term debt	9,000.00
Licenses and permits	34,672.75
Miscellaneous	167,227.86
Moving	75,807.90
Office supplies	161,109.18
Postage	133,676.19
Promotion and entertainment	284,732.29
Rent office	166,772.84
Repairs and maintenance	111,284.34
Shipping supplies	224,423.45
Shop supplies	178,976.34
Subcontract costs	70,234.93
Travel	264,176.19
Telephone telex fax	234,118.32
Utilities	122,310.89
Wages & benefits direct	926,355.29
Wages & benefits indirect	166,496.62
Wages casual direct	<u>124,976.13</u>
	<u>5,431,822.73</u>
Earnings (loss) from operations	1,592,580.96
Other income and expenses:	
	<u>0.00</u>
Earnings (loss) before income taxes	1,592,580.96
Provision for income taxes:	
Corporate income taxes	<u>160,000.00</u>
	<u>160,000.00</u>
Net earnings (loss) for period	<u>1,432,580.96</u>

QuikInc1 Statement Specification

	A	B	C	D	E	F	G
1	.. Specification name: QUIKINC1						
2	..						
3	.. This specification file will produce a statement of earnings with one						
4	.. column of figures showing current year to date results.						
5	..						
6							=FR("CONAME")
7							Statement of Earnings
8							=TEXT(FR("Period"), "##")&" Periods Ended "&FR("End")
9							
10							Unaudited
11							
12							Current
13							YTD
14	\\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMTA("NETYTD")
15					Revenue:		
16	%%	ACCTGRPCOD=8				\	\
17							=SUM(G16:G16)
18							
19					Cost of sales:		
20	%%	ACCTGRPCOD=9				\	\
21	\\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("BALOPEN")
22	%%	ACCTGRPCOD=10				\	\
23	\\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("NETYTD")
24	%%	ACCTGRPCOD=11				\	\
25	\\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("BALOPEN")
26	%%	ACCTGRPCOD=12				\	\
27							=SUM(G20,G22, G24,G26)
28					Gross profit:		=SUM(G17,-G27)
29							
30					Costs and expenses:		
31	\\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("NETYTD")
32	%%	ACCTGRPCOD=13				\	\
33							=SUM(G32)
34					Earnings (loss) from operations:		=G28-G33
35							
36					Other income and expenses:		
37	%%	ACCTGRPCOD=14				\	\
38							=SUM(G37)
39					Earnings (loss) before income taxes:		=G34+G38
40							
41					Provision for income taxes:		
42	%%	ACCTGRPCOD=15				\	\
43							=SUM(G42)
44					Net earnings (loss) for period:		=G39-G43
45							

QuikInc2 — Current YTD / Last YTD

Sample Company Inc. Statement of Earnings 6 Periods Ended 6/30/10		
Unaudited		
	Current YTD	Last YTD
Revenue:		
Sales	3,842,414.52	3,425,425.60
Sales accessories	230,728.02	166,136.64
Sales chairs	532,088.71	385,979.07
Sales desks	1,714,865.91	1,230,608.97
Sales cabinets	1345,745.69	976,673.12
Sales dividers	2,328,511.38	1,676,593.32
Sales samples	432,696.48	313,799.89
Delivery revenue	729,683.93	606,637.31
Rental revenue	660,943.91	549,489.07
Interest income	53,172.31	44,205.73
Miscellaneous income	79,219.30	65,860.51
	<u>11,950,070.16</u>	<u>9,441,409.23</u>
Cost of sales:		
Cost of goods sold	1,932,229.16	1,437,955.55
COGS accessories	119,740.90	87,278.75
COGS chairs	263,096.92	191,090.87
COGS desks	827,522.37	593,548.22
COGS cabinets	653,687.01	474,298.21
COGS dividers	<u>1,129,390.11</u>	<u>813,512.22</u>
	<u>4,925,666.47</u>	<u>3,597,683.82</u>
Gross profit	7,024,403.69	5,843,725.41
Costs and expenses:		
Accounting and legal fees	42,456.20	105,263.83
Advertising	445,170.42	259,475.55
Automotive	99,328.66	96,297.47
Bad debts	0.00	50,000.00
Commissions	218,006.87	221,738.15
Delivery and distribution	126,625.30	86,316.30
Depreciation	310,000.00	240,000.00
Donations	38,141.80	32,474.82
Dues and subscriptions	44,889.86	99,354.43
Employee benefit plan	172,300.08	175,249.12
Employee benefits direct	143,583.46	146,040.88
Equipment lease or rent	84,055.03	69,153.29
Insurance	250,913.54	185,979.51
Interest long term debt	9,000.00	9,000.00
Licenses and permits	34,672.75	33,092.61
Miscellaneous	167,227.86	126,396.23
Moving	75,807.90	72,647.75
Office supplies	161,109.18	128,820.01
Postage	133,676.19	93,480.49
Promotion and entertainment	284,732.29	160,698.70
Rent office	166,772.84	584,837.90
Repairs and maintenance	111,284.34	88,317.59
Shipping supplies	224,423.45	177,735.24
Shop supplies	178,976.34	95,337.65
Subcontract costs	70,234.93	56,499.68
Travel	264,176.19	162,964.89
Telephone telex fax	234,118.32	228,149.70
Utilities	122,310.89	93,112.67
Wages & benefits direct	926,355.29	942,210.21
Wages & benefits indirect	166,496.62	169,346.38
Wages casual direct	<u>124,976.13</u>	<u>127,114.96</u>
	<u>5,431,822.73</u>	<u>5,117,106.01</u>
Earnings (loss) from operations	1,592,580.96	726,619.40
Other income and expenses:		
	<u>0.00</u>	<u>0.00</u>
Earnings (loss) before income taxes	1,592,580.96	726,619.40
Provision for income taxes:		
Corporate income taxes	<u>160,000.00</u>	<u>78,000.00</u>
	<u>160,000.00</u>	<u>78,000.00</u>
Net earnings (loss) for period	<u>1,432,580.96</u>	<u>648,619.40</u>

QuikInc2 Statement Specification

	A	B	C	D	E	F	G	H
1	.. Specification name: QuikInc2							
2	..							
3	.. This specification file will produce a statement of earnings with two							
4	.. columns of figures showing current year to date (YTD) earnings and							
5	.. previous year to date earnings.							
6	..							
7							=FR("CONAME")	
8							Statement of	
9							Earnings	
10							=TEXT(FR("Period"),"	
11							##")&" Periods	
12							Ended "&FR("End")	
13								
14							Unaudited	
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QuikInc3 — Current YTD / Budget YTD

Sample Company Inc. Statement of Earnings 6 Periods Ended 6/30/10		
Unaudited		
	Current YTD	Budget YTD
Revenue:		
Sales	3,842,414.52	3,918,000.00
Sales accessories	230,728.02	204,000.00
Sales chairs	532,088.71	456,000.00
Sales desks	1,714,865.91	1,488,000.00
Sales cabinets	1,345,745.69	1,182,000.00
Sales dividers	2,328,511.38	1,998,000.00
Sales samples	432,696.48	378,000.00
Delivery revenue	729,683.93	0.00
Rental revenue	660,943.91	0.00
Interest income	53,172.31	0.00
Miscellaneous income	79,219.30	0.00
	11,950,070.16	9,624,000.00
Cost of sales:		
Cost of goods sold	1,932,229.16	0.00
COGS accessories	119,740.90	0.00
COGS chairs	263,096.92	0.00
COGS desks	827,522.37	0.00
COGS cabinets	653,687.01	0.00
COGS dividers	1,129,390.11	0.00
	4,925,666.47	0.00
Gross profit	7,024,403.69	9,624,000.00
Costs and expenses:		
Accounting and legal fees	42,456.20	60,000.00
Advertising	445,170.42	402,000.00
Automotive	99,328.66	120,000.00
Commissions	218,006.87	240,000.00
Delivery and distribution	126,625.30	126,000.00
Depreciation	310,000.00	0.00
Donations	38,141.80	48,000.00
Dues and subscriptions	44,889.86	132,000.00
Employee benefit plan	172,300.08	186,000.00
Employee benefits direct	143,583.46	156,000.00
Equipment lease or rent	84,055.03	90,000.00
Insurance	250,913.54	258,000.00
Interest long term debt	9,000.00	0.00
Licenses and permits	34,672.75	36,000.00
Miscellaneous	167,227.86	174,000.00
Moving	75,807.90	60,000.00
Office supplies	161,109.18	210,000.00
Postage	133,676.19	138,000.00
Promotion and entertainment	284,732.29	276,000.00
Rent office	166,772.84	510,000.00
Repairs and maintenance	111,284.34	138,000.00
Shipping supplies	224,423.45	228,000.00
Shop supplies	178,976.34	150,000.00
Subcontract costs	70,234.93	72,000.00
Travel	264,176.19	234,000.00
Telephone telex fax	234,118.32	312,000.00
Utilities	122,310.89	144,000.00
Wages & benefits direct	926,355.29	1,074,000.00
Wages & benefits indirect	166,496.62	180,000.00
Wages casual direct	124,976.13	138,000.00
	5,431,822.73	5,892,000.00
Earnings (loss) from operations	1,592,580.96	3,732,000.00
Other income and expenses:		
	0.00	0.00
Earnings (loss) before income taxes	1,592,580.96	3,732,000.40
Provision for income taxes:		
Corporate income taxes	160,000.00	0.00
	160,000.00	0.00
Net earnings (loss) for period	1,432,580.96	3,732,000.00

QuikInc3 Statement Specification

	A	B	C	D	E	F	G	H
1	.. Specification name: QuikInc3							
2	..							
3	.. This specification file will produce a statement of earnings with two							
4	.. columns of figures showing current year to date (YTD) earnings and							
5	.. current year to date budget.							
6	..							
7							=FR("CONAME")	
8							Statement of Earnings	
9							=TEXT(FR("Period")," ##")&" Periods Ended "&FR("End")	
10								
11							Unaudited	
12								
13							Current	Budget
14							YTD	YTD
15	\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMTA("NETYTD")	=FRAMTA("1NETYTD")
16						Revenue:		
17	%%	ACCTGRPCOD=8				\	\	\
18							=SUM(G17:G17)	=SUM(H17:H17)
19								
20						Cost of sales:		
21	%%	ACCTGRPCOD=9				\	\	\
22	\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("BALOPEN")	=FRAMT("BALOPEN.L1")
23	%%	ACCTGRPCOD=10					\	\
24	\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("NETYTD")	=FRAMT("NETYTD.L1")
25	%%	ACCTGRPCOD=11					\	\
26	\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("BALP")	=FRAMT("BALP.L1")
27	%%	ACCTGRPCOD=12					\-	\-
28							=SUM(G21,G23,G25,G27)	=SUM(H21,H23,H25,H27)
29						Gross profit:	=SUM(G18,-G28)	=SUM(H18,-H28)
30								
31						Costs and expenses:		
32	\ACCTGROUP		Z	D(ACCT)		=FRACCT("ACCTDESC")	=FRAMT("NETYTD")	=FRAMT("NETYTD.L1")
33	%%	ACCTGRPCOD=13				\	\	\
34							=SUM(G33)	=SUM(H33)
35						Earnings (loss) from operations	=G29-G34	=H29-H34
36								
37						Other income and expenses:		
38	%%	ACCTGRPCOD=14				\	\-	\-
39							=SUM(G38)	=SUM(H38)
40						Earnings (loss) before income taxes	=G35-G39	=H35-H39
41								
42						Provision for income taxes:		
43	%%	ACCTGRPCOD=15				\	\	\
44							=SUM(G43)	=SUM(H43)
45						Net earnings (loss) for period	=G40-G44	=H40-H44
46								
47								

QuikInc4 – Current YTD with Drilldown

Sample formula

Sample Company Limited							
Statement of Earnings							
For The Year Ending December 31, 2010							
Unaudited							
Current YTD							
18	\\ACCTGROUP	Z	D(ACCT) -				0.00
19			Revenue:				
20	%%	ACCTGRPCOD = "08"					0.00
21							
22							
23			Cost of sales:				
24	%%	ACCTGRPCOD = "09"					0.00
25	\\ACCTGROUP	Z	D(ACCT) -				0.00
26	%%	ACCTGRPCOD = "10"					0.00
27	\\ACCTGROUP	Z	D(ACCT) -				0.00

QuikInc4 Statement Specification

Results, showing comment

Sample Company Limited							
Statement of Earnings							
For The Year Ending December 31, 2010							
Unaudited							
Current YTD							
80	Revenue:						
81	Sales			4,871,144.05			
82	Sales accessories			246,557.28			
83	Sales chairs			421,017.72			
84	Sales desks			1,359,693.09			
85	Sales cabinets			1,064,736.95			
86	Sales dividers			1,841,264.43			
87	Sales samples			342,265.13			
88	Sales returns and allowances			(1,045.92)			
89	Delivery revenue			580,355.07			
90	Rental revenue			527,077.36			
91	Interest income			42,292.63			

Income Statement Summaries

Income Statement summaries display each account as a percentage of the value of sales, allowing analysts to see how the company's profit is affected by income statement components.

Our sample statements include:

- A common size income statement that prints a regular income statement and a table showing each account as a percentage of total sales, each printed on separate pages of the report.
- Common size income statement summaries with graphs, with data for the current or previous year, and with current year/budget details.

Incsum01.xls — Common Size Income Statement

Incsum01.xls is a summary of the income statement as amounts, and, on separate pages, displays all amounts as a percentage of sales revenue (sales revenue must equal 100%).

Income Statement Summary in Amounts

<i>Sample Company Limited</i>	
Income Statement	
<i>For The 7 Periods Ending July 31, 2010</i>	
Sales Revenue:	10,149,490.00
Cost of Sales:	4,621,218.41
Gross Profit	5,528,271.59
Other Revenue	1,214,910.84
Other Expenses	5,633,316.56
Earning (Loss) From Operation	1,109,865.87
Interest Expense	7,500.00
Earnings (Loss) Before Tax	1,102,365.87
Income Tax	108,000.00
Net Income (Loss)	994,365.87

Income Statement Summary in Percentages of Sales Revenue

Common Size Income Statement For The 7 Periods Ending July 31, 2010	
Sales Revenue:	100.00%
Cost of Sales:	45.53%
Gross Profit	54.47%
Other Revenue	11.97%
Other Expenses	55.50%
Earning (Loss) From Operation	10.94%
Interest Expense	0.07%
Earnings (Loss) Before Tax	10.86%
Income Tax	1.06%
Net Income (Loss)	9.80%

Incsum02.xls — Income Statement Summary with Graphs

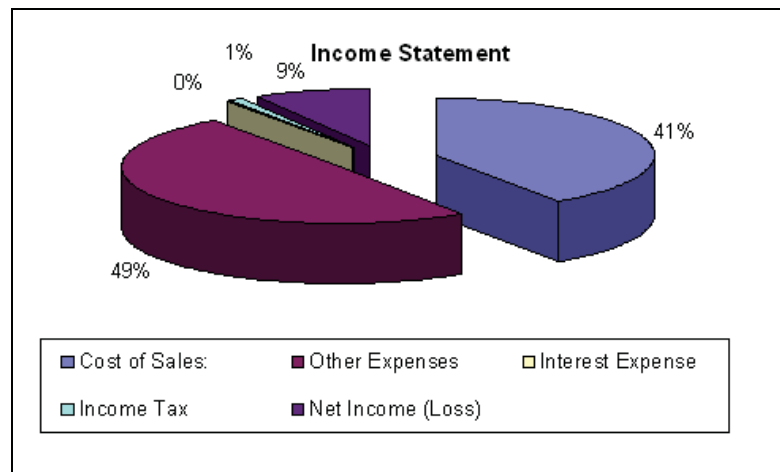
Incsum02.xls is a summary of the income statement in the regular format (as amounts) and displays percentages of total revenue in graphical format.

This report is not generated by Financial Reporter, but is from data generated from fixed cell locations, and may not reflect correct information when generating with the report option. Also, labels on charts in different versions of Excel may be located in different positions.

Income Statement Summary in Amounts

Sample Company Limited Income Statement For The 9 Periods Ending September 30, 2010	
Sales Revenue:	10,149,490.00
Cost of Sales:	4,621,218.41
Gross Profit	5,528,271.59
Other Revenue	1,214,910.84
Other Expenses	5,633,316.56
Earning (Loss) From Operation	1,109,865.87
Interest Expense	7,500.00
Earnings (Loss) Before Tax	1,102,365.87
Income Tax	108,000.00
Net Income (Loss)	994,365.87

Income Statement Summary as a Graph



Incsum03.xls — Income Statement Summary for Specified Period

Incsum03.xls is a summary of the income statement for a specified period.

<i>Sample Company Limited</i>	
<i>Income Statement</i>	
<i>For The 7 Periods Ending July 31, 2010</i>	
Sales Revenue:	10,149,490.00
Cost of Sales:	4,621,218.41
Gross Profit	5,528,271.59
Other Revenue	1,214,910.84
Other Expenses	5,633,316.56
Earning (Loss) From Operation	1,109,865.87
Interest Expense	7,500.00
Earnings (Loss) Before Tax	1,102,365.87
Income Tax	108,000.00
Net Income (Loss)	994,365.87

Incsun04.xls — Income Statement Summary for Current/Previous Year

Incsun04.xls is a summary of the income statement for the current and previous years. Additionally, the report prints variances between the current and previous year's numbers (in amount and percentage), on the same page.

<i>Sample Company Limited</i>				
<i>Income Statement</i>				
	Current Year	Previous Year	Variance Amount	Percentage
Sales Revenue:	10,149,490.00	23,281,796.35	(13,132,306.35)	-56.4%
Cost of Sales:	4,621,218.41	5,478,430.53	(857,212.12)	-15.6%
Gross Profit	5,528,271.59	17,803,365.82	(12,275,094.23)	-68.9%
Other Revenue	1,214,910.84	1,550,970.29	(336,059.45)	-21.7%
Other Expenses	5,633,316.56	15,512,674.86	(9,879,358.30)	-63.7%
Earning (Loss) From Operation	1,109,865.87	3,841,661.25	(2,731,795.38)	-71.1%
Interest Expense	7,500.00	10,500.00	(3,000.00)	-28.6%
Earnings (Loss) Before Tax	1,102,365.87	3,831,161.25	(2,728,795.38)	-71.2%
Income Tax	108,000.00	93,000.00	15,000.00	16.1%
Net Income (Loss)	994,365.87	3,738,161.25	(2,743,795.38)	-73.4%

Incsun05.xls — Income Statement Summary for Current Year/Budget

Incsun05.xls is a summary of the actual and budgeted income statement for the current year. Additionally, the report prints variances between the actual and budgeted numbers (in amount and percentage), on the same page.

<i>Sample Company Limited</i>				
<i>Income Statement</i>				
	Current Year	Budget	Variance Amount	Percentage
Sales Revenue:	10,149,490.00	5,783,000.00	4,366,490.00	75.5%
Cost of Sales:	4,621,218.41	-	4,621,218.41	0.0%
Gross Profit	5,528,271.59	5,783,000.00	(254,728.41)	-4.4%
Other Revenue	1,214,910.84	-	1,214,910.84	0.0%
Other Expenses	5,633,316.56	6,368,000.00	(734,683.44)	-11.5%
Earning (Loss) From Operation	1,109,865.87	(585,000.00)	1,694,865.87	-289.7%
Interest Expense	7,500.00	-	7,500.00	0.0%
Earnings (Loss) Before Tax	1,102,365.87	(585,000.00)	1,687,365.87	-288.4%
Income Tax	108,000.00	-	108,000.00	0.0%
Net Income (Loss)	994,365.87	(585,000.00)	1,579,365.87	-270.0%

Financial Forecasting

Financial forecasting is a summary of the income statement and the balance sheet for the current and previous years with a forecast of the income statement and balance sheet for the next three years. The forecast is based on the percentage of sales revenue growth.

Forecast.xls — Forecasting Income Statement and Balance Sheet

Forecast.xls allows you to create forecasts and perform what-if analysis for your company.

Income Statement Forecasting

<i>Sample Company Limited</i>					
	2009	Income Statement	2011	2012	2013
	Actual	2010 Actual	Projected	Projected	Projected
Sales Revenue:	23,281,796.35	10,149,490.00	4,424,579.00	1,328,855.47	840,867.22
Cost of Sales:	5,478,430.53	4,621,218.41	2,014,578.66	878,237.47	382,859.74
Gross Profit	17,803,365.82	5,528,271.59	2,410,000.34	1,050,618.00	458,007.48
Other Revenue	1,550,970.29	1,214,910.84	529,629.47	230,887.21	100,653.21
Other Expense	15,512,674.86	5,633,316.56	2,455,793.76	1,070,581.23	466,710.27
Earning Before Interest and Taxes	3,841,661.25	1,109,865.87	483,836.06	210,923.98	91,950.42
Interest Expense	10,500.00	7,500.00	5,006.67	1,175.74	-
Earnings (Loss) Before Tax	3,831,161.25	1,102,365.87	478,829.39	209,748.24	91,950.42
Income Tax	93,000.00	108,000.00	46,911.44	20,549.27	9,008.48
Net Income (Loss)	3,738,161.25	994,365.87	431,917.94	189,198.97	82,941.93
Revenue Growth		-56.4%	-56.4%	-56.4%	-56.4%
Cost of Sales Percentage		45.5%	45.5%	45.5%	45.5%
Other Expense Percentage		55.5%	55.5%	55.5%	55.5%
Adjustments:					
Revenue Growth			0.0%	0.0%	0.0%
Cost of Sales Percentage			0.0%	0.0%	0.0%
Other Expense Percentage			0.0%	0.0%	0.0%

Balance Sheet Forecasting

<i>Balance Sheet</i>					
	2009 Actual	2010 Actual	2011 Projected	2012 Projected	2013 Projected
Cash and Equivalent	5,088,247.17	210,518.73	2,282,372.99	3,157,378.46	3,548,378.83
Accounts Receivable	2,381,318.56	749,304.96	326,652.77	142,401.34	62,078.59
Inventory	1,875,179.95	1,945,659.17	848,192.64	369,761.96	161,194.41
Current Assets	9,344,745.68	2,905,482.86	3,437,218.33	3,670,141.76	3,772,251.82
Fixed Assets, net	495,462.37	1,650,462.37	1,650,462.37	1,650,462.37	1,650,462.37
Other Assets	-	5,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00
Total Assets	9,840,208.05	9,555,945.23	10,087,680.70	10,320,604.13	10,422,714.19
Other Current Liabilities	889,378.68	1,159,011.44	1,665,371.62	1,886,712.39	1,983,508.13
Accounts Payable	2,861,548.92	393,869.74	171,703.98	74,852.81	32,631.41
Total Current Liabilities	3,750,927.60	1,552,881.18	1,837,075.60	1,961,565.20	2,016,139.53
Long Term Liabilities	360,963.54	240,963.54	56,586.65	(24,178.50)	(59,584.70)
Total Liabilities	4,111,891.14	1,793,844.72	1,893,662.25	1,937,386.70	1,956,554.83
Shareholder's Equity	1,390,155.66	6,767,734.64	7,762,100.51	8,194,018.45	8,383,217.43
Dividends	-	-	-	-	-
Profit (Loss) for Period	3,738,161.25	994,365.87	431,917.94	189,198.97	82,941.93
Total Shareholders' Equity	5,728,316.91	7,762,100.51	8,194,018.45	8,383,217.43	8,466,159.36
Liabilities and Shareholders' Equity	9,840,208.05	9,555,945.23	10,087,680.70	10,320,604.13	10,422,714.19
Dividend Payout	0.0%	0.0%	0.0%	0.0%	0.0%
Receivables Turnover	9.78	13.55	13.55	13.55	13.55
Inventory Turnover	2.92	2.38	2.38	2.38	2.38
Accounts Payable Turnover	1.91	11.73	11.73	11.73	11.73
Working Capital Ratio (Current Ratio)	249.13%	187.10%	187.10%	187.10%	187.10%
Equity to Asset	58.21%	81.23%	81.23%	81.23%	81.23%
Adjustments:					
Dividend Payout			0.0%	0.0%	0.0%
Receivables Turnover			0.0	0.0	0.0
Inventory Turnover			0.0	0.0	0.0
Accounts Payable Turnover			0.0	0.0	0.0
Working Capital Ratio (Current Ratio)			0.0%	0.0%	0.0%
Equity to Asset			0.0%	0.0%	0.0%

Financial Analysis

Financial Analysis files display financial ratios used by financial managers to evaluate company performance.

Finratio01.xls — Financial Ratios

Finratio01.xls prints financial ratios for the current period grouped into five main categories.

<i>Sample Company Limited</i>	
<i>Business Performance Analysis</i>	
<i>As Of July 31, 2010</i>	
Profitability Ratios	
Profit Margin	9.8%
Return on Assets (ROA)	10.4%
Return on Equity (ROE)	12.8%
Dividend Coverage	-
Gross Margin %	54.5%
Return on Capital Employed (ROCE)	13.9%
Asset Utilization Ratios	
Receivables Turnover	13.55
Average Collection Period	26.95
Inventory Turnover	2.38
Inventory Holding Period	153.67
Accounts Payable Turnover	11.73
Accounts Payable Period	31.11
Capital Asset Turnover	3.81
Total Asset Turnover	1.06
Liquidity Ratios	
Working Capital	1,352,601.68
Working Capital Ratio (Current Ratio)	187.1%
Working Capital Turnover	7.50
Quick Ratio (Acid Test)	61.8%
Debt Utilization Ratios	
Debt to Total Assets	18.8%
Times Interest Earned	147.98
Fixed Charges Coverage	1.59
Debt to Equity	23.1%
Equity to Assets	81.2%
Growth Ratios	
Revenue Growth	-56.4%
Net Income Growth	-73.4%
Asset Growth	-2.9%
Liabilities Growth	-56.4%

Finratio02.xls — Financial Ratios and Benchmarks

Finratio02.xls prints financial ratios of the company and financial ratios of an average company in the same industry (benchmarks) and variances between those ratios. Users can enter the benchmarks on the Benchmarks worksheet of the Finratio02.xls file.

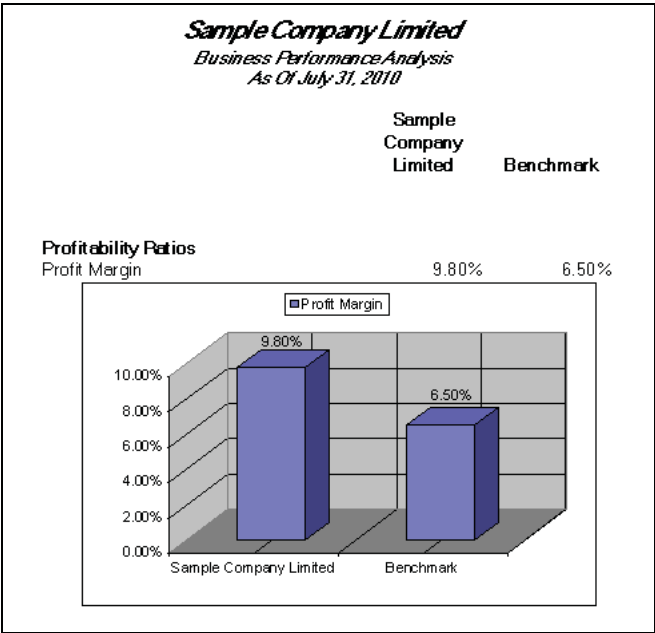
<i>Sample Company Limited</i> Business Performance Analysis As Of July 31, 2010			
	Sample Company Limited	Benchmarks	Variance
Profitability Ratios			
Profit Margin	3.8%	6.5%	3.3%
Return on Assets (ROA)	10.4%	10.0%	0.4%
Return on Equity (ROE)	12.8%	15.0%	-2.2%
Dividend Coverage	-	2.00	(2.00)
Gross Margin %	54.5%	30.0%	24.5%
Return on Capital Employed (ROCE)	13.3%	13.0%	-5.1%
Asset Utilization Ratios			
Receivables Turnover	13.55	10.00	355
Average Collection Period	26.35	36.00	(3.05)
Inventory Turnover	2.38	7.00	(4.62)
Inventory Holding Period	153.67	52.00	101.67
Accounts Payable Turnover	11.73	12.00	(0.27)
Accounts Payable Period	31.11	30.00	1.11
Capital Asset Turnover	3.81	5.40	(1.59)
Total Asset Turnover	1.06	1.50	(0.44)
Liquidity Ratios			
Working Capital	1,352,601.68	500,000.00	852,601.68
Working Capital Ratio (Current Ratio)	187.1%	2.7%	184.4%
Working Capital Turnover	7.50	5.00	250
Quick Ratio (Acid Test)	61.8%	2.0%	59.8%
Debt Utilization Ratios			
Debt to Total Assets	18.8%	33.0%	-14.2%
Times Interest Earned	147.36	15.00	132.36
Fixed Charges Coverage	1.53	5.50	(3.91)
Debt to Equity	23.1%	43.0%	-25.3%
Equity to Assets	81.2%	67.0%	14.2%
Growth Ratios			
Revenue Growth	-56.4%	11.0%	-67.4%
Net Income Growth	-73.4%	7.0%	-80.4%
Asset Growth	-2.3%	12.0%	-14.3%
Liabilities Growth	-56.4%	10.0%	-66.4%

Finratio03.xls — Financial Ratios and Benchmarks with Graphs

Finratio03.xls prints financial ratios of the company, compares them with benchmarks, and displays the results in a graphical format. Users can enter the benchmarks on the Benchmarks worksheet of the Finratio03.xls file.

This report is not generated by Financial Reporter, but is from data generated from fixed cell locations, and may not reflect correct information when generating with the report

option. Also, labels on charts in different versions of Excel may be located in different positions.



Finratio04.xls — Financial Ratios for Current/Previous Year

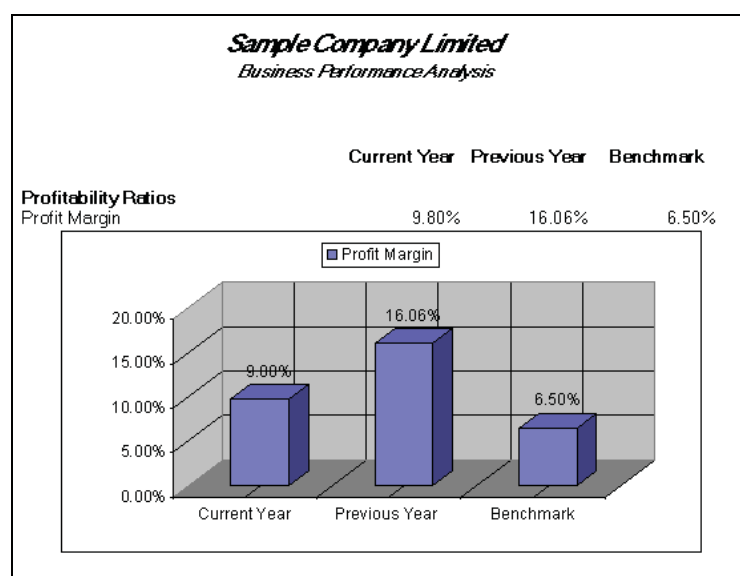
Finratio04.xls prints financial ratios of the company for the current and previous years and variances between them.

<i>Sample Company Limited</i>			
Business Performance Analysis			
	Current Year	Previous Year	Variance
Profitability Ratios			
Profit Margin	3.8%	1.51%	-5.2%
Return on Assets (ROA)	10.4%	38.0%	-27.6%
Return on Equity (ROE)	12.8%	65.3%	-52.4%
Dividend Coverage	-	-	-
Gross Margin %	54.5%	76.5%	-22.0%
Return on Capital Employed (RACE)	13.3%	63.1%	-49.8%
Asset Utilization Ratios			
Receivables Turnover	13.55	37.8	-3.77
Average Collection Period	26.95	37.33	(10.39)
Inventory Turnover	2.38	2.32	(0.55)
Inventory Holding Period	153.67	124.33	28.74
Accounts Payable Turnover	11.13	1.31	-9.82
Accounts Payable Period	31.11	190.65	(159.54)
Capital Asset Turnover	3.81	21.30	(17.49)
Total Asset Turnover	1.06	2.37	(1.30)
Liquidity Ratios			
Working Capital	1,352,601.68	5,593,818.08	(4,241,216.40)
Working Capital Ratio (Current Ratio)	187.1%	243.1%	-62.0%
Working Capital Turnover	75.0	41.6	-33.4
Quick Ratio (Acid Test)	61.2%	193.1%	-131.9%
Debt Utilization Ratios			
Debt to Total Assets	0.19	0.42	(0.23)
Times Interest Earned	147.98	365.87	(217.89)
Fixed Charges Coverage	1.59	0.09	-1.50
Debt to Equity	23.1%	71.8%	-48.7%
Equity to Assets	0.81	0.58	0.23
Growth Ratios			
Revenue Growth	-56.4%	0.0%	-56.4%
Net Income Growth	-73.4%	0.0%	-73.4%
Asset Growth	-2.3%	0.0%	-2.3%
Liabilities Growth	-56.4%	0.0%	-56.4%

Finratio05.xls — Financial Ratios for Current/Previous Year and Benchmarks with Graphs

Finratio05.xls prints financial ratios of the company for the current and previous years and benchmarks. The results are displayed in a graphical format. Users can enter the benchmarks on the Benchmarks worksheet of the Finratio05.xls file.

This report is not generated by Financial Reporter, but is from data generated from fixed cell locations, and may not reflect correct information when generating with the report option. Also, labels on charts in different versions of Excel may be located in different positions.



Appendix A

Error Messages

Error Messages Printed on Financial Statements.....	A-2
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Error Messages When Starting G/L Statement Designer or Running Print Financial Statements	A-4

Appendix A

Error Messages

This appendix explains the error messages that can appear when you use the Statement Designer or Print Financial Statements functions.

Financial Reporter error messages fall into three general categories:

Error messages printed on financial statements.

These messages report problems in formulas and report specifications such as an account reference with too many account code segments. If Financial Reporter encounters a problem when generating a financial statement, it inserts a message in the report, then continues to generate (and print) the rest of the statement.

Error messages displayed by the Financial Reporter (when you click the Financial Reporter icon or when report generation is canceled). These messages appear if:

- You click the Statement Designer icon or the Print Financial Statements icon, but Sage ERP Accpac cannot start the Excel spreadsheet program.
- If you have too many windows open, and the computer runs out of memory (RAM).
- The Financial Reporter cannot continue to generate the report. This can happen if the text or formula in a specification cell is too long.

This appendix deals separately with each group of error messages.

Error Messages Printed on Financial Statements

Financial Reporter will place these messages on the generated financial report, immediately after the line where it encountered the problem:

Error Message

- **Invalid account reference in cell**
<cell location L> : <cell value V>

Meaning

The account reference you entered in Column A is incorrect because it does not match the requirements of Column A cells.

Error Message

- **Invalid selection criteria in cell**
<cell location L> : <cell value V>

Meaning

You entered an incorrect selection criteria in this cell. Follow the criteria in Column B to refine the account selection (for example, a filter that restricts the range of accounts to a particular account group, account type, or account name).

Error Message

- **Invalid zero-suppression formula in cell**
<cell location L> : <cell value V>

Meaning

You entered an incorrect definition for a zero suppression formula in this cell. Follow the criteria in Column C to determine which lines are to be excluded.

Error Message

- **Invalid detail level in cell**
<cell location L> : <cell value V>

Meaning

You entered an incorrect consolidation switch in this cell. Follow the criteria in Column D for consolidating account ranges.

Error Message

- **Invalid formula or expression in cell**
<cell location L> : <cell value V>

Meaning

This is a general message indicating that a formula or expression at the stated cell location cannot be interrupted by FR in generation.

Error Message

- **Invalid specification line type in cell
<cell location L> : <cell value V>**

Meaning

Invalid spec line definition at cell location L with value V (not a comment line, or valid default line, or body line).

Error Message

- **FR cannot further generate any line for the worksheet.**

Meaning

Generated lines are almost over spreadsheet limit. FR generation has stopped.

The cell named in the message is the cell in the specification that contained the error.

You may find it helpful to use the Audit Information option when you generate the report. Audit information includes account references used by the program on each line of the final report. This additional information can help you isolate report problems.

Error Messages Displayed by the Financial Reporter

Most error messages that are displayed by the Financial Reporter belong to the standard categories of messages used throughout Sage ERP Accpac. (See Appendix A in the *General Ledger User Guide* to get help for these messages.) In most cases, the text of the messages provides enough information to allow you to recover from the error.

If you receive error messages that are in this format:

cmdStart : <error message>, reinstall Microsoft Excel, or General Ledger, or System Manager, restart the system, then check to see if the problem has disappeared. If the problem cannot be resolved by reinstalling these programs, call your system administrator.

Error Message

- **Initializing FR Error (< error id>J)**

Meaning Failure to start Statement Designer.

Error Message • **Initializing FR Error (<error id>)**

Meaning Failure to start Print Financial Statements.

In the event of the following error messages, you should write down the message, exit applications and Windows, restart your computer then try the task again:

- Internal error.
- Insufficient memory.
- System error.

Incorrect procedures Most error messages pertaining to incorrect procedures arise when other tasks have locked the system or company database. In these instances, you have to wait for the other task to be complete, then try the Financial Reporter again.

Error Messages When Starting G/L Statement Designer or Running Print Financial Statements

Error Message • Error in creating Excel object.

Meaning Make sure Excel has been installed.

Error Message • Page Break Preview is not available in Print Financial Statements (GL9100). Please go to Statement Designer (GL9200) to use this function.

Meaning The Print Financial Statements feature does not support Page Break Preview, therefore use the G/L Statement Designer instead.

Error Message • There are no printers installed. One is required when print destination is Printer or Preview.

Meaning	You must install a printer before you can view output or choose a print destination.
Error Message	<ul style="list-style-type: none">• FileSystemObject object model cannot be initiated. Please make sure that Scripting type library is properly installed in Windows System.
Meaning	Cannot find Microsoft Scripting Runtime Object - required when starting FR.

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