General Ledger (GL) Report Writer

TRAINING GUIDE

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Contents

QAD

About This Course

Course Description

QAD designed this course to cover the basics of preparing to implement the General Ledger Report Writer module of MFG/PRO. The course includes:

- An introduction to the General Ledger Report module
- An overview of key business issues
- Setting up the GL Report Writer module
- Using the GL Report Writer module
- Activities and exercises throughout the course
  - Students practice key concepts and processes in the GL Report Writer module

Students Learn How To

- Analyze some key business decisions before setting up the General Ledger Report Writer module
- Set up and operate the General Ledger Report Writer module

Who Should Attend This Course

- Implementation consultatns and members of implementation teams
- Accounting Managers
- Key users

Prerequisites

- *Initial MFG/PRO Setup* training course
- Knowledge of basic manufacturing principles is beneficial

Certification Preparation

This course is one of several courses designed to assist students in preparing for QAD certification examinations. However, QAD does not guarantee anyone a passing grade as a result of having taken this course.

Students preparing for certification examinations should study all available materials (user guides, training guides, and on-line help, for example) and acquire industry and field experience.

Using this Training Guide

Implementation consultants, members of implementation teams, and key users can use this guide in instructor-led classes, while knowledgeable consultants can use this guide for self-study.

This training guide provides a road map for instruction and learning. It contains

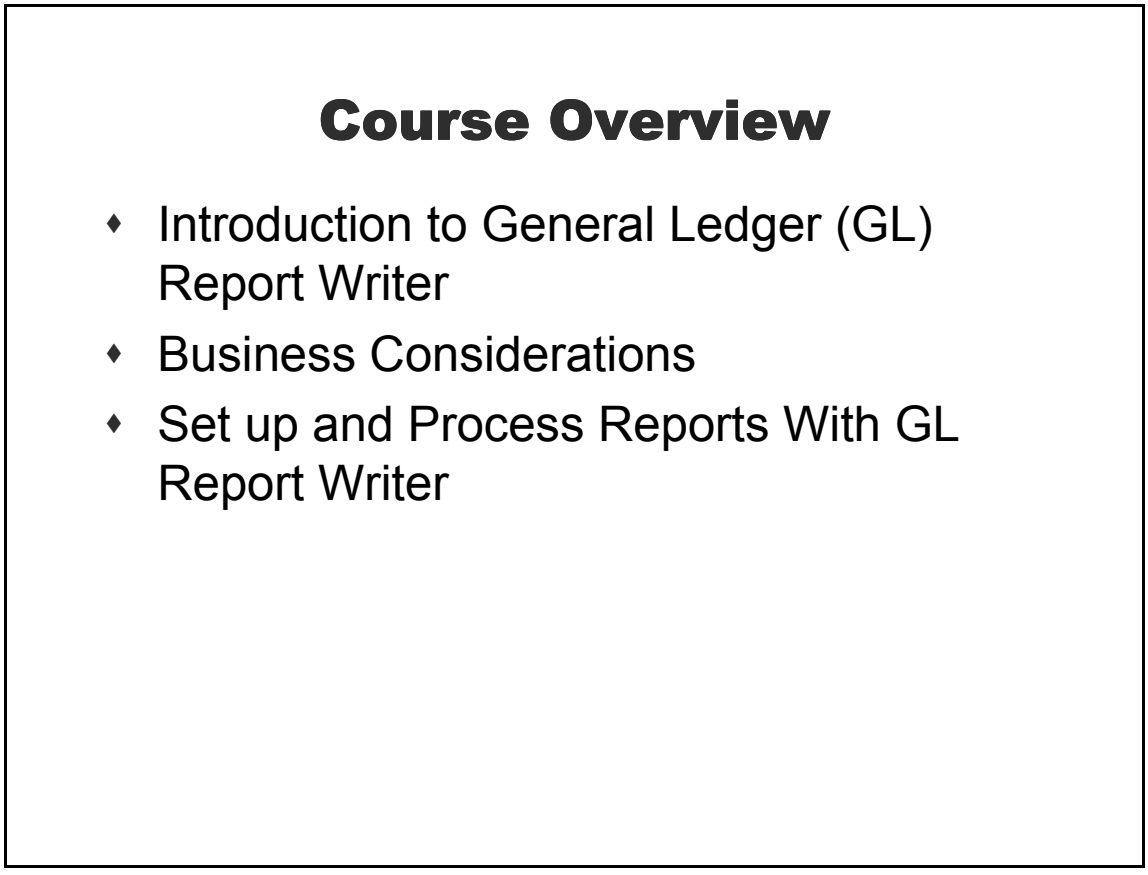
- Annotated PowerPoint slides for instructors
- MFG/PRO screens annotated for instructors to demonstrate the module's functionality
- Exercises and study questions

General Training Facilities Information

- Telephone or fax
- Messages
- Restrooms
- Class hours: start and finish times, and punctuality
- Breaks: frequency, approximate times
- Parking considerations; carpooling
- Emergency procedures: location of first aid, contact person for assistance
- Exit locations, building hours
- Location of approved smoking area

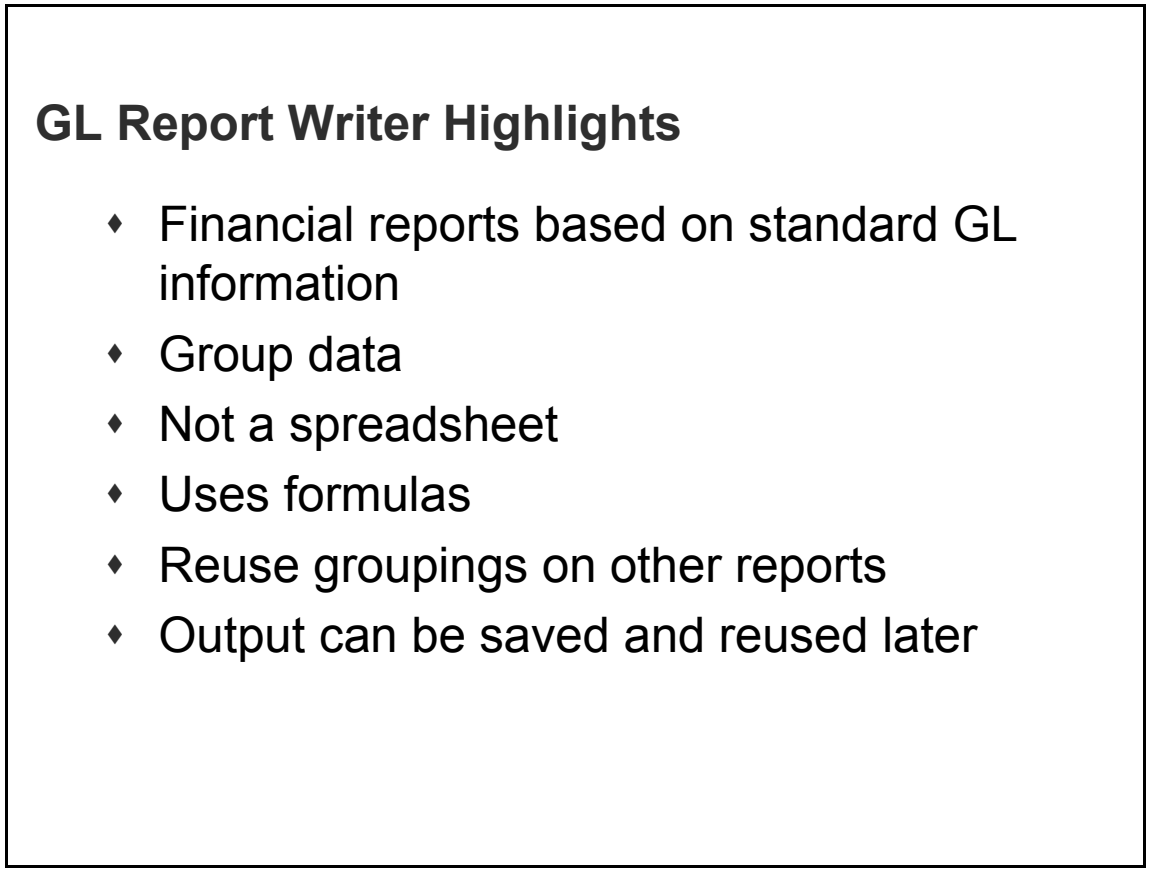
CHAPTER 1

Introduction to GL Report Writer



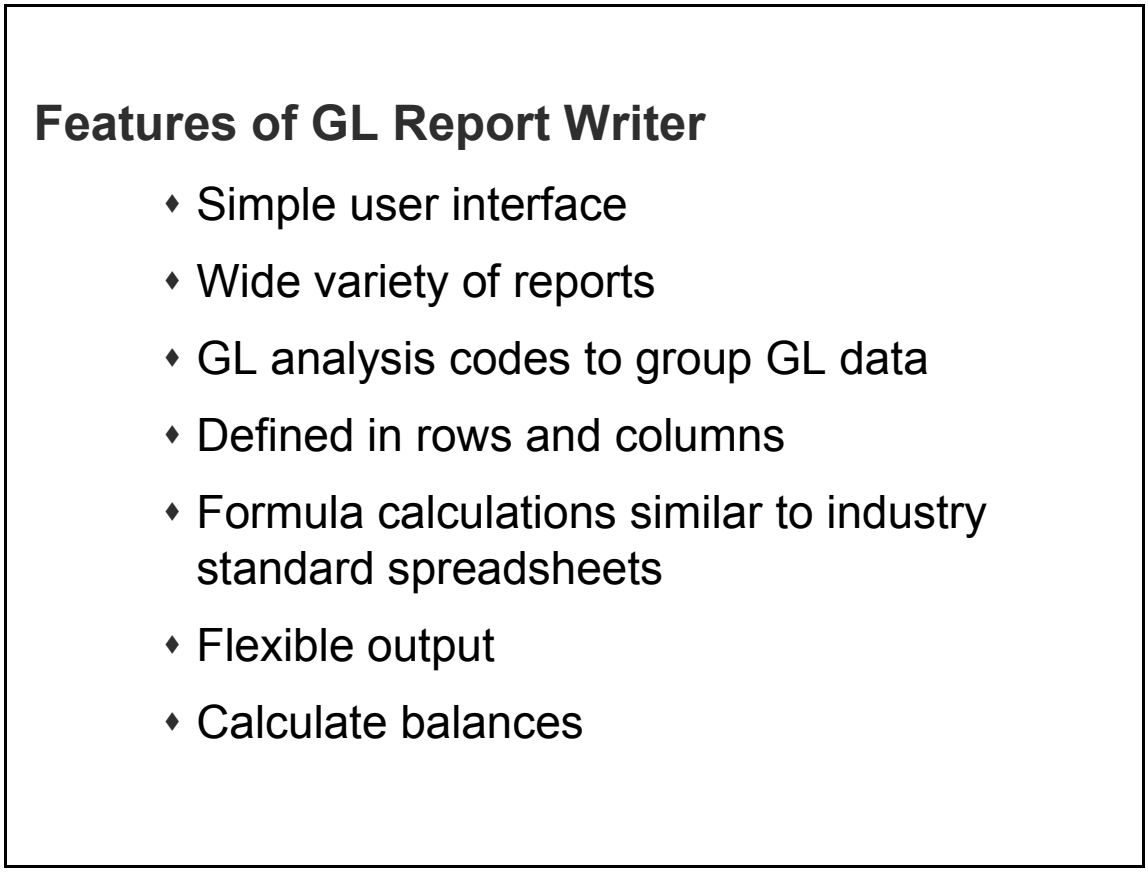
Course Overview

The General Ledger (GL) Report Writer is a powerful analysis tool and financial statement generator that enables you to define and execute financial statements not addressed by the standard financial reporting system.



GL Report Writer Highlights

The GL Report Writer takes account balance information from the standard MFG/PRO files and stores financial information as balances rather than GL transactions.



Features of GL Report Writer

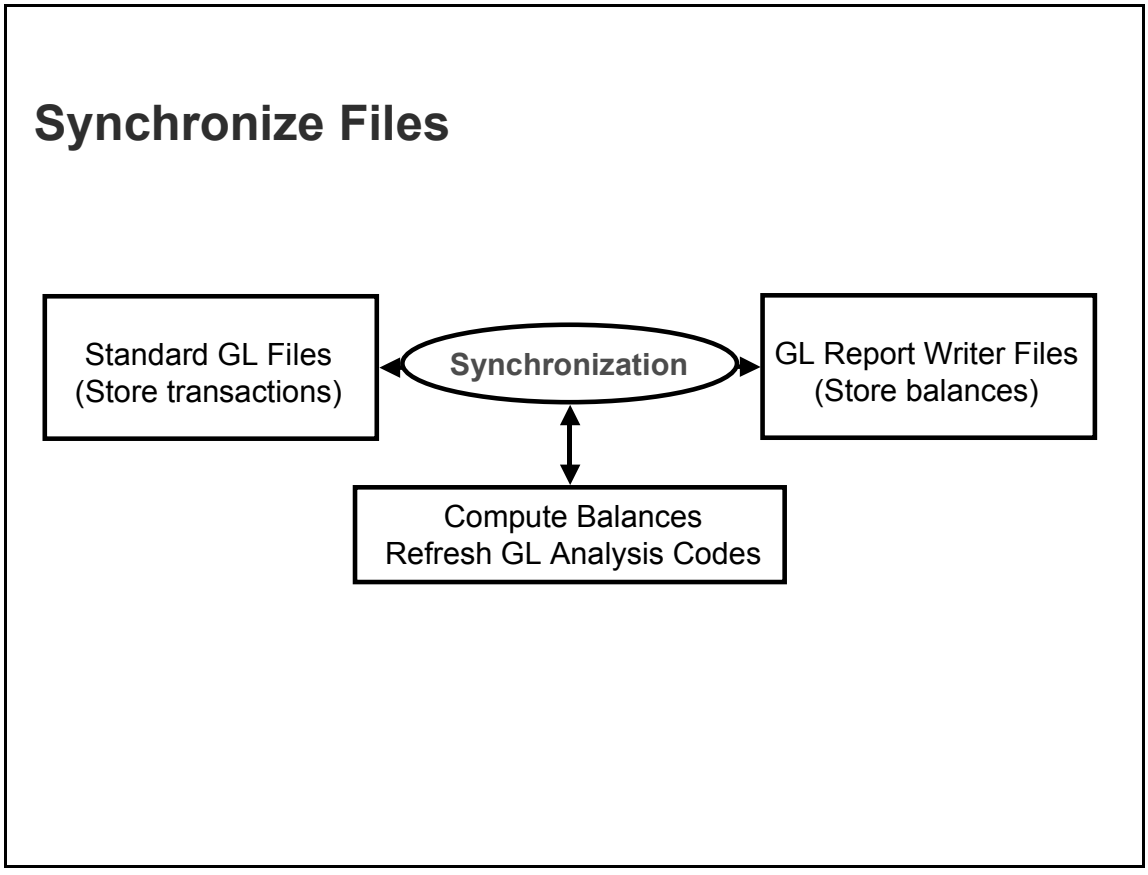
Introduced into MFG/PRO in release 7.4, GL Report Writer enables you to define and execute financial reports based on the information contained in standard General Ledger files.

GL Report Writer uses GL analysis codes to group General Ledger accounts, sub-accounts, cost centers, entities, projects, and even other analysis codes. This allows you the flexibility to define your financial reports based on the criteria you set.

User-defined reports can be batched, printed, or exported in ASCII format to a spreadsheet application. Additionally, the Output Manager utility of GL Report Writer allows you to save reports at the terminal.

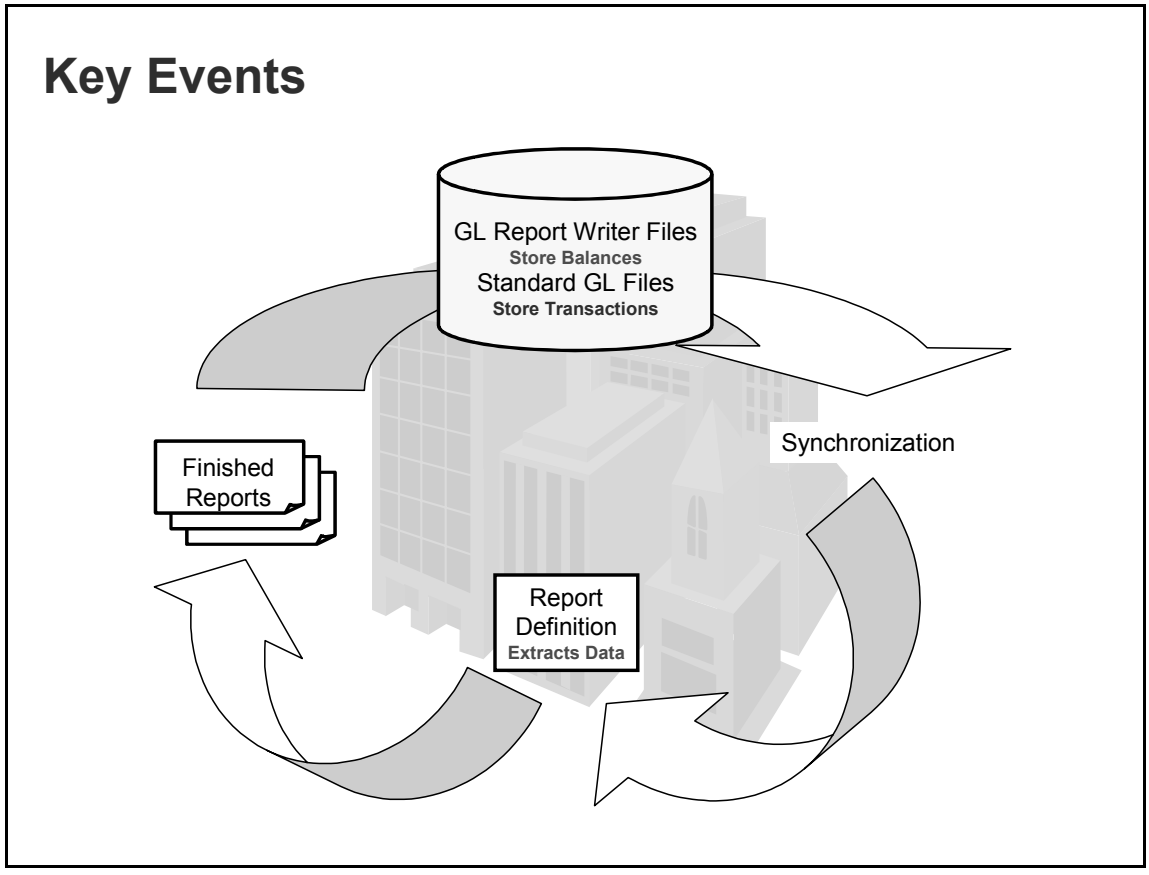
Functionality

- Provides a simple user interface
- Enables sophisticated data retrieval
- Has the ability to produce a wide variety of financial reports
  - Consolidates financial information effectively into various user-defined iterations
- Enables users to group GL information using GL analysis codes
  - Accounts, sub-accounts, cost centers, etc.
- Defines reports in terms of rows and columns
  - Can include formula data calculations similar to industry-standard spreadsheets
- Provides flexible output for hard copy, file, or batched reports
- Calculates balances and stores them in GL Report Writer files
  - Enables rapid report generation
- Provides a powerful error research utility
- Supports Currency Dependent Rounding (CDR)



File Synchronization

In order to maintain current records, GL Report Writer files must be synchronized with the standard GL files.

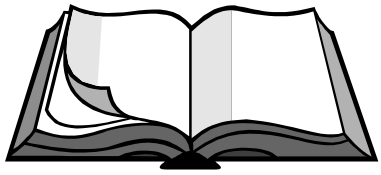


Key Events

GL Report Writer uses its own files, but takes account balance information from standard GL files.

Terminology

- Analysis code
- Controlling hierarchy
- Row group
- Column group



Terminology

Analysis Code

Use GL analysis codes to group GL items of a given type (accounts, sub-accounts, cost centers, projects, or entities).

An analysis code can also link other analysis codes together into a larger structure.

Use this feature when your report must summarize data in a unique way, such as a controlling hierarchy.

Controlling Hierarchy

Defined with an analysis code, a controlling hierarchy is an overall data retrieval specification.

This feature produces several iterations of a report, one for each GL item in the controlling hierarchy analysis code. It also produces summary iterations.

Controlling hierarchies enable you to sort report data into several different iterations. They are especially useful for consolidated reports with a hierarchy of financial divisions.

Row Group

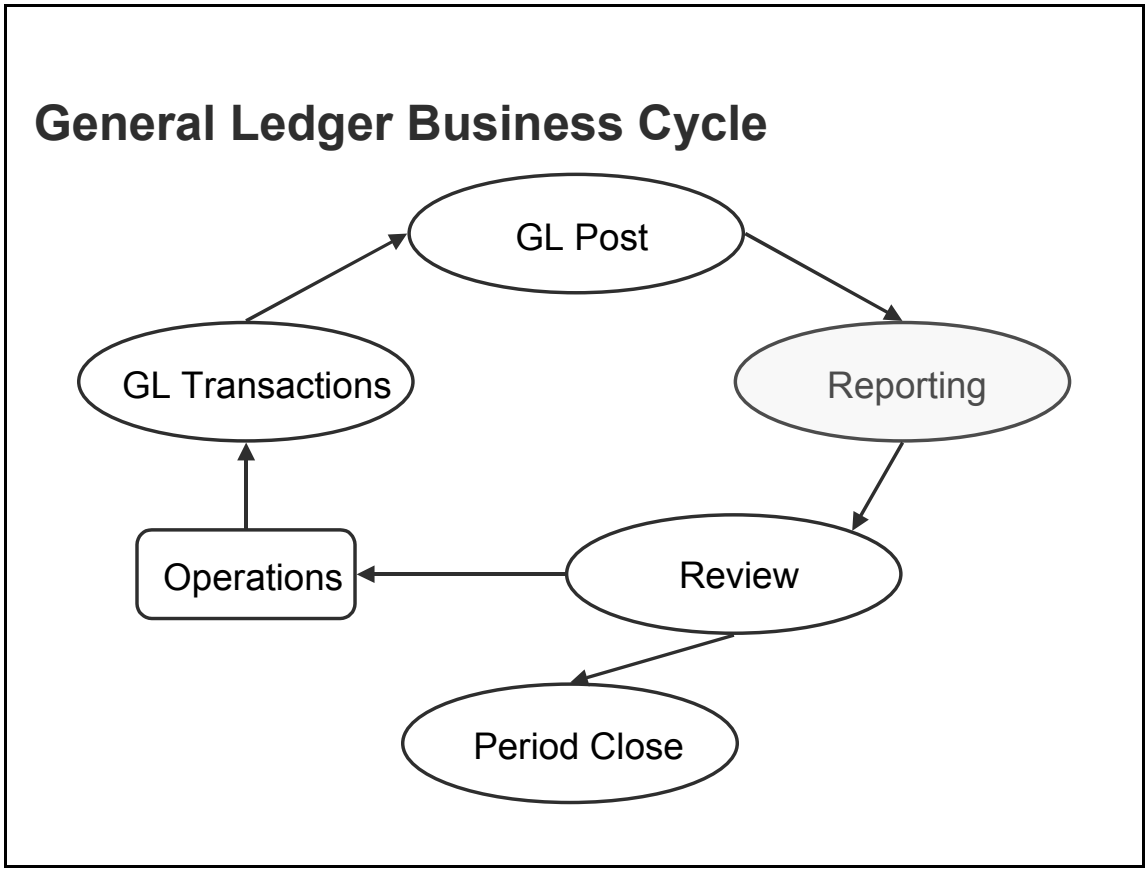
A row group is a set of data retrieval specifications that the system uses to create the lines of the report.

Row groups are reusable. You can combine them with various column groups to produce different reports using Report Maintenance.

Column Group

Columns combine with rows to define a report. Like rows, columns set up data selection criteria and can use analysis codes for data retrieval.

The column group is reusable. You can combine it with various row groups to produce several different reports.

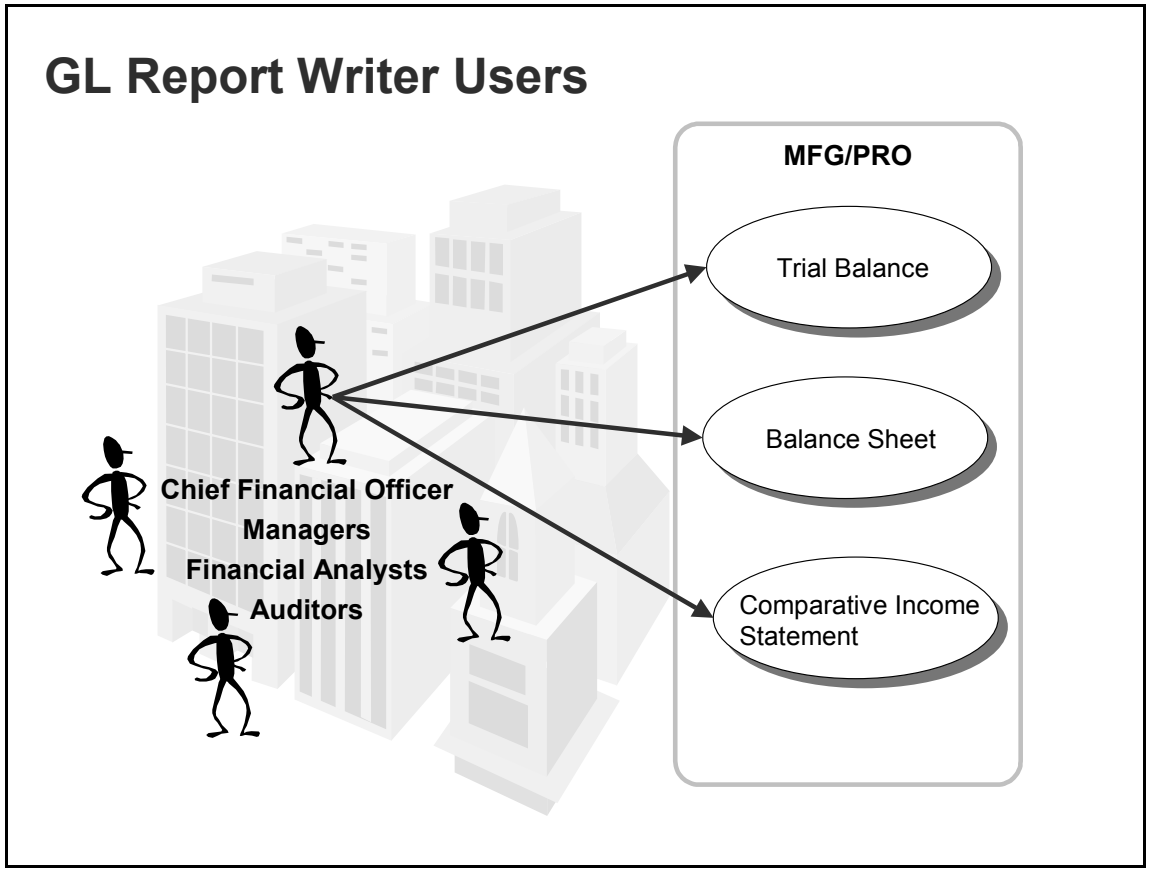


General Ledger Business Cycle

Before we can review GL Report Writer, we must understand MFG/PRO's GL business cycle.

Throughout business operations, MFG/PRO creates transactions affecting the general ledger. These transactions remain in the unposted file until they are reviewed and posted. At that time, preliminary reports can be printed and reviewed for accuracy.

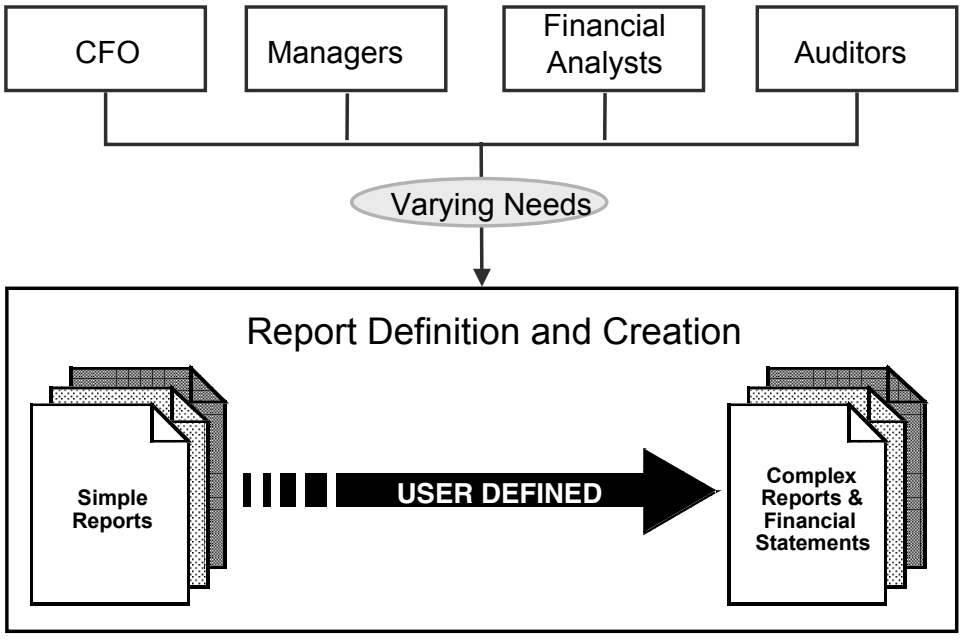
Once the review is complete, the GL calendar can be closed to prevent further period activity.



Typical GL Report Writer Users

GL Report Writer is extremely visible to the most important group of users at any given company. These are the decision makers and the people who advise them.

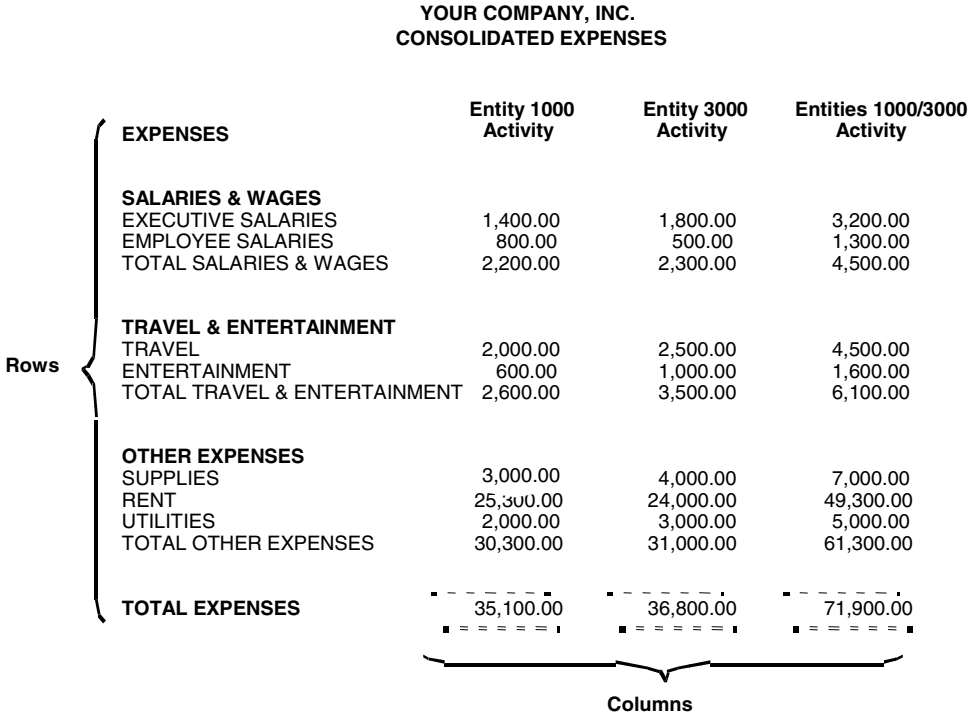
Business Requirement



Business Requirement for Reports

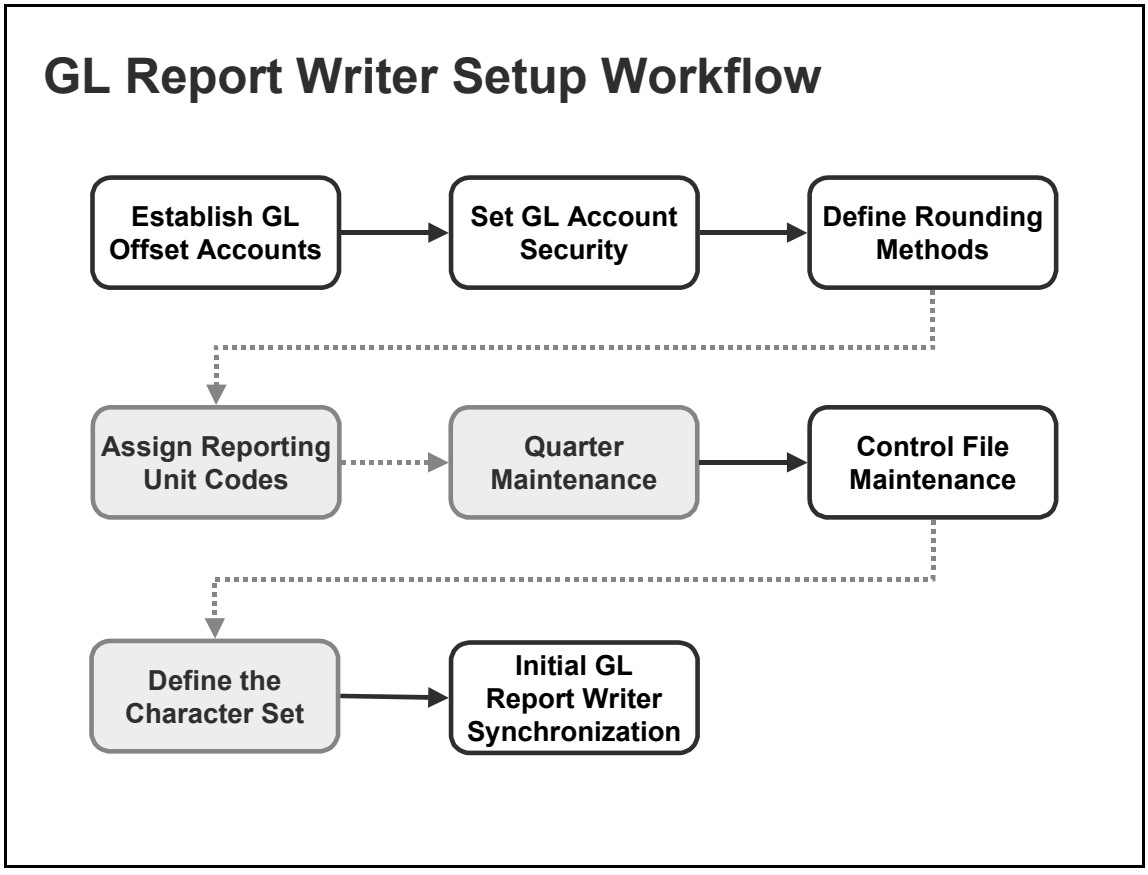
Within any corporation or business unit, there is a need to produce financial reports. The structure and complexity of these reports is determined by the user who must meet a wide range of reporting needs, both internally and externally.

Sample Report



Sample Report

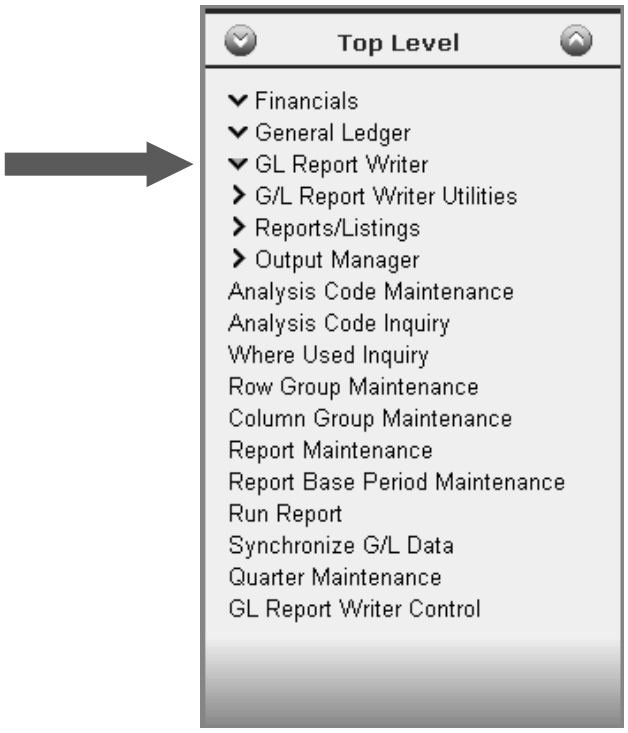
Like a spreadsheet, you define reports with groups of rows, columns, and calculations based on them.



Workflow

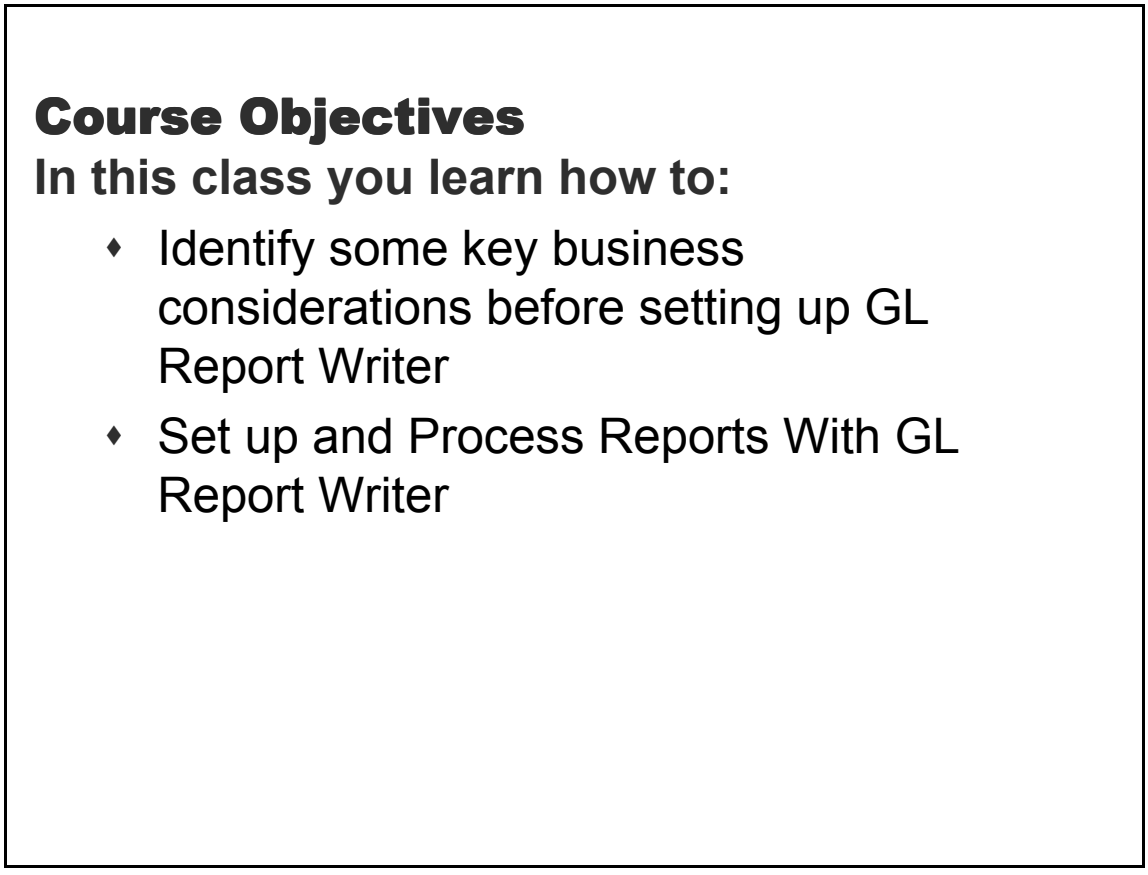
The illustration above shows the steps required to set up GL Report Writer.

GL Report Writer Main Menu

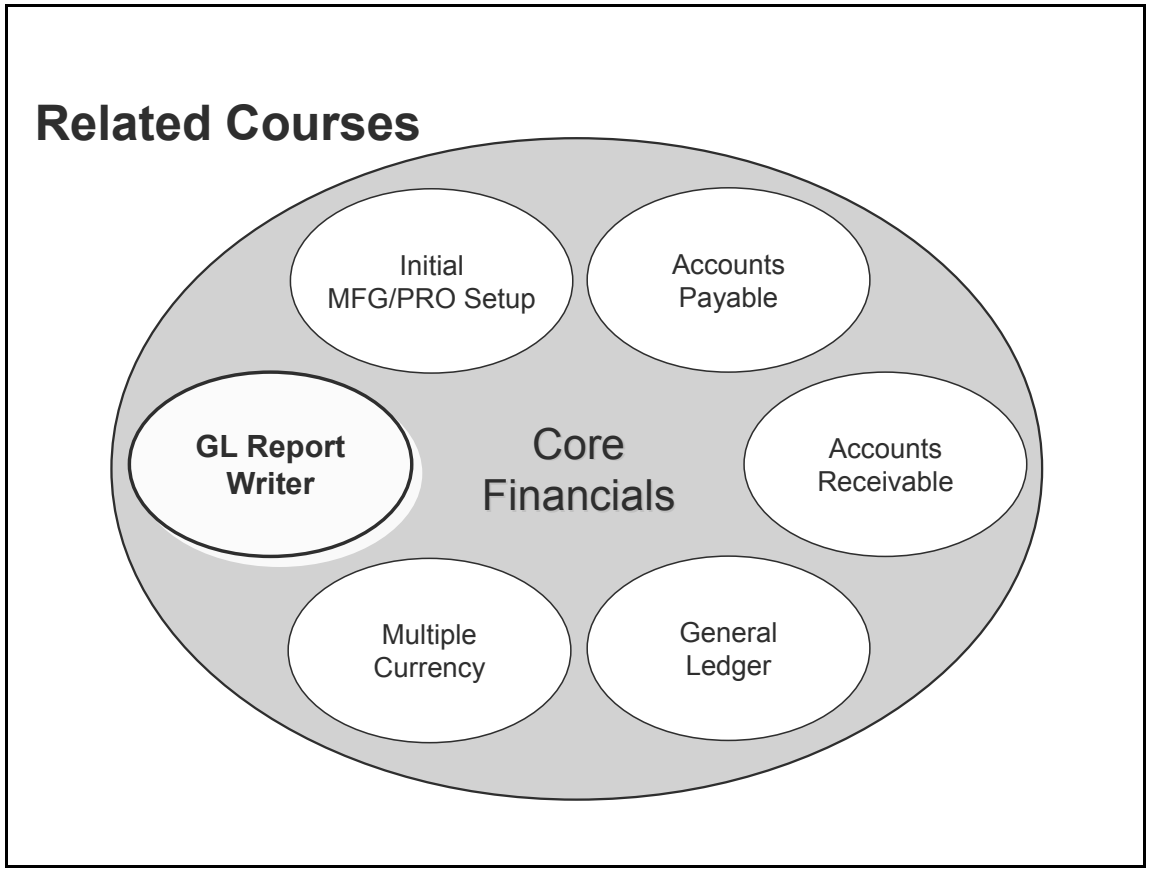


GL Report Writer Main Menu

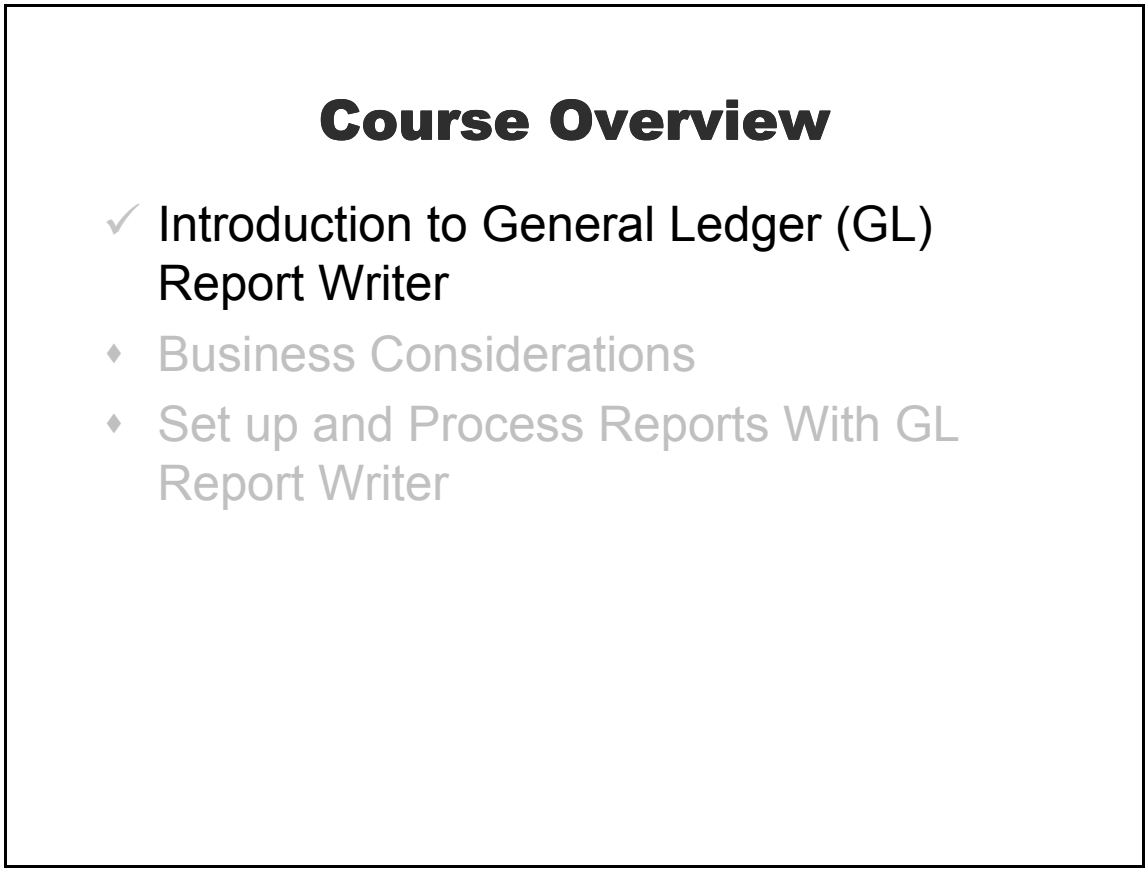
The GL Report Writer main menu shown above is the Windows version. The sub-menus are organized sequentially to reflect the required order of tasks, as defined in the GL Report Writer workflow.



Training Objectives



Related Courses



Course Overview

CHAPTER 2

Business Considerations

Business Considerations

In this section you learn how to:

- ✓ **Identify some key business considerations before setting up GL Report Writer**
  - ♦ Set up and process reports with GL Report Writer

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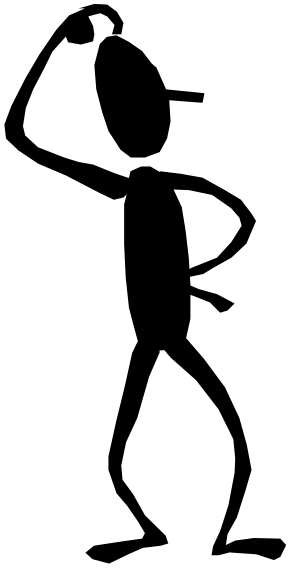
Business Considerations



- What are my business needs
- What kind of information do I need to capture
- How do I want to group Analysis Codes
- How do I want to set up the rows and columns on my reports

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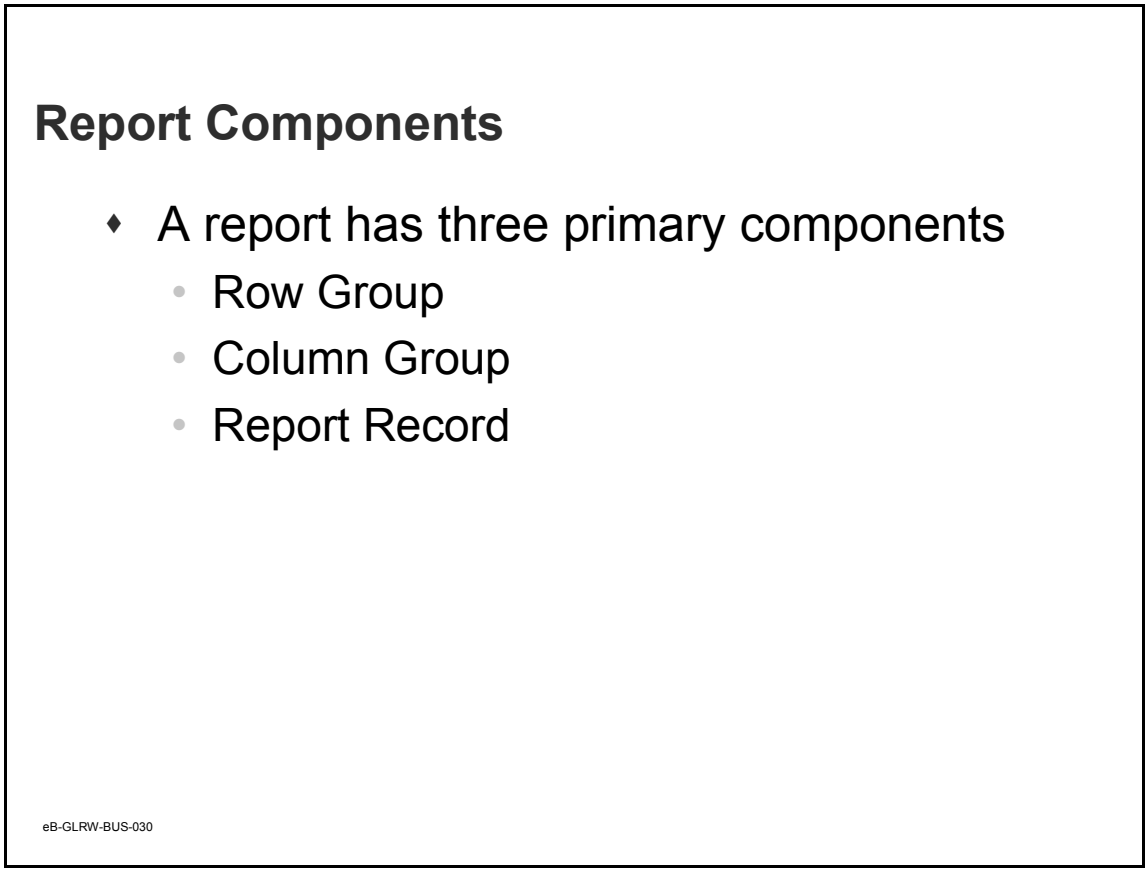
There are several business issues to take into consideration before setting up GL Report Writer. This section presents some issues to generate thought and discussion.



Planning a Report

Definition: Row Group

- A row group is a set of data retrieval specifications
  - Used by the system to create the rows of a report

Definition: Column Group

- Columns set up the data selection criteria and can use analysis codes for data retrieval

Definition: Report Record

- Before creating a report record, you must first establish your:
  - Analysis codes
  - Row groups
  - Column groups

Row groups, column groups and report records specify one of the following:

- Single GL item – account, sub-account, cost center, project, entity
- GL analysis code – specifies a group of GL items

Why Consider?

Companies need to produce financial reports.

Functionality in MFG/PRO

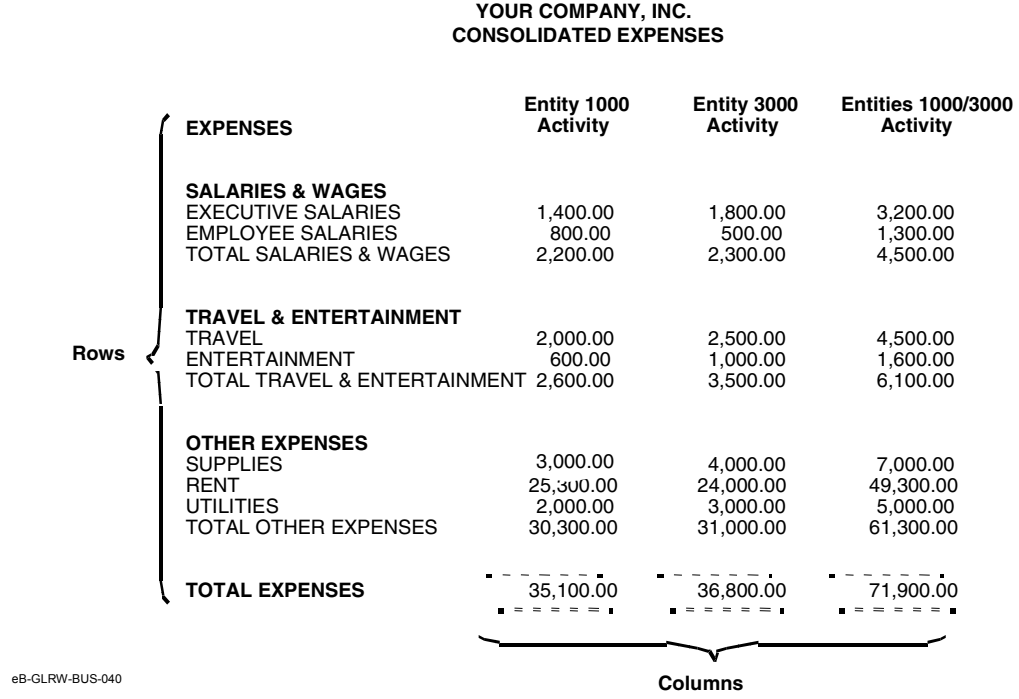
Report components can be combined in different ways to create multiple iterations of a report.

Setup Implications

When creating or modifying a GL analysis code, any changes you make affect all row groups, column groups, and report records that use the analysis code.

The GL analysis codes you create in GL Report Writer using Analysis Code Maintenance are not the same as the analysis codes created in Analysis Code Maintenance for the pricing and promotions functionality.

Formatting Reports – Rows, Columns, Records



Formatting a Report

Definition

The formatting of financial reports determines what they will look like when printed and is determined by the user.

Why Consider?

Users may have to meet a wide range of reporting needs, both internally and externally. For example, a detailed financial statement may be required to satisfy statutory reporting regulations, while internal management requires an abbreviated report of the same statement.

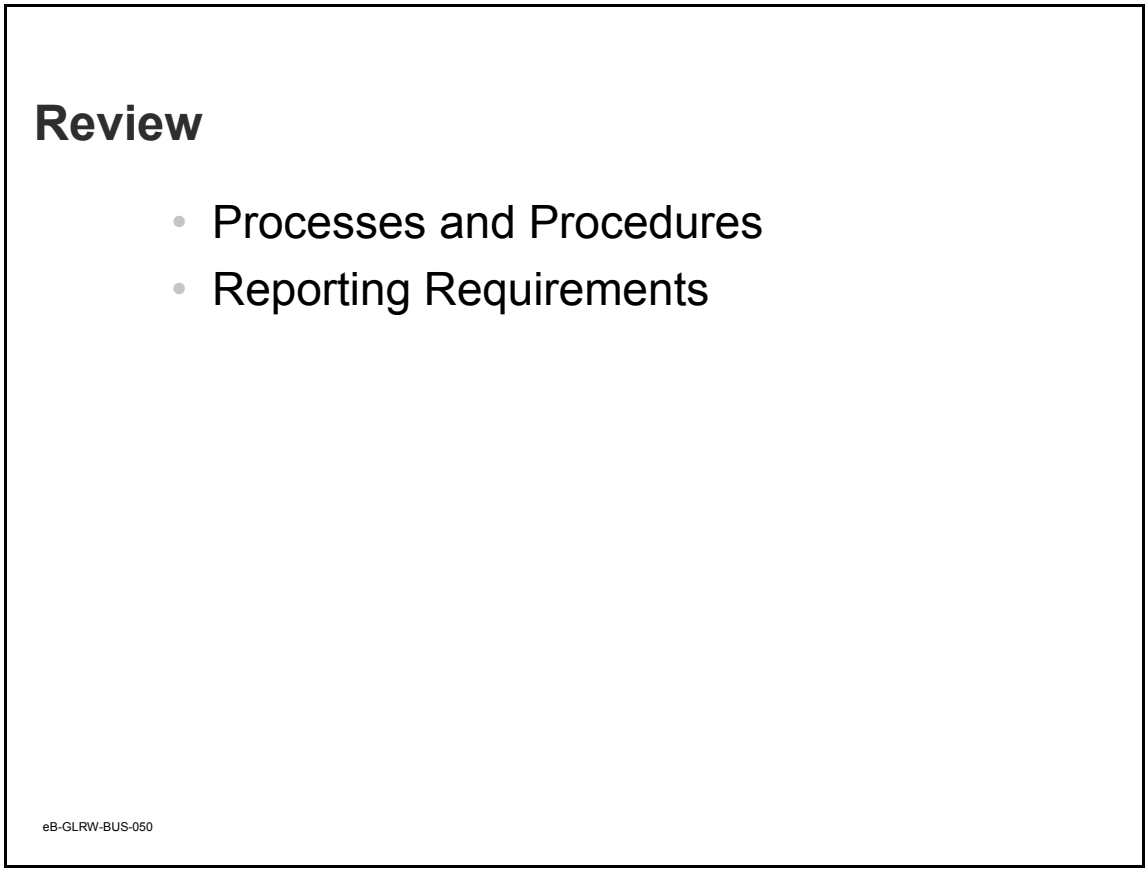
Functionality in MFG/PRO

Formatting codes identify where the system will print information on financial statements.

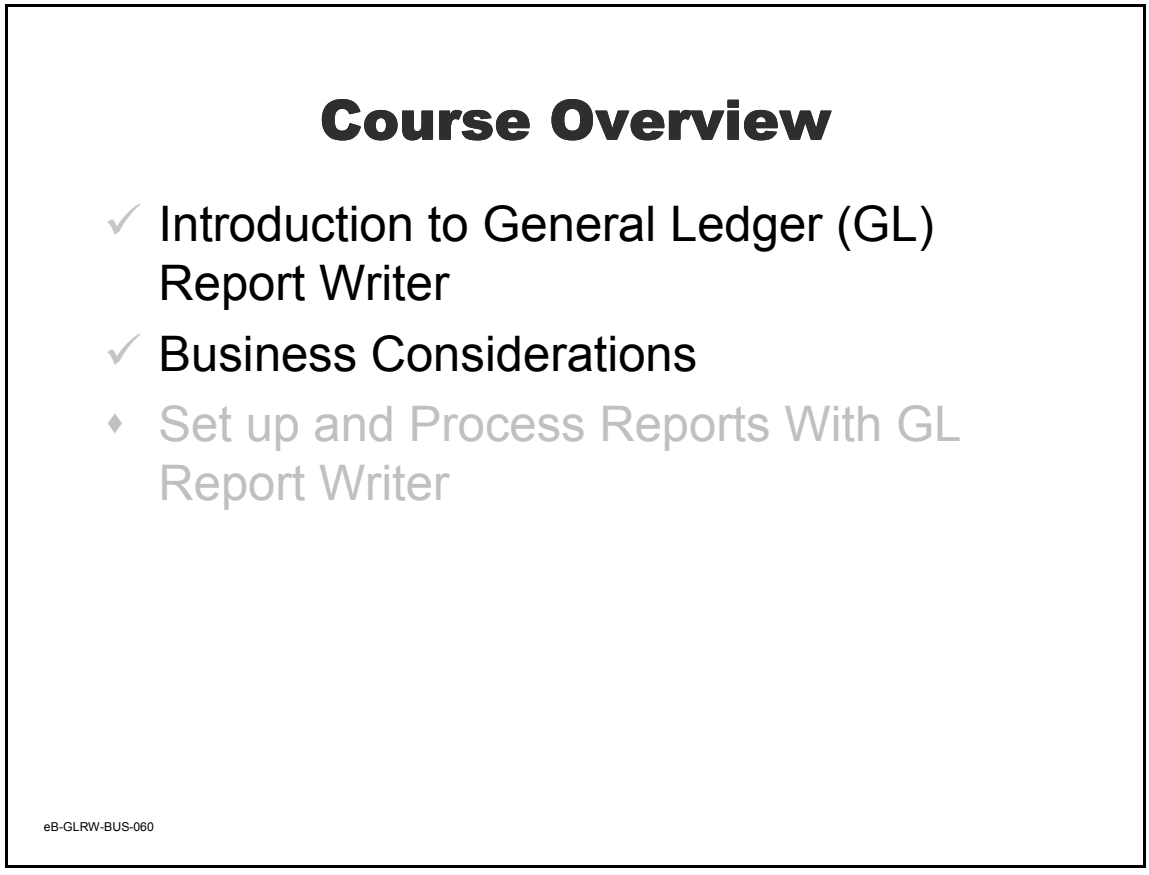
Setup Implications

Because both rows and columns can perform calculations, and can have different formats and rounding methods, you must specify in the Print Control Frame which calculation, format, and rounding method to use in the cell where the row and column meet.

If there is a conflict between a row and a column, the system uses one or the other, depending on how the Precedence field is set in the Print Control Frame for the row.



Processes and Procedures



Course Overview

CHAPTER 3

Set Up and Process Reports

Set up and Process Reports in GL Report Writer

In this section you learn how to:

- ✓ Identify some key business considerations before setting up GL Report Writer
- ✓ **Set up and process reports with GL Report Writer**

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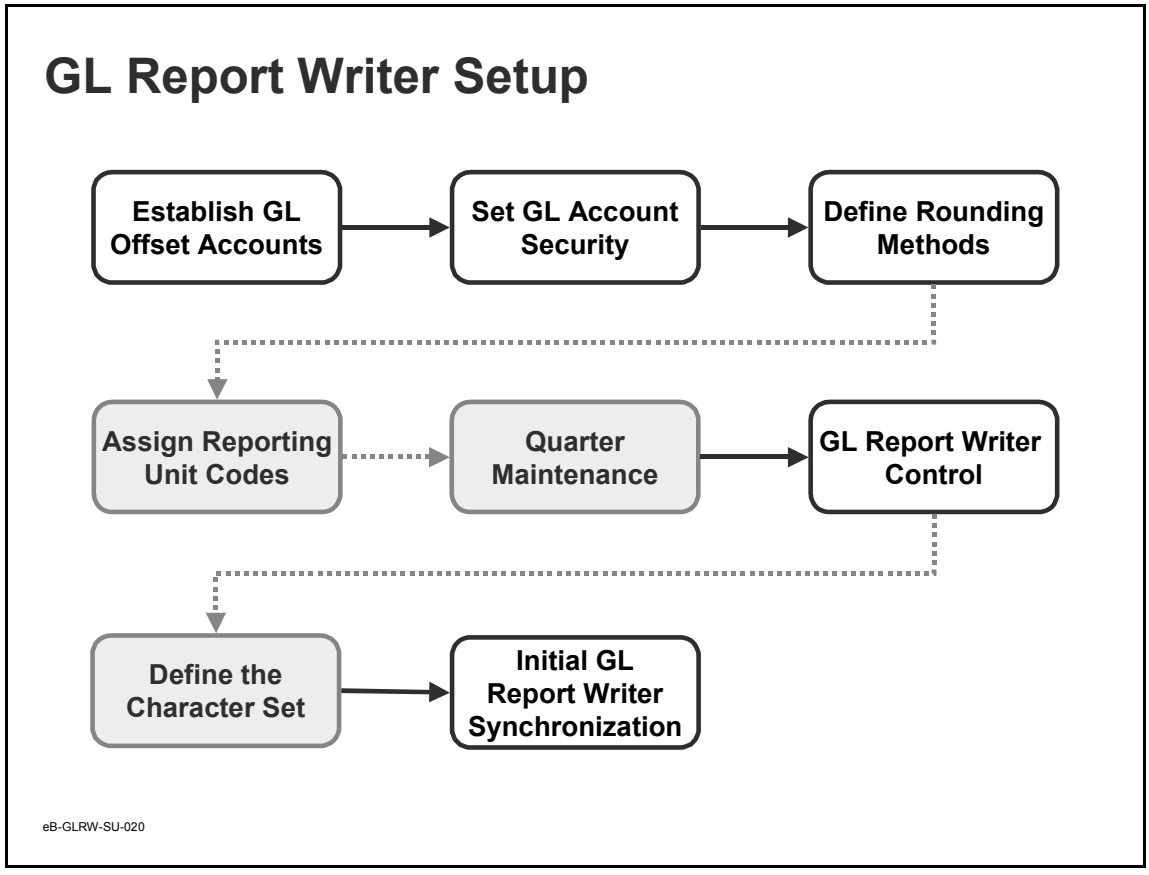
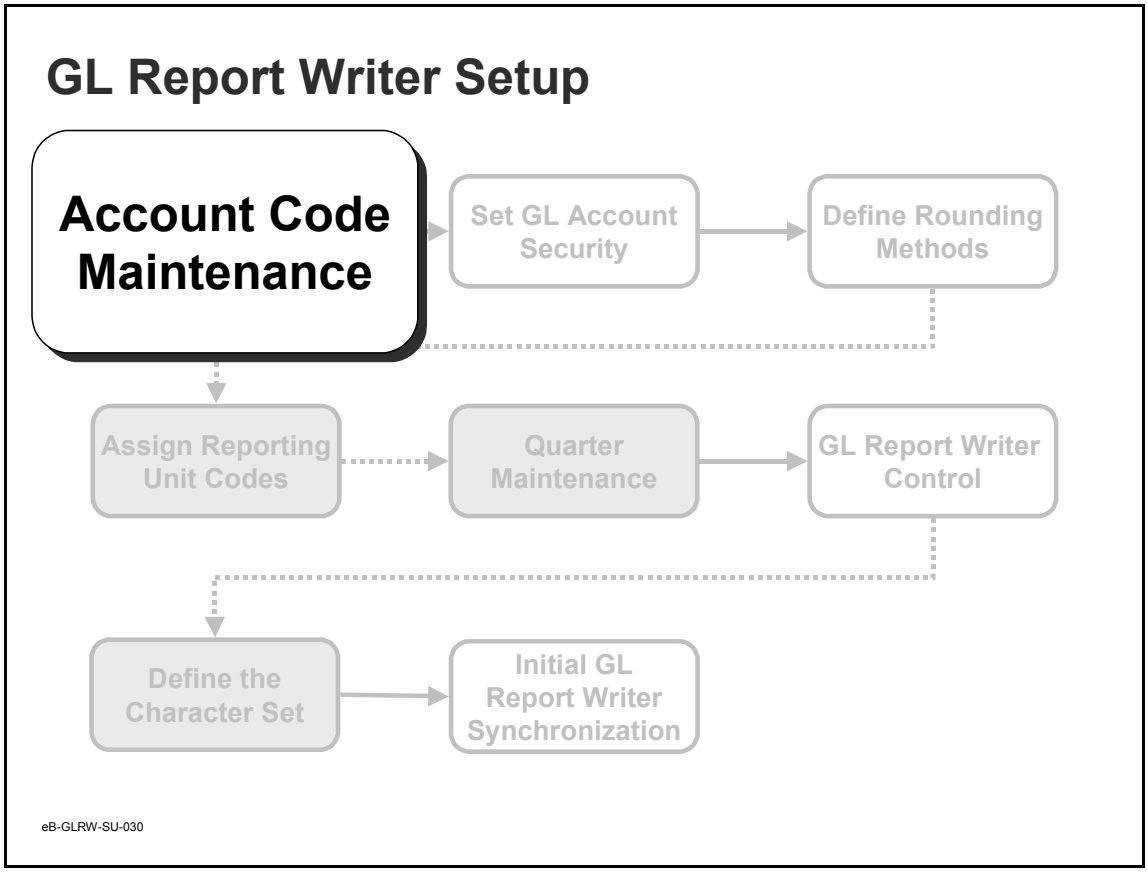


This illustration is a suggested setup sequence of master files for GL Report Writer which is based on:

- Information that flows from one master file to another
- Prerequisites that need to be accomplished before setting up a file

Solid-line boxes are required to set up GL Report Writer and are covered in this course.

Shaded boxes reflect optional steps that are also covered in this course.



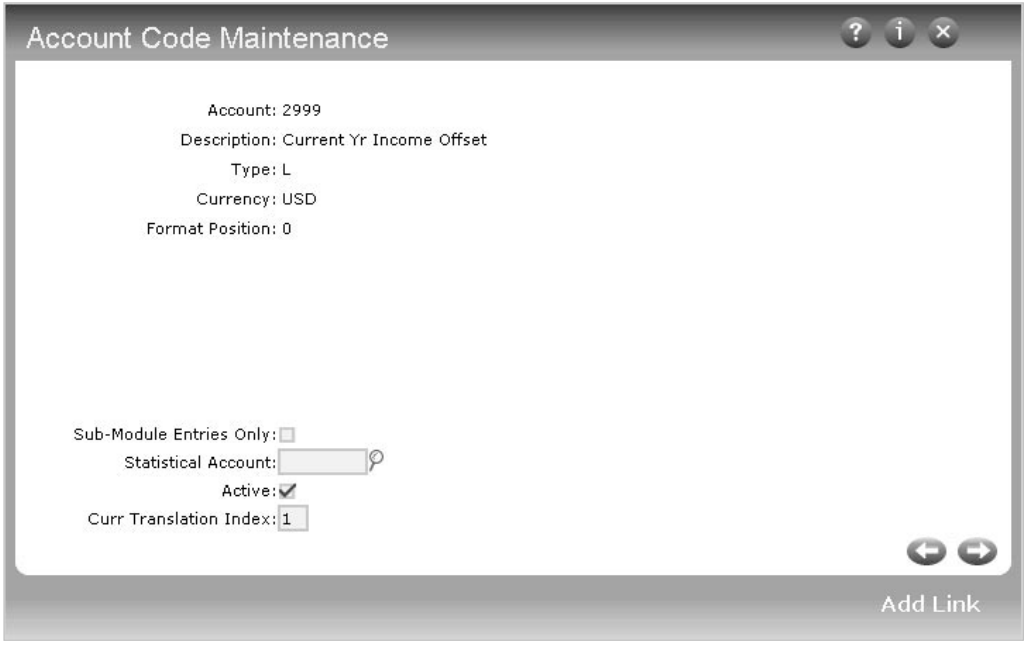
Establish GL Offset Accounts

The **system stores GL transactions** in standard GL files, and **GL Report Writer stores balances** in GL Report Writer files. Ensure that the GL Report Writer is using the correct transaction information by synchronizing files in order to compute balances and refresh GL analysis codes.

For accounting periods to balance correctly during synchronization, the system must perform special offsetting calculations. To facilitate the offset calculations, the system uses two offset accounts: (1) Current Year Income Offset and (2) Current Year Retained Earnings. These accounts must be set up in the General Ledger.

Important Do not post transactions to the Current Year Income Offset or the Current Year Retained Earnings accounts. **These accounts are required only by the GL Report Writer** and do not affect the standard General Ledger accounting files. It is recommended that you put security on these accounts to prevent postings to them.

Account Code Maintenance



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Account Code Maintenance

Use Account Code Maintenance to assign GL account codes for the Current Year Income Offset account and Current Year Retained Earnings account.

The Current Year Income Offset account and Current Year Retained Earnings account are *liability* accounts and should not be included in the standard GL statements. The relevant field entries for these accounts are:

Type:	L
Format Position:	0
Sub-Module Entries Only:	yes
Active:	yes

Field Definitions for Account Code Maintenance

Account

This field requires a meaningful account code, and accepts up to eight alpha or numeric characters. When assigning account codes, it is important to be consistent with the number of characters used. Like most codes, accounts are sorted lexically on reports.

Description

A description for the account code. For example, Income Offset or Retained Earnings. This field accepts up to sixteen alpha or numeric characters.

Type

This field identifies the type of account for this account code. Values may be Assets, Liability/ Retained Earnings, Income or Expense, Memo, and Statistical. Amounts posted to Memo and Statistical accounts appear on financial statements but are not included in any totals.

Currency

The default is the base currency. For example, USD. You may specify non-base currency only on balance sheet accounts, identified as Type Asset or Liability.

Format Position

The format position code identifies where to print the account on financial statements. The system displays the related sums into format positions so you can verify that this account prints in the proper position. This field accepts up to six numeric characters.

Sub-Module Entries Only

The default is No. If this field is set to No and you changed the GL inventory value by entering a GL standard transaction, the GL reports would be correct, but inventory control records would not be updated.

If this field is set to Yes, you cannot create transactions for this account using GL functions. This prevents inconsistencies between GL account balance reports and reports in Inventory Control, Accounts Receivable, Accounts Payable, and other modules that use General Ledger control accounts.

Statistical Account

A related account of type Statistical required for VAT tax accounting in some European nations, such as Germany. The default is blank.

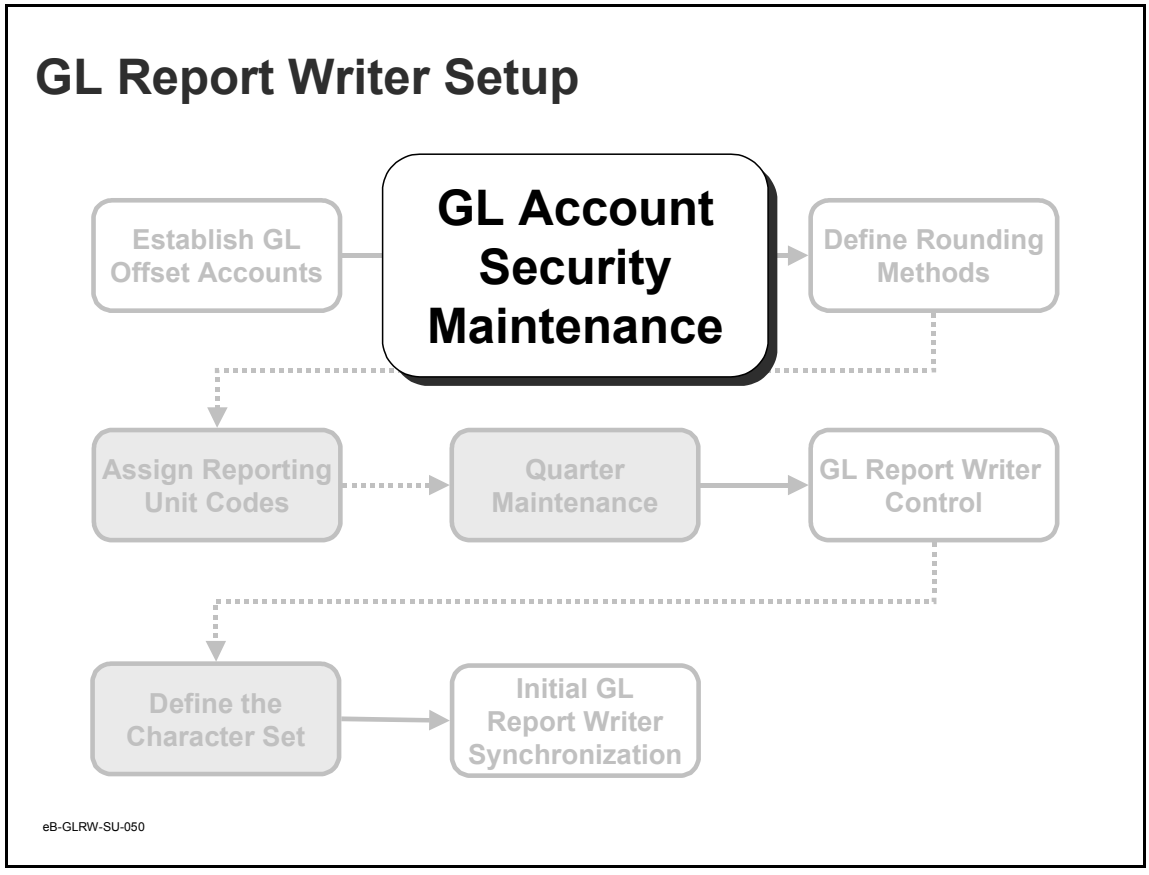
Active

The default is Yes. General Ledger transactions may only be posted to active accounts. You can not set this field to No if this account has any unposted transactions.

Curr Translation Index

This field specifies the currency translation exchange rate used for this account code. Values may be 1, 2, 3, 4, or 5, where:

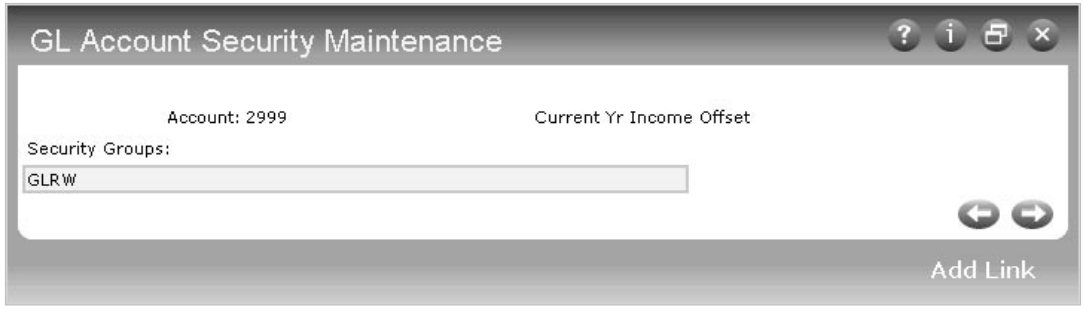
- 1 indicates the current exchange rate
- 2 indicates weighted average
- 3 indicates simple average
- 4 indicates historical
- 5 indicates user-defined



Set GL Account Security

Use GL Account Security Maintenance to set the security parameters to prevent posts to the Current Year Income Offset and Current Year Retained Earnings accounts.

GL Account Security Maintenance



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GL Account Security Maintenance

Specify the accounts and the security groups that have access to them in GL Account Security Maintenance.

Field Definitions for GL Account Security Maintenance

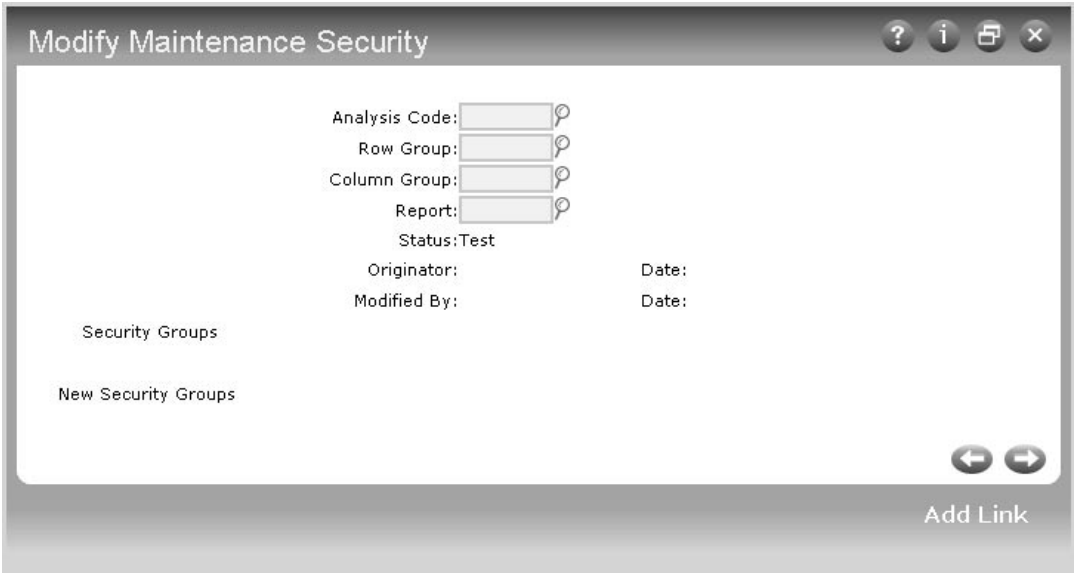
Account

Enter the account code that you set up in Account Code Maintenance for the Current Year Income Offset account and the Current Year Retained Earnings account.

Security Groups

Enter the security groups that have access to the specified accounts. This field accepts up to 47 characters.

Modify Maintenance Security



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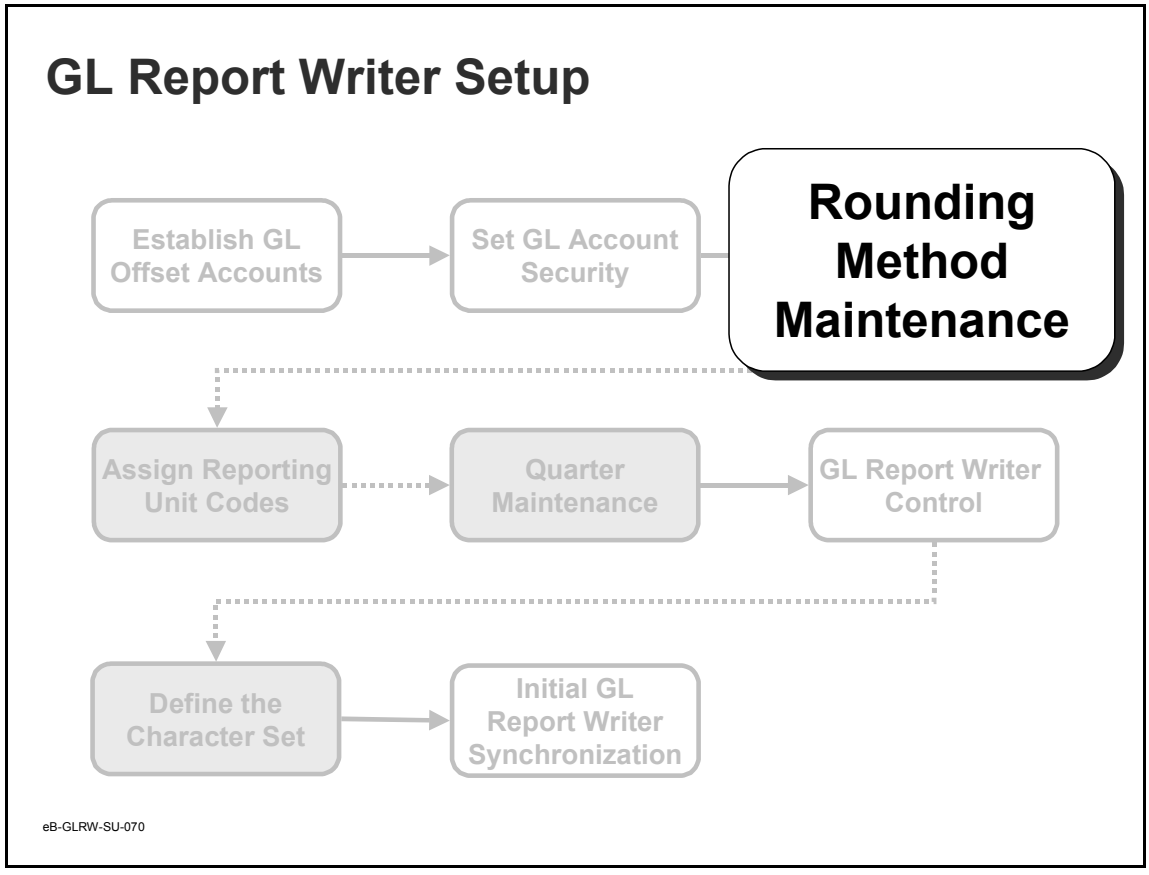
Modifying Maintenance Security

Use Modify Maintenance Security to add or remove IDs from the list of users who are authorized to modify report elements. Enter a new security group in the New Security Groups field. Use a comma to separate user IDs. The system lets you build security into each row, column, analysis code, and report record. Therefore, password security is unnecessary for these components. However, you can establish security for these menu items.

When setting security in Modify Maintenance Security, you are defining who is allowed to access the element, not preventing someone from having access. Access to this function needs to be restricted so that security on report components cannot be changed by unauthorized users.



Define Rounding Methods

GL Report Writer allows you to define a rounding method for each reporting unit code. The rounding method specifies how currency amounts are rounded.

Different regulatory environments often require different rounding methods. For example, one country may require amounts to be rounded to the nearest tenth (.1), and another country may require amounts to be rounded to the nearest hundredth (.01).

As part of a report's definition, you can select a rounding method for each reporting unit code. The system provides three standard rounding methods. You can modify these or add to them with Rounding Method Maintenance.

Rounding methods are comprised of a Rounding Unit and a Rounding Threshold.

Rounding Unit

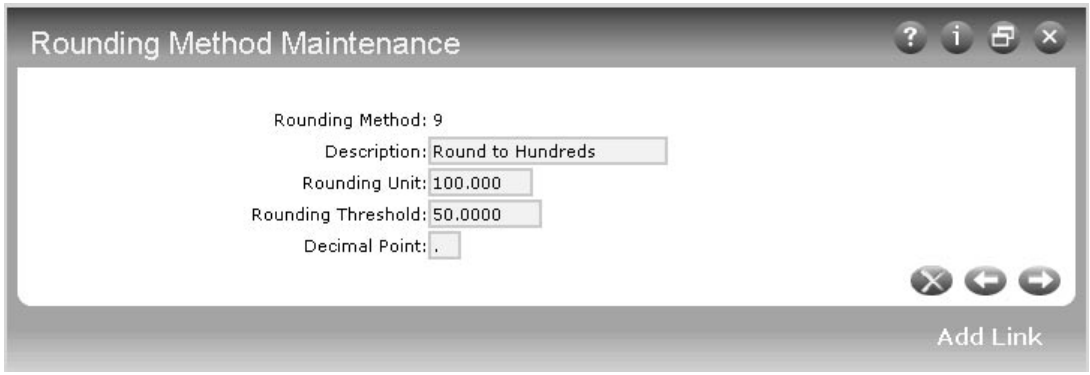
The Rounding Unit determines the level of rounding, to the nearest tenth, hundredth, and so on. The rounding unit must be a positive number with a power of ten multiplied by 1 or 5. For example, 0.01, 0.005, 10 and 500 are valid rounding units.

Rounding Threshold

The Rounding Threshold is the point at which amounts are rounded up or down. For example, if the rounding threshold is .05, then amounts less than .05 are rounded DOWN, and amounts equal to or higher than .05 are rounded UP. The rounding threshold must be a positive number, but less than the rounding unit.

Note Amounts are rounded based on their absolute value. For example, -9.99 is rounded the same as 9.99.

Rounding Method Maintenance



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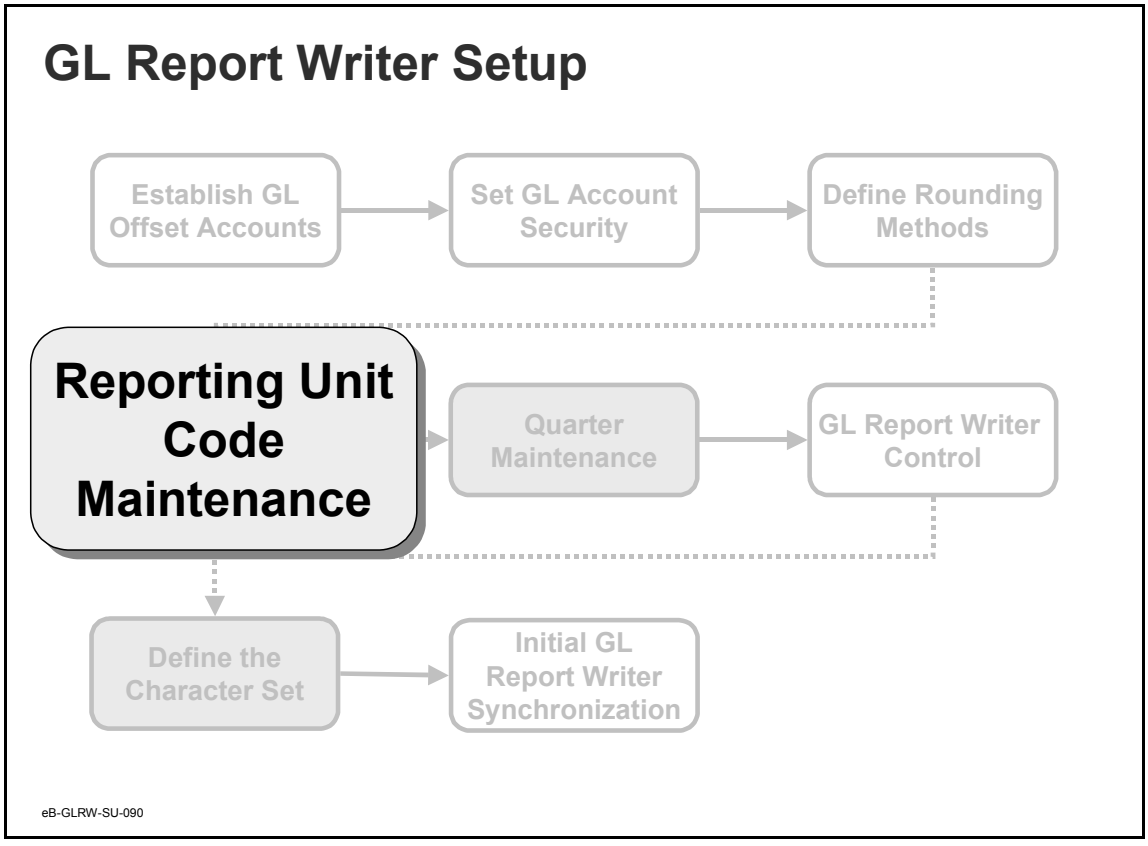
Rounding Method Maintenance

Use Rounding Method Maintenance to change, add, or remove rounding methods.

The first time you access Rounding Method Maintenance and initialize the program with Go, the system automatically creates three standard rounding methods.

- Method 0 - round to ones
- Method 1 - round to tenths
- Method 2 - round to hundredths



Assign Reporting Unit Codes

As an option, you can create reporting unit codes to define which units and rounding methods a report uses for a given section. A reporting unit code consists of two elements:

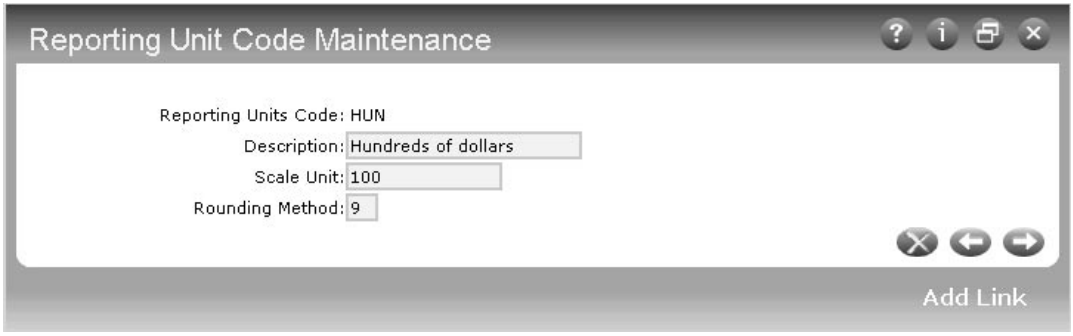
1 Scale unit to convert amounts to the desired reporting units. GL Report Writer does this by dividing the original amount by the scale unit.

2 Rounding method to indicate how the amount is rounded after being converted.

Three reporting unit codes are created automatically the first time you run Reporting Unit Code Maintenance.

Reporting Unit Code	Scale Unit	Rounding Method
0 (whole units)	1.00	1 (ones)
1 (thousands)	1,000	1 (ones)
2 (millions)	1,000,000	1 (ones)

Reporting Unit Code Maintenance



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Reporting Unit Code Maintenance

Use Reporting Unit Code Maintenance to assign reporting unit codes. Reporting unit codes define which units and which rounding method a report uses.

Field Definitions for Reporting Unit Code Maintenance

Reporting Unit Code

This field requires a meaningful reporting unit code, and accepts up to three alpha or numeric characters.

Description

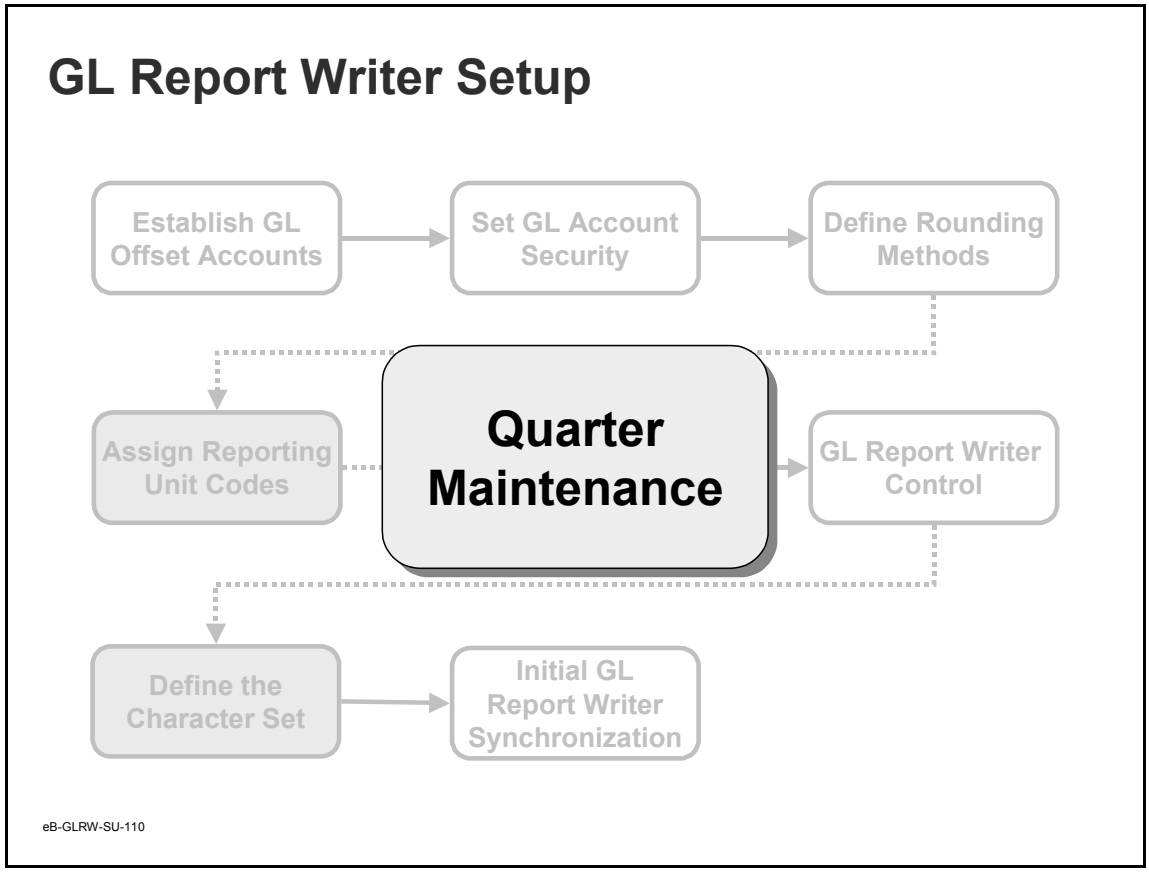
A description of the reporting unit. The description prints on most reports and inquiries, as space permits.

Scale Unit

This a numeric field. The scale unit must be a positive number, to the power of 10.

Rounding Method

The rounding method assigned to this reporting unit code.



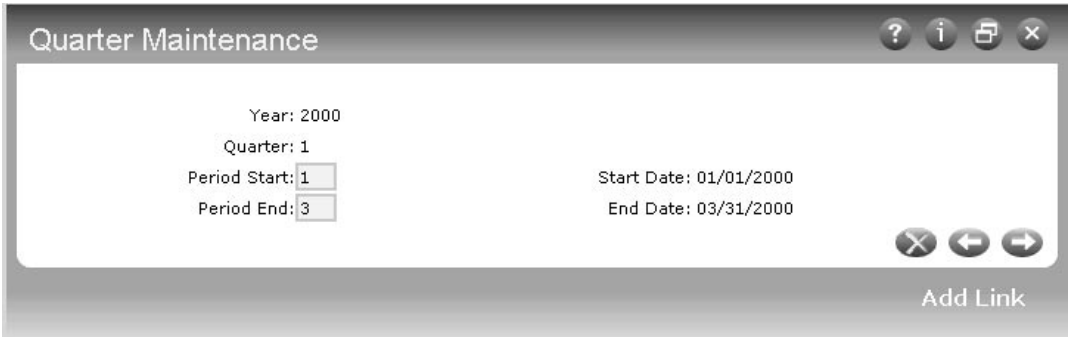
Period Start/Period End

If you frequently cite quarters on reports, you may want to implement the optional Quarter Maintenance feature which takes information directly from the GL Calendar. The year and periods must be defined in GL Calendar Maintenance before implementing Quarter Maintenance.

Use quarters as a tool for setting up report columns so that columns refer directly to a quarter instead of a range of periods. There is no restriction on how many periods a quarter can cover.

Note Quarters serve a reporting function only; they have no other effect.

Quarter Maintenance

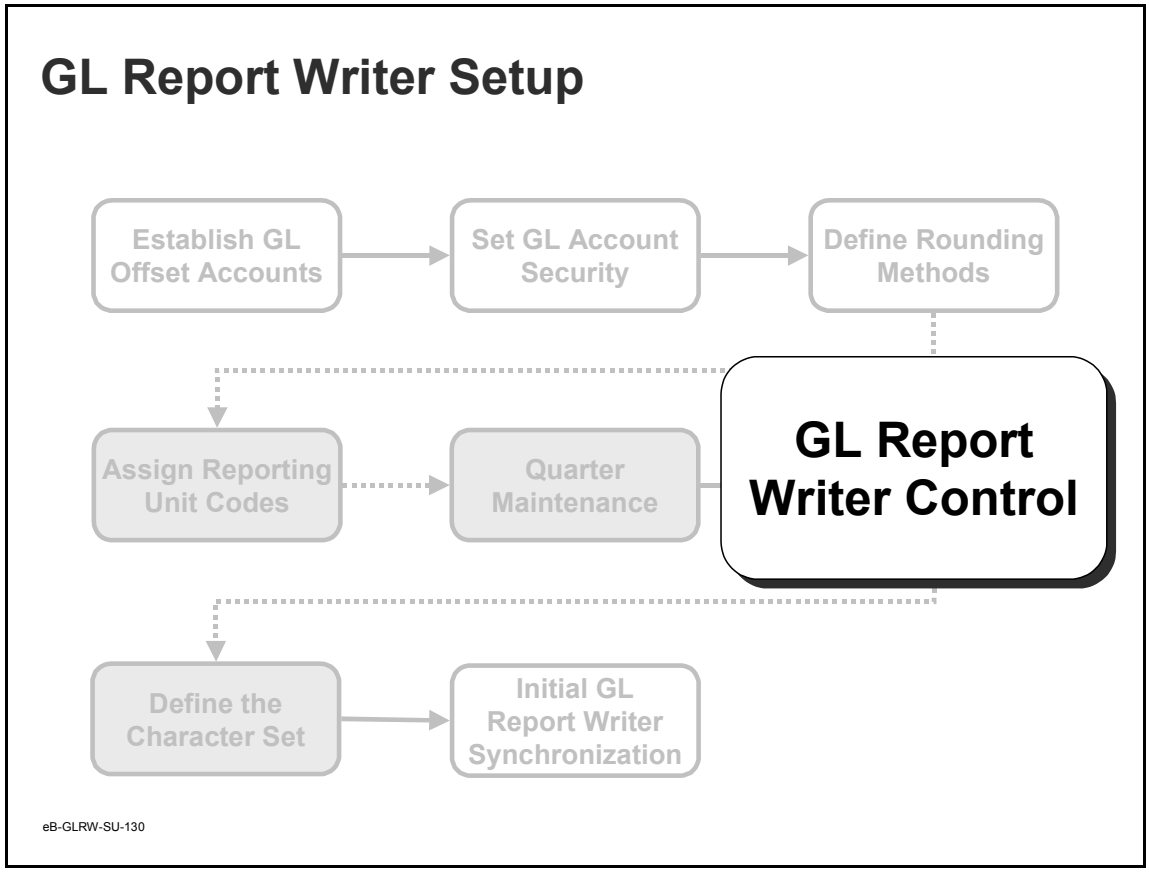


eB-GLRW-SU-120

Quarter Maintenance

Use Quarter Maintenance to set up the report definitions using quarters instead of a range of periods.

Enter the Period Start and Period End for each quarter in a given year. For consistency, start with the first year in the GL Calendar and complete all the years up to the present.



GL Report Writer Control

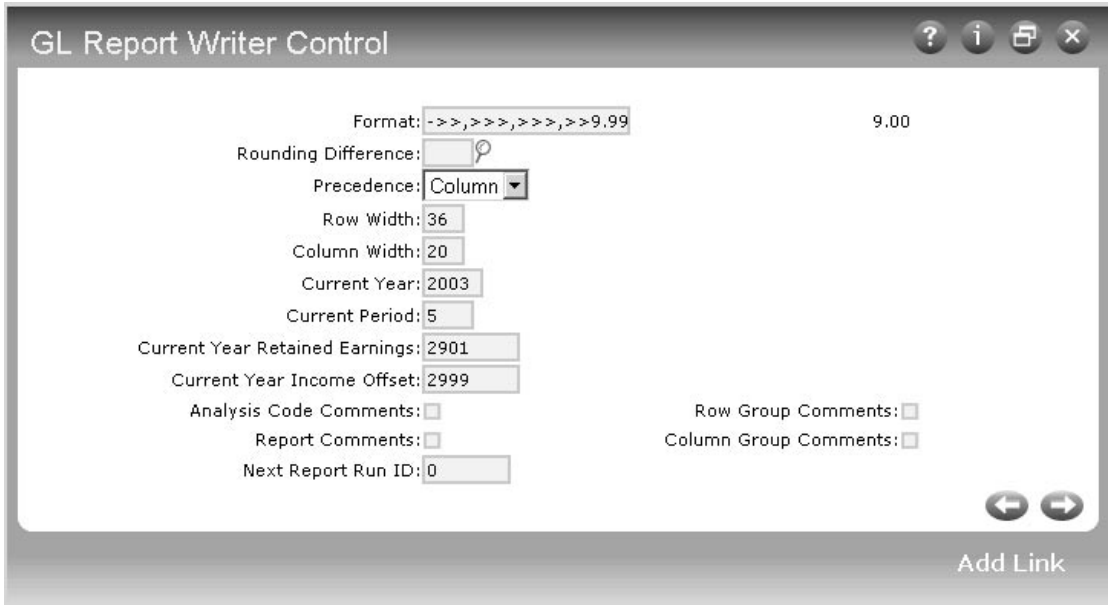
Most of the settings in the Control program are set up as defaults, but you are required to use GL Report Writer Control to specify the two GL Offset Accounts required to synchronize files.

1 Current Year Income Offset.

2 Current Year Retained Earnings.

You may want to change the current period (the default is the current month). The system uses the current year and current period on reports that define a period relative to the current period, such as six months prior to the current month.

GL Report Writer Control



eB-GLRW-SU-140

GL Report Writer Control

Use GL Report Writer Control to establish the system default specifications.

Field Definitions for GL Report Writer Control

Format

This is the default format for rows, columns, and reports. Rows, columns, and reports created with their respective maintenance programs have this value as the default format.

Rounding Difference

This field identifies a change of scale and rounding method for report amounts. You can enter this code as a reporting unit code in report definition components (for example, a row in Row Group

Maintenance, a column in Column Group Maintenance, and report in Report Maintenance and Run Report.

Precedence

The initial value is column, and defines the precedence between rows and columns. Column determines that the column settings for format, rounding units, and formula calculations supersede the row settings if there is a conflict between the two.

Row Width

This is the default for Row Group Maintenance. The initial value is 36. The row label column in row groups have this value as the default width.

Column Width

This is the default for Column Group Maintenance. The initial value is 20. Columns created with Column Group Maintenance have this value as the default width.

Current Year

This field is initially set from the system date, and is the current year for reporting when using relative dating in reports.

Current Period

This is the current period for reporting. The period you enter defaults in the Run Report option, Current Period field. The system uses this field to determine the period of columns that were set up relative to the current period.

Current Year Retained Earnings

Enter the Current Year Retained Earnings account number in this field.

Current Year Income Offset

Enter the Current Year Income Offset account number in this field.

Analysis Code Comments

The default is No. If this field is set to Yes, Analysis Code Maintenance displays the Comments Frame by default.

Report Comments

The default is No. If this field is set to Yes, Report Maintenance displays the Comments Frame.

Row Group Comments

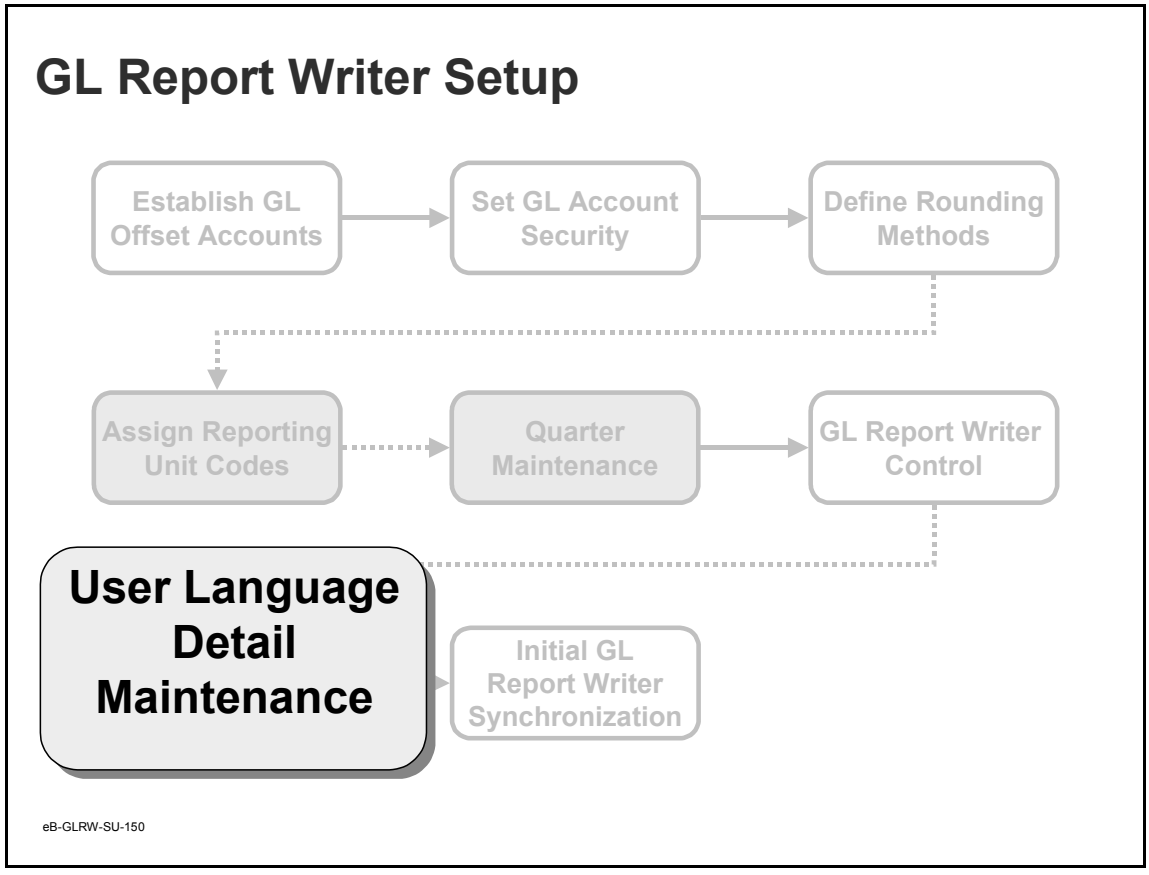
The default is No. If this field is set to Yes, Row Group Maintenance displays the Comments Frame.

Column Group Comments

The default is No. If this field is set to Yes, Column Group Maintenance displays the Comments Frame.

Next Report Run ID

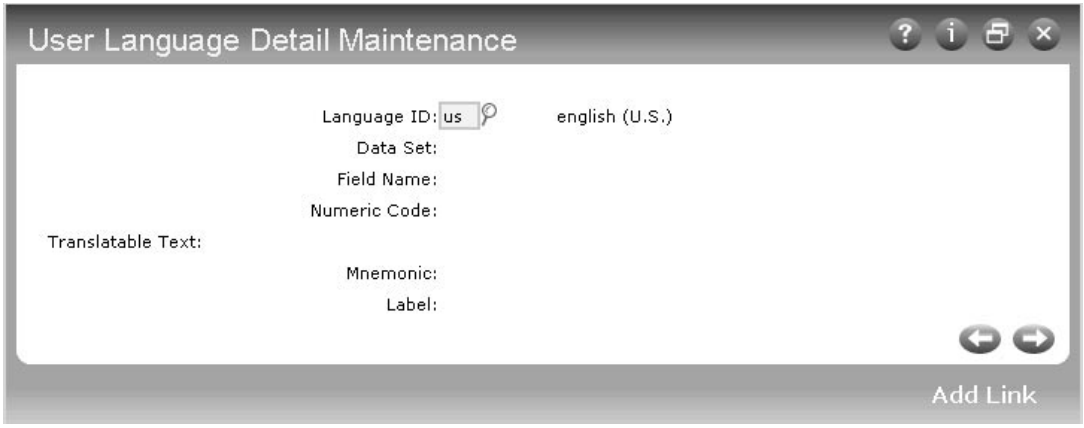
This field defines the next run ID to be used when running a report. The Run ID is assigned automatically by the GL Report Writer.



Define the Character Set (Optional)

As an option, modify the characters used as codes in certain fields. For example, a field gives you the choices A, B, C, but you want the letter S instead of B. You can change both the character set of the codes and the label description for the field. Changes affect all applicable fields.

User Language Detail Maintenance



eB-GLRW-SU-160

User Language Detail Maintenance

The User Language Detail Maintenance function allows you to change the character set of codes and label descriptions in fields.

This feature should be password protected. The changes you make to the character set affect all users of a given language version.

Field Definitions for User Language Detail Maintenance

Language ID

This field displays the current MFG/PRO language ID used by the system (for example, US Language). Blank defaults to the base language.

Data Set

Contains the data set specified for the field. This value may be a program name, file name, or an abbreviation of the functionality the field is used in.

Field

Contains the field name that uses the codes defined in this program. The field name is displayed by pressing Ctrl-F while the cursor is in the field.

Numeric Code

The numeric code determines the functionality for the field. You cannot enter a number which has not been set up by the developer. Use the Up and Down arrow keys to scroll through the available numbers.

Translatable Text

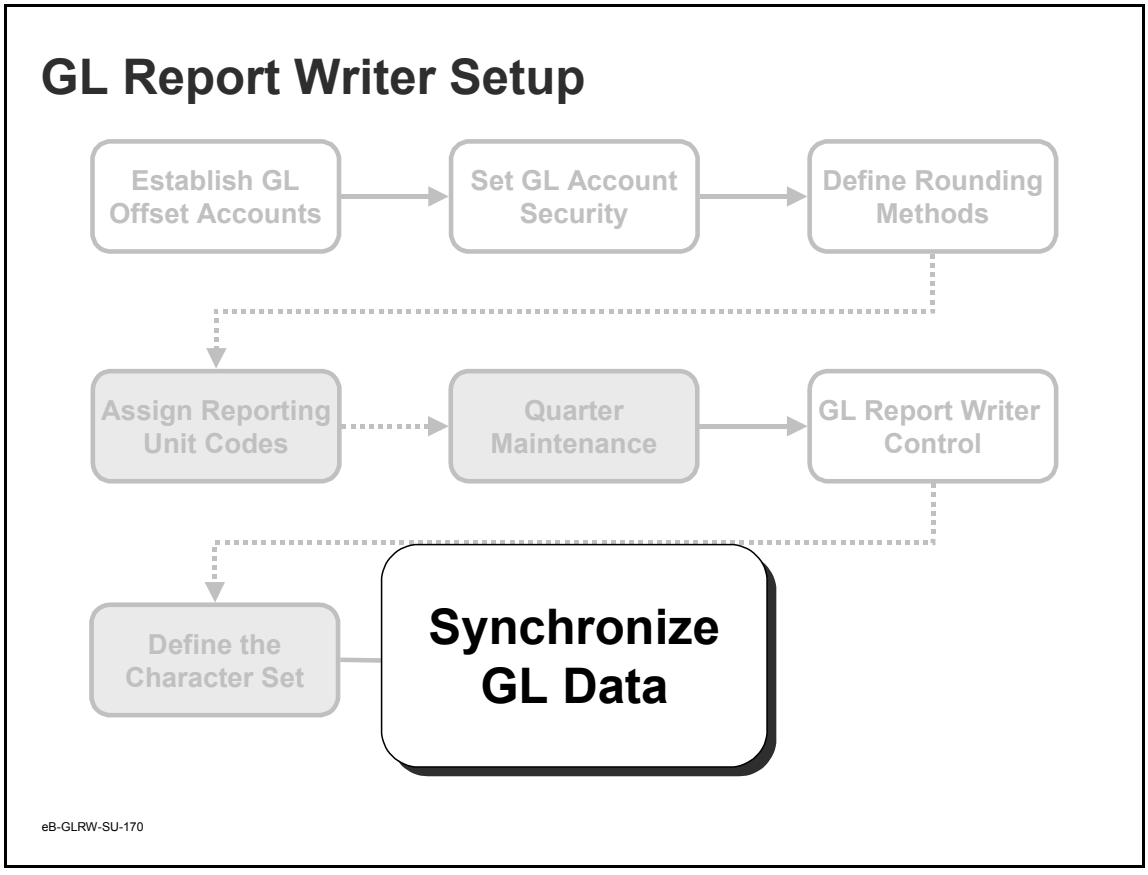
This field defines the translatable text.

Mnemonic

This is the code the user enters in the specified field to implement the functionality that is determined by the numeric code. Default mnemonic codes are already assigned for each field with system-specified options. These codes can be changed, added or deleted.

Label

This field contains a translated description of the specified invoice sort. Multiple translations for each invoice sort may exist – one for each language, for example.

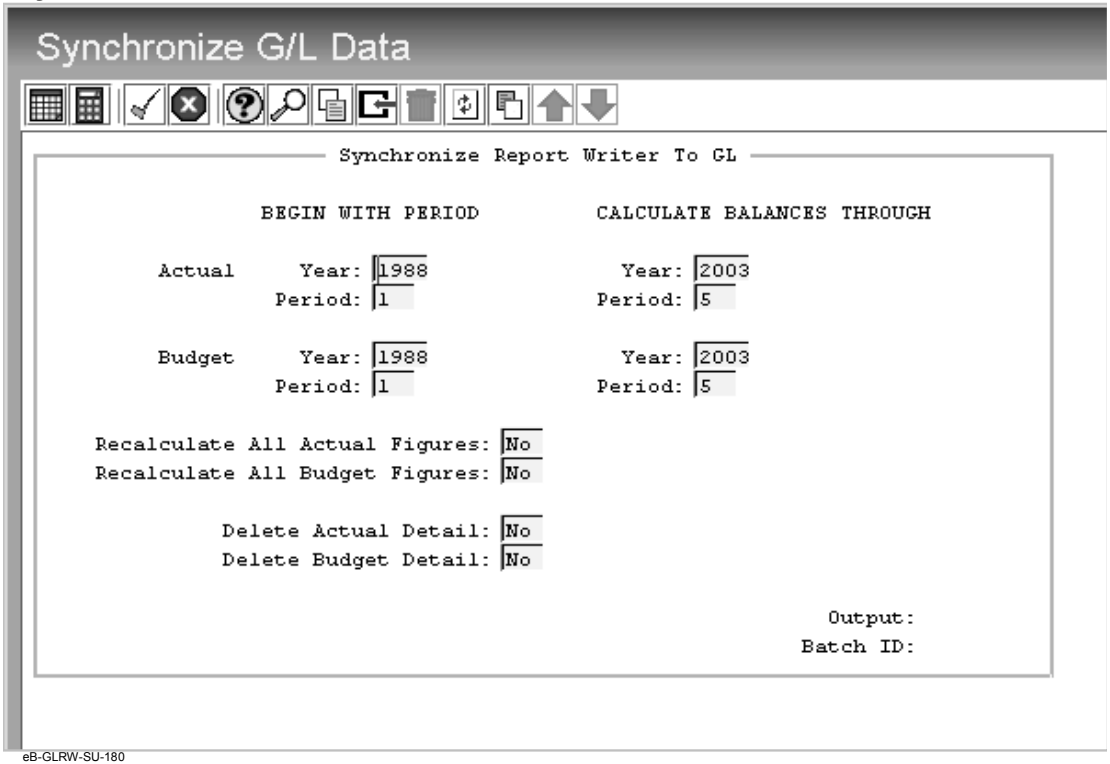


Initial GL Report Writer Synchronization

Whenever you initially set up the GL Report Writer, you must synchronize the GL Report Writer files with the standard GL files.

This process loads the current financial data from the standard GL files into the GL Report Writer files – the source of all reports you create.

Synchronize G/L Data



Synchronize GL Data

Use Synchronize GL Data to perform the initial GL Report Writer synchronization. You must synchronize in order to initialize GL Report Writer files and run it regularly to keep it up to date, usually after each GL transaction post.

The first time you synchronize, the system creates new records and indexes in GL Report Writer files. Each record contains several balance types calculated from standard GL files.

During a regular maintenance run, synchronization recalculates account balances. If balances have changed, GL Report Writer files are updated.

Balance Types

- Beginning
- Activity
- Ending
- Period
- Year-to-Date

The system recalculates these balances during synchronization and, if it finds any changes, updates GL Report Writer records.

Field Definitions for Synchronize GL Data

Actual Year (begin with)

The year for the first period in the range for the synchronization of actual balances. The system defaults from the first year in the GL calendar. The synchronization runs for a range of periods for both the actual and budget balances.

Actual Year (calculate through)

The latest year for actual balances. The system defaults from the GL Report Writer account balances file. If no data is found, the system defaults to the GL calendar period corresponding to the current system date. Balance calculations are carried out to include the period designated by this year and the associated period. A value for a future date is acceptable in this field.

Actual Period (begin with)

The first period for the range for the synchronization of actual balances. The system defaults from the first period in the first year of the GL calendar. The synchronization runs for a range of periods for both the actual and budget balances.

Actual Period (calculate through)

The latest period for actual balances. The system defaults from the GL Report Writer account balances file. If no data is found, the system defaults to the GL calendar period corresponding to the current system date. Balance calculations are carried out to include the period designated by this year and the associated period. A value for a future date is acceptable in this field.

Budget Year (begin with)

The year for the first period in the range for the synchronization of budgeted balances. The system defaults from the first year in the GL calendar. The synchronization runs for a range of periods for both the actual and budget balances.

Budget Year (calculate through)

The latest year for budgeted balances. The system defaults from the GL Report Writer account balances file. If no data is found, the system defaults to the GL calendar period corresponding to the current system date. Balance calculations are carried out to include the period designated by this year and the associated period. A value for a future date is acceptable in this field.

Budget Period (begin with)

The first period for the range for the synchronization of budgeted balances. The system defaults from the first period in the first year of the GL calendar. The synchronization runs for a range of periods for both the actual and budget balances.

Budget Period (calculate through)

The latest period for budgeted balances. The system defaults from the GL Report Writer account balances file. If no data is found, the system defaults to the GL calendar period corresponding to the current system date. Balance calculations are carried out to include the period designated by this year and the associated period. A value for a future date is acceptable in this field.

Recalculate All Actual Figures

Enables you to force the system to record in the GL Report Writer the recalculations for all actual balance types.

No means the system writes all balance types only if it finds a change in the beginning or activity balance types. For the initial synchronization, recalculation is not required and setting this field to No saves time.

Yes forces the system to write all balance types.

Recalculate All Budget Figures

Enables you to force the system to record in the GL Report Writer the recalculations for all budget balance types. No means the system writes all balance types only if it finds a change in the beginning or activity balance types. Yes forces the system to write all balance types. For the initial synchronization, recalculation is not required, and setting this field to No saves considerable time.

Batch Request

You can set up an optional batch request. You can use the same batch ID as the transaction post, but ensure that the transaction post runs before synchronization.

Exercise 1 – Implementation
Activities 1-4

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Exercise 1 – Implementation

Activities 1 through 4 – Setup

In this exercise, you are required to establish:

1. GL Offset Accounts
2. Rounding Methods
3. Reporting Unit Codes
4. Quarter Maintenance

Activity 1 – GL Offset Accounts

In this activity, you:

- Create GL Offset Accounts in the general ledger
- Prevent posts to these accounts
- Link the accounts to the GL Report Writer file

Task 1-1 – Create GL Offset Accounts

Directions: Use Account Code Maintenance to perform the following steps to set up Current Year Income Offset and Current Year Retained Earnings accounts in the general ledger:

1 Set the following fields:

Field	Enter
Account	2999
Description	Current Yr Income Offset
Type	L
Currency	USD
Format Position*	0
Sub-Module Entries Only	yes
Statistical Account	<leave blank>
Active	yes
Curr Translation Index	1

*You may get a warning, *No Format Position Defined*. Ignore this warning.

2 Save your changes.

3 Set up another account and set the following fields:

Field	Enter
Account	2901
Description	Cur Yr Retained Earnings
Type	L
Currency	USD
Format Position	0

Field	Enter
Sub-Module Entries Only	yes
Statistical Account	<leave blank>
Active	yes
Curr Translation Index	Leave this field set to 1

4 Save your changes.

Task 1-2 – Link the GL Offset Accounts to the GL Report Writer File

Directions: Perform the following steps to link the GL Offset Accounts in the general ledger to the GL Report Writer file:

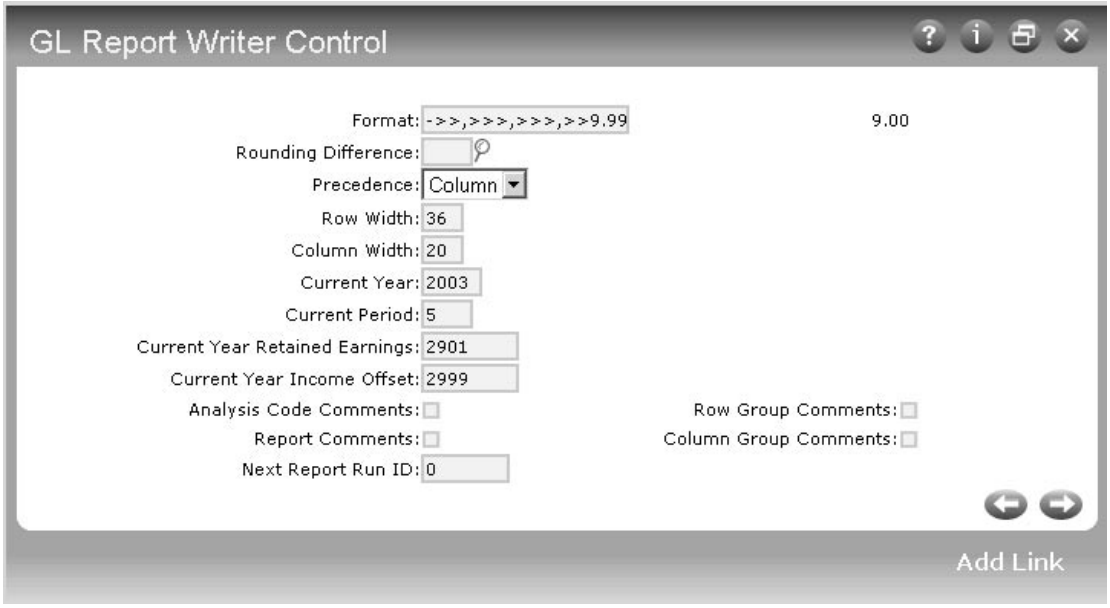
1 Go to GL Report Writer Control.

2 Set the following fields:

Field	Enter
Format	Accept the default
Rounding Difference	Accept the default
Precedence	Accept the default
Row Width	Accept the default
Column Width	Accept the default
Current Year	Accept the default
Current Period	Accept the default
Current Year Retained Earnings	2901
Current Year Income Offset	2999
Analysis Code Comments	Accept the default
Report Comments	Accept the default
Row Group Comments	Accept the default
Column Group Comments	Accept the default
Next Report Run ID	Accept the default

The *Example of the GL Report Writer Control screen* on page 73 shows how this should look.

GL Report Writer Control



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Example of the GL Report Writer Control screen

3 Save your changes.

4 Go to the GL Report Writer Menu.

Activity 2 – Rounding Method Code

In this activity, you set up a new rounding method code. Only nine rounding methods are allowed with codes 0 through 9.

As part of a report definition, you can select a rounding method for each reporting unit code. The system provides standard rounding methods. You can modify the standard rounding methods or add to them.

Task 2-1 – Set Up a Rounding Method Code

Directions: Perform the following steps to set up a rounding method code:

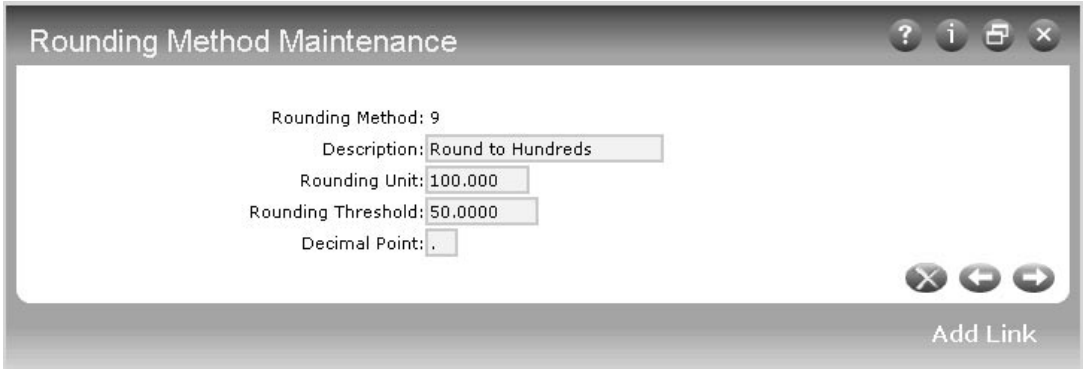
1 Go to Rounding Method Maintenance.

2 Set the following fields:

Field	Enter
Rounding Method	9
Description	Round to hundreds
Rounding Unit	100
Rounding Threshold	50
Decimal Point	Accept the default

The *Example of the Rounding Method Maintenance Screen* on page 75 shows how this should look.

Rounding Method Maintenance



eB-GLRW-SU-192

Example of the Rounding Method Maintenance Screen

3 Save your changes.

Activity 3 – Reporting Unit Code

In this activity, you assign a reporting unit code.

Assign reporting unit codes to define which units and rounding methods a report uses for a given section. Use reporting units codes in rows, columns, the report itself, or as a run-time override.

Task 3-1 – Assign a Reporting Unit Code

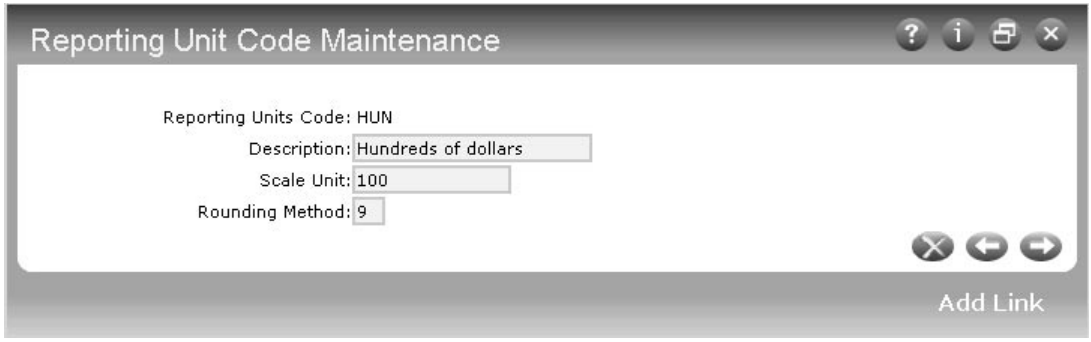
Directions: Perform the following steps to assign a reporting unit code:

1. Go to Reporting Unit Code Maintenance.
2. Set the following fields:

Field	Enter
Reporting Units Code	hun
Description	Hundreds of dollars
Scale Unit	100
Rounding Method	9

The *Example of the Reporting Unit Code Maintenance Screen* on page 77 shows how this should look.

Reporting Unit Code Maintenance



eB-GLRW-SU-193

Example of the Reporting Unit Code Maintenance Screen

3 Save your changes.

Activity 4 – Quarter Maintenance

In this activity, you define a report using quarters.

Quarters serve a reporting function only; they have no other effect. You can set the report definitions using quarters rather than a range of periods. (To define which days constitute a period, use GL Calendar Maintenance.)

Task 4-1 – Define a Report Using Quarters

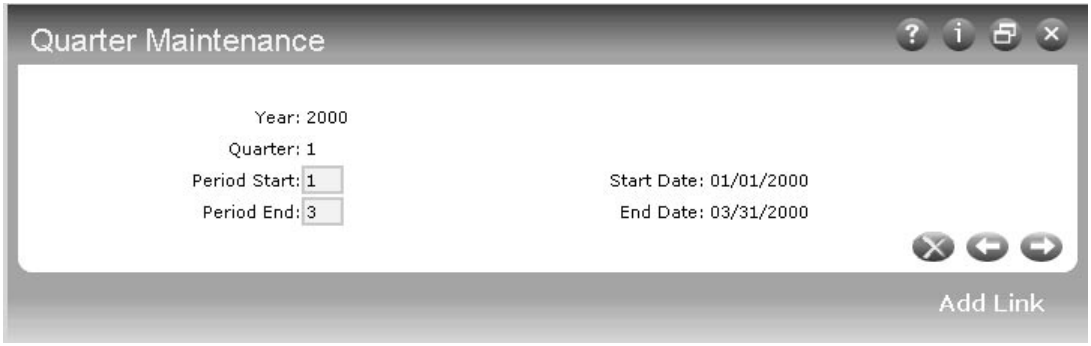
Directions: Perform the following steps to define which periods are in each quarter:

1. Go to Quarter Maintenance.
2. Set the following fields:

Field	Enter
Year	2000
Quarter	1
Period Start	1
Period End	3
Start Date	Automatically retrieved by system
End Date	Automatically retrieved by system

The *Example of the Quarter Maintenance Screen* on page 79 shows how this should look.

Quarter Maintenance



eB-GLRW-SU-194

Example of the Quarter Maintenance Screen

3 Save your changes.

4 Set the following fields for quarters 2 through 4:

Field	Enter for Q2	Enter for Q3	Enter for Q4
Year	2000	2000	2000
Quarter	2	3	4
Period Start	4	7	10
Period End	6	9	12
Start Date	System generated	System generated	System generated
End Date	System generated	System generated	System generated

5 Save your changes.

Task 4-2 — Run GL Synchronization

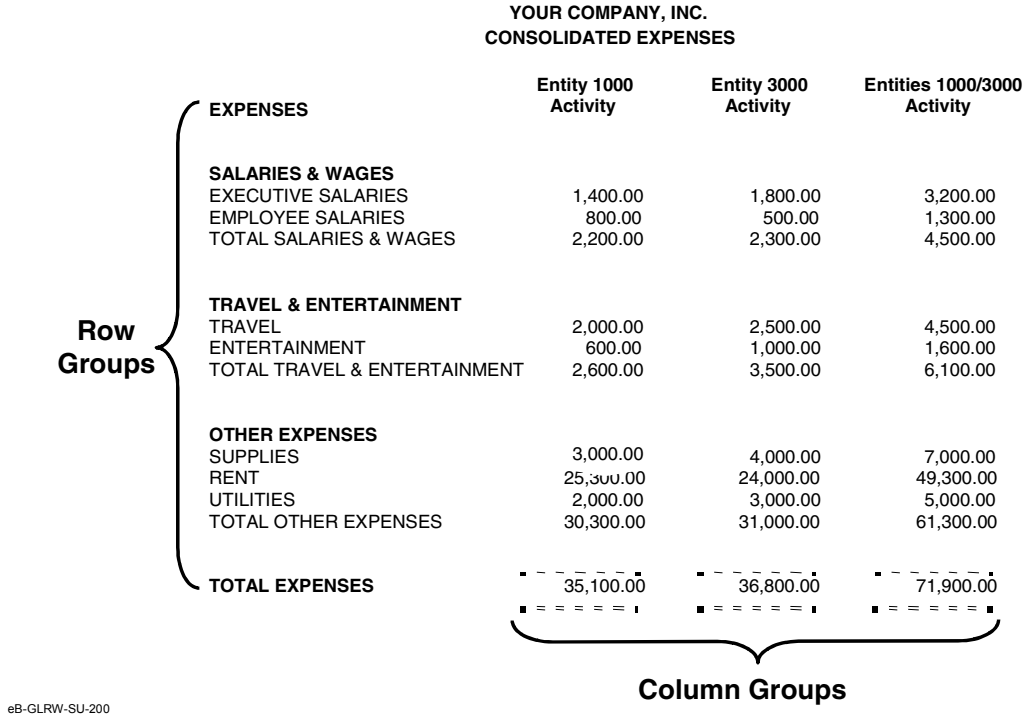
Directions: Perform the following steps to synchronize balances in the General Ledger Accounts to the General Ledger Report Writer Tables:

1 Go to Synchronize G/L Data.

2 Set the following fields:

Field	Enter
Actual Year	2000
Period	1
Budget Year	2000
Period	1

Planning a Report



Planning a Report

A report has three primary components:

1. Row groups
2. Column groups
3. Report records

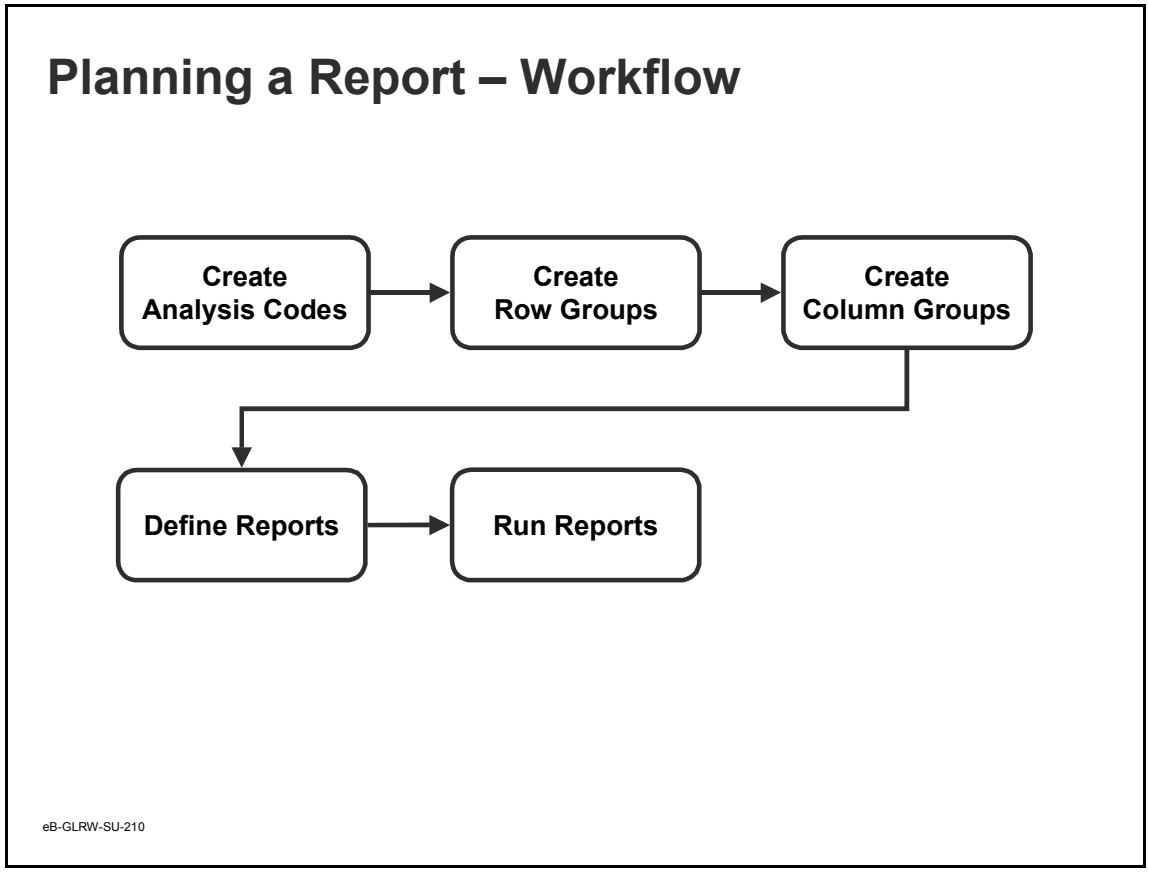
All of these components specify either a single GL item or a GL analysis code.

- GL items include accounts, sub-accounts, cost centers, projects, and entities
- GL analysis codes specify a group of GL items

Note The GL analysis codes you create in GL Report Writer using Analysis Code Maintenance are not the same as the analysis codes you may have created in Analysis Code Maintenance for the pricing and promotions functionality.

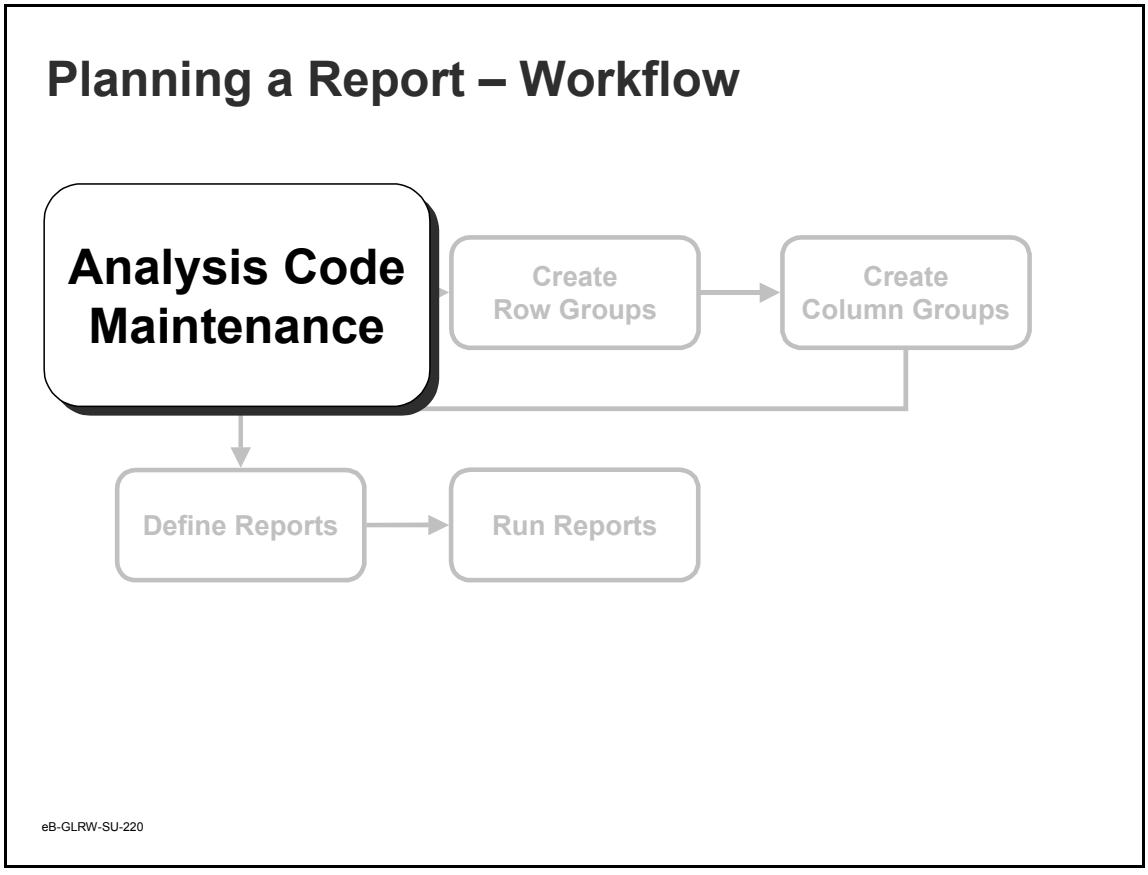
Report components can be combined in different ways to create multiple iterations of a report. The following table is provided to help you plan your reports.

Consider	Example	Note
What distinct group of items do you need?	All sales accounts.	Create analysis codes for these groups. Show a total figure for the items in the analysis code, or a detailed list.
What combinations of items do you need?	All sales accounts for cost centers 100, 200, and 300.	Specify any combination of account, sub-account, cost center, project, or entity.
Do you need multiple iterations of a report?	One report iteration for each entity.	Set up a controlling hierarchy to sort data into several different iterations.
Do you need calculations?		Enter formulas within rows and columns.
What names do you want for the report components?		Enter any name for each report component, including the same name for all components.



Report Workflow

This illustration is a suggested setup sequence for creating GL Report Writer reports.



Creating and Maintaining GL Analysis Codes

GL analysis codes are used to group GL items of a given type – accounts, sub-accounts, cost centers, projects, or entities.

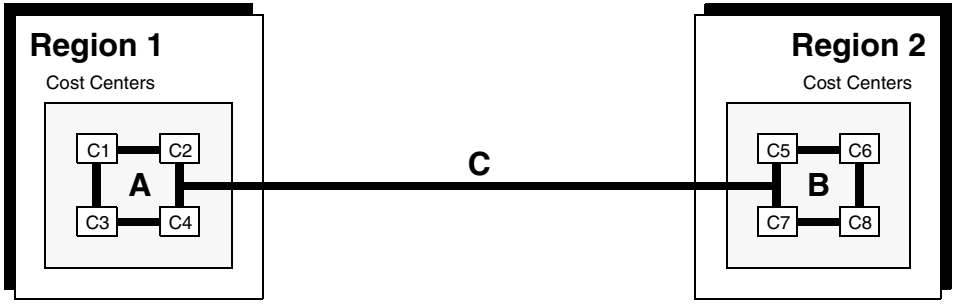
GL analysis codes can also combine other GL analysis codes into a larger structure. This feature is useful when you need to create a unique set of reports based on a controlling hierarchy.

Linking Analysis Codes

The figure below shows four cost centers in each region linked by an analysis code and shows a link between Region 1 and Region 2.

In this example, there are three analysis codes:

- Analysis code A links cost centers in Region 1
- Analysis code B links cost centers in Region 2
- Analysis code C links analysis codes A and B



Assume that you want to report results for Regions 1 and 2.

You have analysis codes built for the cost centers in each region. Instead of linking to the individual cost centers in each region, simply link to the analysis codes you have set up for the cost center groups.

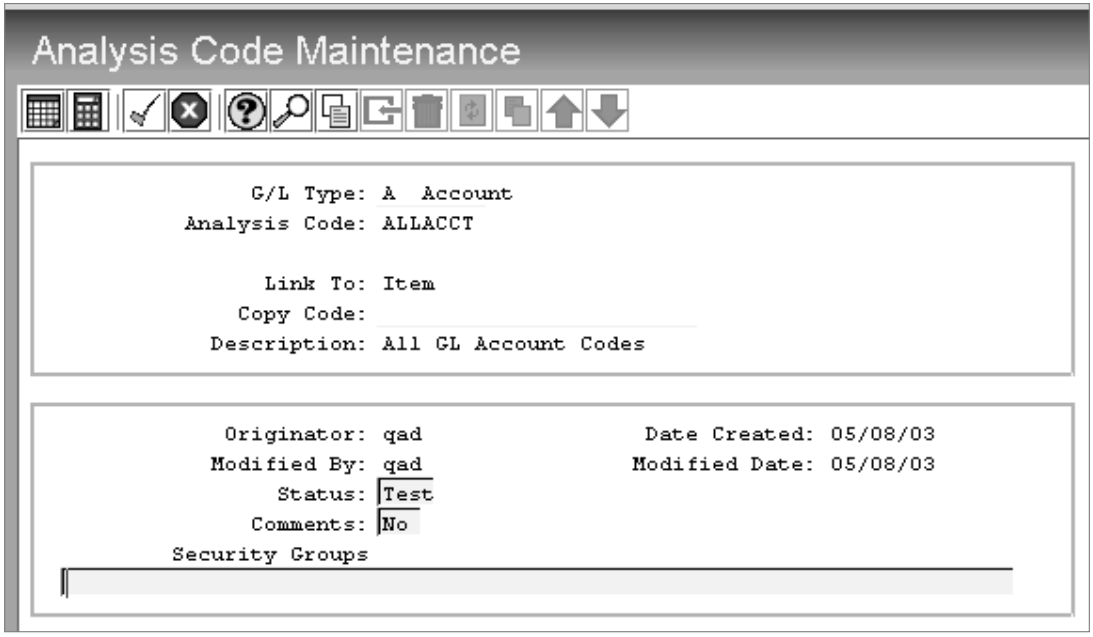
When creating or modifying a GL analysis code, any changes you make affect all row groups, column groups, and report records that use the analysis code. The system checks GL analysis codes during synchronization and updates them if it finds any changes.

For example, if an analysis code specifies accounts between 2000 and 2999, and account 2301 was added to the chart of accounts, the system adds account 2301 to the GL analysis code structure.

GL analysis codes have various effects on reports. When used in a row group, and if you choose to explode the analysis code, the GL items within an analysis code may appear as lines on the report. Otherwise, the system uses the analysis code primarily for data retrieval.

For example, if you do not explode the analysis code in a row, the system generates one summary figure for all items within the analysis code structure. When you use a GL analysis code in a controlling hierarchy, the system creates several iterations of the report.

Analysis Code Maintenance – Frame 1



eB-GLRW-SU-230

Using GL Analysis Codes to Group GL Items

Use Analysis Code Maintenance to create GL analysis codes that group GL items of a given type.

Field Definitions for Analysis Code Maintenance – Frame 1

G/L Type

The type of items to group. Enter either accounts, cost centers, subaccounts, projects, or entities.

Analysis Code

A meaningful name for the analysis code. This field accepts up to eight alphanumeric characters.

Link To

This field determines which set of link routines is used for maintenance. The options are:

- Item (the default)
  - To group GL Items with this analysis code
- Code
  - To link to other analysis codes

The option you choose determines which subsequent maintenance Frame is displayed.

Copy Code

This field is used to copy an existing analysis code structure. Only codes to which the user has access can be copied to this field. The default is blank.

Description

An appropriate description of the analysis code structure. This field accepts up to 20 characters.

Originator, Modified By, and Date

System-generated.

Status

Test or Live. Initially enter Test, then change to Live once you have successfully generated a report with this analysis code. This is for reference only and has no effect on report processing.

Comments

The default is No.

If this field is set to Yes, the Comments Frame is displayed with the analysis code as the default reference. Use comments to document rules or as a change log.

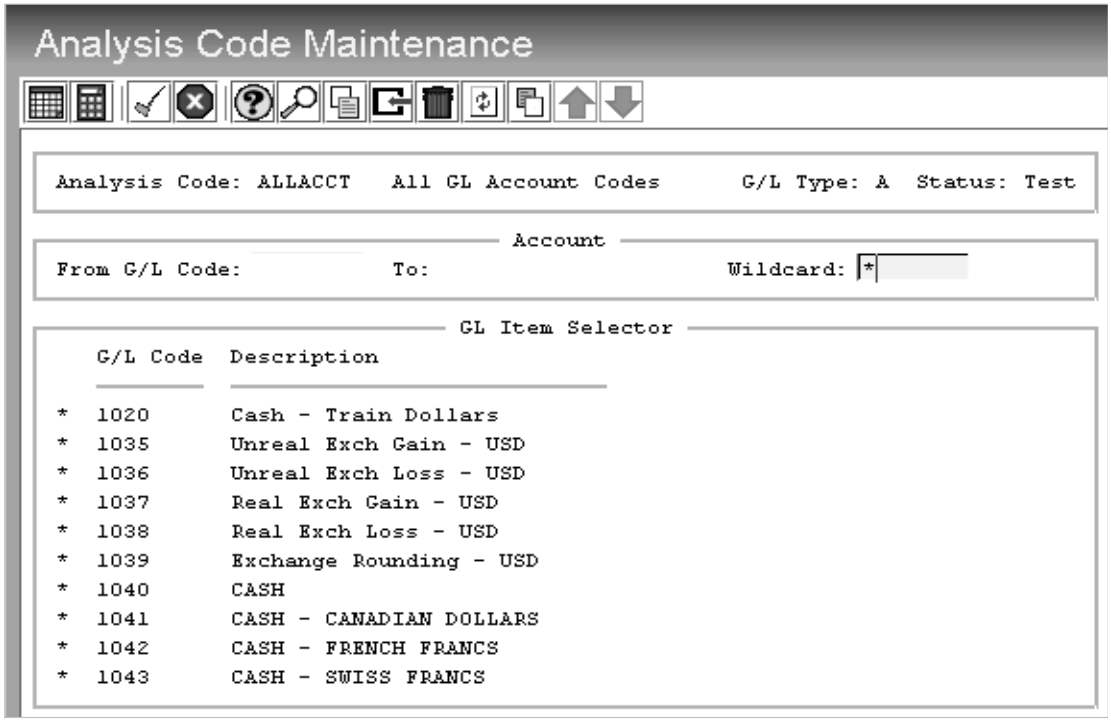
Security Groups

The default is blank. A blank entry grants access to all users. Adding security groups in this field limits access to the listed users. If you add security groups, ensure that you add your own user ID. Use a comma to separate user IDs.

Note If you inadvertently lock yourself out of the analysis code, you can override the security block in Modify Maintenance Security.

When the analysis code type has been set up in Frame 1, press Go to view the next Frame.

Analysis Code Maintenance – Frame 2



eB-GLRW-SU-240

Field Definitions for Analysis Code Maintenance – Frame 2

Frame 2 is where you group GL items with the analysis code. You can either specify a range of items in the From GL Code field, or use the Wildcard field to define items.

From G/L Code

This field is used to select items from a GL master file, such as accounts or cost centers, depending on the type of GL analysis code you defined. You can further refine your selection by removing individual items, shown in the G/L Item Selector Frame. To use the Wildcard field, leave this field blank.

Wildcard

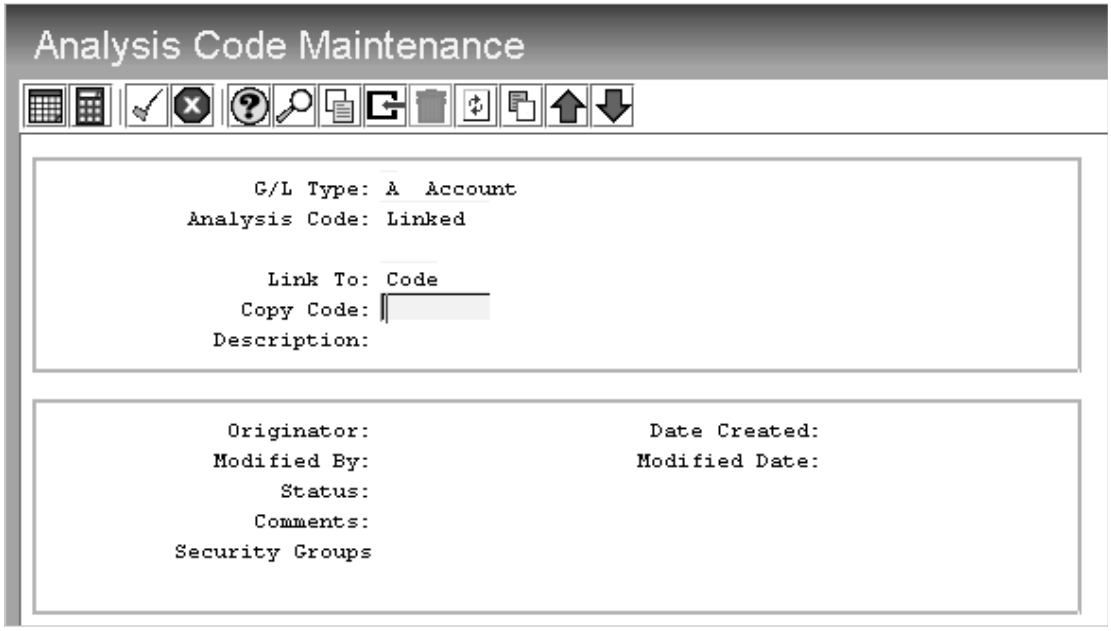
This field is provided as an alternative method for selecting GL items. You select items matching a given string of characters and a wildcard character – period or asterisk.

- A period (.) matches any character for that position
  - For example, .400 matches 3400, 4400, 5400, 6400
- An asterisk (*) matches any string of characters (including none) for that position

For example, 35* matches 3510, 350, 35950. You can further refine your selection by removing individual items, shown in the G/L Item Selector Frame.

Note Use the From G/L Code or Wildcard fields as often as needed to select all the items you want. However, your selections may not overlap with items you have already selected.

Analysis Code Maintenance – Link Analysis Codes



eB-GLRW-SU-250

Linking GL Analysis Codes Together

Use Analysis Code Maintenance to link GL analysis codes together. The procedure is similar to the one used to create analysis codes that group GL items, with one important difference:

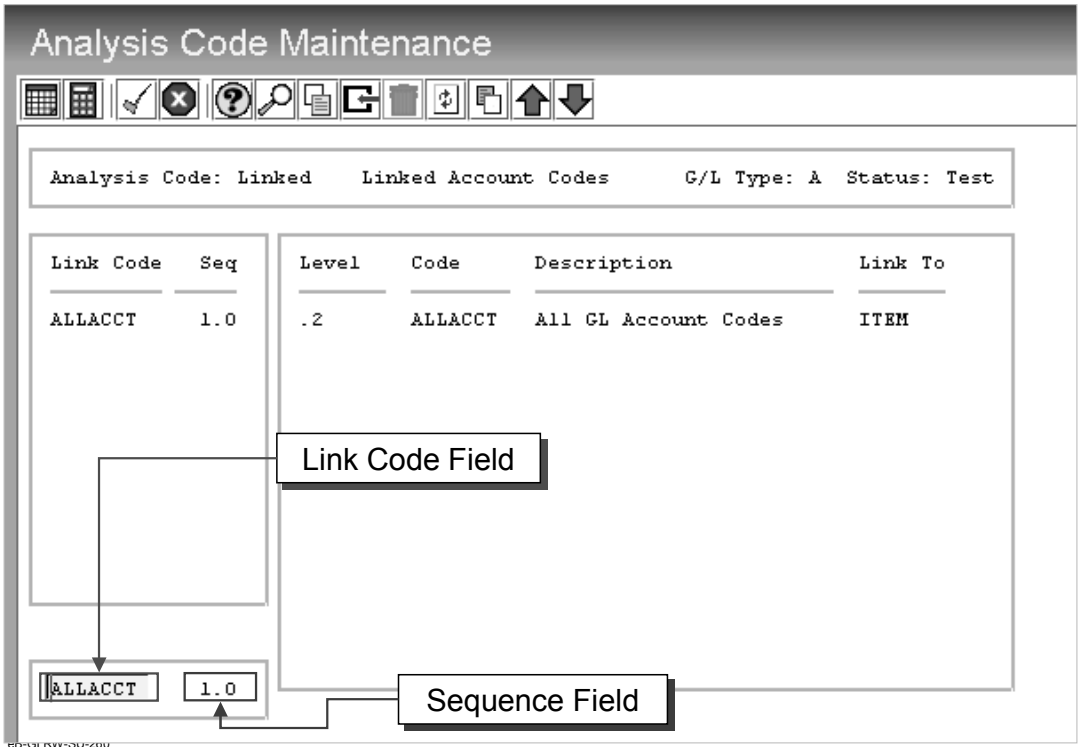
- The Link To field must be set to Code

Link To

Enter Code to link to other analysis codes.

When the analysis code type has been set up in Frame 1, press Go until you reach Frame 3.

Analysis Code Maintenance – Link Analysis Codes (cont'd)



Field Definitions for Analysis Code Maintenance – Frame 3

Frame 3 is where you link GL analysis codes together. You can enter existing analysis codes that you want to link to in the Link Code field. Use a higher number in the Sequence field for each analysis code. The resulting structure displays in summary and detail format in the middle Frame.

Link Code

This field is used to define which analysis codes you want to link to. You can add a new analysis code to the analysis code under construction, or you can select a code already attached and change its sequence order, or delete it.

The display Frame on the upper left shows the analysis codes you have linked to and their sequence order. In the display Frame on the right, you can see the structure of each analysis code

and whether it links to GL items marked as ITEM or to other analysis codes marked as CODE. If it is a CODE type analysis code, the analysis codes linked within it appears.

Seq

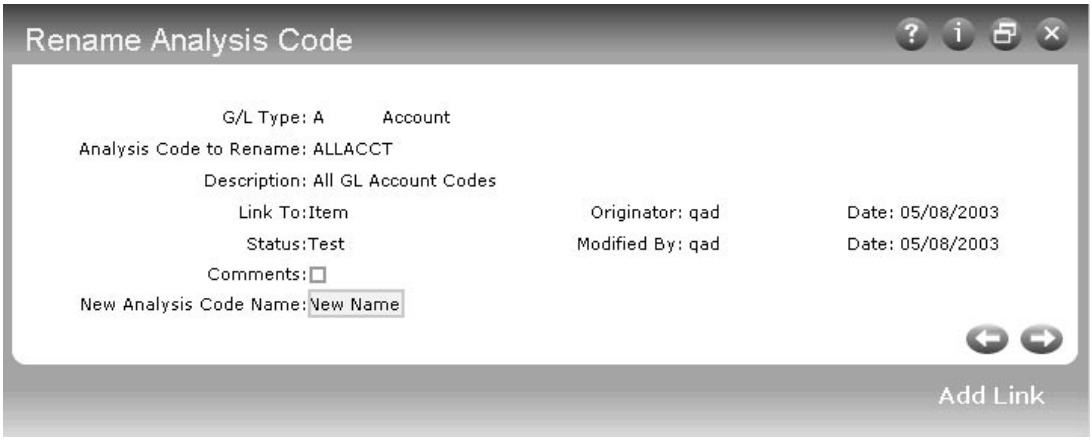
This field determines the sequence order for the analysis code you selected in the Link Code field. Use a decimal figure to insert a code between two existing ones. Sequence numbers are reset to integers after inserting or deleting a code.

The top left Frame shows the existing sequence of the analysis codes you have linked together. The Frame on the right shows the same structure in more detail, including the GL items for each analysis code.

Once created, an analysis code is not hard coded. The analysis code is stored with the range and/or wildcard variables. This way, the code is automatically updated with each GLRW synchronization.

Exclusions are preserved when analysis codes are updated automatically. If you do not want the analysis code to be updated, you must hard-code the selection by selecting each item separately.

Rename Analysis Codes



eB-GLRW-SU-270

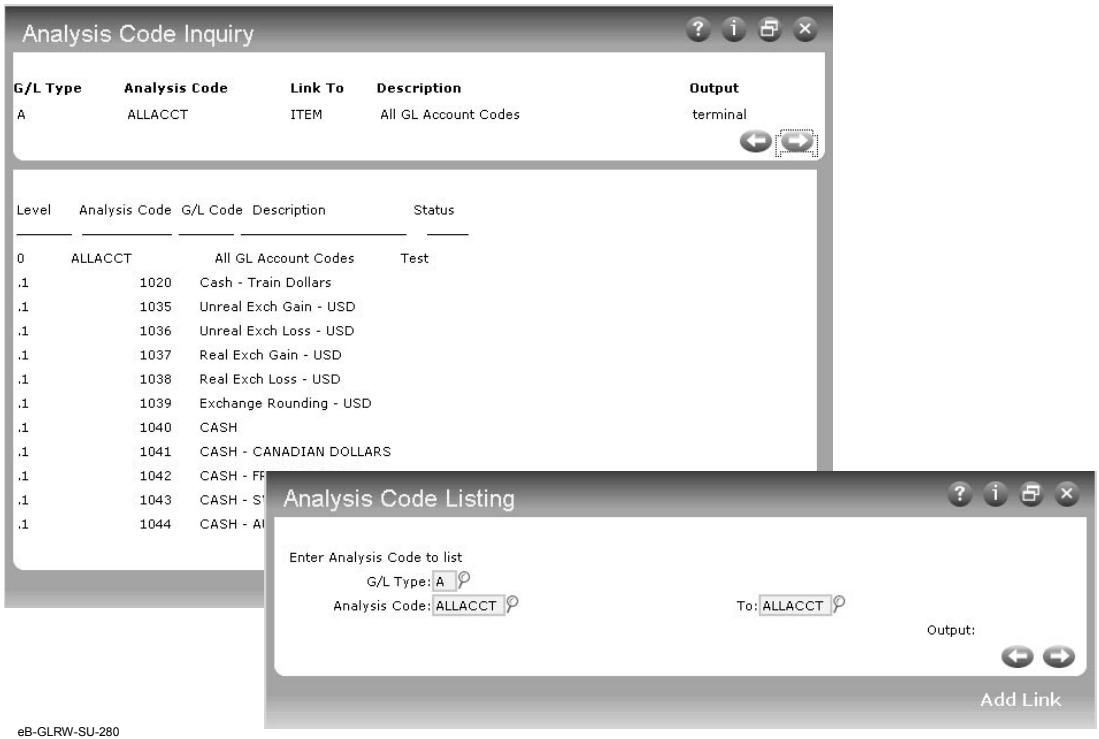
Rename Analysis Codes

Use Rename Analysis Code to change the name of an existing analysis code.

This functionality is provided to eliminate conflicts between the analysis code definitions and GL items – accounts, cost centers, etc.

Although the system prevents you from creating an analysis code having the same name as an existing GL item, it does not prevent you from building a GL item with the same name as an existing analysis code.

Having analysis codes and GL items with the same name can cause report definition conflicts. If this occurs, you must rename the analysis code.



Checking Analysis Codes

There are a variety of inquiry tools to help you check the status of analysis codes you have built.

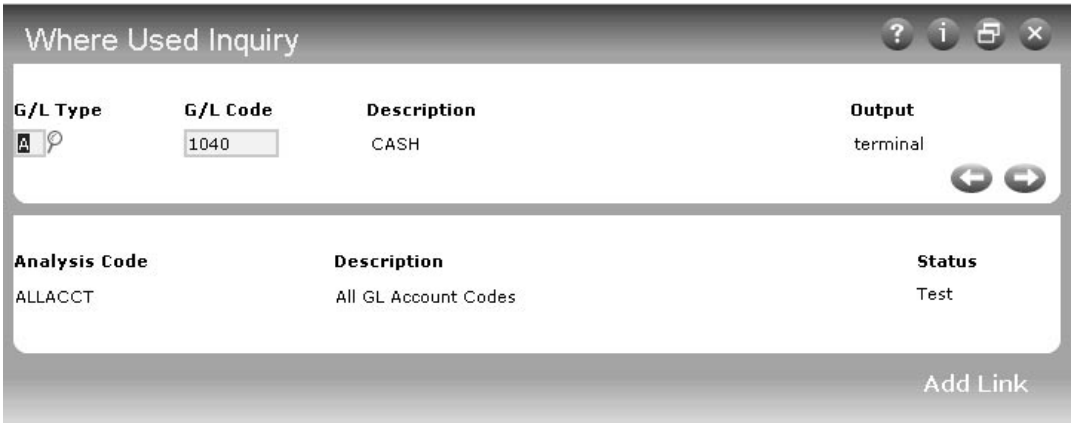
Analysis Code Inquiry

Use Analysis Code Inquiry to view the status of any individual analysis code. Only one code is allowed for this inquiry.

Analysis Code Listing

Use Analysis Code Listing to view the status of a range of analysis codes, within a given G/L type.

Where Used Inquiry



eB-GLRW-SU-300

Where Used Inquiry

Use the Where Used Inquiry to view the status of analysis codes referenced to a specific GL item.

Exercise 2 – Trial Balance

Activity 5 – Analysis Codes

In this activity, you create an analysis code called ALLACCT that links all GL accounts.

Analysis codes are used to group GL items of a given type – accounts, sub-accounts, cost centers, projects, or entities.

Task 5-1 – Create Analysis Codes

Directions: Perform the following steps to create your analysis code:

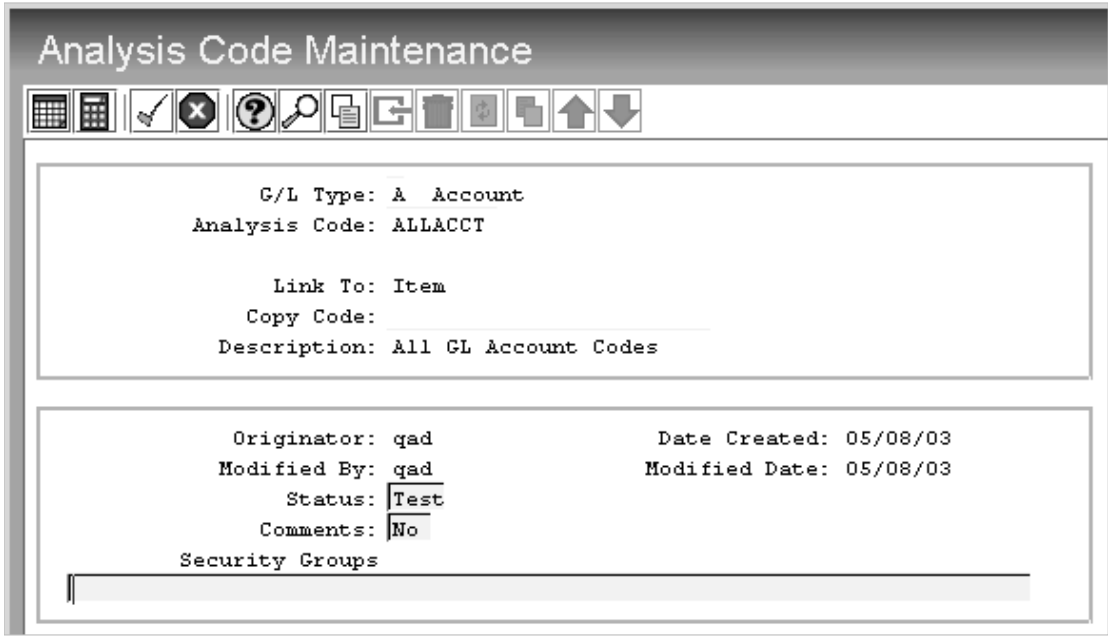
1 Go to Analysis Code Maintenance.

2 Set the following fields:

Field	Enter
G/L Type	Account
Analysis Code	ALLACCT
Link To	Item
Copy Code	Skip this field
Description	All GL Account Codes
Originator	System Generated
Modified By	System Generated
Status	Skip this field
Comments	Skip this field
Security Groups	Skip this field
Date Created	System Generated
Date Modified	System Generated

The *Example of the Analysis Code Maintenance Screen* on page 98 shows how this should look.

Analysis Code Maintenance – Frame 1



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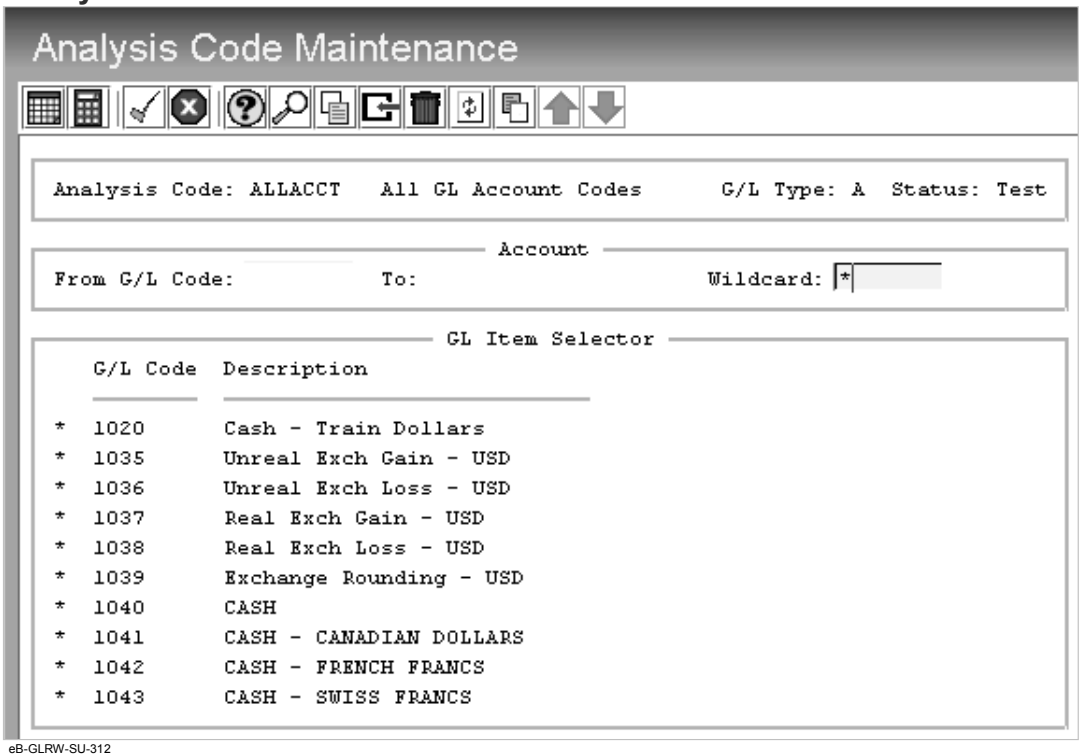
Example of the Analysis Code Maintenance Screen

3 Save your changes.

4 Go to Frame 2 of Analysis Code Maintenance.

Analysis Code Maintenance – Frame 2



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Example of the Analysis Code Maintenance Screen – Frame 2

5 Advance to the Wildcard field.

6 Type an asterisk (*) in the Wildcard field and press Enter.

- The GL Item Selector Frame displays
- Accounts tagged with asterisks indicate that they are part of this analysis code definition

7 Save your changes.

8 Create an analysis code with a G/L type of C, an analysis code of CSTCTR, and a description of Cost Centers. Include G/L Codes from 0200 to 0300 in this analysis code.

9 Save your changes.

Task 5 - 2 – Verify Analysis Codes

Directions: Perform the following steps to verify that your analysis code was created and that all accounts were included:

1 Go to Analysis Code Inquiry.

2 Enter A in the G/L Type field and press Enter.

3 Enter the name of your analysis code (ALLACCT) in the Analysis Code field.

4 Use Window as your output device.

5 Verify that your analysis code is created and that all accounts are included.

The following is an example of how the inquiry should look:

Analysis Code Inquiry

```
graciq.p 2+                        Analysis Code Inquiry              05/08/03


 G/L Type    Analysis Code   Link To   Description                    Output
 A             ALLACCT         ITEM      All GL Account Codes         page

Level      Analysis Code  G/L Code  Description                 Status
--------   -------------  --------  ------------------------    ------
0          ALLACCT                  All GL Account Codes        Test
.1                        1020      Cash - Train Dollars
.1                        1035      Unreal Exch Gain - USD
.1                        1036      Unreal Exch Loss - USD
.1                        1037      Real Exch Gain - USD
.1                        1038      Real Exch Loss - USD
.1                        1039      Exchange Rounding - USD
.1                        1040      CASH
.1                        1041      CASH - CANADIAN DOLLARS
.1                        1042      CASH - FRENCH FRANCS
.1                        1043      CASH - SWISS FRANCS
.1                        1044      CASH - AUSTRALIA
.1                        1045      CASH - NLG
.1                        1046      CASH - DEM
.1                        1047      Cash -- New Zealand
.1                        1048      CASH - EURO
.1                        1050      UNREALIZED GAIN(LOSS)
.1                        1051      Unreal Exch Gain - EUR
.1                        1052      Unreal Exch Loss - EUR
.1                        1053      Real Exch Gain - EUR
.1                        1054      Real Exch Loss - EUR
.1                        1055      Exchange Rounding - EUR
.1                        1060      CASH - PAYROLL
```

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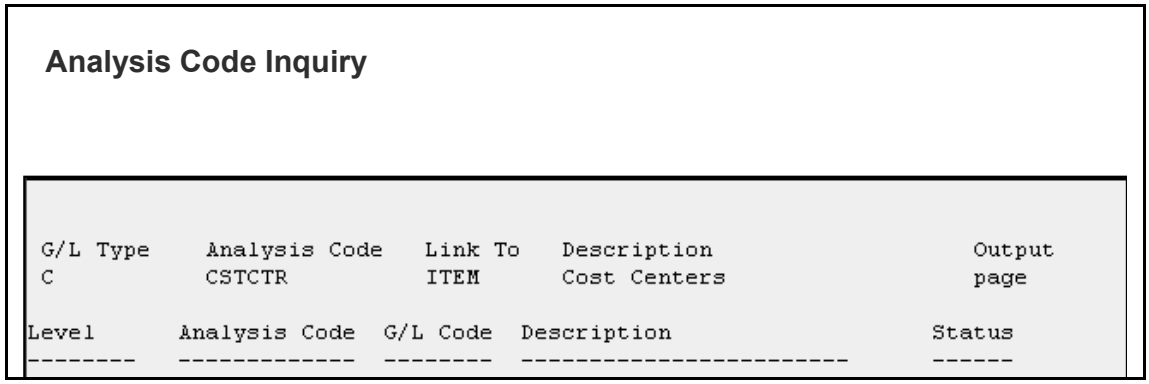
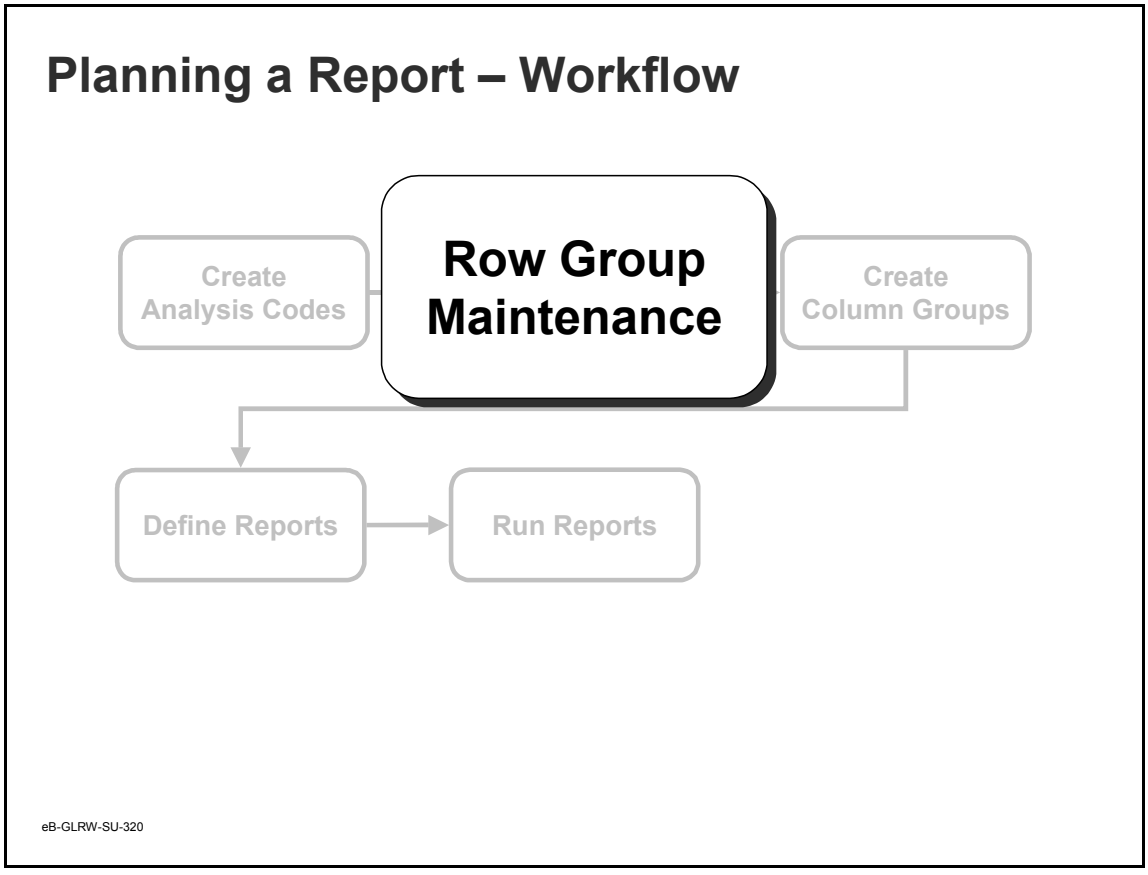
6 Perform the same verification for Analysis Code CSTCTR.

The following is an example of how the inquiry should look:



7 Go back to Analysis Code Maintenance and change the status from Test to Live on the analysis codes you just created.

8 Save your changes.



Creating and Maintaining Row Groups

A row group is a set of data retrieval specifications used by the system to create the rows of a report.

- Row groups combine several rows
- Combine row groups with various column groups to produce a variety of report iterations
- Any changes you make to a row group updates all reports that use it
- Row groups are reusable
- Rows contain GL data, if exploded

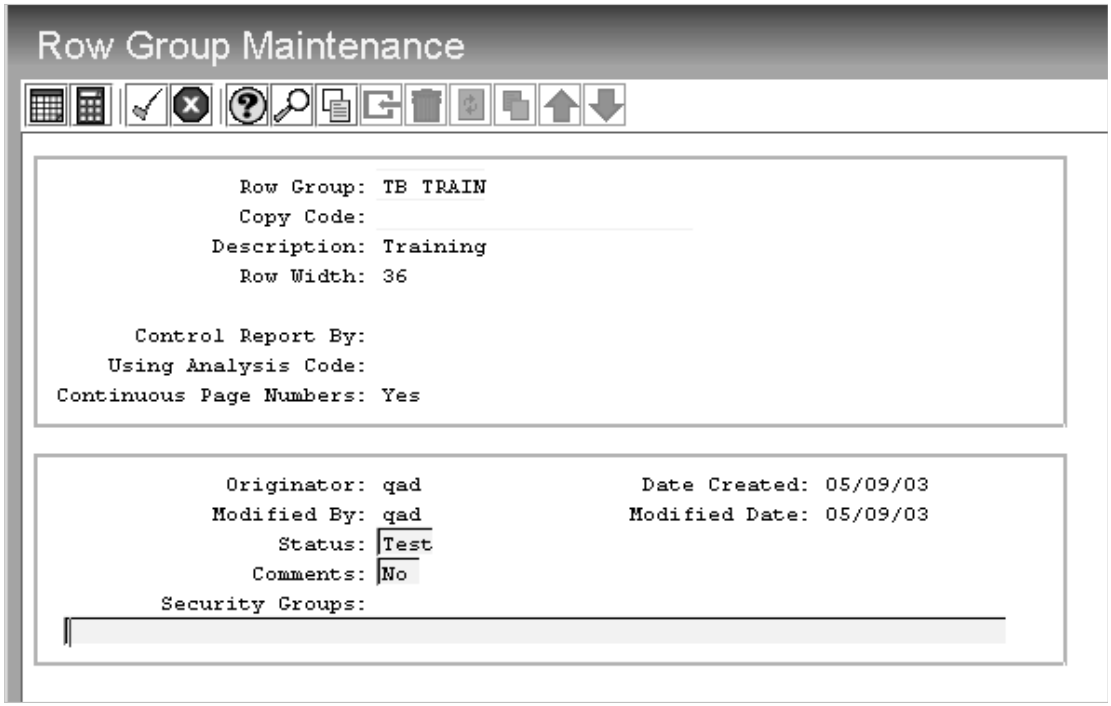
The types of rows are Text, Data, and Calculation.

Row Type	Definition	Notes
Text (T)	Serves as a heading for the row(s) immediately below.	The text appears within the width assigned for the row labels. Any words that extend beyond the row wrap onto the next line. However, if a single word extends beyond the row width, the system cuts off the letters that do not fit. Both labels for the row and text print.
Data (D)	Creates a data row for each segment of data wanted on the report.	The data retrieved may result in several lines on the printed report, including detailed items, subtotals, and title lines.
Calculation (C)	Performs a calculation, based on a formula you specify. Example formulas: To add rows 0010 and 0020, enter R10 + R20. You can omit the leading zeros. To multiply row 0010 by 10%, enter R10*.10.	If the formula refers to a row with rounding specified, the system performs the rounding method first, and then the formula. Report columns can also contain calculations. In the event of a conflict between row and column calculations, the system uses the one specified in the Precedence field in the Print Controls Frame.

Plan the general organization of rows in advance. Although you can not move rows once they are created, you can insert rows between other rows, or delete them. Give yourself room to insert rows, where needed. For example, number the rows in units of 10 (10, 20, 30 etc.). This way, if you need to insert a row between rows 10 and 20 you have plenty of room.

You can add as many rows as you need to a row group. You can selectively eliminate rows by using the Report Output Filter, provided you save the report image when running it. Using the output filter, allows you to produce multiple variations from one report.

Row Group Maintenance



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Use Row Group Maintenance to define a row group.

Field Definitions for Row Group Maintenance - Frame 1

Row Group

This field uniquely identifies the row group code, and accepts up to eight alpha-numeric characters.

Copy Code

This is the control field used to copy an existing item, if required. A new row group is copied from the code provided in this field. All rows within the row group are copied. This field is editable only when the record is new. Only row group codes to which the user has access can be copied. If this

field is used, a short description field appears alongside. The description always displays next to the code you want to copy. For example, the code may be RET with the description Retailer.

Description

Allows a brief description of the new row group (up to 24 characters).

Row Width

This is the row label column width, and defaults from the Row Width field in GL Report Writer Control. The number in this field control the width, in characters, of the column that shows the row labels for this row group on your reports. You can accept the default from Control program or assign a new row width, as required.

Control Report By

This field activates the controlling hierarchy feature by defining the GL code to which the controlling hierarchy analysis code applies. This determines the type of analysis code you can select in the Using Analysis Code field. You can assign a controlling hierarchy in Row Group Maintenance or Report Maintenance. The default is blank.

Using Analysis Code

The analysis code used to set up a controlling hierarchy. The controlling hierarchy feature is optional. The default is blank.

Continuous Page Numbers

The default is Yes. Answer No to restart page numbers for each controlling hierarchy group.

Originator, Modified By, and Date

System-generated.

Status

This field flags the row group with either a Test or Live status. The status is for information only, and has no effect on how report components operate. Use Test to develop your row groups, and change the status to Live when you have run the report successfully. The default for this field is Test.

Comments

The default is No. If this field is set to Yes the Comments Frame is displayed with the row group code as the default reference.

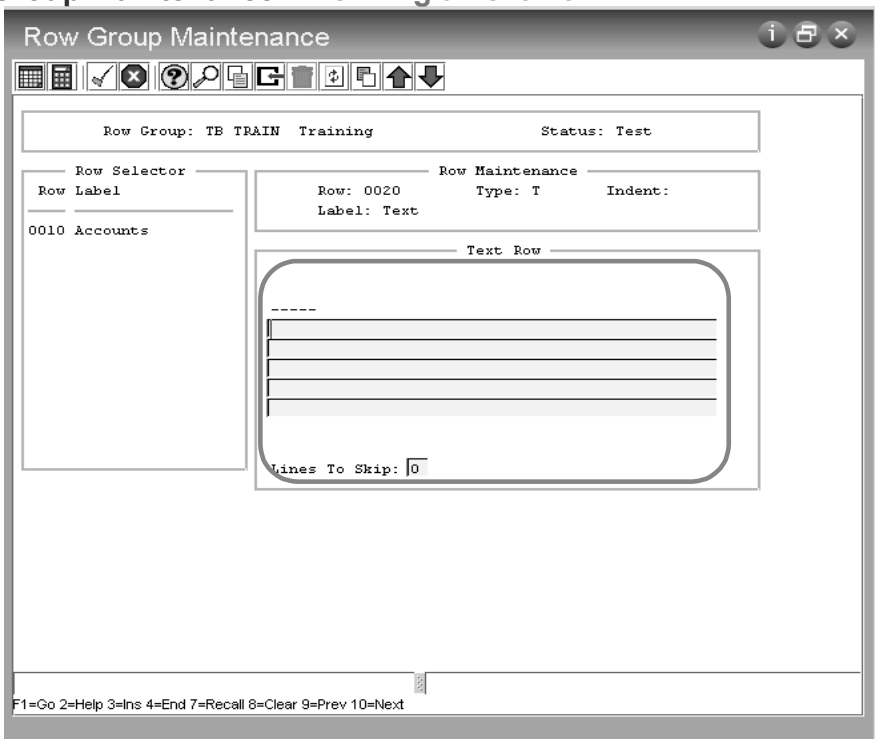
Security Groups

The default is blank. A blank entry grants access to all users. Adding security groups in this field limits access to the listed users. If you add security groups, ensure that you add your own user ID. Use a comma to separate user IDs.

Note If you inadvertently lock yourself out of the row group code, you can override the security block in Modify Maintenance Security. See *Modifying Maintenance Security* on page 50 of this training guide.

When the row group has been established in Frame 1, press Go to view the next Frame.

Row Group Maintenance – Defining a Text Row



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Defining a Text Row

Frame 2 is where you define the individual rows within the group. The type of row you define determines the style of Frame that appears – text, data, or calculation.

To define a row as a text row, you must enter T in the Type field. A Text Row Frame appears below the Row Maintenance Frame. Enter your text in the Text field.

Row

The row number that uniquely identifies a row in a row group. For example, Figure 31 shows row 0010 in row group bill. This field accepts up to four characters.

Type

This field determines the function of the row. The choices are Text, Data, or Calculation. Once you complete the process for defining a row, you cannot change its type.

Indent

This field determines how many characters the row label is indented on the report. Only the row label is indented. The default is zero.

Label

The row label. If required, you can leave the label blank.

- For text rows, the label appears before the text
- For data and calculation rows, the label appears alongside the row figures

If the row includes exploded lines of detail, the system uses the names of the GL items as labels, and the label appears on the total and title lines. The width of the label is controlled by the Row Width field.

You can control where the row labels appear in relation to the columns. To do this, use Report Maintenance or Run Report.

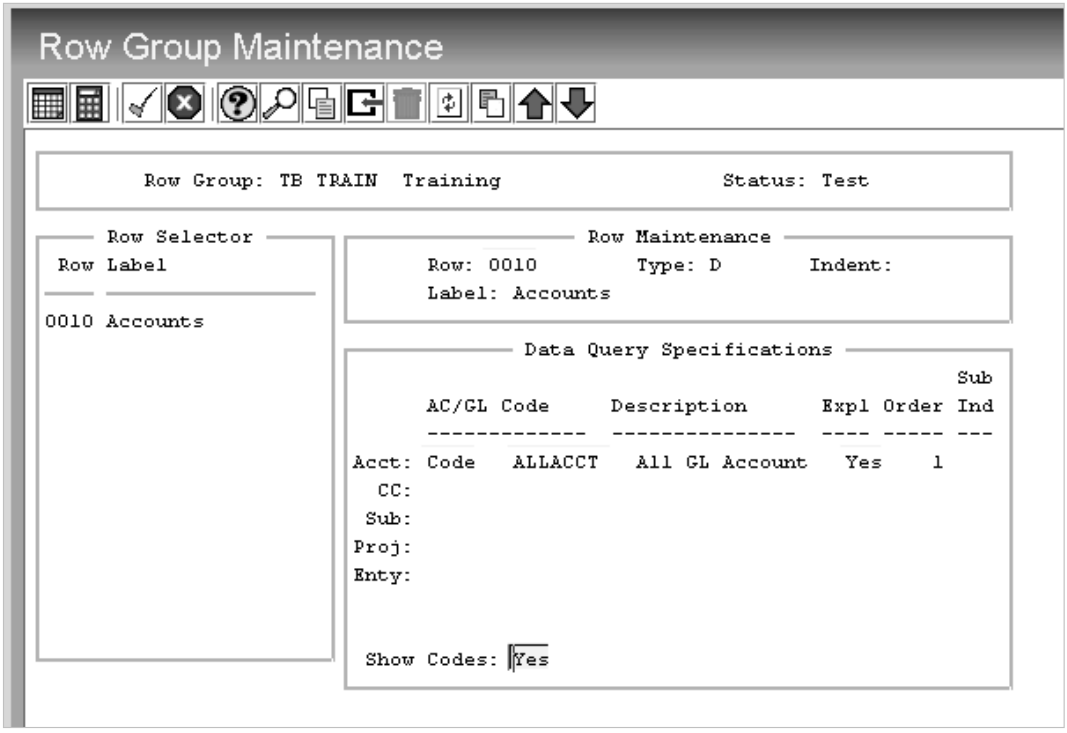
Text

The text that appears after the row label. All text appears within the width assigned for row labels set up in Frame 1. Any words that extend beyond the row width wrap onto the next line. However, if a single word extends beyond the row width, the system cuts off the letters that do not fit.

Lines To Skip

This field determines how many blank lines print after this row. If the row is exploded, the specified number of lines print after the Total line. The default is zero.

Row Group Maintenance – Defining a Data Row



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Defining a Data Row

To define a row as a data row, you must enter D in the Type field. A Data Query Specifications Frame appears.

AC/GL

This field indicates whether the query specification type is an analysis code or a GL item. The choices are Item or Code. The default is Item. You can specify either a single GL item or a group of items defined by an analysis code.

Code

This field defines the GL item code or the analysis code. A brief description appears.

Expl

Set this flag to Yes to explode a corresponding analysis code. Set to No to see all analysis code components summarized as one number. An exploded analysis code shows each of its components on a separate line on your report. An explode flag can be affected by the combined settings of other explode flags and the Order field. For example, if an analysis code is not exploded in a row, the explode flags for analysis codes with Order values lower than its own is forced to the default, No.

Order

This field sets a priority level, if more than one type of GL item is specified for this row.

Data Rows with Multiple GL Types

You have the flexibility within data rows to sort data with a combination of GL types. For example, you can specify sales revenue accounts for cost center 100 or for project 555, or both.

The results you obtain depend on the sorting order you specified in the Order field of the Data Query Specifications Frame, and whether you have any exploded analysis codes. The lower the order number, the higher the level. For example, the order of a sales account analysis code and a cost center is:

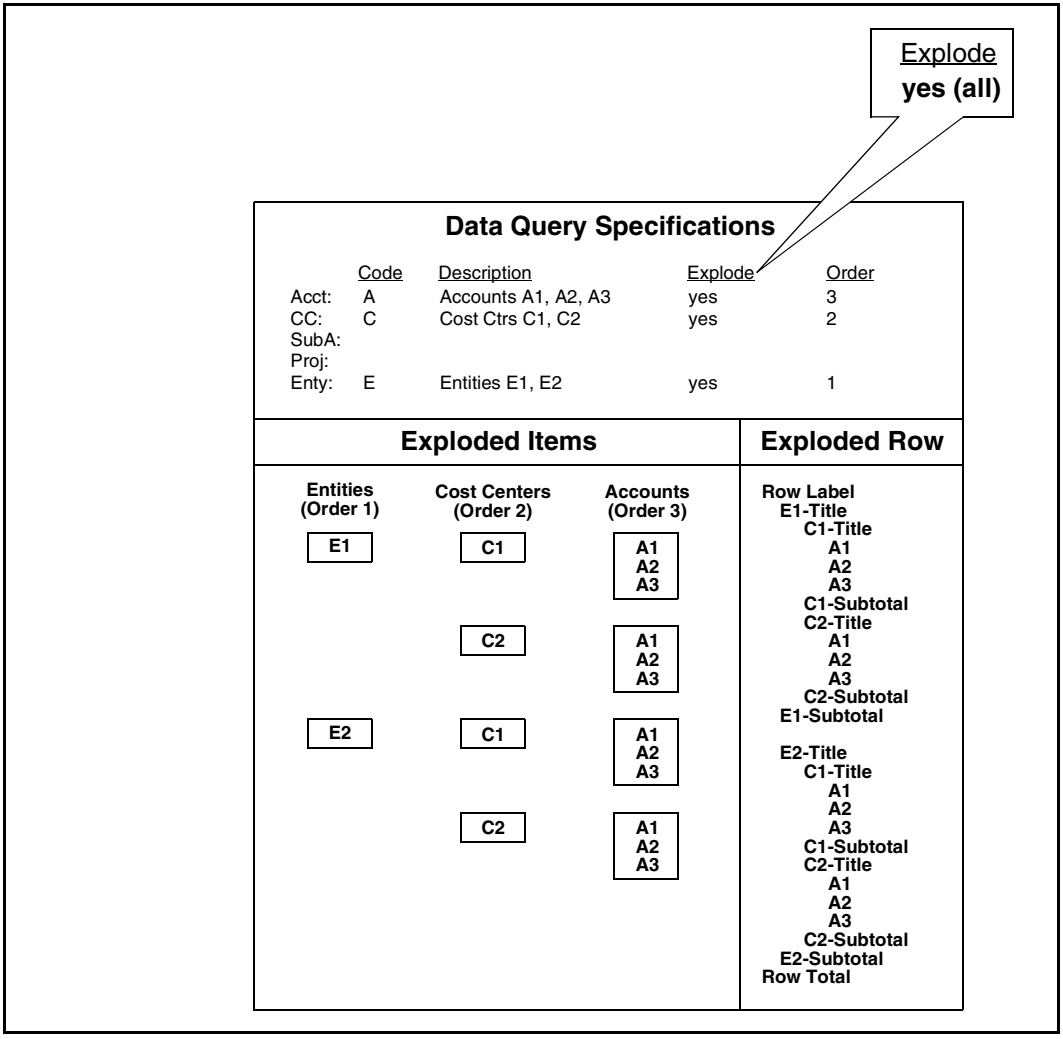
Cost Center 100	Order 1
Sales Account Analysis Code	Order 2

In this example, the cost center is on a higher level than the sales account analysis code. The system retrieves the figures for the accounts based on the cost center because of its higher priority. If the order is reversed, the system retrieves figures for the cost center based on each sales account.

Either way, the total figure for the row is the same. You only see a difference if you choose to explode the items in the sales account analysis code.

Row Explosion

The following illustration is an example of exploded items and an exploded row.



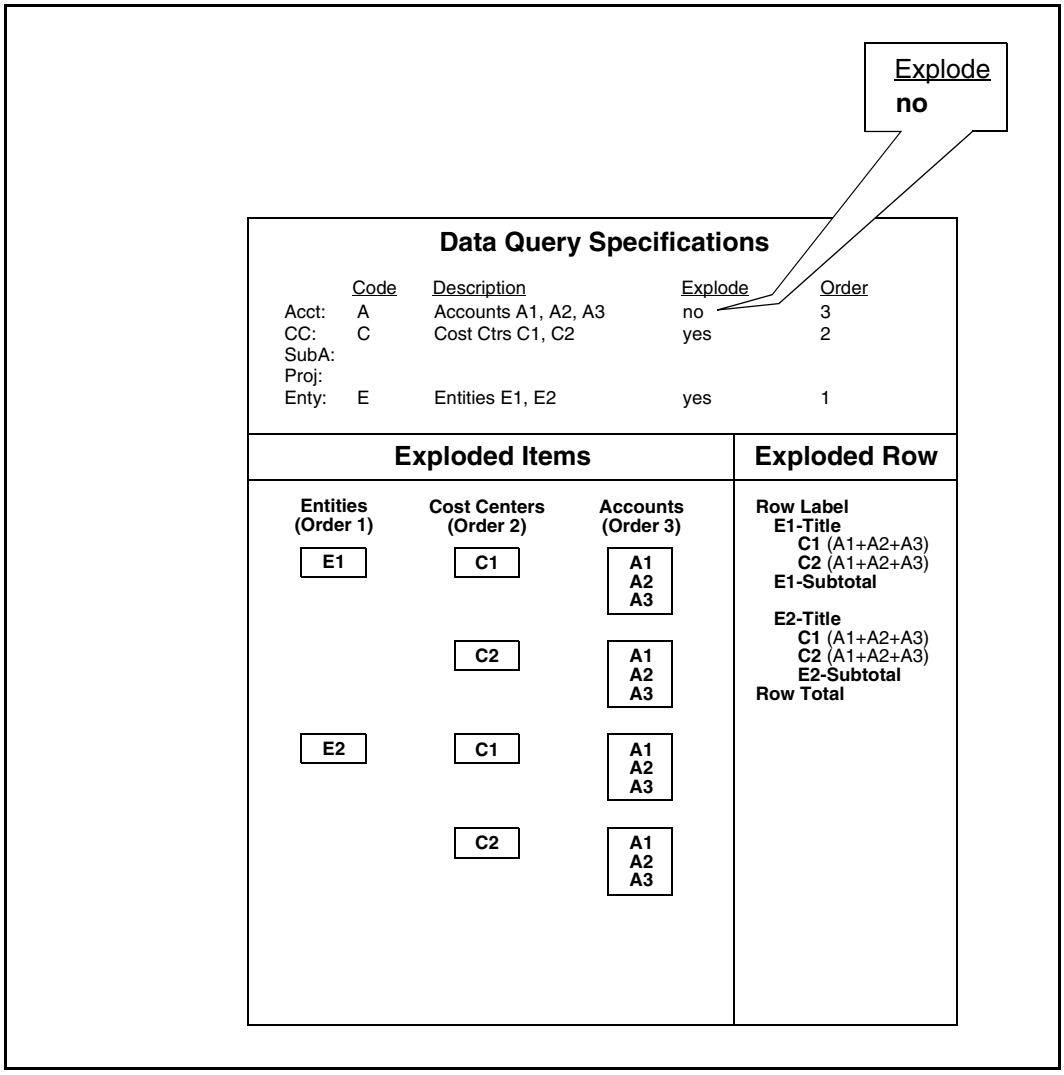
On the left are the data query specifications and the possible combinations of the specified items. On the right is the exploded row, showing the resulting lines on the report.

To see the row explosion for your report, use Report Content Listing. The indentations in the finished report come from the Sub Indent field, which you specify for each GL type. If you

deactivate the explosion for one of the lower levels, the system summarizes it in the next highest level.

Unexploded Rows

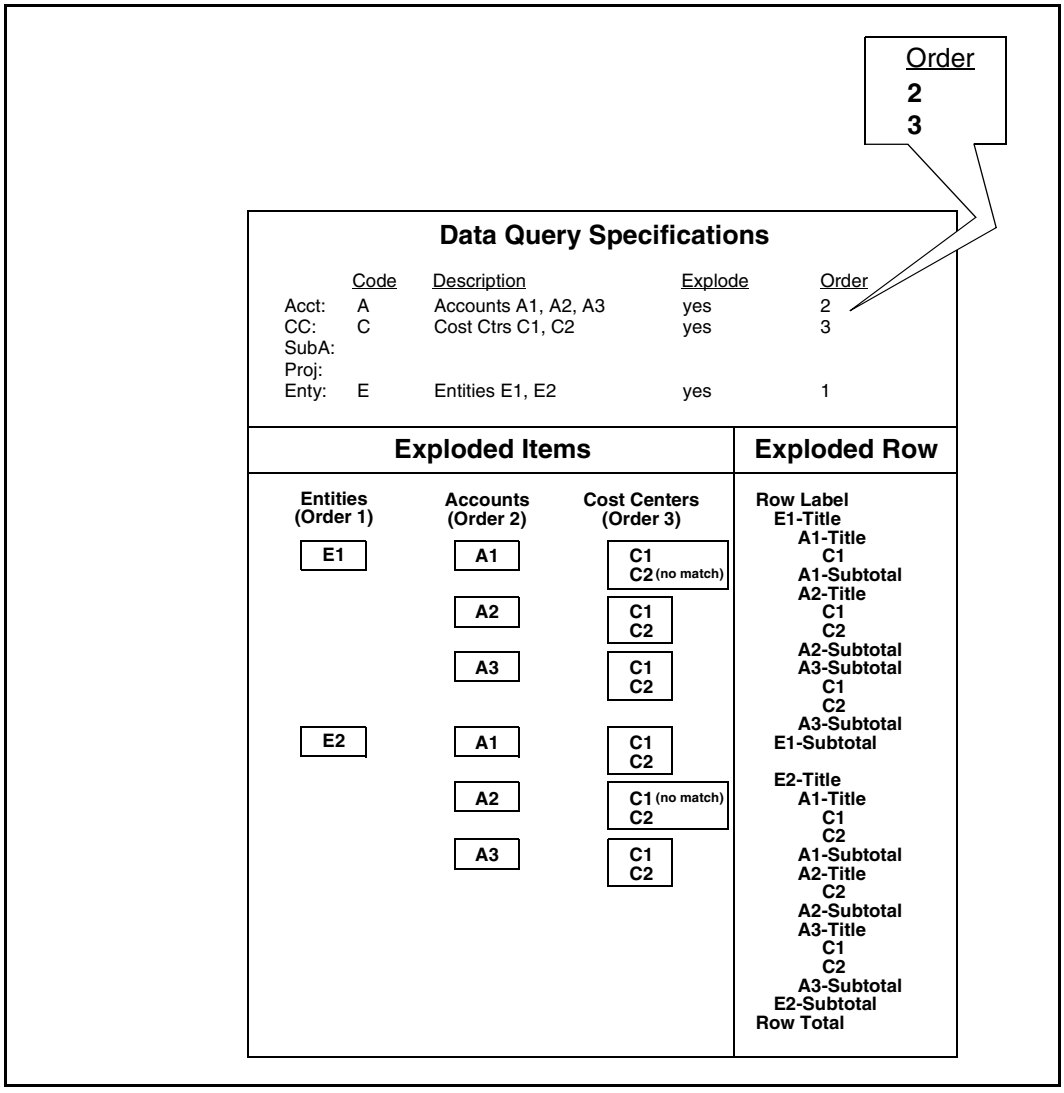
The illustration below demonstrates how the report looks with the explosion set to No for the account analysis code.



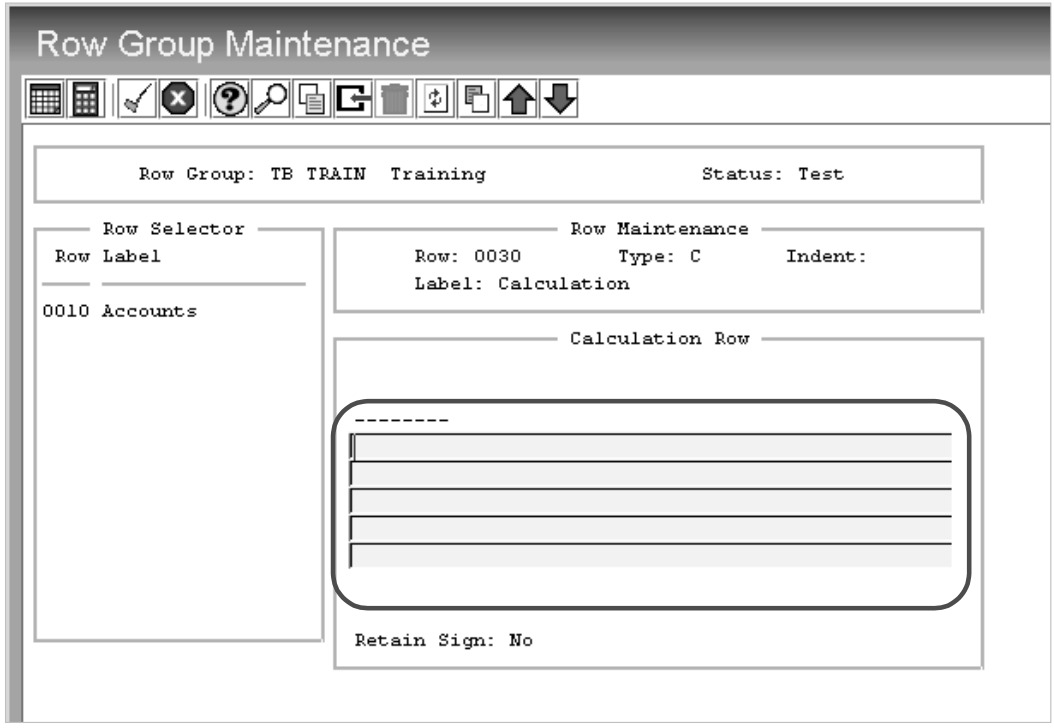
If the sort order is different, you get a different result. This is the case in this illustration, where the order has been changed between account and cost center, so that the cost centers summarize into each account. This illustration also shows what happens when a particular combination of GL items does not exist in the GL settings (no match). The resulting report leaves out items that do not have a proper match.

Different Sorting Order

The illustration on the next page shows a different sorting order.



Row Group Maintenance – Defining a Calculation Row



eB-GLRW-SU-360

Defining a Calculation Row

To define a row as a calculation row, you must enter C in the Type field. A Calculation Row Frame displays.

Formula

This field accepts a valid formula that produces the desired calculation on your finished report. The formula must be an algebraic expression with the following valid operators: (+) addition, (-) subtraction, (*) multiplication, (/) division.

When entering a formula, you refer to rows by typing R followed by the row number. For example, to reference row 10, type R10. You may only reference rows above the calculation row.

Use the operators (+, -, *, and /) to create formulas. For example, to add rows 0010 and 0020, enter the following formula:

R10 + R20

To multiply row 0010 by 10%, enter the following formula:

R10 * .10

Or, you can group parts of a formula. For example:

(R10 * R20) + R30.

You can omit the leading zeros when creating formulas. The use of spaces in a formula is optional. The system performs addition and subtraction calculations first, then multiplication and division.

When you run the report, the system checks the formula for errors. If the system finds any errors, the report does not execute.

If you set up a rounding method in any row group, the system performs the rounding method first, then apply the formula.

Reference to specific cells (row/column combinations) are not allowed in row formulas.

Retain Sign

This field ensures that the sign assignment is retained.

In the Print Control Frame, the Reverse Sign field allows you the option of reversing the sign of amounts on this row. For example, credit balances are stored as negative numbers.

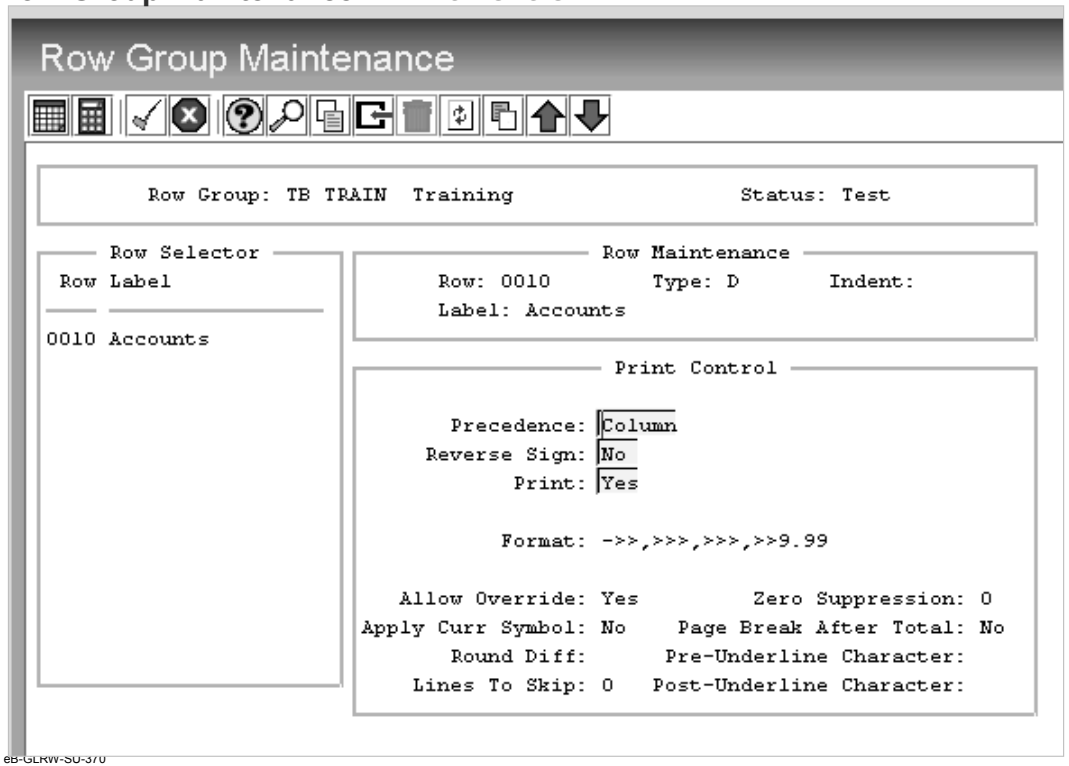
The reverse sign option is useful to show a credit balance (such as sales) as a positive number on the report.

The default for this field is No.

Print Control

The calculation Row Frame is followed by the Print Control Frame which sets up the row format.

Row Group Maintenance – Print Control



Print Control for Data and Calculation Rows

Data and calculation rows have printing instructions, defined in the Print Control Frame. Row and column print instructions can override the instructions you may have established in Report Maintenance.

Because both rows and columns can perform calculations, and can have different formats and rounding methods, you must specify in the Print Control Frame which calculation, format, and rounding method to use in the cell where the row and column meet.

If there is a conflict between a row and a column, the system uses one or the other, depending on how the Precedence field is set in the Print Control Frame for the row.

Field Definitions for Row Group Maintenance – Print Control

Precedence

This field sets the precedence between rows and columns. If set to Row, row settings and calculations override column settings. If set to Column, column settings and calculations override row settings.

Conflicts may occur over format or rounding if both the row and column in a report prohibit an override (Allow Override set to No). A conflict also occurs at the intersection of a calculation row and column. The default is taken from the Precedence field in GL Report Writer Control.

Reverse Sign

This field allows you the option of reversing the sign of amounts on this row. For example, credit balances are stored as negative numbers. The reverse sign option is useful to show a credit balance (such as sales) as a positive number on the report. Formulas that reference a row where Reverse Sign is set to Yes operates on the number with the reversed sign. To retain the sign assignment for row values in calculation rows, the Retain Sign field in the Calculation Row Frame should be set to Yes.

Print

The default for this field is Yes. If set to No, printing of this row is suppressed and all remaining print options are void.

Format

Sets the format for numeric quantities printed in this row. This field accepts any valid numeric format, as defined in the Progress language. The default format is taken from the Format field in GL Report Writer Control. The default format can be overridden by setting the Allow Override field to No.

Allow Override

This field indicates whether or not row definition settings can be overridden by values set in Report Maintenance or Run Report. In general, use the default Yes for all rows and columns so that you can reuse them in various report iterations. If this field is set to No for both row and column, the system uses the setting in the Precedence field.

Apply Curr Symbol

This field determines whether the report applies the currency symbol for this row. For exploded rows, the symbol appears on every line produced on the report. The default is No.

Rounding

This field identifies the rounding method used on this report. You can enter this code as a reporting unit code in any of the report definition components (Report Maintenance, Run Report, Row Group Maintenance, or Column Group Maintenance). The code is used to convert units, such as millions to thousands, and round the report amounts. Reporting unit codes are defined in Reporting Unit Code Maintenance.

Lines To Skip

This field determines how many blank lines print after this row. If the row is exploded, the specified number of lines print after the TOTAL line. The default is zero.

Zero Suppression

This field controls the printing of the row when all columns equate to zero. The value entered should be one of the valid mnemonics shown in the User Language Detail Maintenance pop-up window.

You can set zero suppression to do one of the following:

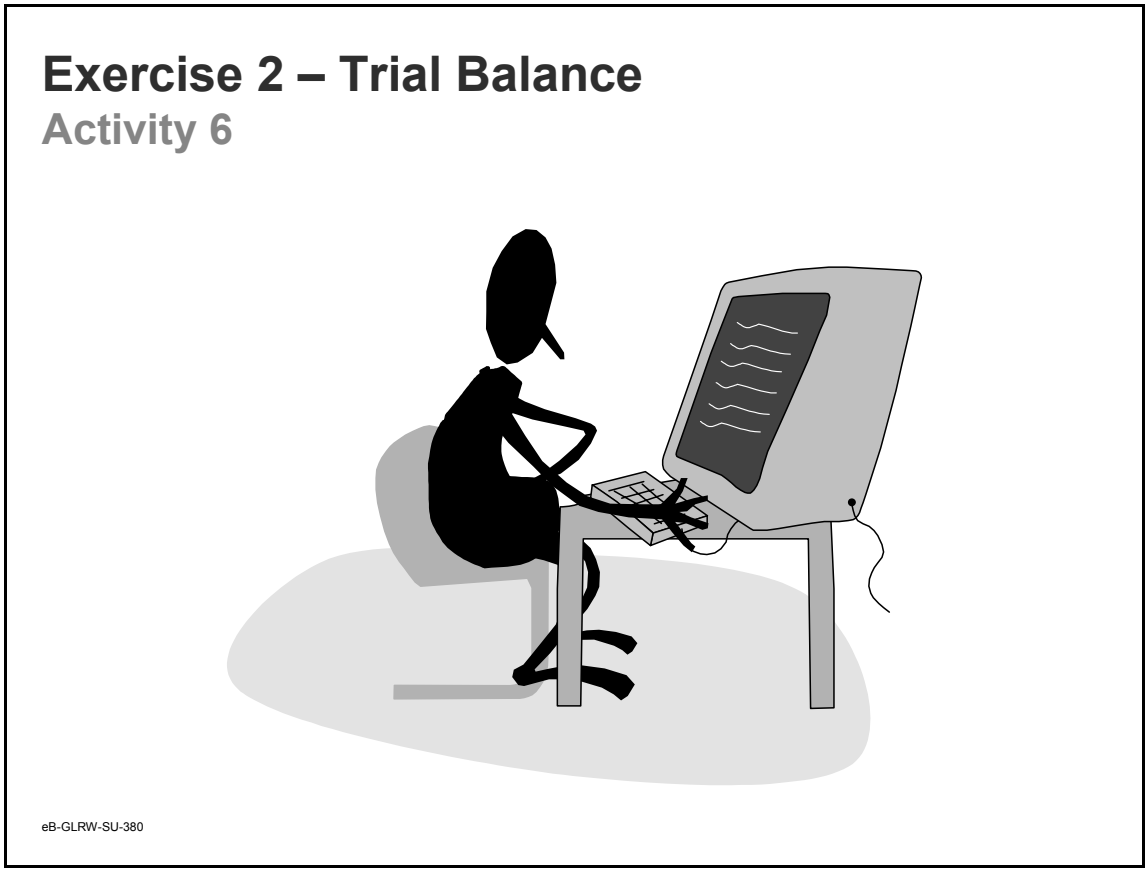
- Default, to allow the report to control zero suppression and override the zero suppression setting for the individual row
- Suppress all lines resulting from the row
- Suppress exploded lines, but not sub-total lines
- Prevent suppression of the row

Page Break After Total

This field allows you to force a page break after this row. If the row is exploded, the page break occurs after the TOTAL line. The default is No.

Pre-Underline Character and Post Underline Character

These fields allow you the option of underlining the Total and Subtotal lines using the character entered here. The default is blank, designating no underline. Because the underline option is character-based, if an underline character is entered, the system prints an additional line for underline purposes.



Exercise 2 – Trial Balance

Activity 6 – Row Groups

In this activity, you create and verify a row group.

A row group is a set of data retrieval specifications used by the system to create the rows of a report. A row group combines several rows.

Task 6-1 – Create a Row Group

Directions: Perform the following steps to create your row group:

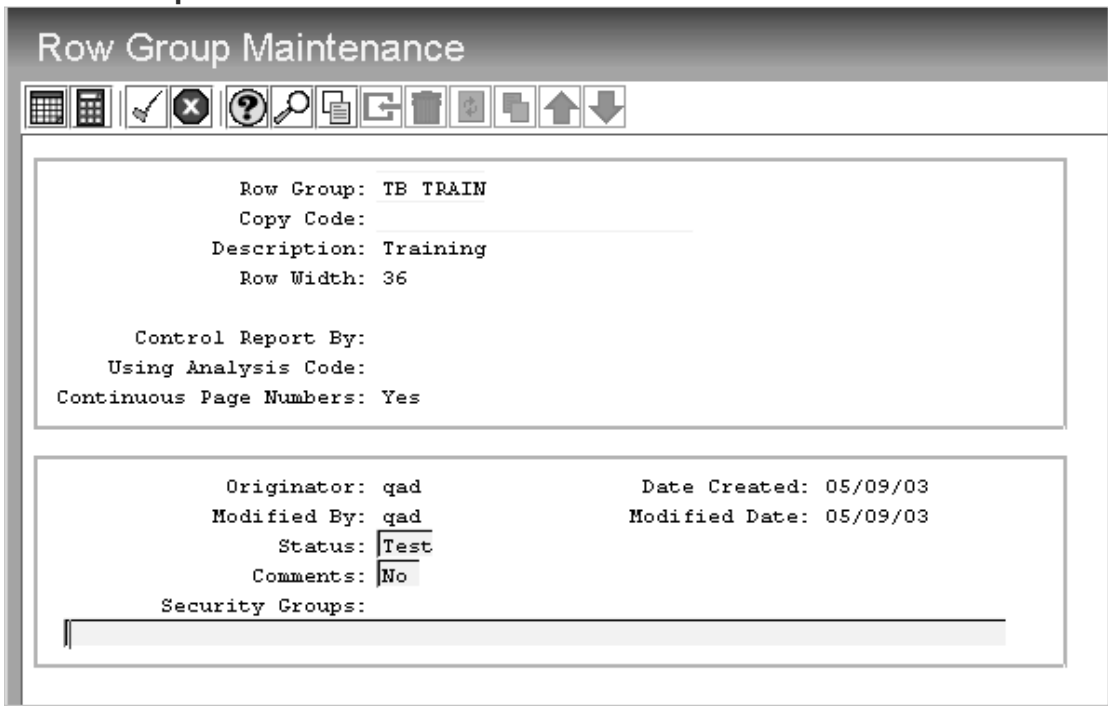
1 Go to Row Group Maintenance.

2 Set the following fields:

Field	Enter
Row Group	TB TRAIN
Copy Code	<leave blank>
Description	Training
Row Width	Accept the default (36)
Control Report By	Skip this field
Using Analysis Code	<leave blank>
Continuous Page Numbers	Accept the default (yes)
Originator	Skip this field
Date Created	Skip this field
Modified By	Skip this field
Date Modified	Skip this field
Status	Skip this field
Comments	Skip this field
Security Groups	Skip this field

The *Example of Row Group Maintenance* on page 122 shows how this should look.

Row Group Maintenance



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Example of Row Group Maintenance

3 Save your changes.

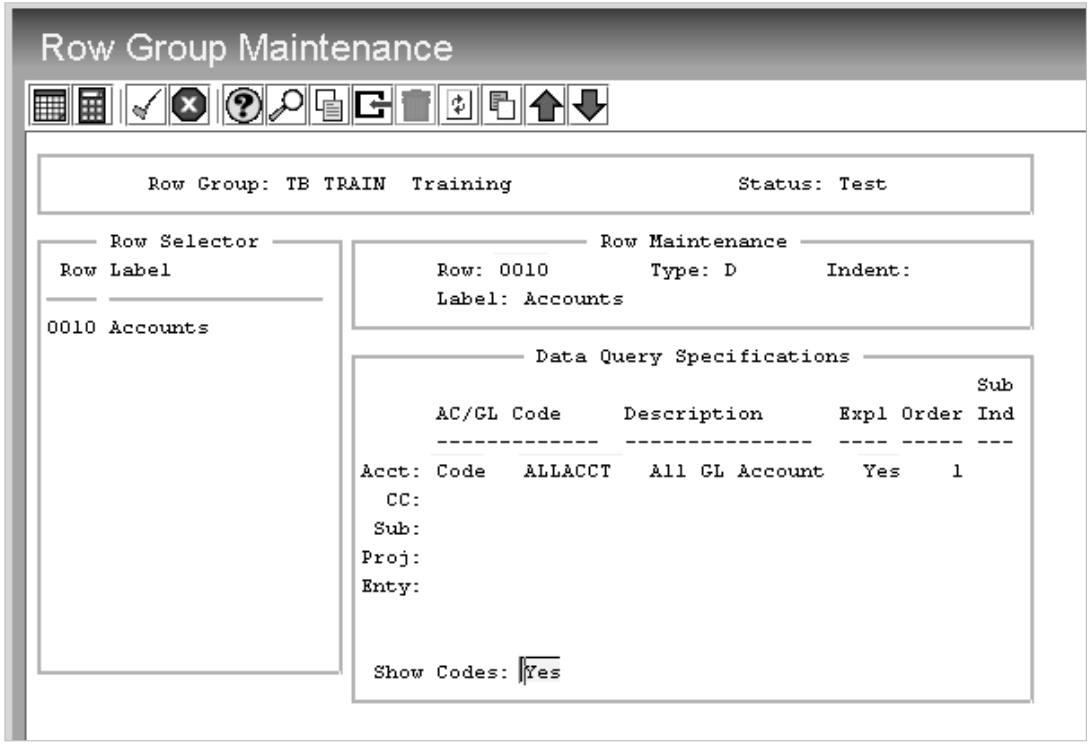
4 Advance to Frame 2.

5 Set the following fields:

Field	Enter
Row	10
Type	D
Indent	Skip this field
Label	Accounts
AC/GL	Code
Code	ALLACCT
Description	Retrieved by system
Expl	Yes
Order	Skip this field
Sub Ind	Skip this field
Show Codes	Yes

The *Example of Row Group Maintenance – Frame 2* on page 124 shows how this should look.

Row Group Maintenance – Frame 2



eB-GLRW-SU-382

Example of Row Group Maintenance – Frame 2

6 Save your changes. Go to the Print Control frame. Accept all defaults.

Task 6-2 – Verify a Row Group

Directions: Perform the following steps to verify that your row group is created as you intended:

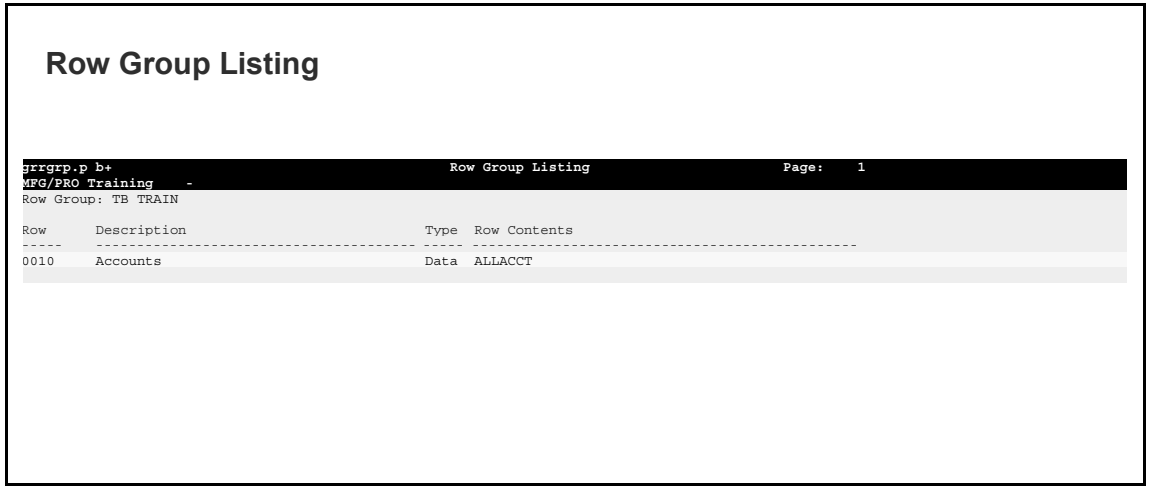
1 Go to Row Group Listing.

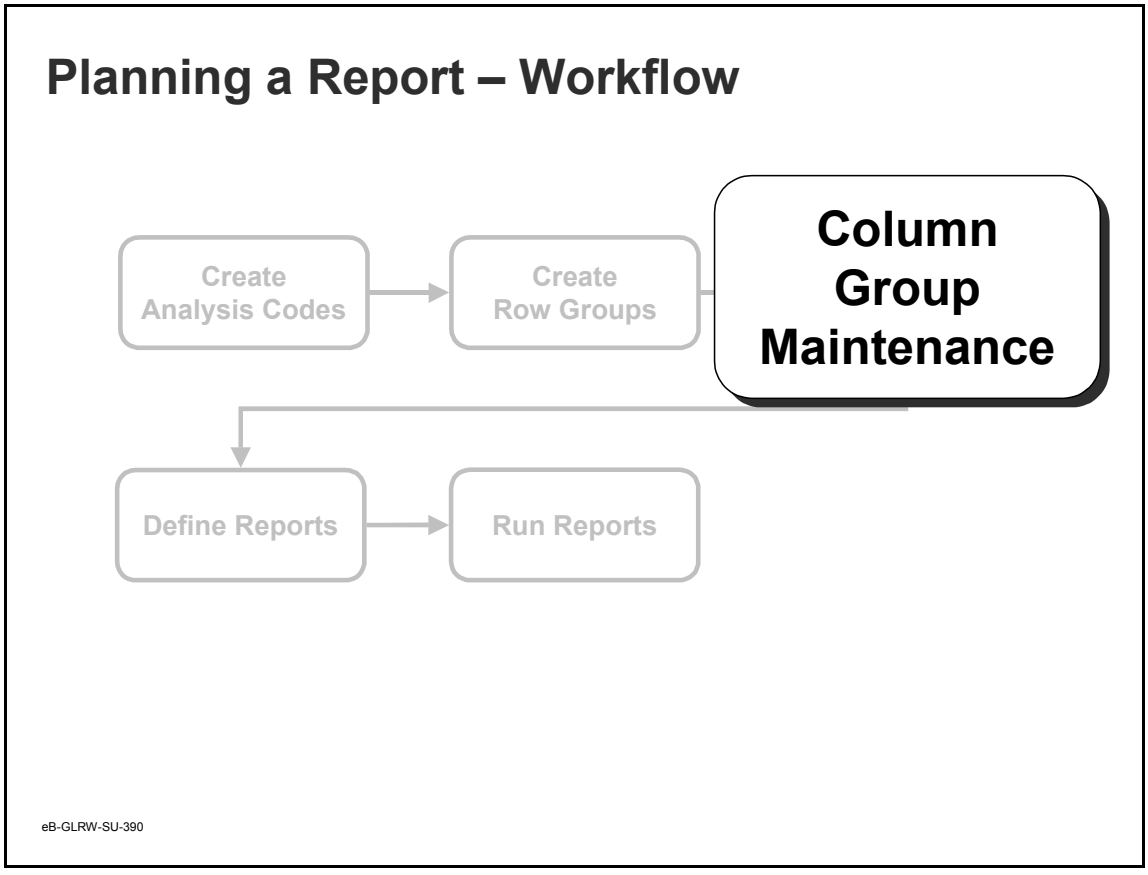
2 Enter the name of your row group: TB TRAIN to TB TRAIN.

3 Enter the name of your local printer or output to Window or Page.

4 Print the report.

The report should look like the following:





Creating and Maintaining Column Groups

Columns combine with rows to form the report definition. Like rows, columns set up the data selection criteria and can use analysis codes for data retrieval.

Columns define the following on reports:

- Actual or Budget figures
- Accounting time period
- Type of balance (beginning or year-to-date)
- Optional query specifications (the system links them with the row group specifications)

There are three types of column group: Actual, Budget, and Calculation.

Column Type	Definition	Notes
Actual (A)	Sets up reporting information using actual balances.	The types of balances allowed are: [activity, beginning, ending, year-to-date, and period]
Budget (B)	Sets up reporting information using budget balances from a specified budget code.	Set up columns to use actual figures, if they exist, and budget figures when there are no actuals.
Calculation (C)	Performs a calculation using preceding columns.	If the formula refers to a column with rounding specified, the system performs the rounding method first, and then the formula.
		Report rows can also contain calculations. In the event of a conflict between row and column calculations, the system uses the one specified in the Precedence field in the Print Controls Frame.

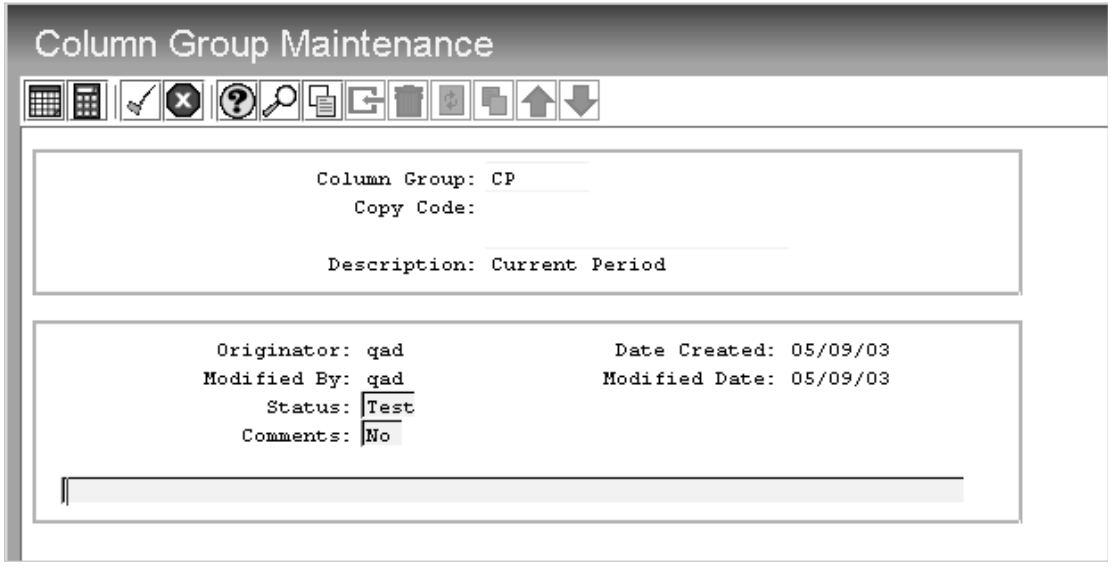
Column Group Maintenance sets up all columns in a report. The column group you create is reusable, and you can combine it with various row groups to produce several report iterations using Report Maintenance.

Plan the general organization of columns in advance. Although you cannot move columns once they are created, you can insert columns between other columns, or delete them. Give yourself room to insert columns, where needed. For example, number the columns in units of 10 (10, 20, 30, and so on). This way, if you need to insert a column between columns 10 and 20 you have plenty of room.

You can add as many columns as you need to a column group. Any columns that do not fit on a page are rolled onto a new page. You can selectively eliminate columns by using the Report Output Filter, provided you save the report image when running it. Using the output filter allows you to produce multiple variations from one report.

The system automatically generates the row labels in a column. You can control where the row labels appear when you set the report record and when you run the report. For example, row labels can appear before the first column or any other column in the column group.

Column Group Maintenance – Frame 1



eB-GLRW-SU-400

Column Group Maintenance

Use Column Group Maintenance to define a column group.

Field Definitions for Column Group Maintenance – Frame 1

Column Group

This field uniquely identifies the column group code and accepts up to eight alpha-numeric characters.

- Use a naming convention

Copy Code

This is the control field used to copy an existing item, if required. A new column group is created from the code provided in this field. All columns within the column group are copied. This field is editable only when the record is new. Only column group codes to which the user has access can be copied. If this field is used, a short description field appears. The description always displays next to the code you want to copy. For example, the code may be MARACT with the description March Actual.

Description

Allows a brief description of the new column group (up to 24 characters).

Originator, Modified By, and Date

System-generated.

Status

This field flags the column group with either a Test or Live status. The status is for information only, and has no effect on how report components operate. Use Test to develop your column groups, and change the status to Live when you have run the report successfully. The default for this field is Test.

Comments

The default is No. If this field is set to Yes the Comments Frame is displayed with the column group code as the default reference.

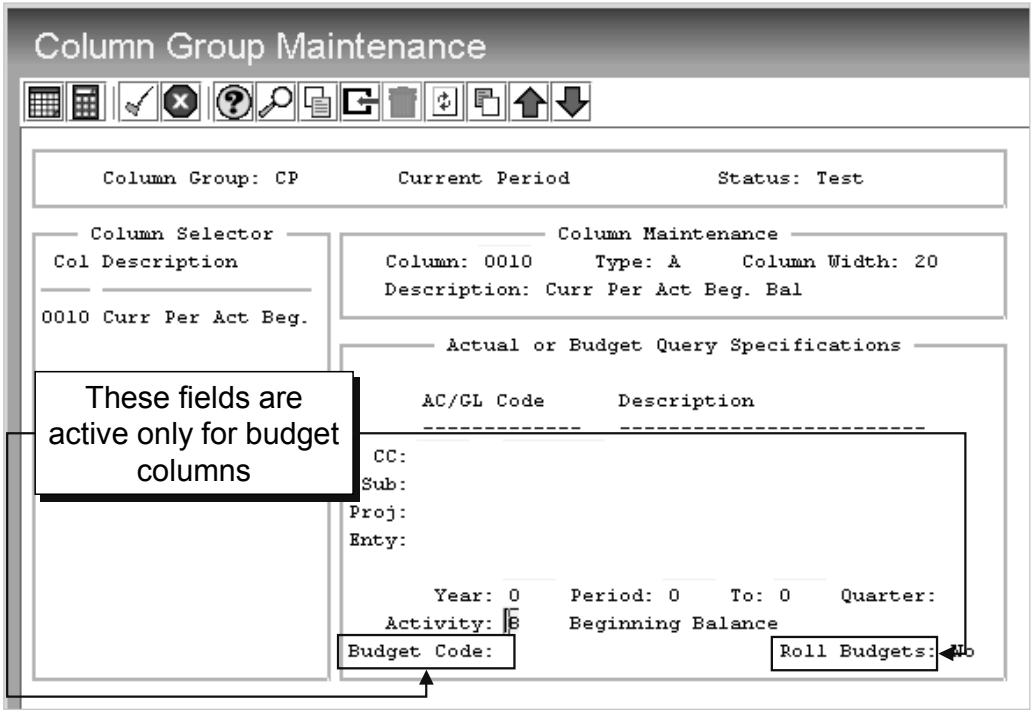
Security Groups

The default is blank. A blank entry grants access to all users. Adding security groups in this field limits access to the listed users. If you add security groups, ensure that you add your own user ID. Use a comma to separate user IDs.

Note If you inadvertently lock yourself out of the column group code, you can override the security block in Modify Maintenance Security

When the column group has been established in Frame 1, press Go.

Column Group Maintenance – Frame 2



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Field Definitions for Column Maintenance – Frame 2

Frame 2 is where you define the individual columns within the group. The type of column you define determines the style of Frame that appears – actual, budget or calculation.

Column

The column number that uniquely identifies a column in a column group. For example, The screen shown above demonstrates column 0010 in column group bill. This field accepts up to four characters.

Type

This field determines the function of the column – Actual, Budget, or Calculation. Once you complete the process for defining a column, you cannot change its type.

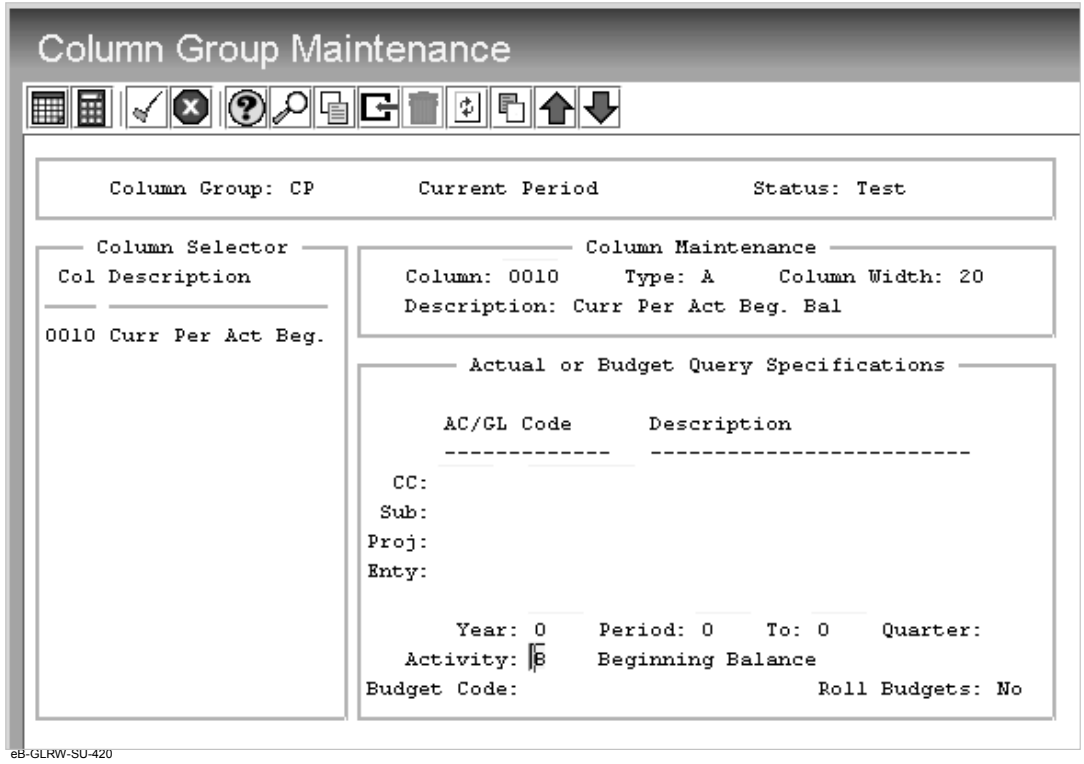
Column Width

The column width on the report. This field accepts a numeric value between 0 and 99. The value is in fixed-width characters.

Description

Provides a brief description of this column.

Column Group Maintenance – Defining an Actual Column



Defining an Actual Column

Actual columns set up reporting information using actual balances. To define a column as an actual column, you must enter A in the Type field, which allows you to enter data in the Actual Or Budget Query Specifications Frame of the Column Maintenance Frame. This is where you set the definitions for your actual column.

Field Definitions for Actual Or Budget Query Specs – Actual

AC/GL

This field indicates whether the query specification type is an analysis code or a GL item. The choices are Item or Code. The default is Item. You can specify either a single GL item or a group of items defined by an analysis code.

Code

This field defines the GL item code or the analysis code.

Description

Provides a brief description of this value. The description always displays next to the value.

Year

This field determines the period bucket from which data is extracted. The options are the current year or any relative year. Enter zero to specify the current year. A relative year is specified by using the formula +/- n, where n is the number of years ahead of or prior to the current year. For example, -1 would specify one year prior to the current year.

Period/To

These fields are used to specify a period bucket within the year defined by the Year field. You can enter a particular period (for example, 1, 2, or 3), a range of periods, or zero for the current period.

You can also enter a relative period by using the formula +/- n, where n is the number of periods ahead of or prior to the current period. For example, -1 would be the previous period. Another option is to leave this field blank and use the Quarters field.

Relative periods are not allowed within a range. The reason for this restriction is to avoid a range that includes more than one year. However, if you want to find the activity spanning two or more years, you can get the same information by calculating the difference between a column in one year and a column in another.

Quarter

Use this field to define a quarter instead of specifying a range of periods in the Period/To fields. The quarter definition determines which periods are used. You can use this field only if the Period/To fields are left blank.

Activity

This field determines which type of balance the column uses – Activity, Beginning, Ending, Year to Date, Period, Debit, Credit, Debit YTD, or Credit YTD. If you are using a range of periods or a quarter, you must use Activity or Period.

- Balance sheet accounts show cumulative information from the beginning of the file
- Income statement accounts show balances from the beginning of the year or period

Budget Code/Roll Budgets

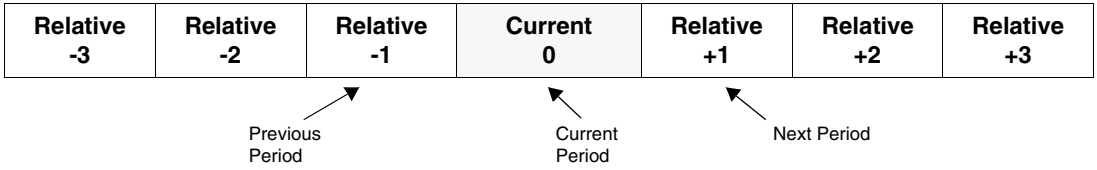
These fields are used only when creating a budget column.

Actual Column Time Periods

The system offers a number of capabilities for defining the accounting time period. You can enter any of the following time periods:

- A specific year and period
- A year/period relative to the current reporting year/period
- A range of periods
- Quarters

To keep the column group from becoming outdated, use relative periods instead of a specific period. A relative period is a number of periods before or after the current period, based on the formula +/- n, where n is the number of periods. Zero indicates the current year/period.



The illustration above shows Actual Column Time Periods. The current period is determined when you run the report.

The following table shows some examples of time periods.

Time Period	Year Field	Period Field	To Field
Current Period	0	0	-
Current Period, 2000	2000	0	-
6th Period, Any Year	0	6	-
Last Period	0	-1	-
Current Period, Last Year	-1	0	-
Current Year, Periods 1 - 6	0	1	6

If you need to specify a range of periods, use either the Period/To fields or the Quarter field. The order of the range is not important. For example, you can specify the range 1 to 3 or 3 to 1.

In general, you should use the activity balance type in the Activity field for period ranges or quarters. For example, you would not want to use the Ending balance type because the system would find the total of the ending balances for each period in the range.

You cannot use relative periods in a range because you want to avoid a range that includes more than one year. You can get the same information by calculating the difference between two columns.

Example Data for Calculations

In the following table, Column 0010 (current period, last year) and Column 0020 (current period, this year) does not appear on the report because the print field is set to No. Only Column 0030 (a calculation column) appears on the report.

	Column 0010	Column 0020	Column 0030
Column Type	A	A	C
Relative Year	-1	0	-
Relative Period	0	0	-
Activity Type	Ending	Beginning	-
Print Yes or No	No	No	Yes
Formula	-	-	C10 - C20

Actual Column Activity Types

The following activity types are allowed:

- Activity
  - This type shows the total of all transactions for a period or range of periods, and works the same for balance sheet and income statement accounts
- Beginning and Ending
  - These types show cumulative figures from the beginning of the file
  - They are designed for balance sheet accounts
- Period and Year To Date
  - For income statement accounts, these types show balances from the beginning of the period or year
  - For balance sheet accounts, they show balances from the beginning of the file, similar to an Ending balance

When specifying the activity (type of balance), keep in mind the information shown in the following table:

Report Account Types	Activity Type	Notes
Income Statement	Activity	An Activity type has the same effect as a Period type.
	Year To Date	
	Period	
Balance Sheet	Beginning	Use Activity to show the variance between two balances.
	Ending	
Both Types	Year To Date	
	Period	

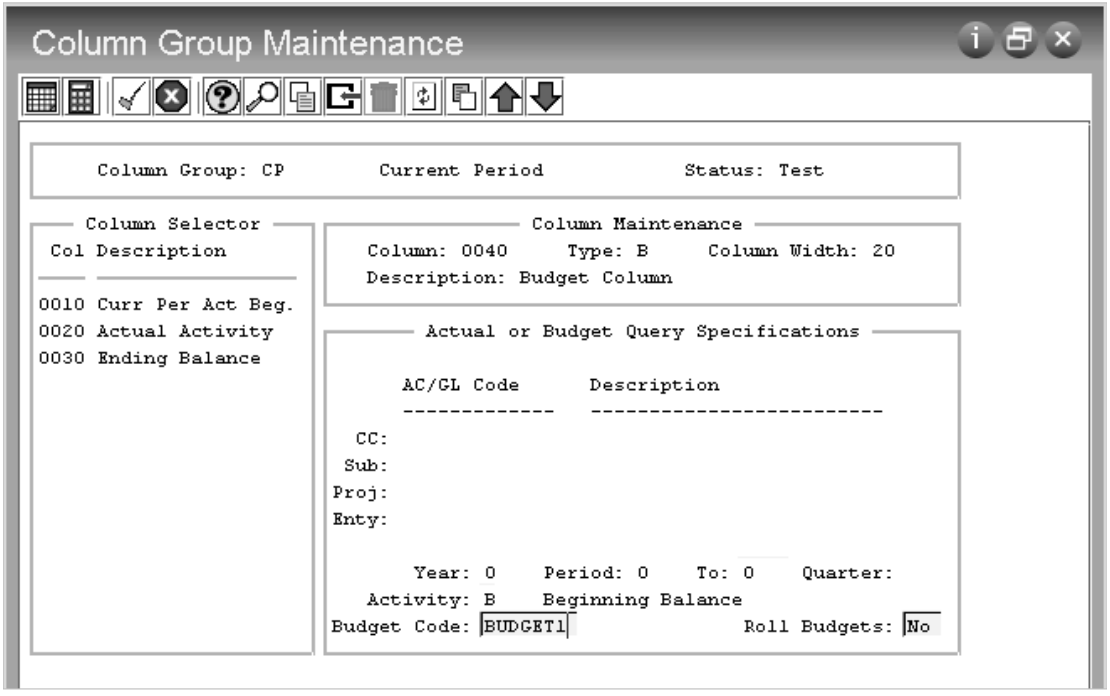
Income Statement Accounts

- Income Statement Accounts show balances from the beginning of the year or period

Balance Sheet Accounts

- Balance sheet accounts show cumulative information from the beginning of the file

Column Group Maintenance – Defining a Budget Column



eB-GLRW-SU-430

Defining a Budget Column

Defining a Budget Column is almost the same as defining an actual column, with the addition of the Budget Code and Roll Budgets fields at the bottom of the Budget Query Specifications Frame of the Column Group Maintenance Screen.

To define a column as a budget column, you must enter B in the Type field.

Budget Code

This field identifies the budget code for the column. Budget codes are set up in Budget Maintenance.

The budget code defines a specific set of budget amounts for a given entity or year. Multiple budgets may be stored in the system, using different budget codes. Most reports and inquiries can

be selected using the budget code. This code is required to retrieve the desired set of budgets. Make sure the year you specified in the Year field for this column matches the year of your budget code.

Roll Budgets

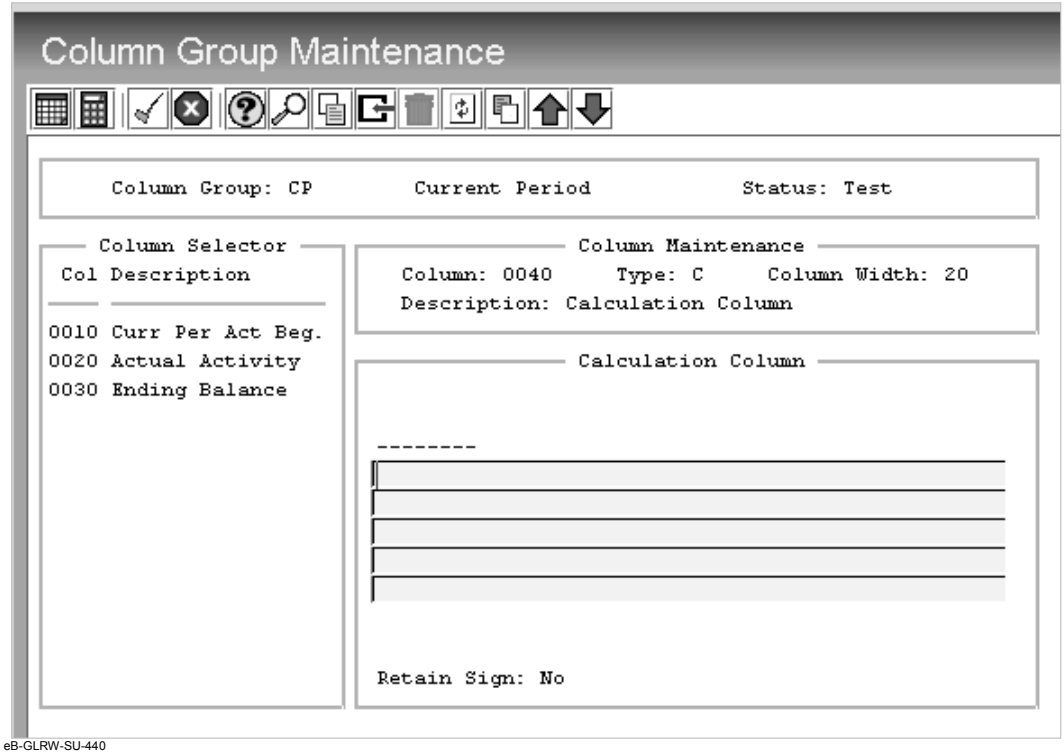
This field gives you the option of setting up the column to use actual figures, if they exist, and budget figures when there are no actuals.

For example, if a column is set up for period five and you process the report in period four, there would probably be no actuals for that column.

The Roll Budgets feature would therefore report budgets if the field is set to Yes. When you run the same report in period five, the column would then report the actual figures.

To determine whether actual data is available, the system uses the Current Year and Current Period established in GL Report Writer Control.

Column Group Maintenance – Defining a Calculation Column



eB-GLRW-SU-440

Defining a Calculation Column

Calculation columns enable you to perform operations on any columns to the left of the calculation column. To define a column as a calculation column, you must enter C in the Type field. This allows you to enter a formula in the Calculation Column Frame. It is identical in appearance and function to the Calculation Row Frame.

Formula

This field accepts a valid formula that produces the desired calculation on your finished report. The formula must be an algebraic expression with the following valid operators: (+) addition, (-) subtraction, (*) multiplication, (/) division.

When entering a formula, you refer to columns by typing C and the column number. For example, to reference column 10, type C10. You may only reference columns to the left of the calculation column.

Use the operators (+, -, *, and /) to create formulas. For example, to add columns 0010 and 0020, enter the following formula:

C10 + C20

To multiply column 0010 by 10%, enter the following formula:

C10 * .10

Or, you can group parts of a formula. For example:

(C10 * C20) + C30.

You can omit the leading zeros when creating formulas. The use of spaces in a formula is optional.

The system performs addition and subtraction calculations first, then multiplication and division.

When you run the report, the system checks the formula for errors. If the system finds any errors, the report does not execute.

If you set up a rounding method in any column group, the system performs the rounding method first, then apply the formula.

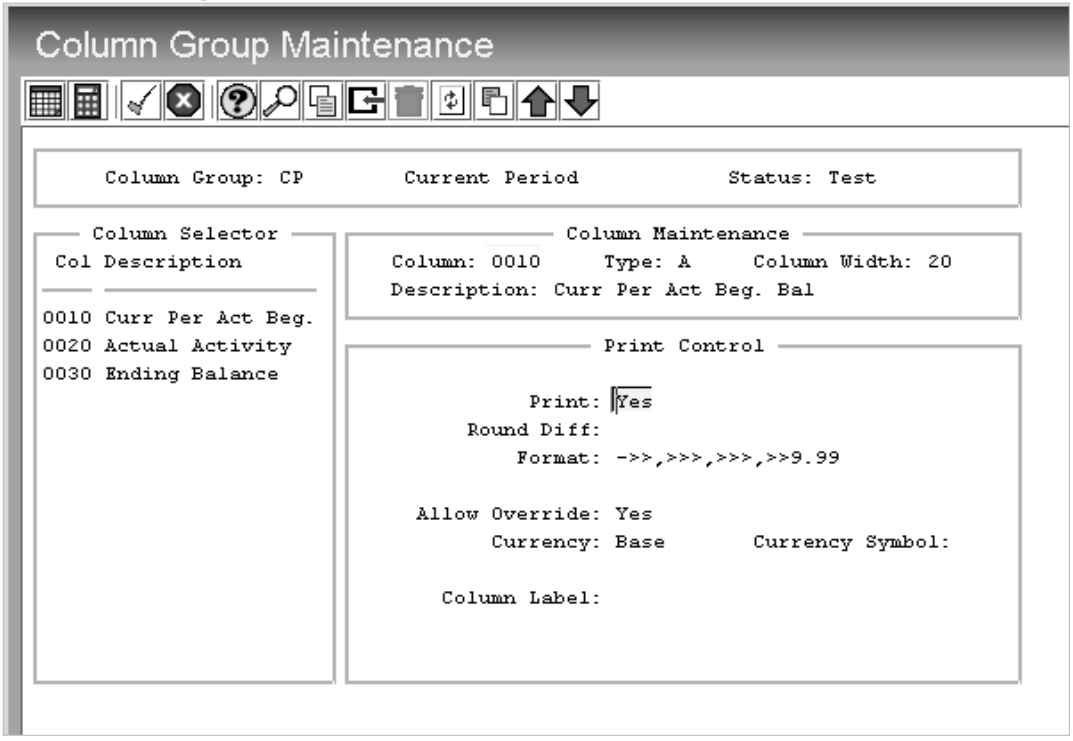
Retain Sign

This field ensures that the sign assignment is retained.

In the Print Control Frame, the Reverse Sign field allows you the option of reversing the sign of amounts on this column. For example, credit balances are stored as negative numbers.

The reverse sign option is useful to show a credit balance (sales, for example) as a positive number on the report. The default for this field is No.

Column Group Maintenance – Print Control for Columns



eB-GLRW-SU-450

Print Control for Columns

All column types have printing instructions defined in the Print Control Frame. Column print instructions can override those you may have established in Report Maintenance.

Field Definitions for Column Group Maintenance – Print Control

Print

The default for this field is Yes. If set to No, printing of this row is suppressed and all remaining print options are void.

Rounding

This field identifies the rounding method used on this report. You can enter this code as a reporting unit code in any of the report definition components (Report Maintenance, Run Report, Row

Group Maintenance, or Column Group Maintenance). The code is used to convert units, such as millions to thousands, and round the report amounts. Reporting unit codes are defined in Reporting Unit Code Maintenance.

Format

Sets the format for numeric quantities printed in this column. This field accepts any valid numeric format as defined in the Progress language. The default format is taken from the Format field in GL Report Writer Control. The default format can be overridden by setting the Allow Override field to No.

Allow Override

This field indicates whether or not column definition settings can be overridden by values set in Report Maintenance or Run Report. In general, use the default Yes for all rows and columns so that you can reuse them in various report iterations. If this field is set to No for both row and column, the system uses the setting for one or the other, depending on the Precedence field setting for the row in Row Group Maintenance.

Currency

This field controls the type of currency used in this column. Base currency is the currency defined in System Account Control. Foreign currency is the currency you may have defined in any given GL account.

The GL Report Writer stores account balances using the base currency and the currency set up for the account. In the Currency field, choosing:

- Base retrieves the base currency balance
- Foreign retrieves the account's currency balance

Important The system does not check your data retrieval specifications to see if the currency is all the same. You must ensure that the report specifications are set up correctly to avoid mixing different currencies within the cells on the report.

Currency Symbol

Optionally, enter the currency symbol the report displays for this column ($, for example). For exploded rows, the symbol appears on every line produced on the report. The default is blank.

Column Label

Enter the text for your column label. The text prints at the top of each page where this column appears.

Column Label and Formatting

Centering: **[Any Text]**

Flush Right: **[Any Text**

Keyword	Substitution
<BP>	Column bucket period range
<BY>	Column bucket year
<BP1>	Lower boundary of column bucket period range
<BP2>	Upper boundary of column bucket period range
<BQ>	Column bucket quarter
<BUCKET>	Column bucket year and period (or period range or quarter)

eB-GLRW-SU-460

Entering a Column Label

The keywords in the table shown above are available when entering a column label. When you enter the keyword, the system substitutes the actual text and system-generated data. For example, <BY> shows the year you specified for the column.

Exercise 2 – Trial Balance

Activity 7 – Column Groups

In this activity, you create and verify a column group called CP. For the purposes of this activity, CP means Current Period.

Columns combine with rows to form the report definition. Like rows, columns set up the data selection criteria and can use analysis codes for data retrieval.

Task 7-1 – Create a Column Group

Directions: Perform the following steps to create your column group:

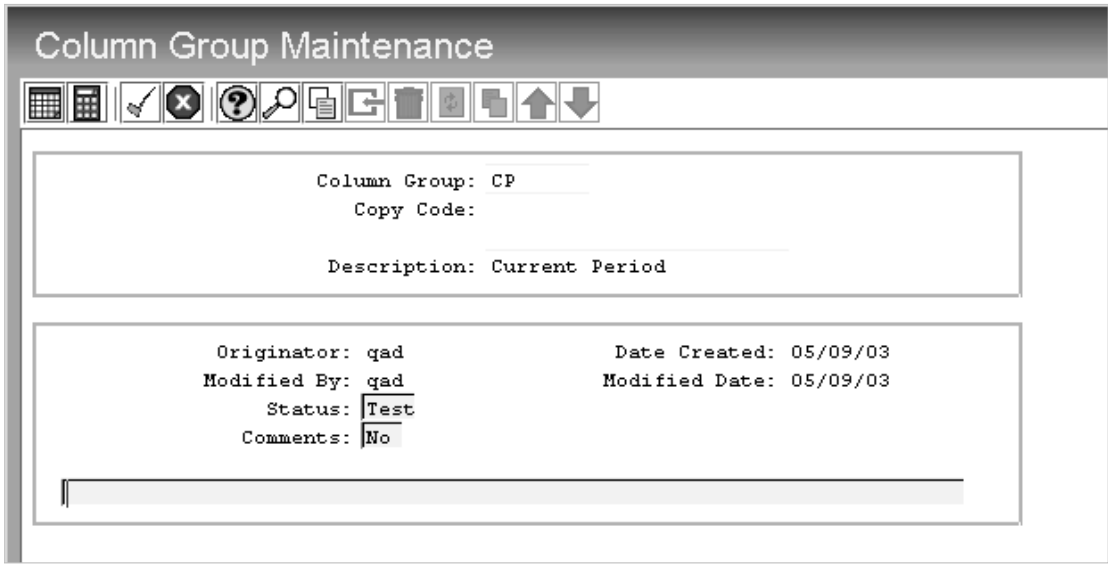
1 Go to Column Group Maintenance.

2 Set the following fields:

Field	Enter
Column Group	CP
Copy Code	Leave blank
Description	Current Period
Originator	Skip this field
Date Created	Skip this field
Modified By	Skip this field
Date Modified	Skip this field
Status	Skip this field
Comments	Skip this field
Security Groups	Skip this field

An *Example of Column Group Maintenance – Frame 1* on page 146 shows how the screen should look.

Column Group Maintenance – Frame 1



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Example of Column Group Maintenance – Frame 1

3 Save your changes.

4 Advance to Frame 2.

5 Set the following fields:

Field	Enter
Column	10
Type	A
Column Width	Accept the default (20)
Description	Curr Per Act Beg Bal

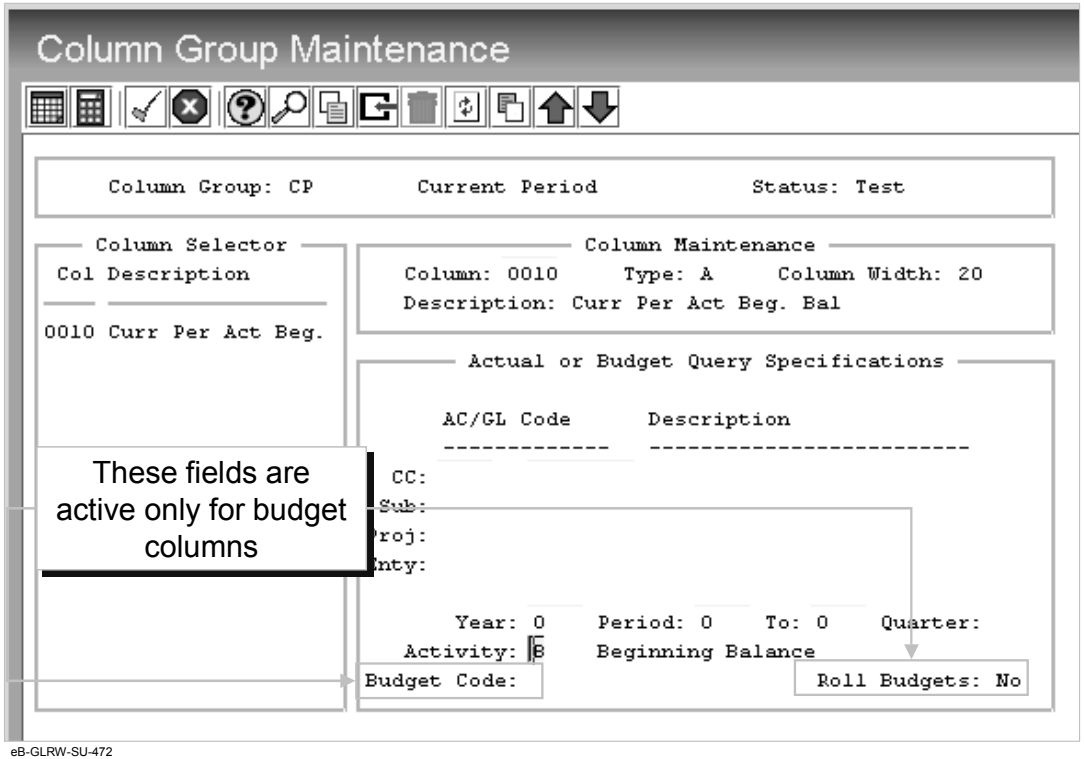
Note The Actual Or Budget Query Specifications Frame is used to specify what kind of financial data should be retrieved for this column. The information given in this Frame is used in combination with information given in the row group. Leaving all fields blank in this Frame has the effect of accepting data for all cost centers, sub-accounts, entities, and projects.

6 Save your changes.

7 Set the following fields:

Field	Enter
AC/GL	Skip this field (see note)
Code	Skip this field (see note)
Year	Accept the default (0)
Period	Accept the default (0)
To	Accept the default (0)
Quarter	Skip this field (see note)
Activity	Beginning balance
Budget Code	Skip this field (see note)
Roll Budgets	Skip this field (see note)

Column Group Maintenance – Frame 2



eB-GLRW-SU-472

Frame 2 should look like the above:

8 Save your changes. Advance to Frame 3, Print Control, and accept all the defaults.

9 Repeat Steps 1 through 7 to create columns 20 and 30.

- Column 20 should show activity
- Column 30 should show ending balance

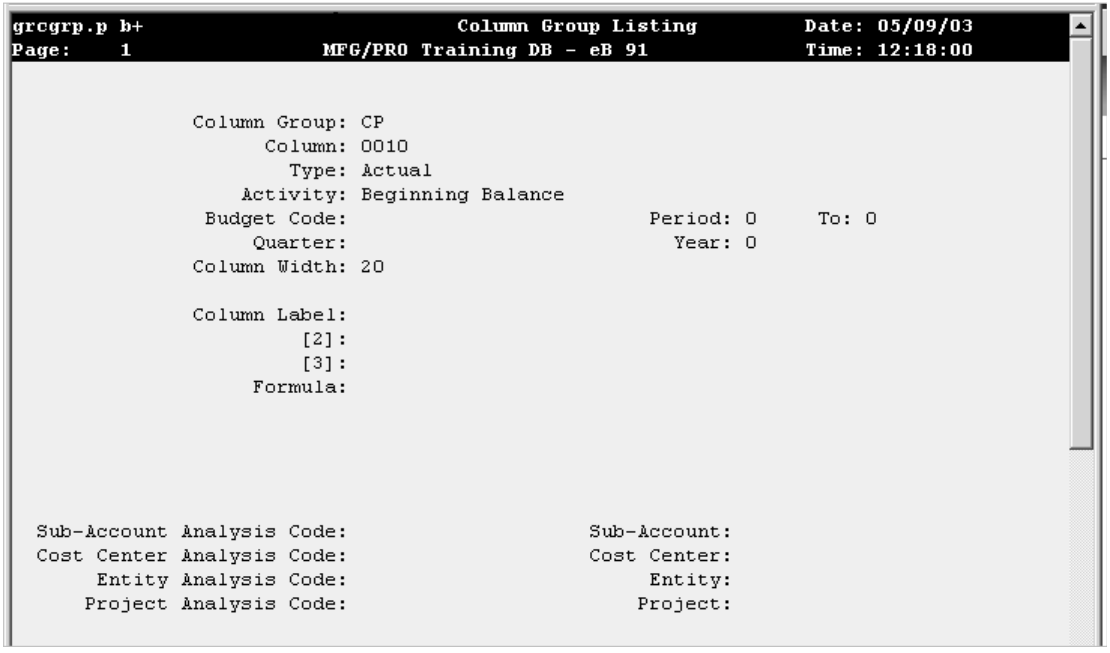
Task 7-2 – Verify a Column Group

Directions: Perform the following steps to verify that your column group is created as you intended:

1. Go to Column Group Listing.
2. Enter the name of your column group: CP to CP.
3. Enter the name of your local printer, or output to Window or Page.
4. Print the report.

The following example shows how the Column Group Listing report should look:

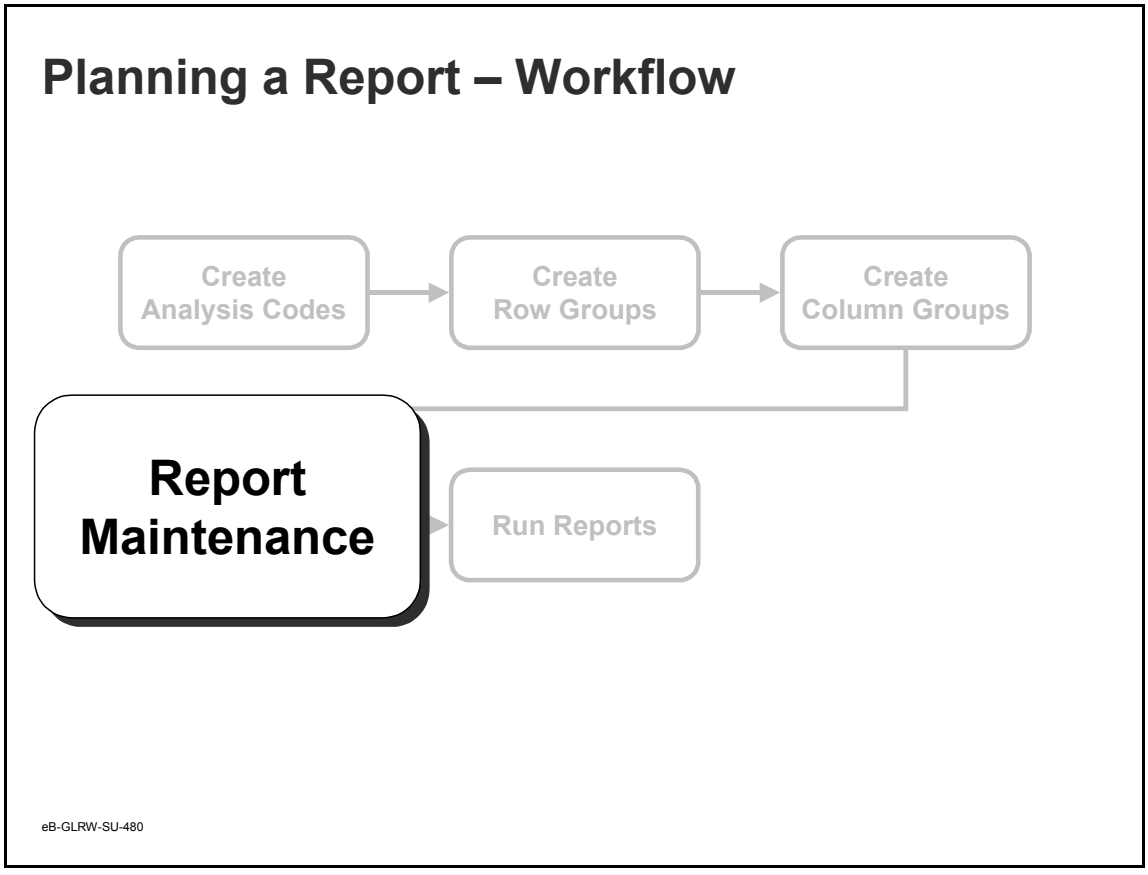
Column Group Listing



```
grcgrp.p b+                          Column Group Listing          Date: 05/09/03
Page:    1                  MFG/PRO Training DB - eB 91             Time: 12:18:00


              Column Group: CP
                    Column: 0010
                      Type: Actual
                  Activity: Beginning Balance
               Budget Code:                            Period: 0     To: 0
                   Quarter:                              Year: 0
              Column Width: 20

              Column Label:
                       [2]:
                       [3]:
                   Formula:




 Sub-Account Analysis Code:                   Sub-Account:
 Cost Center Analysis Code:                   Cost Center:
      Entity Analysis Code:                        Entity:
     Project Analysis Code:                       Project:
```

eB-GLRW-SU-473

Example of a Column Group Listing Report

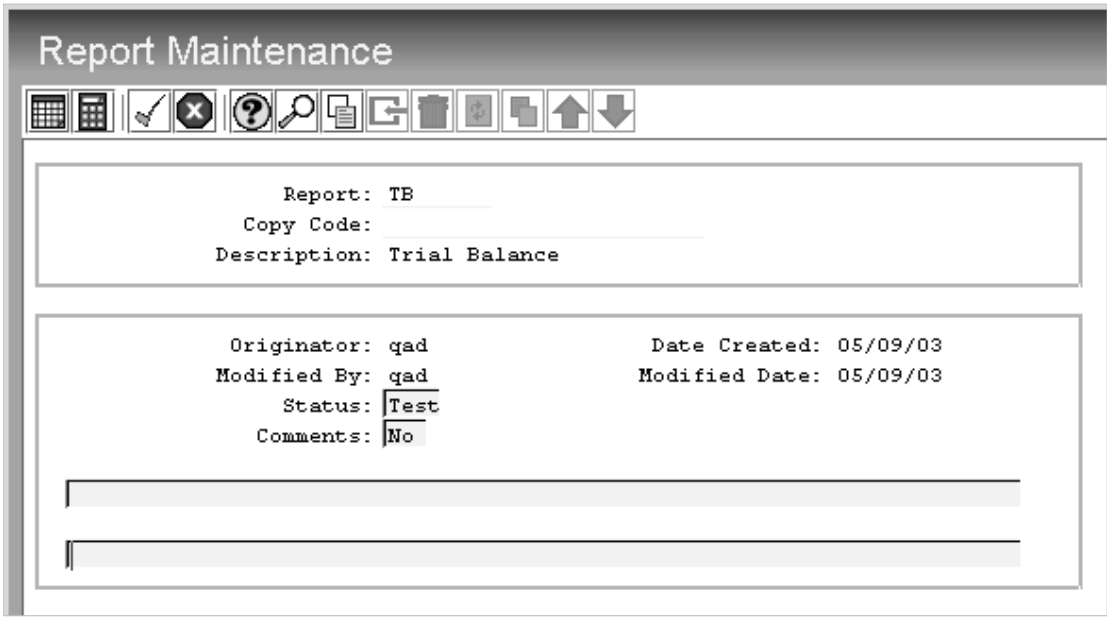


Defining Reports

Begin defining your report by first establishing the analysis code, row groups, and column groups.

- See *Creating and Maintaining GL Analysis Codes* on page 84 of this training guide.
- See *Creating and Maintaining Row Groups* on page 102 of this training guide.
- See *Creating and Maintaining Column Groups* on page 126 of this training guide.

Report Maintenance – Frame 1



eB-GLRW-SU-490

Report Maintenance

When the analysis code, row groups, and column groups are established, use Report Maintenance to define what should appear on the report and how the report should look.

The only required fields in Report Maintenance are Row Group and Column Group. The fields before these enable you to set up a controlling hierarchy for the report, and the fields after control the format of the report.

Field Definitions for Report Maintenance – Frame 1

Report

Enter a unique report name.

Copy Code

Optionally, enter the name of an existing report that you want to base your new report on. The system copies the entire definition of this report. Then you can modify it as needed.

Description

Enter a brief description of what the report does.

Status

Enter Test or Live. Initially enter test, then change to live once you have successfully generated a report. This field is for reference and has no effect on system processing.

Comments

Enter Yes to add notes.

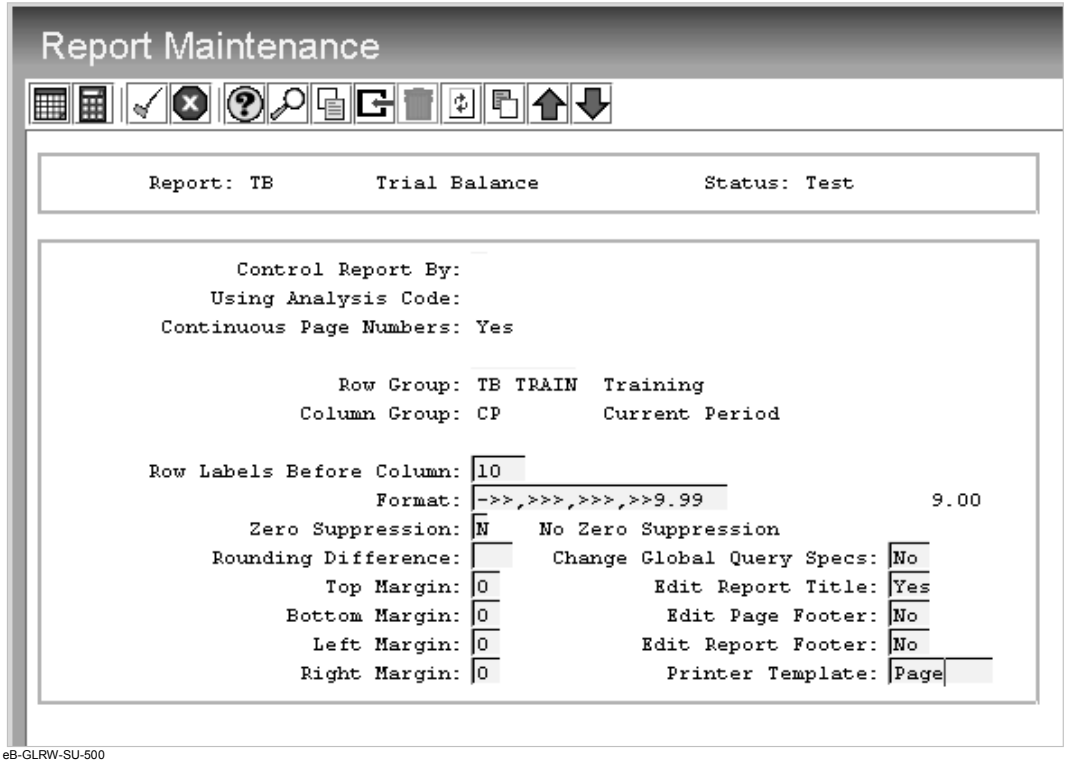
Maint. Security Groups

Leave blank to allow all users to modify the report definition. Add security groups to limit access.

Report Security Groups

Leave blank to allow all users to run this report. Add security groups to limit access.

Report Maintenance – Frame 2



eB-GLRW-SU-500

Field Definitions for Report Maintenance – Frame 2

Control Report By

The type of GL code – account, sub-account, cost center, project, or entity – to which the controlling hierarchy analysis code applies. This field activates the controlling hierarchy feature and determines the type of analysis code you can select in the Using Analysis Code field.

Using Analysis Code

The analysis code used to set up a controlling hierarchy. The default is blank.

Continuous Page Numbers

The default is Yes. Answer No to restart page numbers for each controlling hierarchy group.

Row Group

The code that uniquely identifies a row group.

Column Group

The code that uniquely identifies a column group.

Row Labels Before Column

This field determines the position that row labels print. The system defaults from the first column number in the column group. Enter a valid column number from the attached column group. To print the labels to the right of the last column in the group, enter 9999. If LAST is entered in the Last Column field, the labels are right justified.

Format

This field defines the global format for cells that allow format override. The system defaults from the format specified in General Ledger Control program.

Zero Suppression

This field controls printing from rows when every column in the row evaluates to zero, and when the zero suppression setting on the row allows the report to take control. You can set zero suppression to suppress all lines resulting from a given row, suppress exploded lines (but not sub total lines), and prevent zero suppression. The actual value entered in this field should be one of the mnemonics shown in the language detail pop-up window. The default for this field is no zero suppression.

Rounding

The rounding method from Rounding Method Maintenance.

Top, Bottom Margin

This field determines the number of lines to leave at the top and bottom of each page. The default is zero.

Left, Right Margin

This field determines the number of spaces to leave blank at the left and right sides of each page. The default is zero.

Change Global Query Specs

This is the control field used to reach the optional Global Query Specifications Frame. If there is no data in the optional Frame, the default is No. Otherwise, the default is Yes.

Edit Report Title, Footer

This is the control field used to reach the optional Report Title and Footer Frame. If there is no data in the optional Frame, the default is No. Otherwise, the default is Yes.

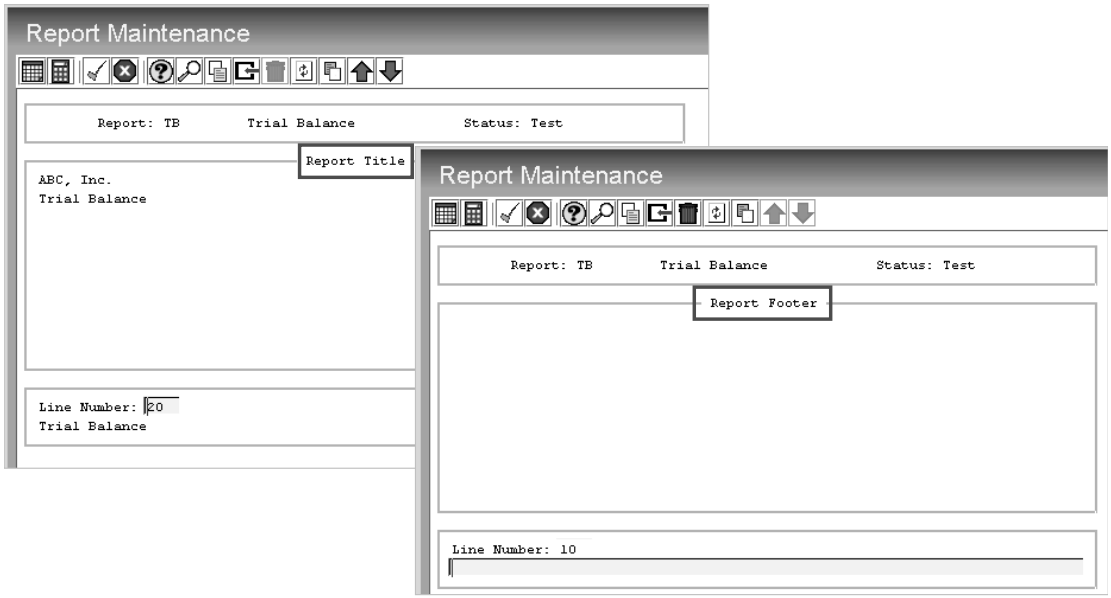
Edit Page, Report Footer

This is the control field used to reach the optional Report Trailer Frame. If there is no data in the optional Frame, the default is No. Otherwise, the default is Yes.

Printer Template

The printer definition used to validate report parameters. Enter a defined printer.

Report Maintenance – Titles and Footers



eB-GLRW-SU-510

Titles and Footers

You can create or modify titles and footers by choosing Yes in the following fields:

- Edit Report Title
- Edit Page Footer
- Edit Report Footer

Page footers place text at the bottom of each page, while the report footer creates text on the last page only.

If you want to, you can also add two lines of comments to the title and footers when you run a report.

Line Number

This field identifies a text line in a set, and serves as the sorting sequence. Enter an integer to add a new line, or the number of an existing line to edit. Use increments larger than one to allow for later line insertion between existing lines.

Text

This field, next to the Line Number field, stores the report title, page footer, and report footer strings, depending on which Frame is showing. Strings can contain formatting characters and keywords (macros). During maintenance, the formatted text displays in a scrolling Frame. During report output, the text is formatted for the output device you have selected.

- Use the following text formats to center or flush right:

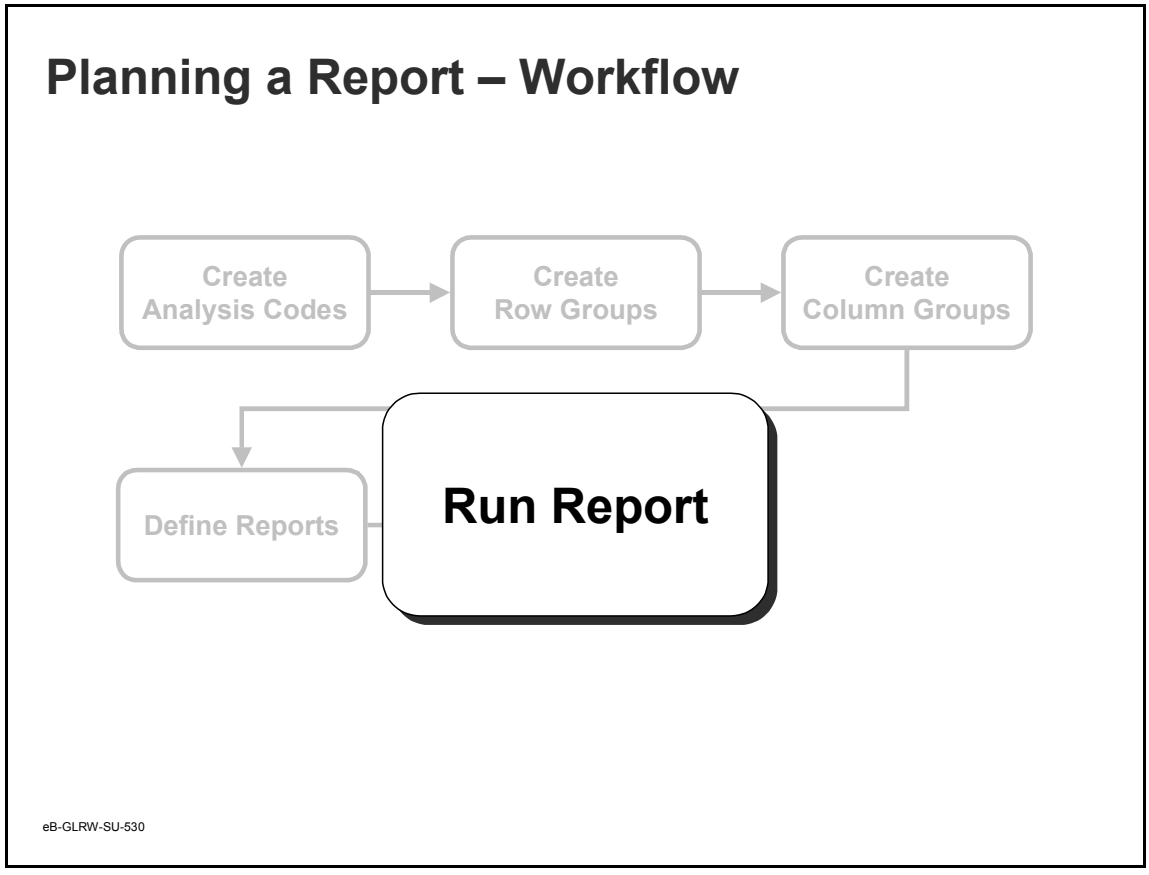
  Center:[Any Text]

  Flush Right:[Any Text

The keywords in the following table are available when editing report titles, page footers, or report footers. When you enter the keyword, the system substitutes the actual text and system-generated data.

Keyword	Substitution
<COMPANY>	Company name set up for standard reports.
<DATE>	Date the report was created in Run Report.
<GDESC>	Used for controlling hierarchy; shows the description of the analysis code affiliated with a given report iteration (see also, GROUP).
<GRIDPAGE>	Page number, with dashes for secondary pages. Secondary pages arise when the columns do not fit on one page and are forced onto a new page.
<GROUP>	Used for controlling hierarchy; shows the ID name for the analysis code affiliated with a given report iteration (see also PARENT).
<PAGE>	Page number.
<PAGES>	Total number of pages.
<PERIOD>	Current period, as entered in Run Report.
<PARENT>	Used for controlling hierarchy; shows the ID name for the next level analysis code affiliated with a given report iteration (see also GROUP).
<RDESC>	Report description, as entered in Report Maintenance.
<REPORT>	Report ID name, as entered in Report Maintenance.

Keyword	Substitution
<RUNID>	ID name assigned when you ran the report.
<STATUS>	Either Test or Live, as entered in Report Maintenance.
<TIME>	Time the report was created in Run Report.
<UND*>	Creates a line of * or any character you enter. For example, <UND-> uses the dash (-) character instead.
<USERID>	ID of the person who created the report in Run Report.
<YEAR>	Year the report was created in Run Report.



Running a Report

Run Report generates a report based on the report definitions you set up in Report Maintenance.

The Run Report process retrieves data, calculates formulas, performs rounding, and applies formats to create the report image.

Important After posting GL and before running reports, run Synchronize G/L Data.

- Output for the report image includes:
  - Printing to a window, printer or file
  - Batching
  - Exporting to an ASCII file

– Saving the Report Image

By saving the report image, you can use the Output Manager feature to print, export it again, or to filter out some of the data. For more information, see *Using the Output Manager* on page 186.

Run Report is the final step for creating a report. You should have run Synchronize G/L Data already and created your report definition.

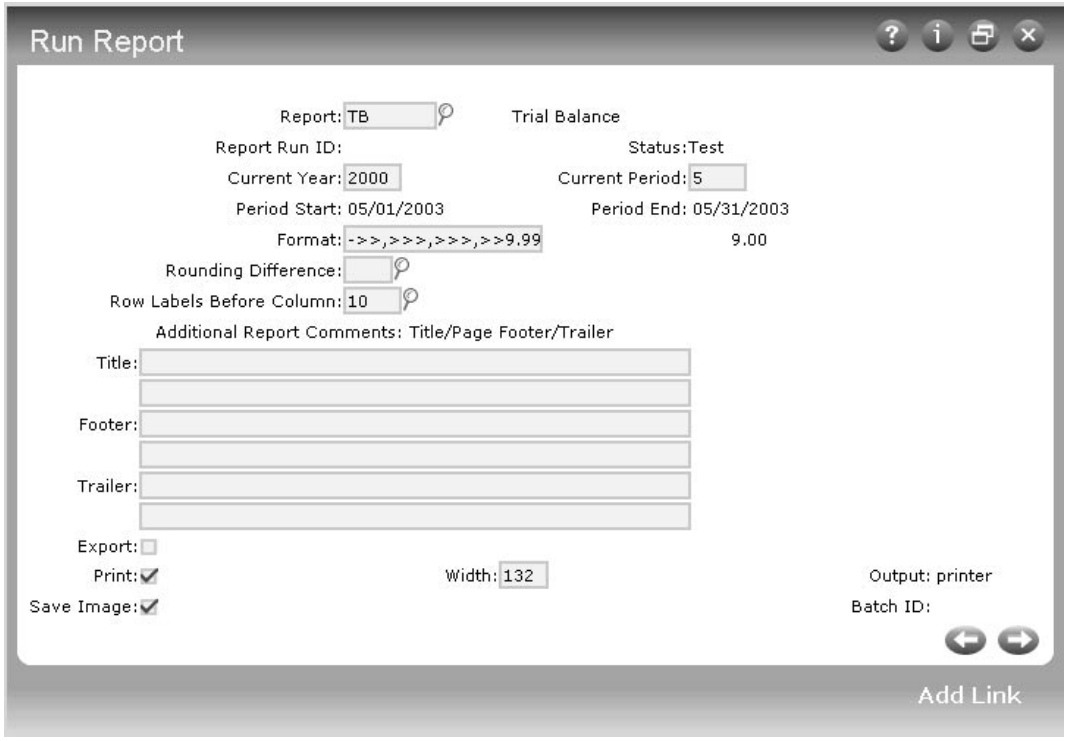
Before you run the report, you may want to print the following listings to check the report definition you created:

- Report Validation Listing
- Report Content Listing
- Report Exceptions Listing

Additional listings that you may want to check, include:

- Analysis Code Listing
- Row Group Listing
- Column Group Listing
- Report Name Listing

Run Report



eB-GLRW-SU-540

Use Run Report to execute the report you created. Run Report checks your report definitions for inconsistencies and errors.

Field Definitions for Run Report

Report

This field must contain the name of a valid defined report. A report definition involves attaching a Row Group and a Column Group. Reports are defined in Report Maintenance.

Report Run ID and Status

These fields have system-generated values, based on the report name you entered in the Report field. The report ID shown in the Report ID field is the report that is executed.

Current Year and Current Period

These fields define the current year and current period for reporting. The system uses these fields to determine the year and period of columns that were set up relative to the current year/period. However, for reports run in the batch mode, the system defaults to the Current Year/Period fields from GL Report Writer Control program. These reports can only run current reports in Batch, but you can have repeating batches.

Also, the system uses these fields for columns set up with a rolling budget, unless the columns were set up with a specific year/period. Enter a specific year/period in these fields, or, if running the report in batch mode, enter zero.

Note If you need to change the control program year or period definitions, but do not have access to GL Report Writer Control, you can use Report Base Period Maintenance. See *Report Base Period Maintenance* on page 165 of this training guide.

Period Start and Period End

These fields contain the fiscal period's start and end dates. When they are created, general ledger transactions have an effective date. The system determines the fiscal period to which this transaction applies by finding these dates in the calendar's period start/end range. Fiscal periods cannot overlap.

Each calendar period starts and ends on a specified date. Calendar periods may be monthly, quarterly, or any combination. Monthly calendar numbers usually correspond to the month number (1-12). The period number can also represent the week or day number that the period starts/ends. For example, period 1 may span July 1 to July 31, or it may span July 15 to August 15. If you miss any days when defining your calendar (February 29, for example) the system won't allow you to post transactions on that date.

Format

This field defines the global format for report cells that allow override. Numeric cells have this format if the Allow Override field is set to Yes in both their row and column definitions. This field accepts any valid numeric format as defined in the Progress language.

Rounding

This field identifies the rounding method used on this report. You can enter this code as a reporting unit code in any of the report definition components (Report Maintenance, Run Report, Row Group Maintenance, or Column Group Maintenance). The code is used to convert units, such as millions to thousands, and round the report amounts. Reporting unit codes are defined in Reporting Unit Code Maintenance.

See also *Define Rounding Methods* on page 51 and *Assign Reporting Unit Codes* on page 54 of this training guide.

Row Labels Before Column

This field determines where the row labels appear relative to the column you specify. You can define the column number or specify the Last column.

Title, Footer, and Trailer

These fields allow you to add two additional text lines to your report title, footer, or trailer. The text you enter prints above the text specified in Report Maintenance. The use of keywords and text formatting is allowed.

Export

Setting this field to Yes allows you to export the report to an ASCII file. Exporting is used to send a report to a file that can be read with any software product that reads ASCII delimited format. The default is No.

Print

Setting this field to Yes formats the report for printing at your printer. The default is No.

Save Image

Setting this field to Yes saves the report image after output. The report image can be used to reproduce all or part of a report output, without executing the report again. See *Print Report Image* on page 187 of this training guide.) The default for this field is No.

Width

This field defines the printer width in characters. The GL Report Writer uses the width setting to determine how many report columns fit on a given page. Columns that do not fit on a page overflow to the next page. The default is 132.

Output

This field defines where to send the output from this report. The output may be a printer, a terminal (character), a window (GUI), or a file name. Normally, a report prints 132 characters across the page. On a standard screen, the report wraps. If your screen supports compressed print mode, modify the printer settings in Printer Setup Maintenance.

Batch ID

This field specifies if the report is to be run later, in batch mode. If a batch ID is entered, the report request is put in a queue for later batch processing.

Running in Batch

Enter the name of an existing batch in the Batch ID field in Run Report. To run the same reports on a regular basis, create a permanent batch. A permanent batch requires that the column period buckets have relative data references.

Use Run Report with the Current Year and Current Period fields set to zero. The GL Report Writer uses the year and period values from General Ledger Control.

Batch report requests are stored along with the Batch ID and the person who submitted the request. At some point each day, the system administrator must start up processing for that Batch ID in order for the request to be processed. Otherwise, the request sits in the batch queue and is never processed. Procedures should be established as to which batch queues to use and when and how often they are processed.

Changing the Current Year/Period

The system uses the current year/period definitions specified in Run Report. However, batched reports use the year/period definitions specified in the control program.

Before executing a batch of reports, you should check the current year/period. If you need to change the control program year or period definitions but do not have access to GL Report Writer Control, you can use Report Base Period Maintenance.

Report Base Period Maintenance

eB-GLRW-SU-550

Report Base Period Maintenance

Use Report Base Period Maintenance to update the current period. If you need to change the current period, but do not have security access to GLRW control, Report Base Period Maintenance updates the control program for you.

In general, the current period is for reports that define a period relative to it such as the previous period. Normally, the system uses the current period and current year specified in Run Report.

However, batched reports default from the control program. Before you execute a batch of reports, you should check the current period and change it if necessary. Also, the system uses the current period and current year to determine whether to use actual figures or budget figures in columns set up with rolling budgets.

Field Definitions for Report Base Period Maintenance

Report Run Year

The date you enter defaults in the Current Year field in Run Report.

Report Run Period

The date you enter defaults in the Current Period field in Run Report.

Exercise 2 – Trial Balance
Activity 8

eB-GLRW-SU-520

Exercise 2 – Trial Balance

Activity 8 – Report Records

Before creating your report record, you must first establish the analysis codes, row groups, and column groups you intend to use. In this activity, you create a report record based on the analysis code, row group, and column group you created in activities 5, 6, and 7.

Task 8-1 – Create a Report Record

Directions: Perform the following steps to create your report record:

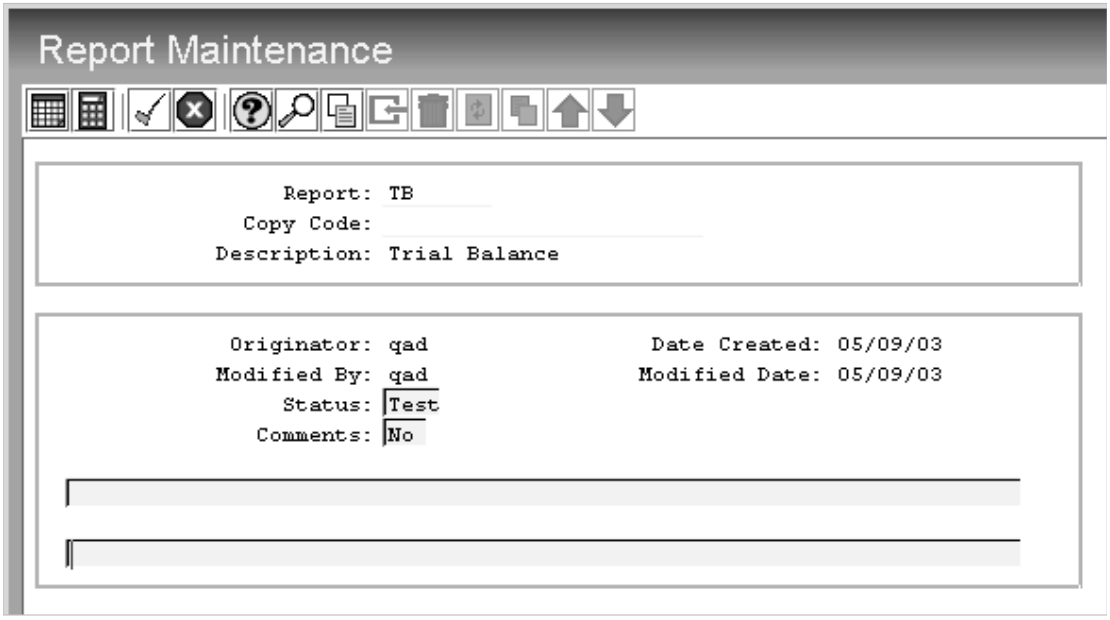
1 Go to Report Maintenance.

2 Set the following fields:

Field	Enter
Report	TB
Copy Code	Skip this field
Description	Trial Balance
Originator	Retrieved by system
Date Created	Generated by system
Modified By	Retrieved by system
Date Modified	Updated by system
Status	Skip this field
Comments	Skip this field
Maint. Security Groups	Skip this field
Report Security Groups	Skip this field

The *Example of Report Maintenance* on page 169 shows how Report Maintenance should look.

Report Maintenance – Frame 1



eB-GLRW-SU-521

Example of Report Maintenance

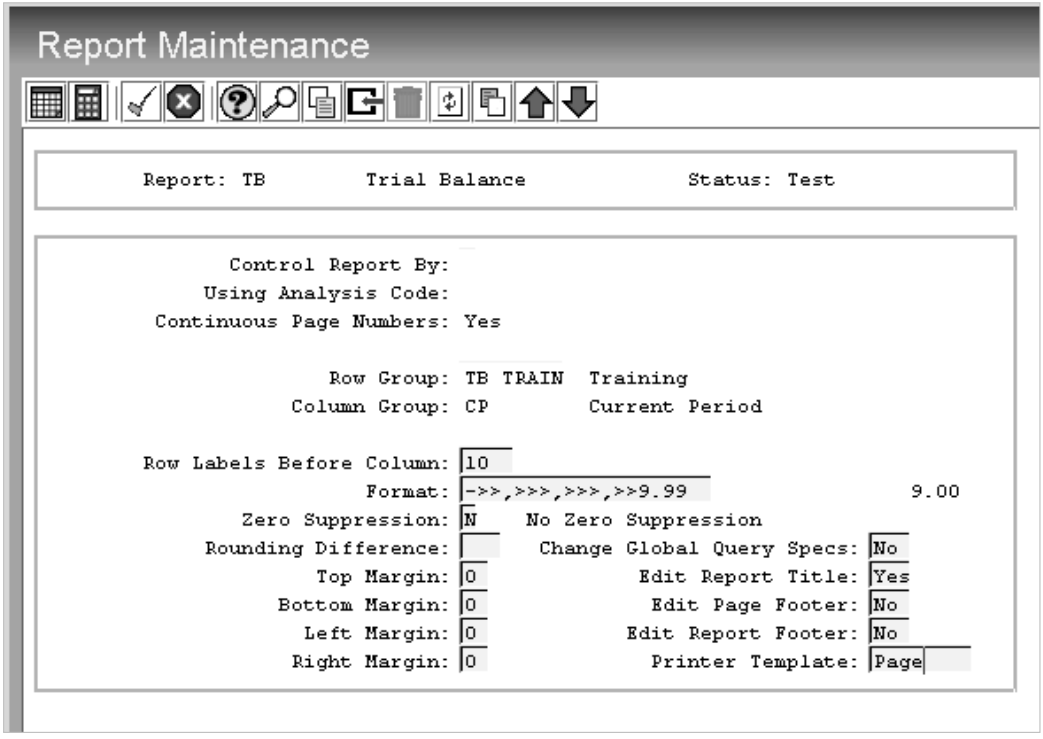
3 Save your changes and advance to Frame 2.

4 Set the following fields:

Field	Enter
Row Group	TB TRAIN
Column Group	CP
Edit Report Title	yes
Printer Template	Enter the name of your local printer

5 Accept the defaults for all other fields.

Report Maintenance – Frame 2



eB-GLRW-SU-522

Example of Report Maintenance – Frame 2

6 Enter 10 in the *Line Number* field.

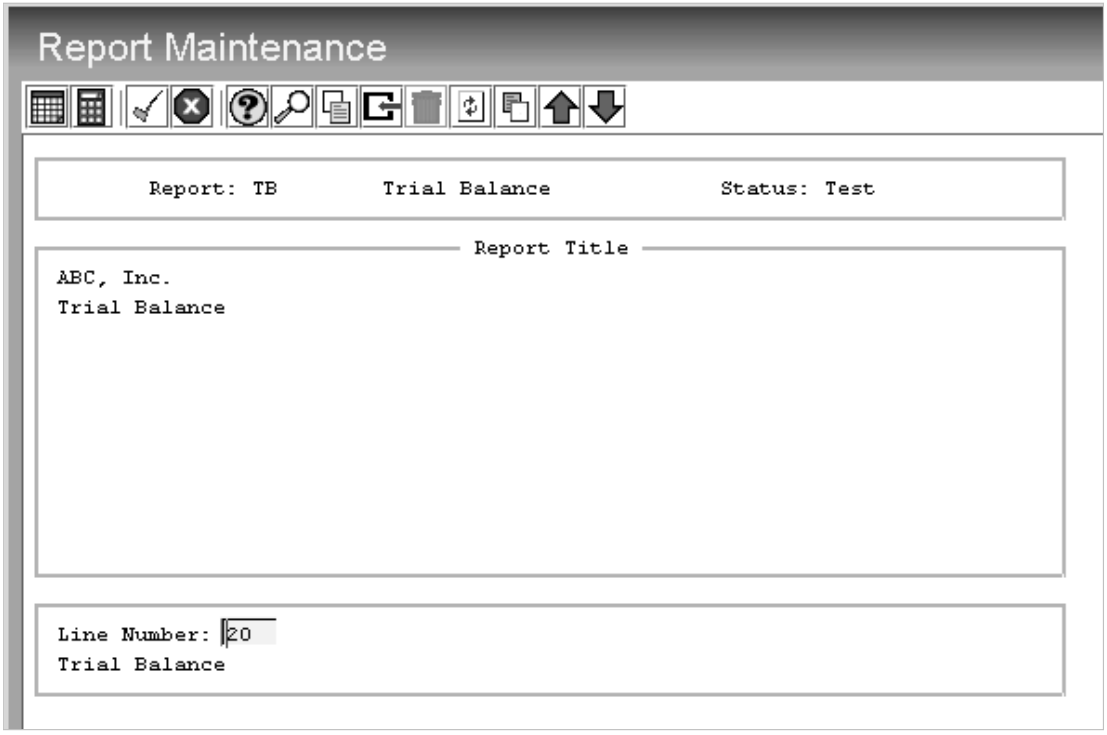
7 Enter ABC, Inc. into the blank field next to line number 10.

8 Add another title line at line 20.

9 Enter Trial Balance into the blank field next to line number 20.

The *Example of Report Maintenance – Report Title* on page 171 is an example of how the screen should look

Report Maintenance – Report Title



Example of Report Maintenance – Report Title

10 Save your changes.

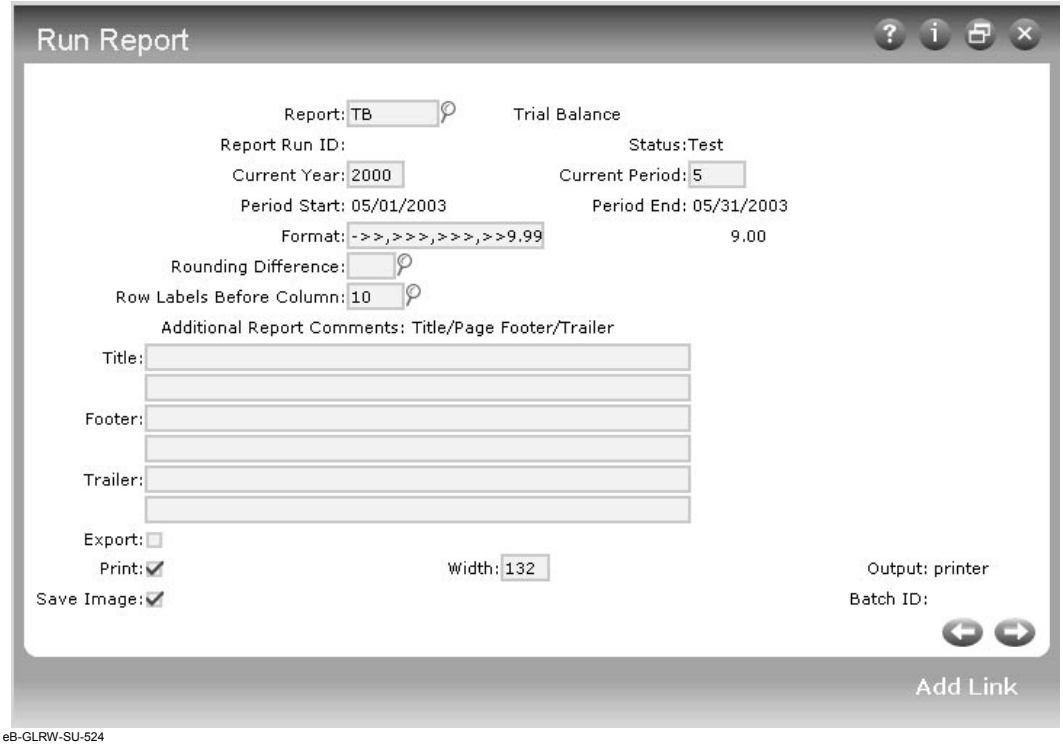
11 Go to Run Report.

12 Enter the name of your report (TB).

13 Change the default year to 2000.

14 Accept the defaults for all other options.

Run Report



eB-GLRW-SU-524

Example of Run Report Screen

15 Enter the name of your local printer in the *Output* field, then run the report.

16 Review your report.

Controlling Hierarchies

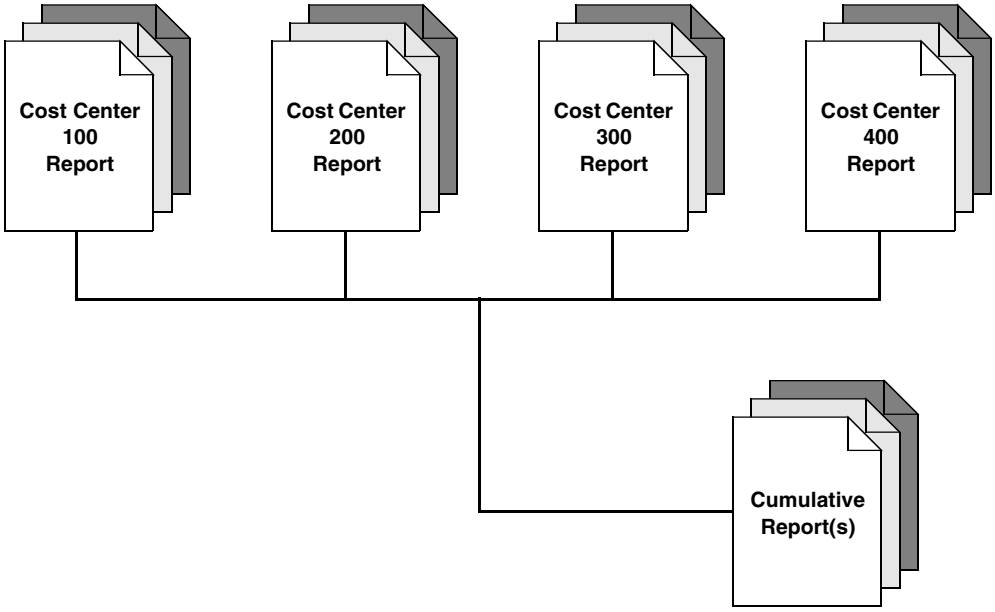
A controlling hierarchy is an overall data retrieval specification that enables you to sort report data into several different iterations. They are especially useful for consolidated reports with a hierarchy of financial divisions.

For each GL item in an analysis code structure used as a controlling hierarchy, the system produces a separate report and one or more summary reports, according to the structure of the analysis code.

Example A

In a cost analysis report, the controlling hierarchy analysis code links to several cost centers, so that a report iteration appears for each cost center. Another report iteration shows cumulative information for all cost centers.

The illustration below shows the report iterations for cost centers 100, 200, 300, and 400 linked by a controlling hierarchy analysis code.



Example B

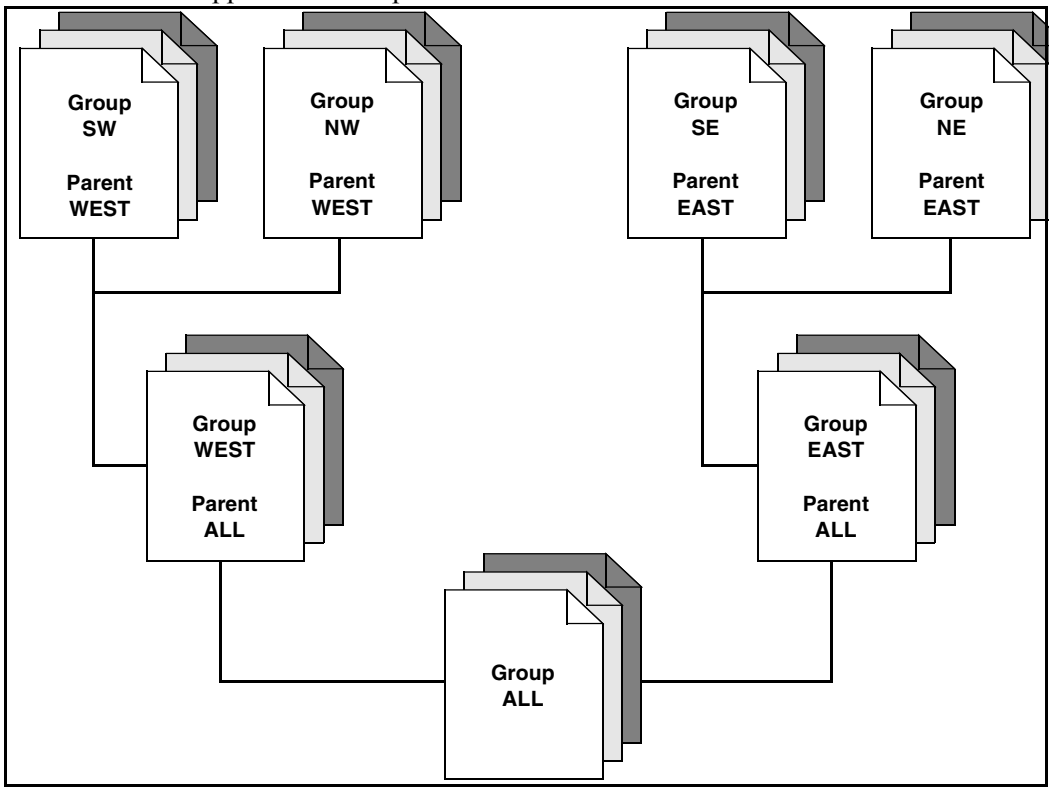
In a report for multilevel entities, the controlling hierarchy analysis code links to two other analysis codes, one for western entities and one for eastern entities.

With this structure, the system produces one report each for:

- Every INDIVIDUAL entity
- All WESTERN entities
- All EASTERN entities
- ALL entities

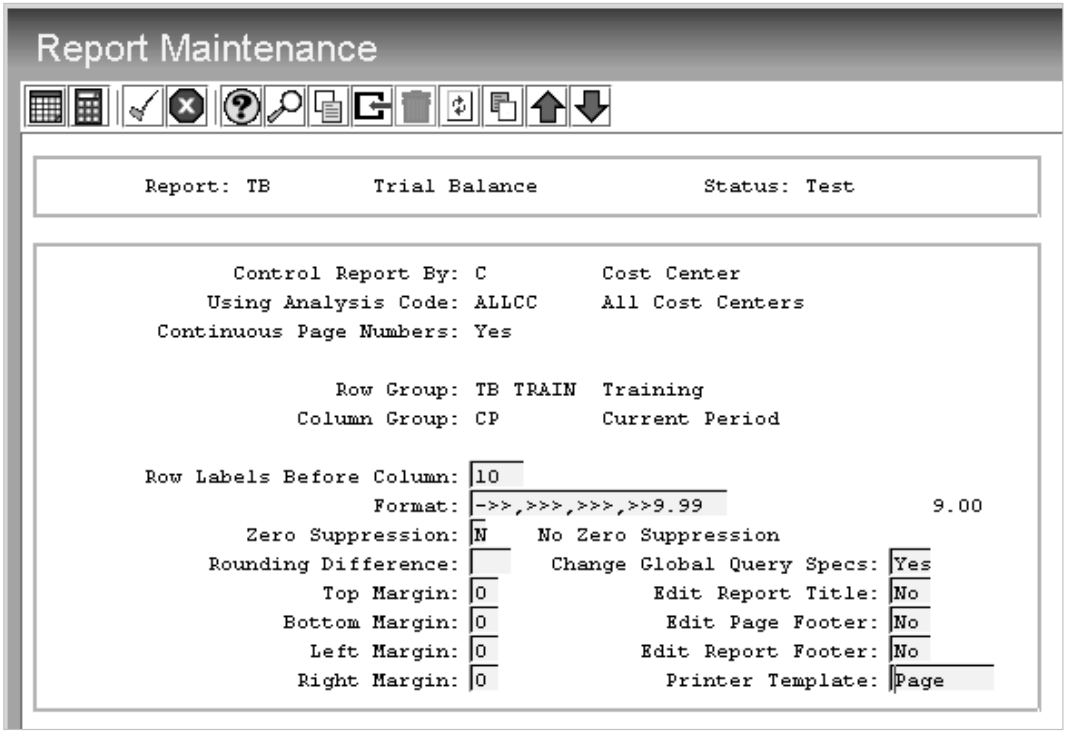
As indicated in the following illustration, for each report iteration there is a group name which is the controlling GL item or analysis code.

There is also a parent name which refers to the group name of the next level iteration. If requested, this information appears in the report title.



To create a controlling hierarchy, you must first build an appropriate analysis code, then use Report Maintenance to define the controlling hierarchy structure.

Report Maintenance – Controlling Hierarchies



eB-GLRW-SU-570

Report Maintenance

You can assign a controlling hierarchy in Row Group Maintenance or Report Maintenance. It is recommended that you use Report Maintenance so that the row group remains reusable in other reports, otherwise it will iterate every time you reuse this row group.

Control Report By

The type of GL code to which the controlling hierarchy analysis code applies. This field activates the controlling hierarchy feature and determines the type of analysis code you can select in the Using Analysis Code field.

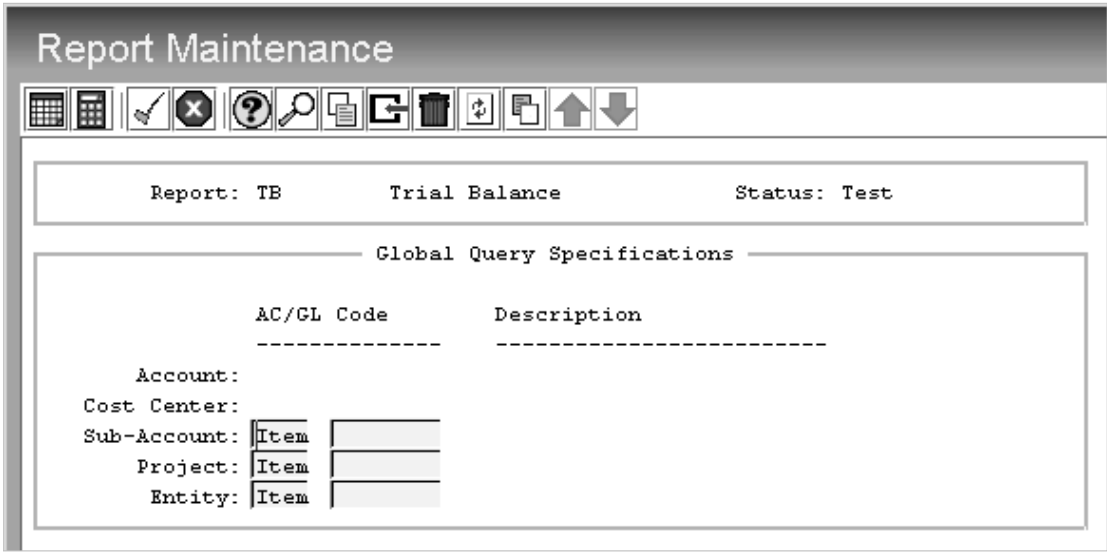
Using Analysis Code

The analysis code used to set up a controlling hierarchy. The default is blank.

Continuous Page Numbers

The default is Yes. Answer No to restart page numbers for each controlling hierarchy group.

Report Maintenance – Global Queries



eB-GLRW-SU-580

Global Queries

The Global Queries feature is used to further specify the data that is retrieved for a data cell.

As an option, you can enter additional data specifications by choosing Yes in the Change Global Query Specs field in Report Maintenance. Choosing Yes displays the Global Query Specifications Frame, shown above.

The specifications you enter combine with those in the row group and column group. Typically, you would use the Global Queries feature to enter a GL item that applies to several accounts, such as entity. For example, you may deliberately leave out the entity in your row and column groups so that they can be applied to a variety of reports. Global queries are also useful in generating a quick variation of an existing report.

In the Global Query Specifications Frame, you enter GL items or analysis codes, just like data rows. The system prohibits you from entering specifications for GL items that are already used in the row or column groups.

Reports/Listings – Validating a Report

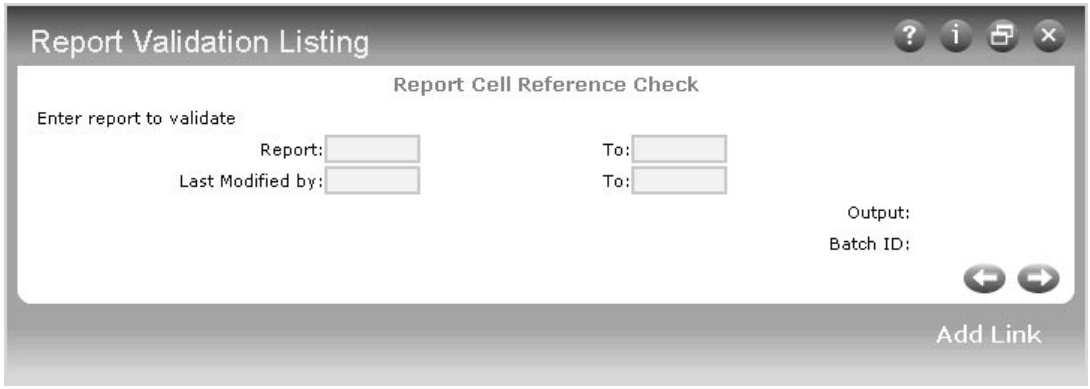
eB-GLRW-SU-590

Validating a Report

Run Report checks the report definition for inconsistencies and errors. If errors are found, an error message is displayed and the report is not executed.

- Use the following tools to identify errors:
  - Report Validation Listing
  - Report Exceptions Listing
  - Report Content Listing

Report Validation Listing

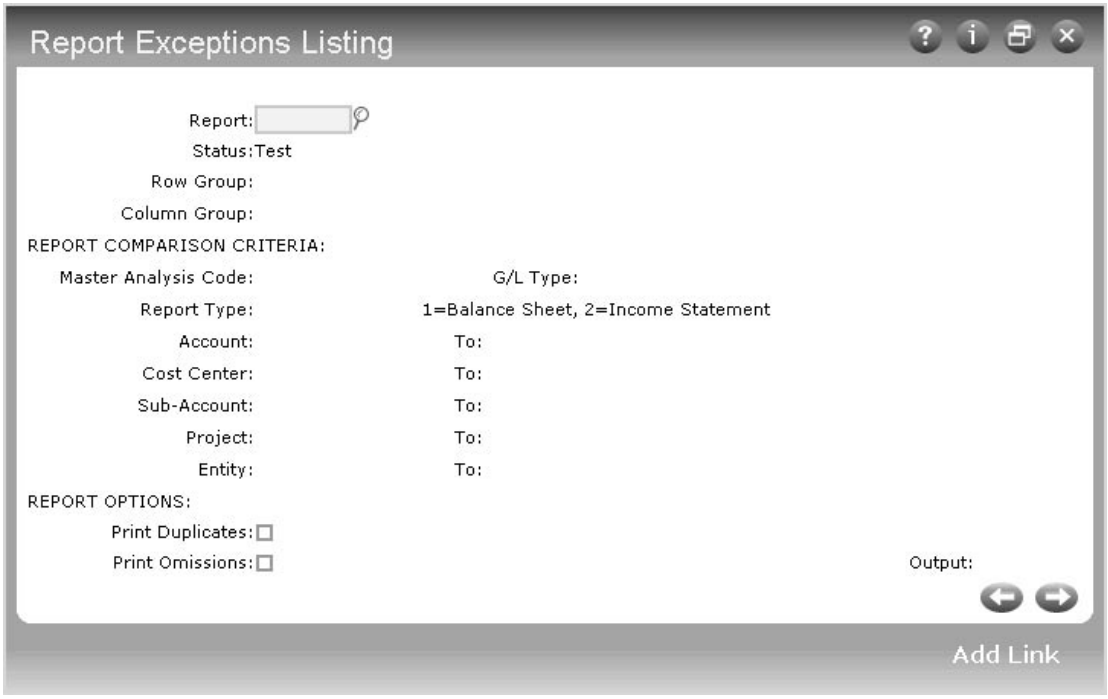


eB-GLRW-SU-591

Report Validation Listing

Report Validation Listing uncovers errors in row, column, and cell calculations. Invalid formulas contain references to non-existent rows, columns, or cells, or contain invalid syntax.

Report Exceptions Listing



eB-GLRW-SU-592

Report Exceptions Listing

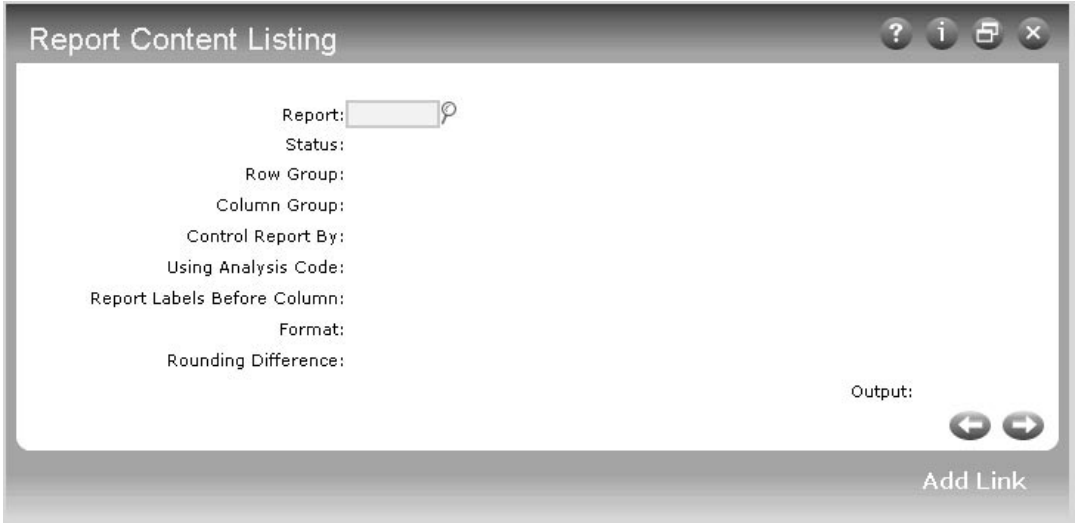
Use Report Exceptions Listing to reveal redundant components and/or omitted GL items.

Enter Yes in the Print Duplicates field to perform a redundancy check on components. This option lists rows that contain the exact combination of GL items when exploded – account, cost center, sub-account, project, and entity.

Enter Yes in the Print Omissions field to perform an omissions check on GL items. This option is used to find GL items that have been omitted from a report definition. Perform this check, using one of the following parameters:

- Analysis code
  - Enter an analysis code previously defined in Analysis Code Maintenance
  - The listing indicates GL items found in the analysis code but not found on the report
- Report type
  - Enter 1 (balance sheet) or 2 (income statement) in the Report Type field. The listing indicates account types that are missing from the report definition.
- Range of GL items
  - Enter a range of GL items
  - The listing shows GL items that are missing from the report definition

Report Content Listing



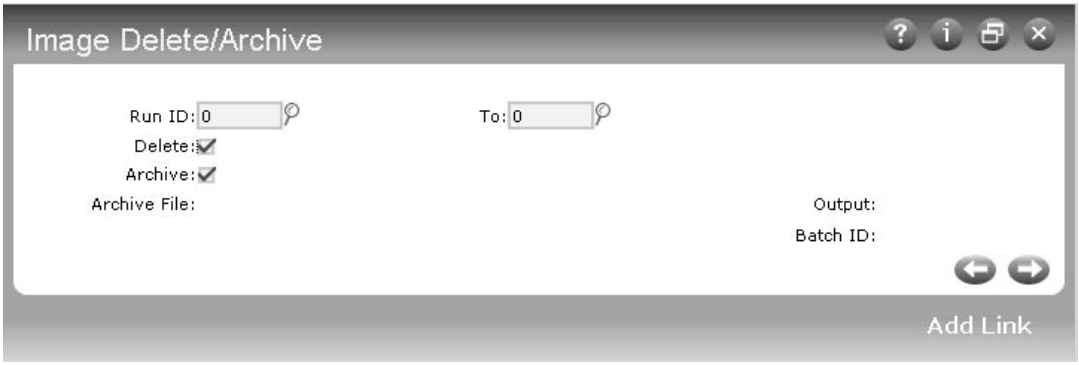
eB-GLRW-SU-593

Report Content Listing

Report Content Listing previews the format of the fully exploded row group, displaying the total and sub-total levels.

The system executes the hierarchy explosion program to explode all row and column group analysis codes.

Image Delete/Archive



eB-GLRW-SU-600

Image Delete/Archive

Image Delete/Archive deletes or archives the report image information associated with specific runs of a report. You can delete and archive the image, archive without deleting, or delete without archiving.

MFG/PRO does not automatically delete historical information at period or year end. It is up to you to delete unwanted information, as frequently or as infrequently as you prefer.

Most companies retain their historical information for at least one year or longer, depending on the availability of storage space.

When you set the Delete field to Yes, historical information satisfying the selection criteria is deleted from the file.

When you set the Archive field to Yes, historical information satisfying the selection criteria is copied to an ASCII file which can be re-loaded using the Archive File Reload feature. Otherwise, deleted data can not be recovered.

The stored file name has the format `xxYYMMDD.hst`, where:

`xx`	=	Module code
`YYMMDD`	=	The date you ran Image Delete/Archive
`.hst`	=	File extension

If the file does not exist, it is created. If the file already exists from a previous delete/archive run, the system appends the report image to this file.

The person who runs delete/archive must keep a record of the name of the file and its contents because there is no label within the file. The name of the file only identifies the module and the date the file was created (for example, xx960114.hst). If you need to reload particular data, you need to know which file to load it from.

Output Manager Menu

eB-GLRW-SU-610

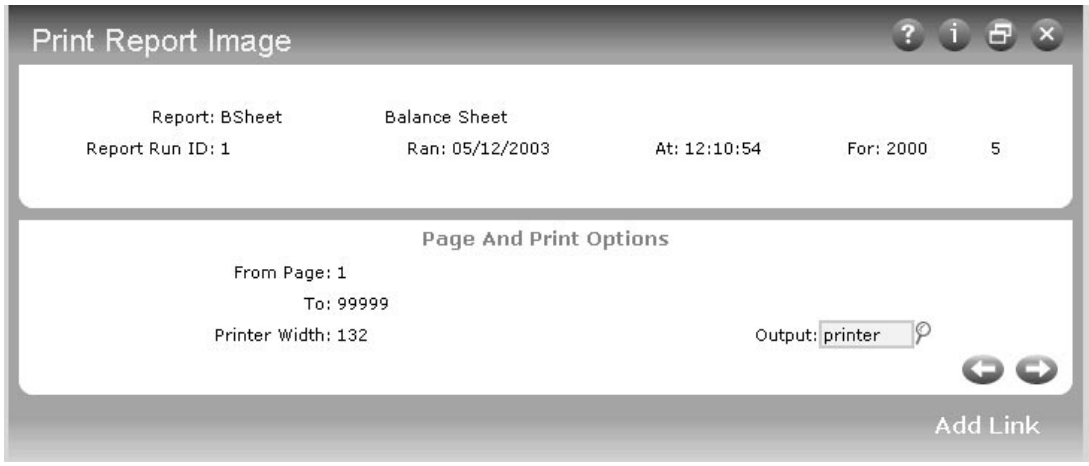
Using the Output Manager

The Output Manager Menu offers several options for printing, exporting, deleting, archiving, and filtering the report image.

When you run a report, the results are stored on the system in the form of a report image. You must enter Yes in the Save Image field of Run Report to create and store a report image. Save the report image if you want to print or export all or part of the report later.

Each report image has a unique run ID assigned by the system. To find a particular report image, record the report's run time and run ID. Use the Output Manager to handle your saved report images. You can use a report image as many times as you want with the Output Manager options.

Print Report Image



eB-GLRW-SU-611

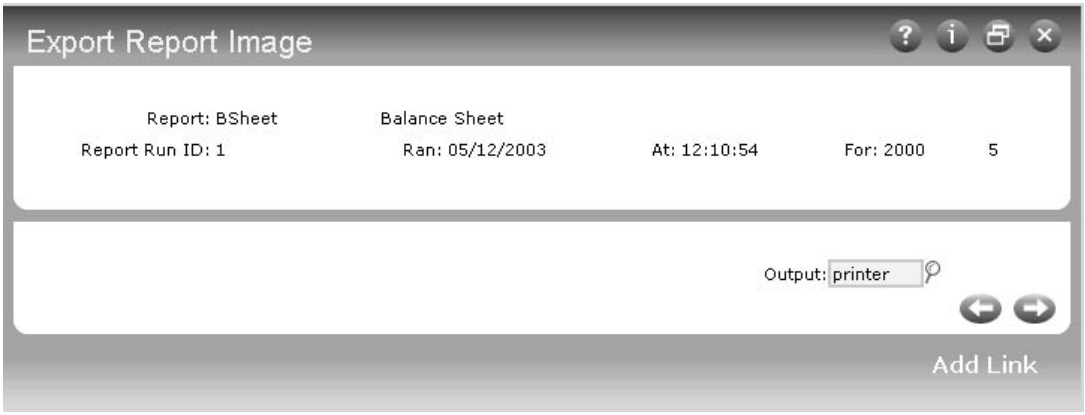
Print Report Image

This option prints the report image, or a range of pages of the report image, created by the Run Report process.

To print a range of pages, specify the page numbers in the From Page and To fields.

Note If the report contains a controlling hierarchy, you may need to use Page Number Inquiry to find the sequential page numbers corresponding to the group page numbers. To do this, you would need to renumber each iteration of the report (continuous = no).

Export Report Image



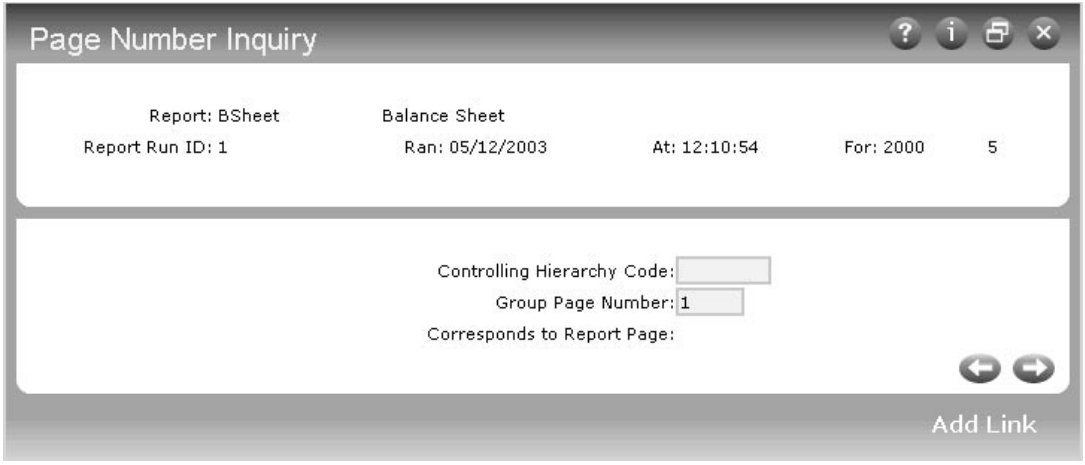
eB-GLRW-SU-612

Export Report Image

Use this option to copy the report image into an ASCII file. You can then import the information from the ASCII file into other software applications, such as spreadsheets.

To export the report image, enter a file name in the Output field. The system saves the file under your login directory.

Page Number Inquiry



eB-GLRW-SU-614

Page Number Inquiry

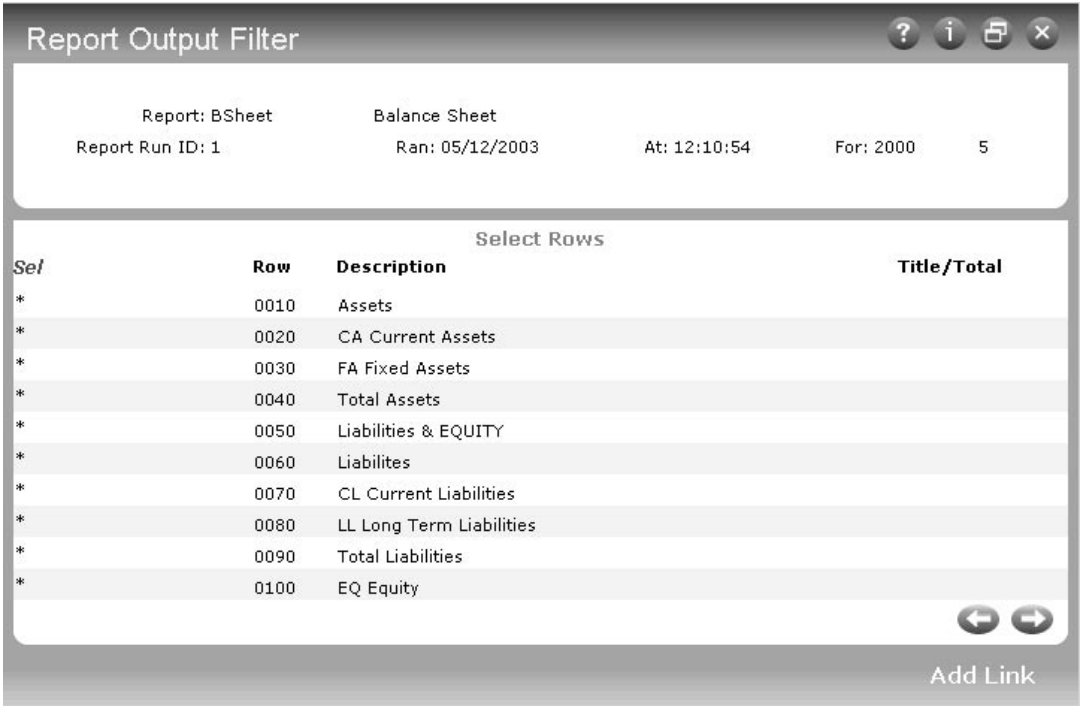
Use Page Number Inquiry to display an equivalent page number for reports numbered with repeating pages. There are no print capabilities for this inquiry.

A report may have repeating page numbers only if it involves a controlling hierarchy.

Report Maintenance determines whether a report has repeating page numbers. If the Continuous Page Numbers field is set to No, the page numbers begin at page one for each iteration required by the controlling hierarchy.

The system calculates the equivalent page number and displays it in the Corresponds to Report Page field. You can then use this page number in Print Report Image to specify the pages you want.

Report Output Filter



eB-GLRW-SU-615

Report Output Filter

Report Output Filter enables you to suppress output of columns, lines, or report iterations (groups) from a report image. You can use this feature several times to generate different versions of a report. The system maintains the original image so you can later reselect portions you suppressed.

Changes you make to the report image appears when you print or export the image. The system maintains the original image so you can later re-select the portions you suppressed.

Once you select a report image, the system displays the selection of lines first, then columns, and finally controlling hierarchy groups. Initially all items are selected, as indicated by an asterisk.

To remove an item, move the cursor next to it and press the Spacebar or Enter key. To reselect an item, press the Spacebar a second time.

Exercise 4 – Comparative Income Statement
Activities 15-18

eB-GLRW-SU-620

Exercise 3 – Trial Balance

Activity 9 – Reports

In this activity, you review:

- Existing analysis codes, row groups, and column groups to determine if structures already exist that you can use to build your report
- A proposed report format and answer questions relative to the proposal
- Your answers and compare them to the correct answers

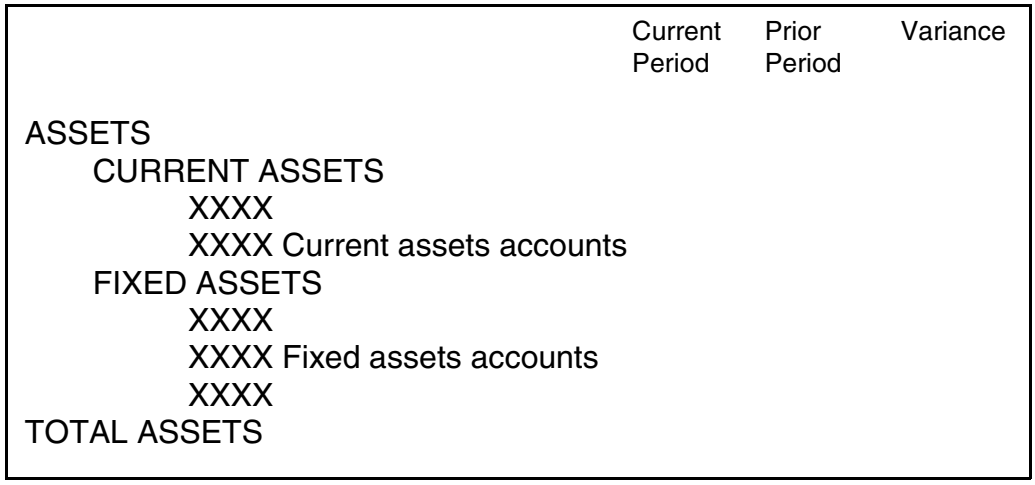
Planning your reports before you begin pays off. Remember that your report consists of cells created from the merging of a row group with a column group. A cell is the intersection of a row and a column, similar to a spreadsheet.

In general, row groups are relatively longer and more involved than column groups. The row group determines the main character of your report, and dictates what other components are required. For these reasons, the row group is a good place to start planning the structure of your report.

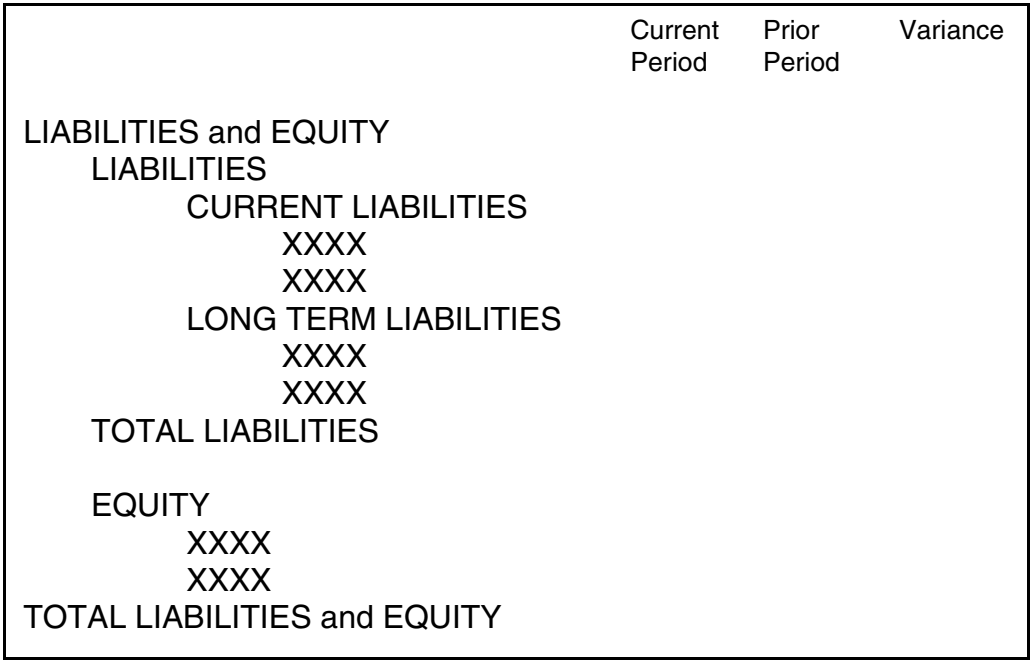
Task 9-1 – Planning Your Report

Directions: Which groups of accounts, cost centers, and so forth, do you want your report to address? Each group of items can be represented by an analysis code. Plan your analysis codes so that the items are properly and conveniently grouped. Build only the analysis codes you need. Remember that reusing existing analysis codes saves you the time of creating new ones. Do not build analysis codes until you are satisfied that the existing analysis codes do not meet your needs. This step saves you the time and effort of building analysis codes that already exist.

1. Review existing analysis codes.
   - Use Analysis Code Inquiry and Analysis Code Listing
2. Look for existing row and column groups that you can copy and modify for your own use.
   - Use Row Group Listing and Column Group Listing



	Current Period	Prior Period	Variance
ASSETS			
CURRENT ASSETS			
XXXX			
XXXX Current assets accounts			
FIXED ASSETS			
XXXX			
XXXX Fixed assets accounts			
XXXX			
TOTAL ASSETS			



	Current Period	Prior Period	Variance
LIABILITIES and EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
XXXX			
XXXX			
LONG TERM LIABILITIES			
XXXX			
XXXX			
TOTAL LIABILITIES			
EQUITY			
XXXX			
XXXX			
TOTAL LIABILITIES and EQUITY			

3 Review the above report format proposal.

Planning Worksheet

Directions: Refer to the Report Format Proposal and answer the following questions:

1 How many rows should the row group have?

2 How many data rows should there be, assuming you take advantage of the explode feature for analysis codes?

3 How many account-type analysis codes do you need?

4 Write a list of the analysis codes you need.

5 How many calculation rows do you have?

6 List the calculation rows.

7 How many text-type rows do you have?

8 List the text rows.

9 Using the information given at the beginning of the exercise, how many columns might your column group have?

10 What type should the columns have: Actual, Budget, or Calculation?

11 List the columns.

12 Assign row numbers to each row and column numbers to each column. Assign the proper analysis code to each data row, and the proper column type to each column (use a separate sheet).

Review Your Answers

Directions: Review your answers with the correct answers given below. Did you already peak? You could make a case for somewhat different answers than those given, but since you are using the completed worksheet to do the activities that follow, please work with the answers given.

Answers to Planning Questions

1 11 rows in the row group.

2 5 data rows.

3 5 account-type analysis codes.

4 Needed analysis codes:

FA – Fixed Assets	LL – Long Term Liabilities
CL – Current Liabilities	EQ – Equity
CA – Current Assets	

5 3 calculation rows.

6 Calculation rows needed:

Total Assets Total Liabilities Total Liabilities and Equity

7 3 text-type rows.

8 Text rows needed:

Assets Liabilities Liabilities and Equity

9 1 column group of 3 columns.

10 Column types needed: 2 Actual, and 1 Calculation.

11 Columns needed:

Current Period Prior Period Variance

12 Go to the GL Report Writer Menu.

Activity 10 – Selecting GL Items for an Analysis Code

In this activity, you:

1 Create the analysis codes listed in your worksheet

2 Verify that all your analysis codes were created as you intended them

3 Select all current asset accounts using the range selection method

4 Use wildcards to select all fixed asset accounts

5 Create analysis codes using the point and shoot method

You can select GL items for an analysis code using any combination of the following:

- Range Selection – Tag items using a lower and upper bound
- Wildcards – Pick items based on their code
- Point and Shoot – Individually include or exclude items

Task 10-1 – Create the Analysis Codes Listed in Your Worksheet

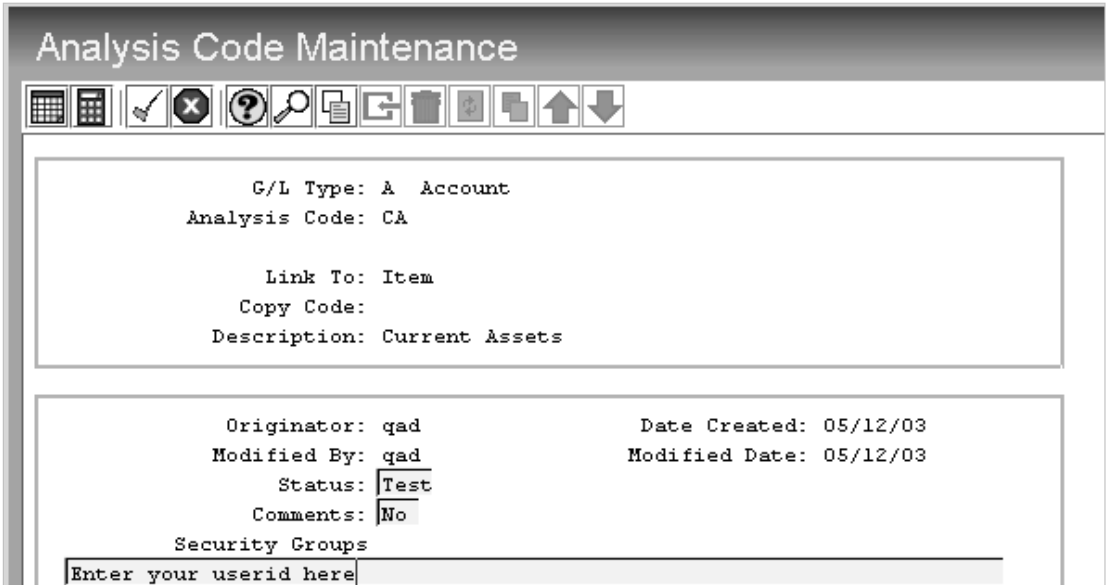
Directions: Perform the following steps to create your report record:

1 Go to Analysis Code Maintenance.

2 Set the following fields:

Field	Enter
G/L Type	Account
Analysis Code	Enter CA for Current Assets
Link To	Item
Copy Code	Skip this field
Description	Current Assets
Originator	System Generated
Modified By	System Generated
Status	Skip this field
Comments	Skip this field
Security Groups	Enter your User ID
Date Created	System Generated
Date Modified	System Generated

Analysis Code Maintenance



Example of Analysis Code Maintenance

3 Save your changes and advance to Frame 2.

Directions: Using the Range Selection method to select all the current asset accounts, create an analysis code called CA – Current Assets.

4 At Frame 2, type 1000 (not 1040) in the *From G/L Code* field, and press Enter.

5 Type 1799 in the *To* field, and press Enter.

- You should now be in the GL Item Selector Frame, a scrollable Frame.
- Every account within the range you just specified is tagged with an asterisk

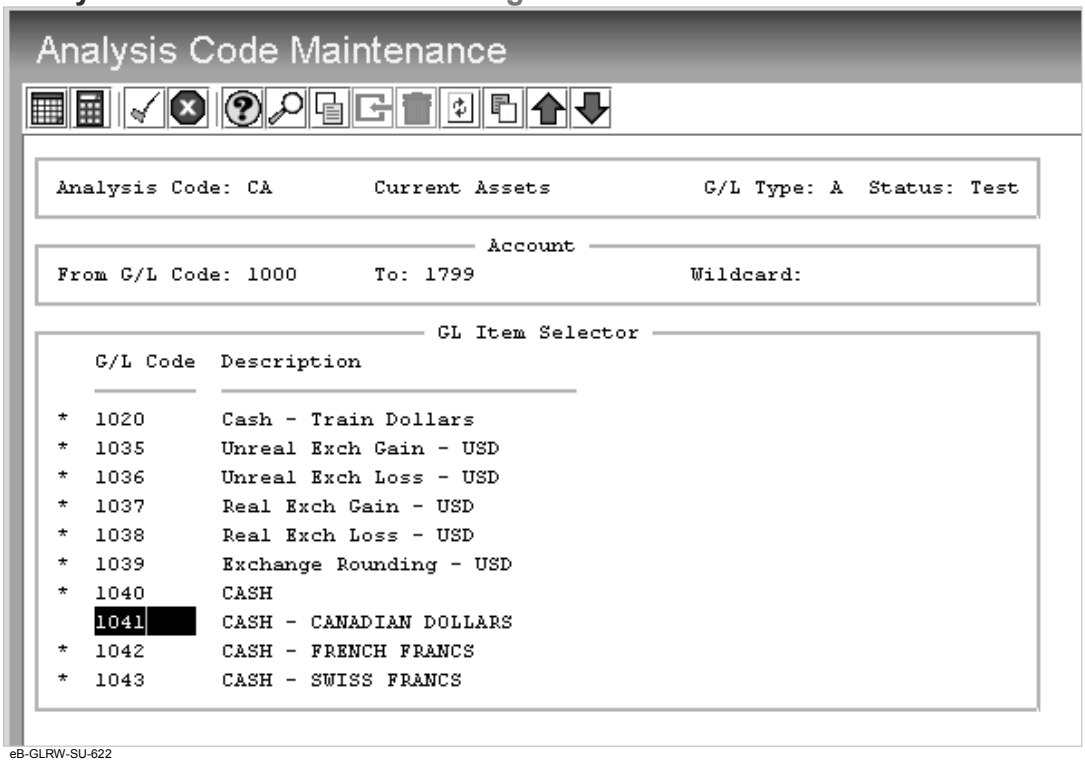
  An asterisk indicates that an account is included in the analysis code

6 Use the Up and Down arrow keys to reach account 1041.

7 Press Enter.

- The tag mark has now been removed
- You have just excluded account 1041 from the range of accounts you just created

Analysis Code Maintenance – Range Selection Method



Example of Frame 2 with the Range Selection method

8 Save your changes.

9 Return to the G/L Type field in Frame 1.

Directions: Use two wildcards to select all the fixed asset accounts into the FA – Fixed Assets analysis code you are creating. In this chart of accounts, fixed assets comprise accounts 1800 through 1899.

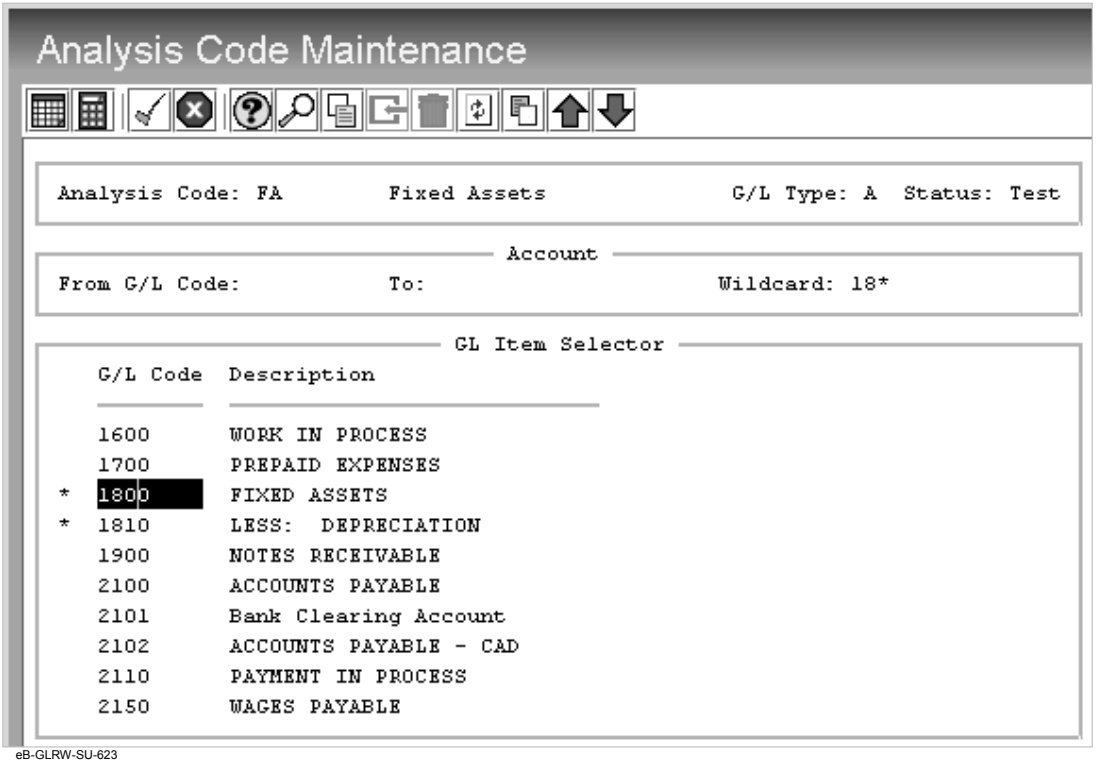
10 Repeat Steps 1 through 3 to advance to Frame 2.

11 Press Enter until you reach the Wildcard field.

12 Enter 18* in the Wildcard field, and press Enter.

- Every account in the GL Item Selector Frame starting with 18 is tagged with an asterisk

Analysis Code Maintenance – Wildcard Method



eB-GLRW-SU-623

Example of Frame 2 using the Wildcard method

13 Save your changes and return to the Account Frame.

Directions: Create the following analysis codes using the Point and Shoot method:

CL – Current Liabilities

2100, 2110, 2200, 2250, 2300, 2350, 2400, 2410, 2420, 2500, 2590, 2610, 2620

Note You can enter range 2100 - 2600 and point and shoot to remove accounts.

LL – Long Term Liabilities

2600

EQ – Equity

2700, 2800, 2900, 2950

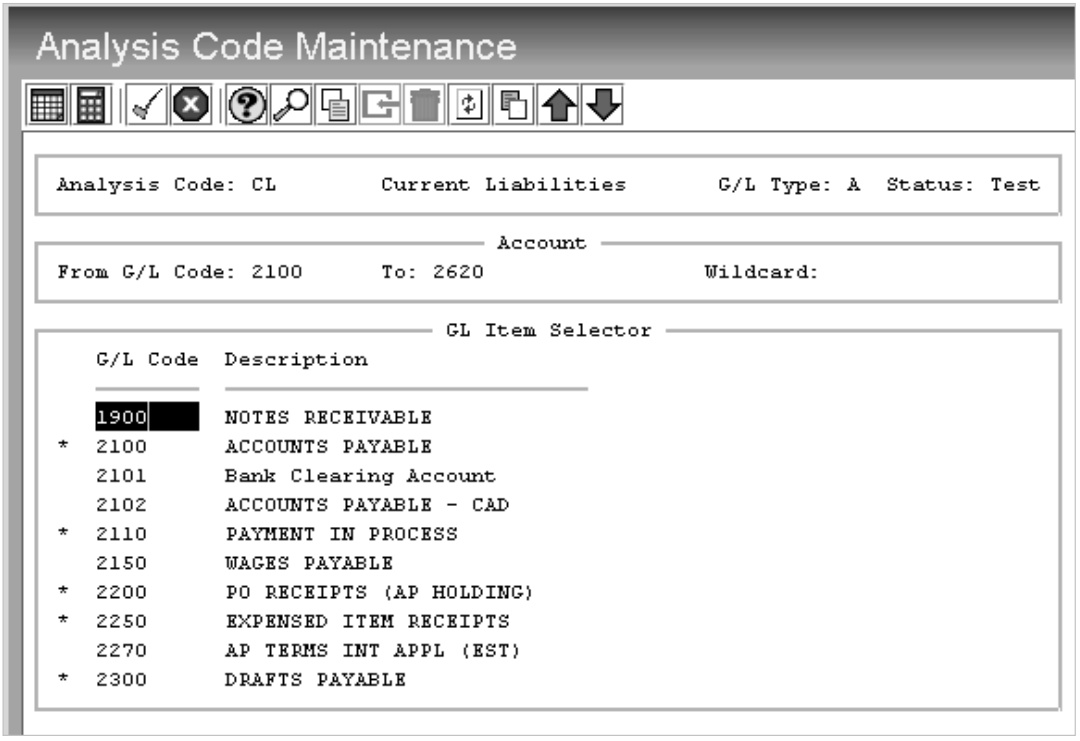
14 Repeat Steps 1 through 3 to advance to Frame 2.

15 Press Enter until you are at the GL Item Selector Frame.

16 Select items by pressing Enter.

- Enter acts as a toggle switch and moves the cursor down
- Use the spacebar to toggle an item without moving the cursor

Analysis Code Maintenance – Point and Shoot Method



eB-GLRW-SU-624

Example of Frame 2 using the Point and Shoot method

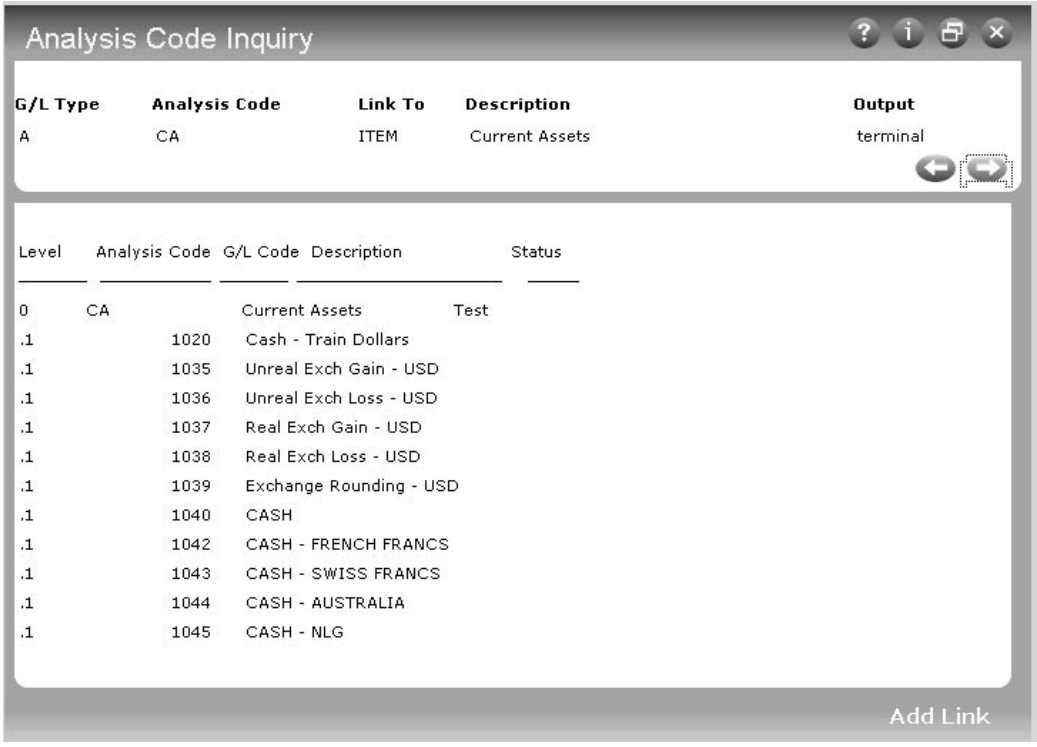
17 Save your changes.

Task 10-2 – Verify Analysis Codes

Directions: Perform the following steps to verify the analysis codes you created in Task 10-1:

1 Go to Analysis Code Inquiry and verify your analysis codes.

Analysis Code Inquiry



eB-GLRW-SU-625

Example Analysis Code Inquire for analysis code CA

Activity 11 – Constructing a Formula

In this activity, you are introduced to calculations that you can use in row groups and column groups, enabling you to create calculated rows and columns.

You learn how to:

- Construct a valid formula
- Create the data and text rows for your row group

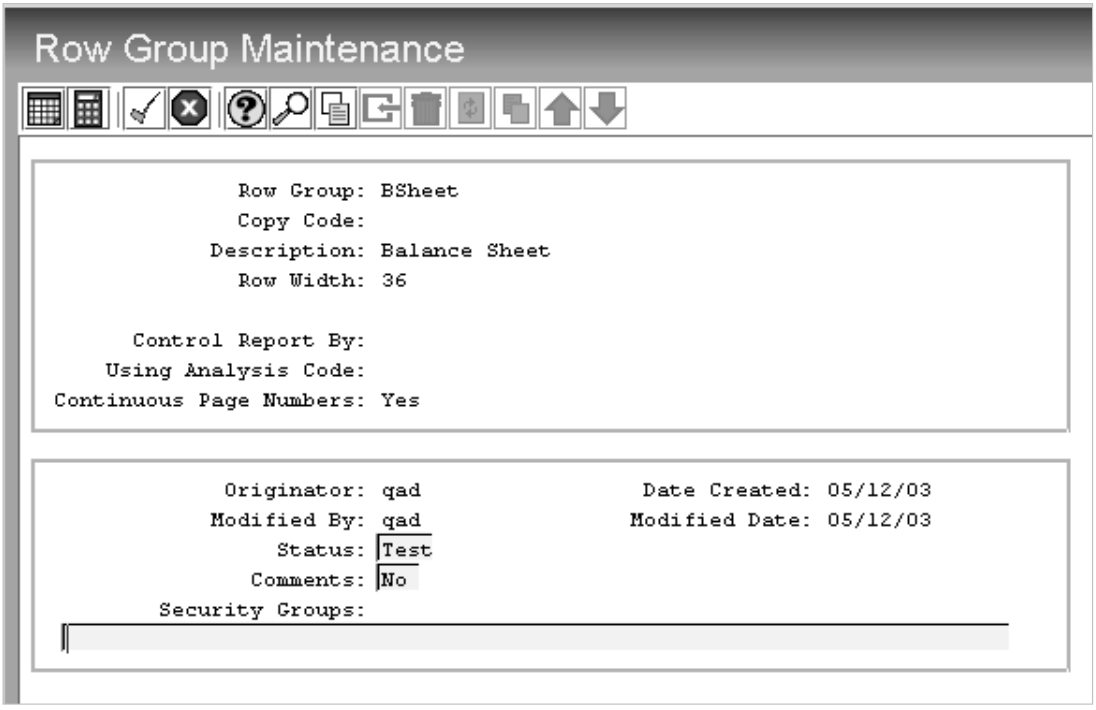
Task 11-1 – Create a Row Group and Data Rows

Directions: To complete this activity, use the information from your worksheet. Perform the following steps to create a row group called BSheet and create data rows for each data row in your worksheet:

1 Go to Row Group Maintenance and create a row group called BSheet.

– Use the procedure learned in *Activity 6 – Row Groups* on page 120 in this training guide.

Row Group Maintenance



eB-GLRW-SU-626

Example of Row Group Maintenance

2 Save your changes.

3 Advance to Frame 2.

4 Create data rows for each data row in your worksheet.

– Use the explode feature for each analysis code by setting the following fields in Frame 2.

Field	Enter
Expl	Yes
Show Codes	Yes

5 When you have created data rows for each data row in your worksheet, use Row Group Listing 25.21.13.2 to verify the row group you have created so far.

Row Group Listing

```
grrgrp.p b+                                          Row Group Listing
Date: 05/12/03
Page:    1                                        MFG/PRO Training DB  - eB 91
Time: 11:06:37
Row Group: BSheet

Row      Description                          Type  Row Contents
-----    ------------------------------------ ----- ----------------------------
```

Example of how the report should look after creating your data rows

6 Go to the GL Report Writer Menu.

Task 11-2 – Create Calculation Rows for Your Row Group

Directions: Using the row group you just created (BSheet), advance to Frame 2 in Row Group Maintenance.

1 Enter the number for the Total Assets row from your worksheet, and press Enter.

2 Set the following fields:

Field	Enter
Type	Calculation
Indent	Skip this field
Row Label	Total Assets

3 Save your changes.

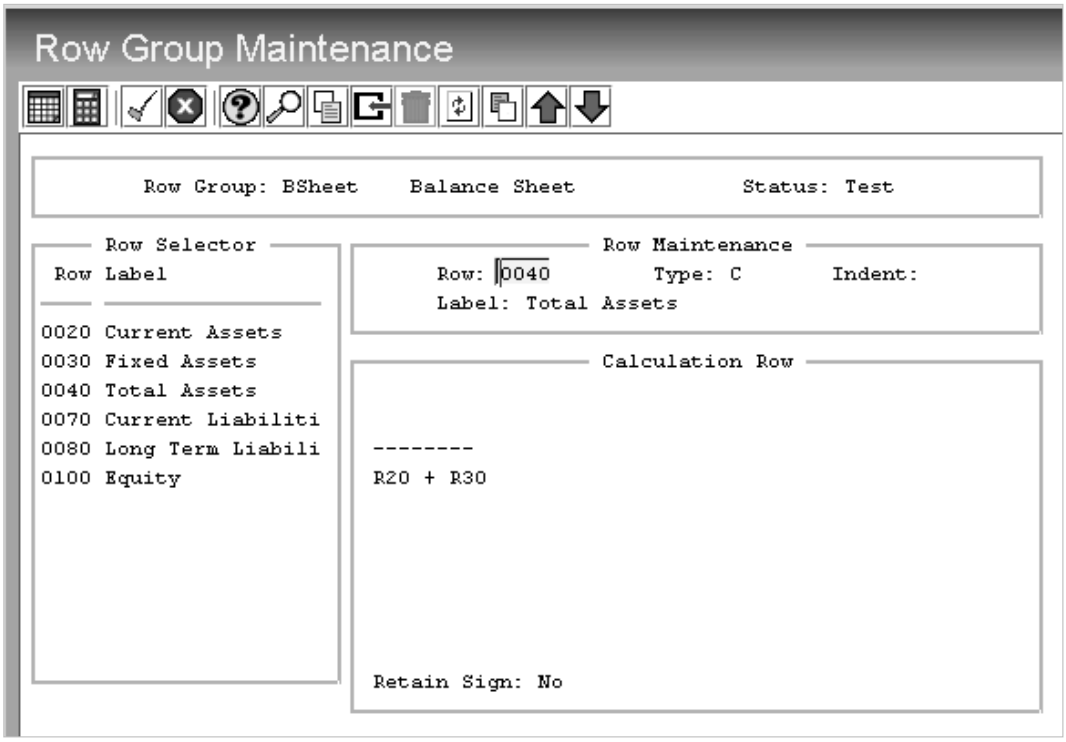
4 Advance to the next Frame.

5 Type in the formula, R20 + R30, and press Enter. This formula assumes that you used row 20 for Current Assets and row 30 for Fixed Assets:

– Total Assets (R40) = Current Assets (R20) + Fixed Assets (R30)

6 Skip the Retain Sign field and save your changes.

Row Group Maintenance – Frame 2



eB-GLRW-SU-628

Example of Frame 2

7 Accept all the defaults in Frame 3, Print Control.

– You should now be back at Frame 2 of Row Maintenance

8 Refer to your worksheet and consider what other formulas you need to enter for this row group.

You need to create calculation rows for Total Liabilities (0090) and Total Liabilities and Equities (0110) using the formulas:

R70 + R80 (for Total Liabilities)

R90 + R100 (for Total Liabilities and Equities)

9 When you have created calculation rows for each calculation row in your worksheet, use Row Group Listing to verify the row group you have created so far.

Row Group Listing

```
grrgrp.p b+                                    25.21.13.2 Row Group Listing
Page:    1                                      MFG/PRO Training DB - eB 91
Row Group: BSheet

Row      Description                           Type  Row Contents
-----    ------------------------------------- ----- ---------------------------------
0020     Current Assets                        Data  CA
0030     Fixed Assets                          Data  FA
0040     Total Assets                          Calc  R20 + R30

0070     Current Liabilities                   Data  CL
0080     Long Term Liabilities                 Data  LL
0090     Total Liabilities                     Calc  R70 + R80

0100     Equity                                Data  EQ
0110     Total Liabilities and Equity          Calc  R90 + R100
```

Example of your report after you have created your calculation rows

Task 11-3 – Create Text Rows for Your Row Group

Directions: Using the row group, BSheet, advance to Frame 2 of Row Group Maintenance.

1 Enter the number for the Assets row from your worksheet and press Enter.

2 Set the following fields:

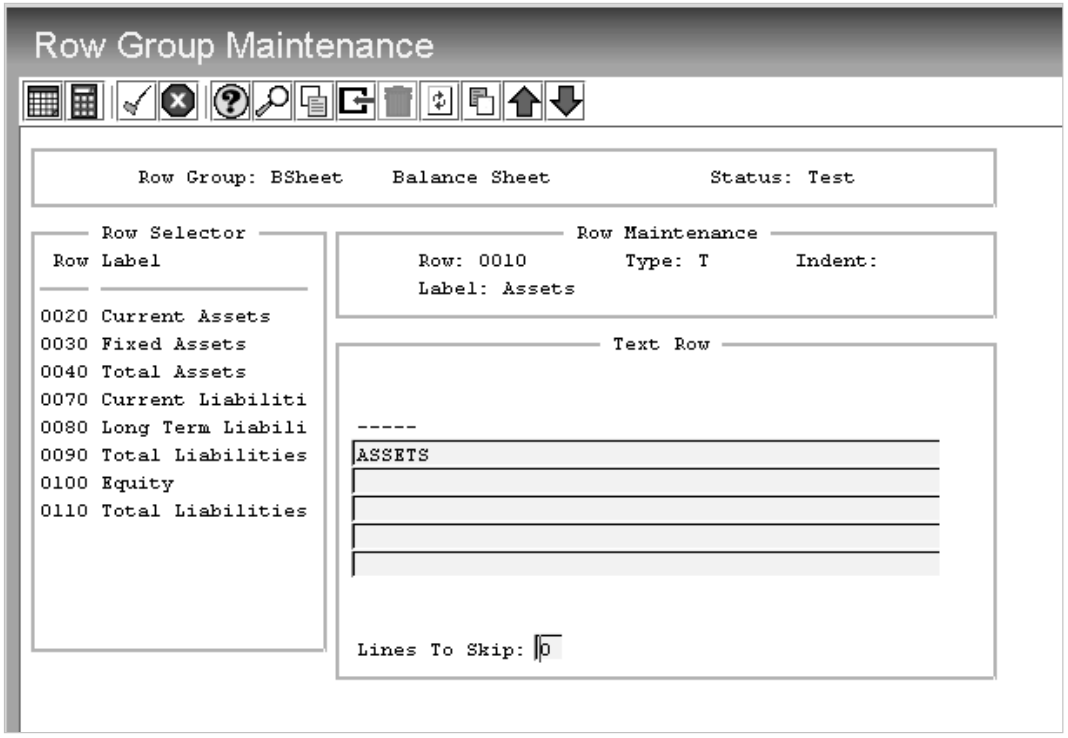
Field	Enter
Type	Text
Indent	Skip this field
Row Label	Assets

3 Save your changes, and advance to the next Frame.

4 Enter the text that you want to appear on the report.
   – For this text row, the text should be: ASSETS

5 Save your changes.

Row Group Maintenance



eB-GLRW-SU-630

Example of Frame 2

6 Refer to your worksheet, and consider what other text rows you need for this row group.

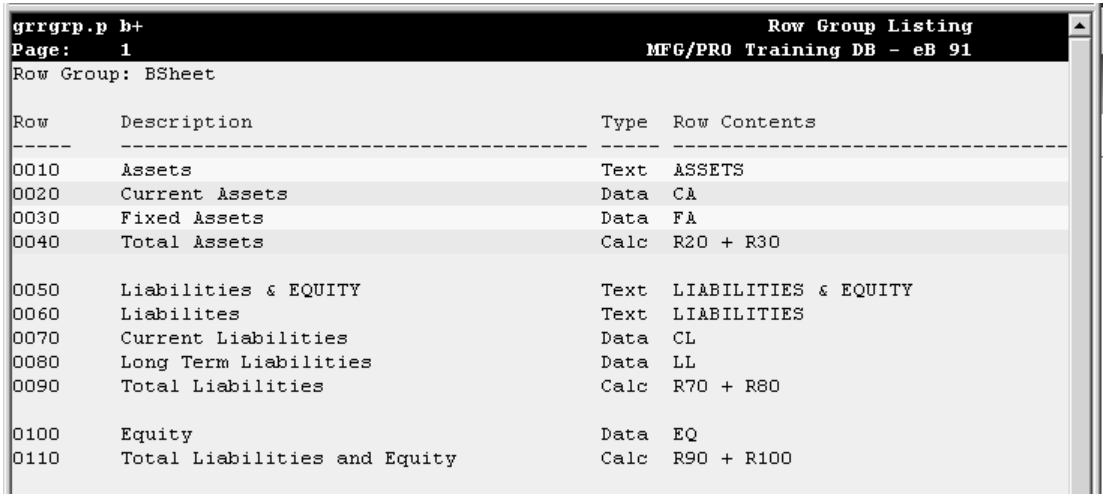
You need to create text rows for Liabilities & Equity (0050) and Liabilities (0060). For these text rows, the text should be:

- For text row 0050: LIABILITIES & EQUITY
- For text row 0060: LIABILITY

7 When you have created text rows for each text row in your worksheet, use Row Group Listing to verify the row group.

- This completes the definition of all elements in your row group

Row Group Listing



```
grrgrp.p b+                                                Row Group Listing
Page:    1                                        MFG/PRO Training DB - eB 91
Row Group: BSheet

Row      Description                              Type  Row Contents
-----    ---------------------------------------- ----- --------------------------------
0010     Assets                                   Text  ASSETS
0020     Current Assets                           Data  CA
0030     Fixed Assets                             Data  FA
0040     Total Assets                             Calc  R20 + R30

0050     Liabilities & EQUITY                     Text  LIABILITIES & EQUITY
0060     Liabilites                               Text  LIABILITIES
0070     Current Liabilities                      Data  CL
0080     Long Term Liabilities                    Data  LL
0090     Total Liabilities                        Calc  R70 + R80

0100     Equity                                   Data  EQ
0110     Total Liabilities and Equity             Calc  R90 + R100
```

eB-GLRW-SU-640

Example of the report when all row group elements are complete

Activity 12 – Reference Periods

In this activity, you select period buckets based on criteria such as the prior period, or the *n* periods prior to the current period. This functionality is a property of Column Groups.

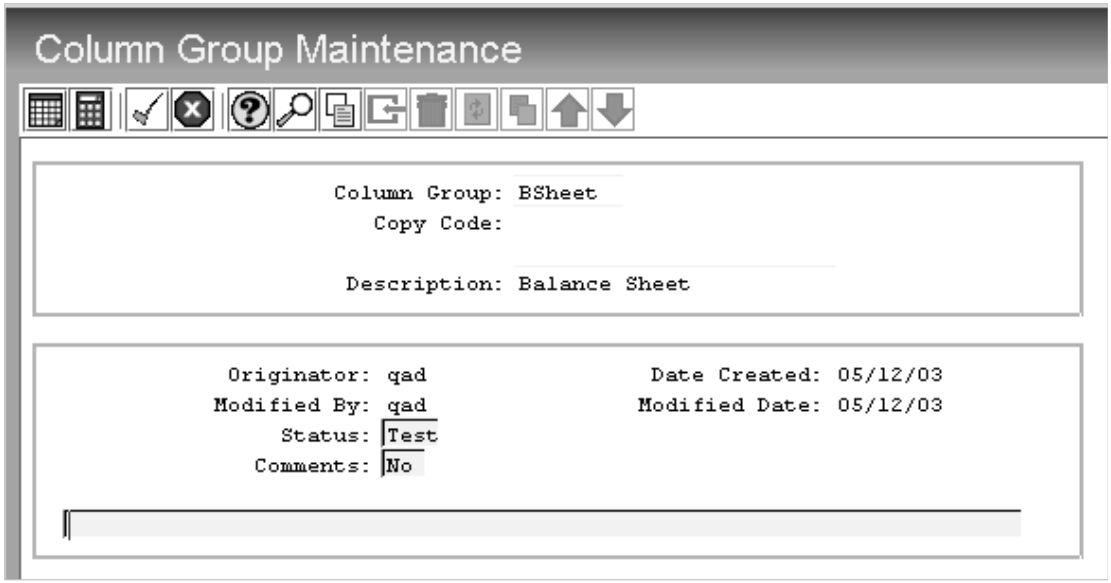
Task 12-1 – Create a Column Group and Define Columns

Directions: Perform the following steps to create a column group and define the columns for your report:

1 Go to Column Group Maintenance and create a column group called BSheet.

– Use the procedure you learned in *Activity 7 – Column Groups* on page 144 of this guide

Column Group Maintenance



eB-GLRW-SU-650

Example of Column Group Maintenance

2 Save your changes, and advance to Frame 2.

3 Starting with column 0010, create a column for each column in your worksheet:
- Current Period (0010)
- Prior Period (0020)
- Variance (0030)

4 To create the first column, set the following fields in Frame 2 of Column Maintenance.

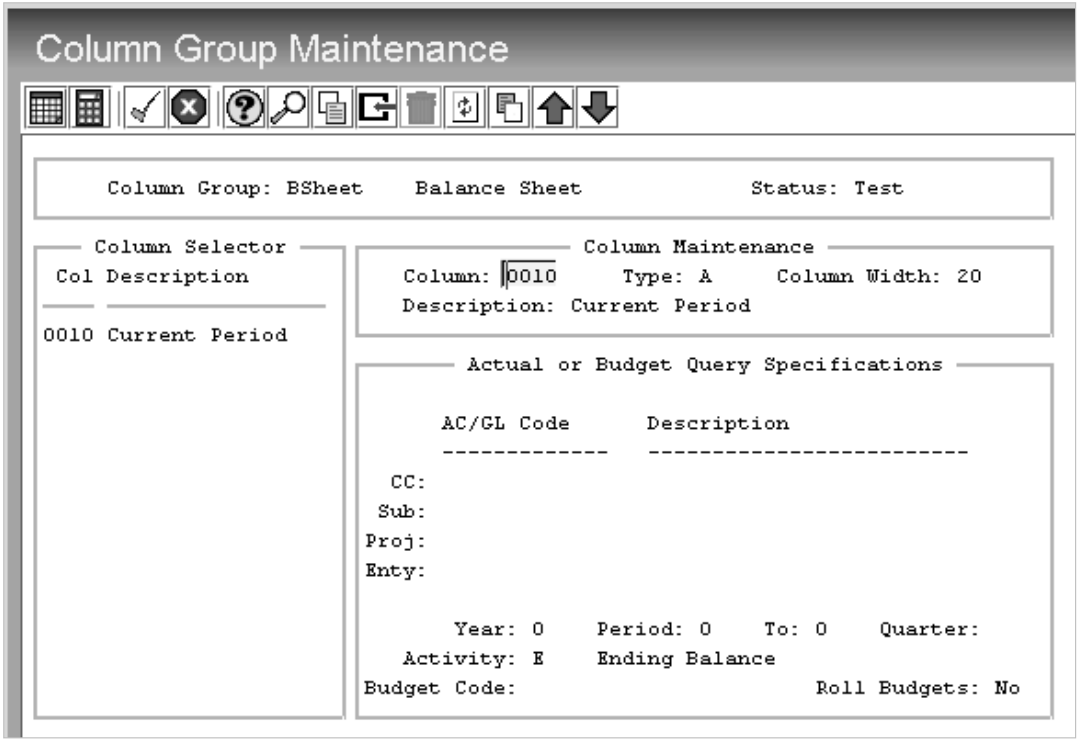
Field	Enter
Column	0010
Type	Actual
Column Width	Accept the default (20)
Description	Current Period

5 Save your changes and advance to the Actual Or Budget Query Specifications Frame.

6 Skip to the Year, Period, and To fields and set them to zero.

7 Set the Activity field to Ending Balance.

Column Group Maintenance



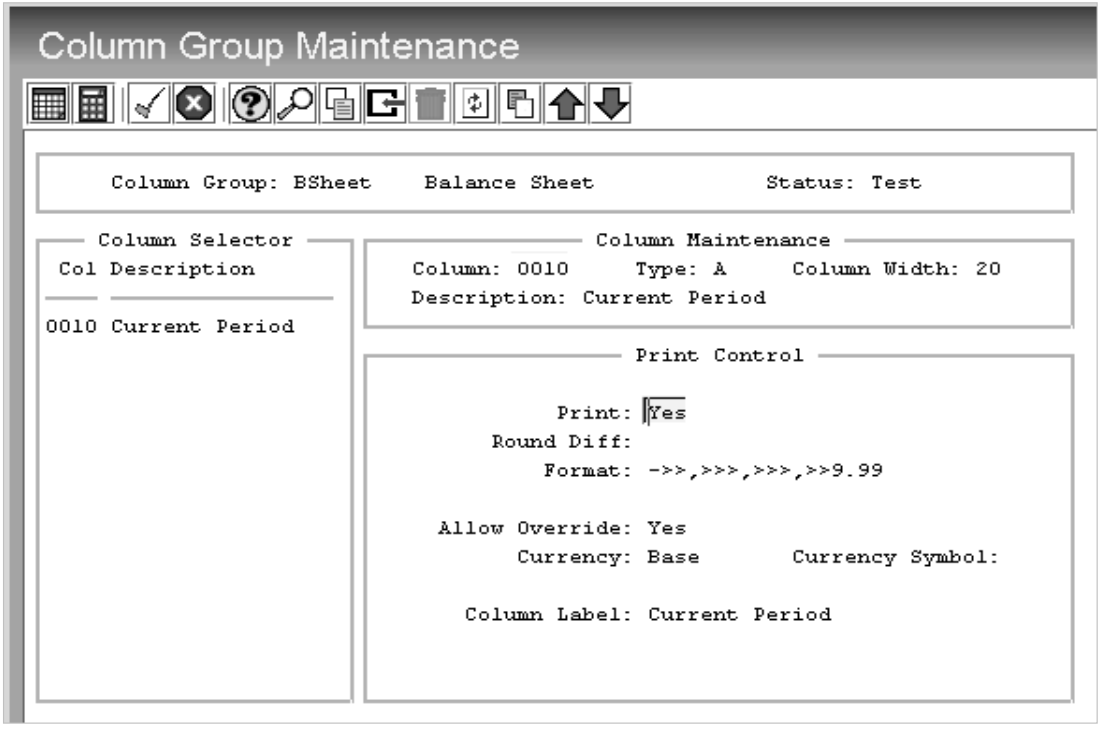
eB-GLRW-SU-660

Example of Frame 2

8 Save your changes, and advance to Frame 3, Print Control.

9 Skip to the Column Label field and enter the label Current Period.

Column Group Maintenance



eB-GLRW-SU-670

Example of the Print Control Frame

10 Save your changes.

- You are now back in Frame 2 of Column Maintenance

11 Repeat Steps 4 and 5 to create a second column numbered 0020.

12 Enter a type of Actual and a description of Prior Period.

13 Save your changes and advance to the Actual Or Budget Query Specifications Frame.

14 Skip to the Year, Period and set Year to 0, Period to -1, To -1

15 Set the Activity field to Ending Balance.

16 Save your changes and advance to the Print Control Frame.

17 Skip to the Column Label field and enter the label Prior Period.

18 Save your changes.

– You are now back in Frame 2 of Column Maintenance

19 Repeat Steps 4 and 5 to create a third column numbered 0030.

20 Enter a type of Calculation and a description of Variance.

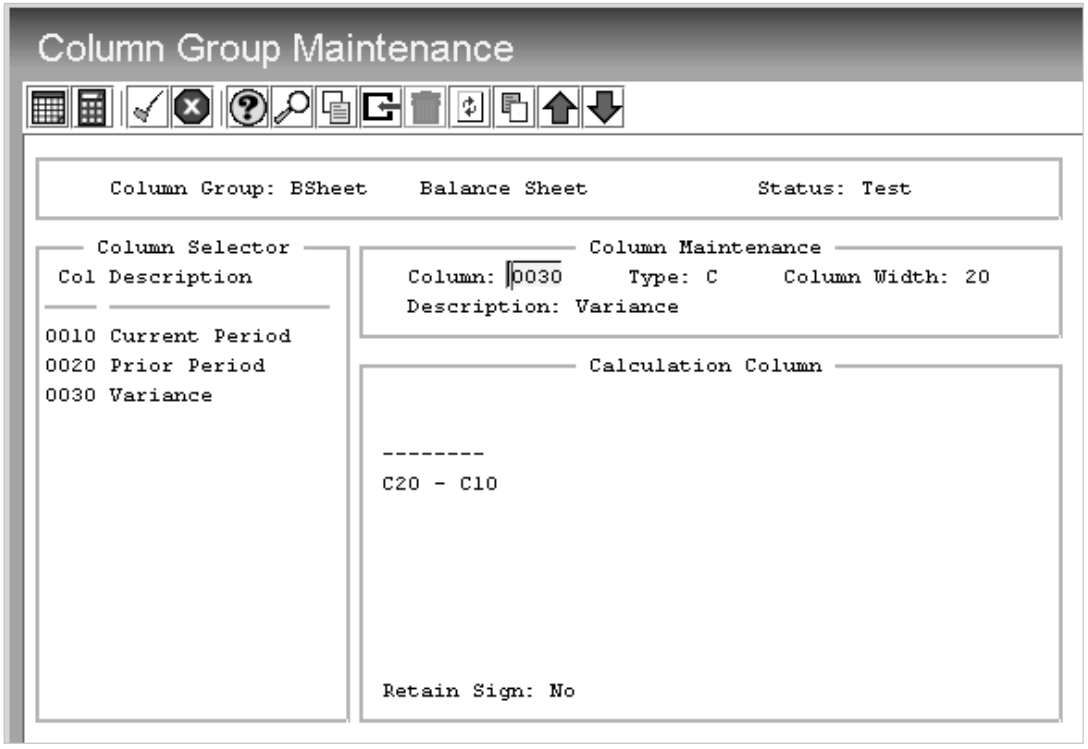
21 Save your changes and advance to the Calculation Column Frame.

22 Enter the formula, C20 – C10.

This assumes that you used column 20 for Prior Period and column 10 for Current Period.

– Variance (C30) = Prior Period (C20) – Current Period (C10)

Column Group Maintenance



eB-GLRW-SU-680

Example of Frame 2

23 Save your changes, and advance to Frame 3, Print Control.

24 Skip to the Column Label field and enter the label Variance.

– This completes the definition of all elements in your column group

25 Save your changes, and return to the GL Report Writer main menu.

26 Use Column Group Listing to verify the column group.

The screen below shows how page 3 (column 30) of the report should look. It provides one page for each column in the group.

Column Group Listing

```
================================================================================
Page:    2                MFG/PRO Training DB - eB 91            Time: 11:46:27


              Column Group: BSheet
                    Column: 0030
                      Type: Calculation
                  Activity: Ending Balance
               Budget Code:                          Period:       To:
                   Quarter:                            Year:
              Column Width: 20

              Column Label: Variance
                       [2]:
                       [3]:
                   Formula:
   C20 - C10




 Sub-Account Analysis Code:                  Sub-Account:
 Cost Center Analysis Code:                  Cost Center:
      Entity Analysis Code:                       Entity:
     Project Analysis Code:                      Project:
```

Activity 13 – Report Titles and Footers

In this activity, you format your report titles and footers, including text alignment and the use of keywords, such as date, time, and page numbers.

Task 13-1 – Format Report Title, Page Footer, and Report Footer

Directions: Perform the following steps to format your report title, page footer, and report footer:

1 Go to Report Maintenance.

2 Set the following fields:

Field	Enter
Report	BSheet
Copy Code	Skip this field
Description	Balance Sheet

3 Skip through the remaining fields. Save your changes and advance to Frame 2.

4 Skip through all other fields and set the following fields in Frame 2:

Field	Enter
Row Group	BSheet
Column Group	BSheet
Row labels Before Column	10
Edit Report Title	Yes
Edit Page Footer	Yes
Edit Report Footer	Yes
Printer Template	Enter the name of your printer

5 Save your changes.
   – You should now be at the Report Title Frame

6 Enter a line number of 10.
   – These line numbers are independent of the row numbers

7 Enter a left bracket followed by the name of your company.
   All components of the title must follow a left bracket.
   – [ABC, Inc.]

8 Enter a line number of 20.

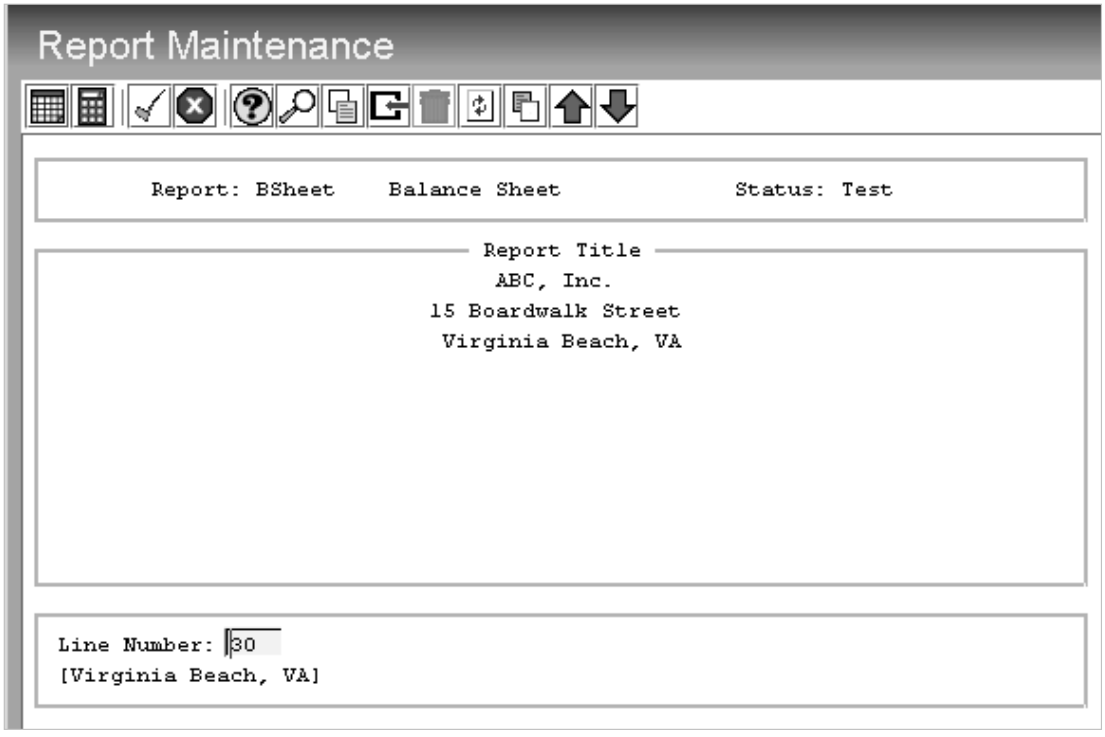
9 Enter the street address of your company.
   – [15 Boardwalk Street]

10 Enter a line number of 30.

11 Enter the city and state address of your company.

- [Virginia Beach, VA]

Report Maintenance



eB-GLRW-SU-700

Example of Report Title Frame — Verify what you have added

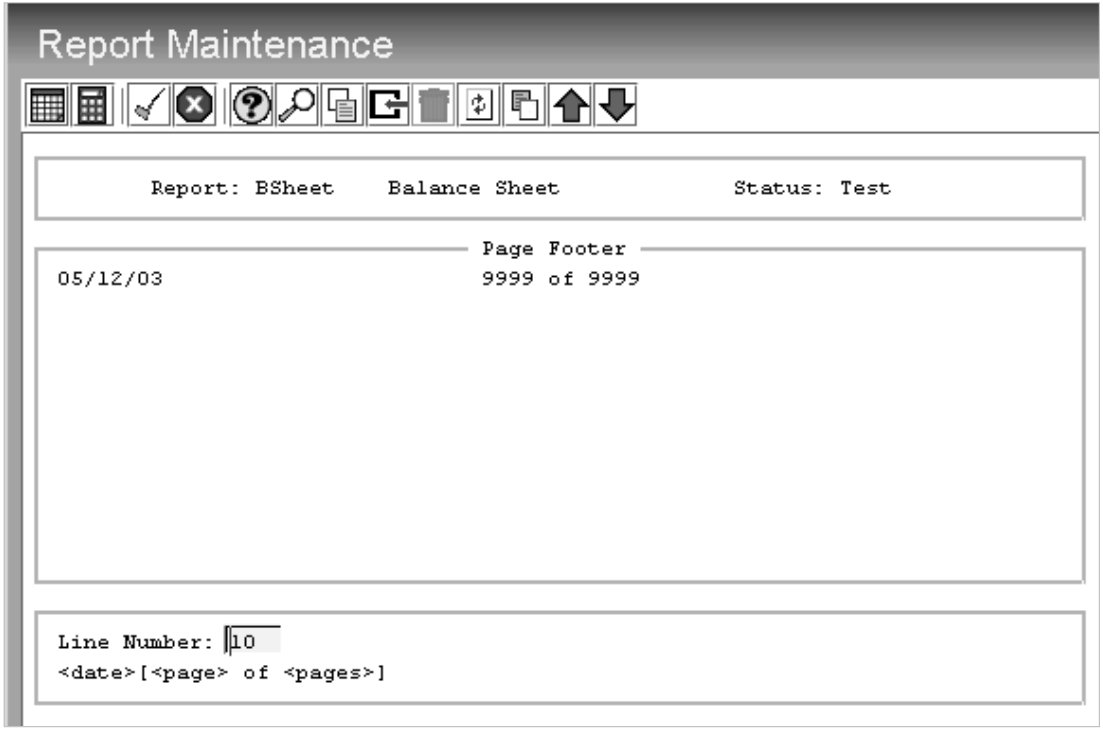
12 Save your changes.

13 Advance to the Page Footer Frame.

14 Enter a line number of 10.

15 For line 10, enter: <date> [<page> of <pages>].

Report Maintenance: Page Footer



eB-GLRW-SU-710

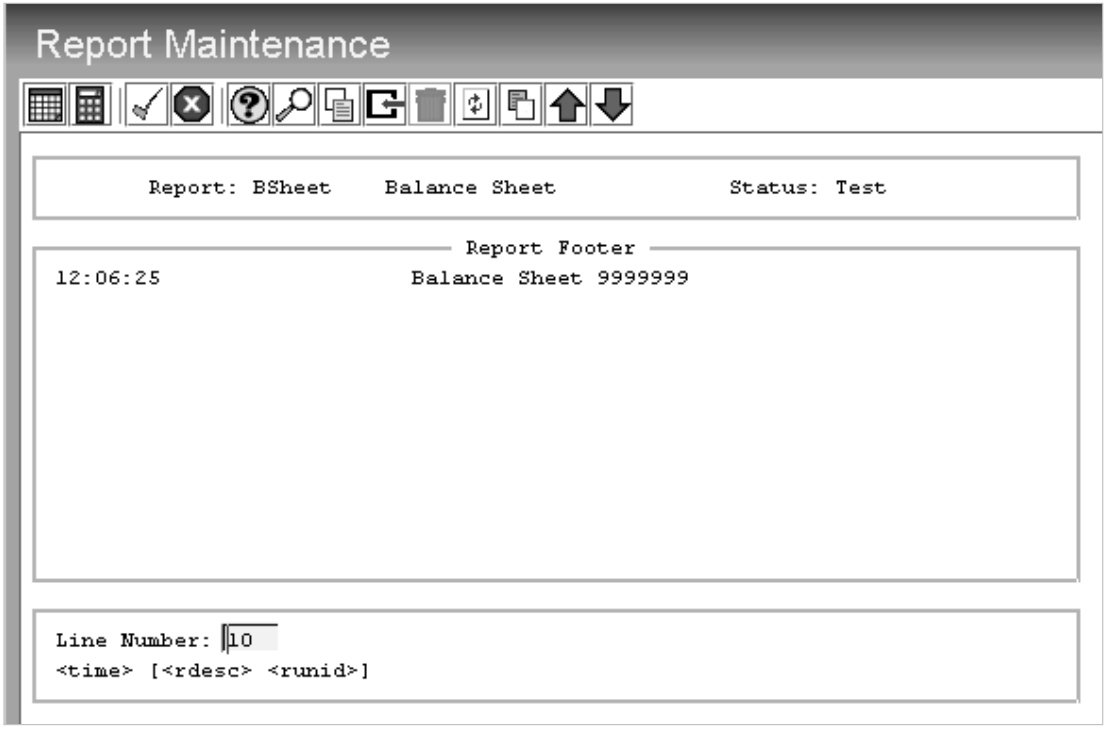
Example of the Page Footer Frame

16 Save your changes, and advance to the Report Footer Frame.

17 Enter a line number of 10.

18 For line 10, enter: <time> [<rdesc> <runid>].

Report Maintenance: Report Footer



eB-GLRW-SU-720

Example of the Report Footer Frame

19 Save your changes.

- You are returned to the first Frame in Report Maintenance

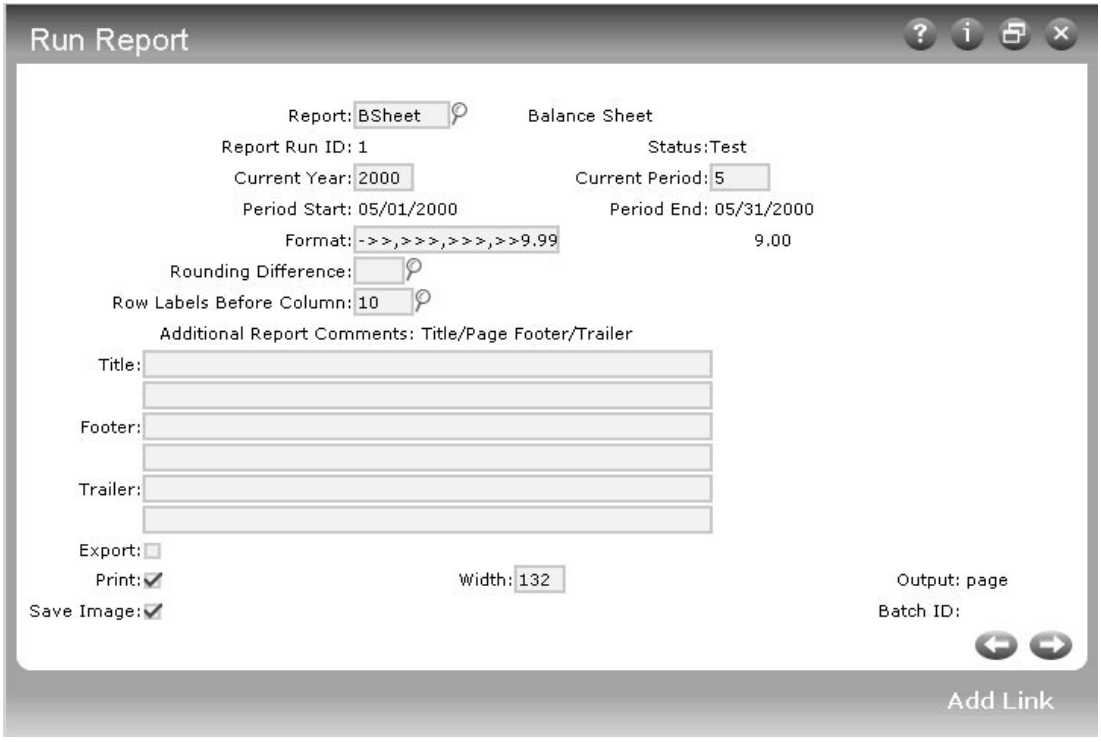
20 Go to Run Report.

21 Enter the name of your report, BSheet.

22 Skip to the Output field and enter the name of your printer.

23 Run the report to see how your titles and footers print.

Run Report



eB-GLRW-SU-730

Example of Run Report

The Report Run ID shown on Run Report is the same as the Run ID displayed on the last page of your report.

24 Make a note of the Report Run ID.

Activity 14 – Using the Report image

This activity introduces you to the concept of the report image. With the report image functionality you can reprint your report or select portions of your report to export to other software applications.

Task 14-1 – Create a Report Image

Directions: Perform the following steps to create a report image:

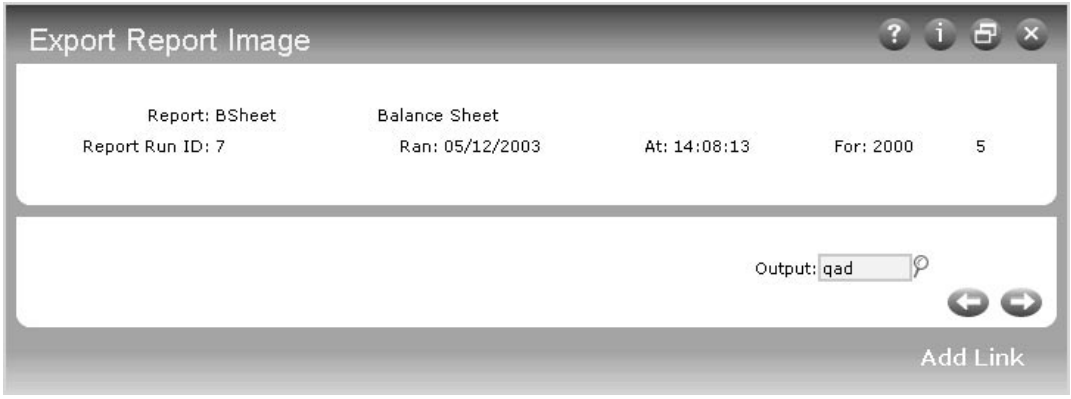
1 Go to Export Report Image.

2 Enter the name of your report: BSheet.

3 Enter the Run Report ID from the last activity.

4 Enter the filename, BSheet, in the Output field.

Export Report Image



eB-GLRW-SU-740

Example of Export Report Image

5 If the warning message: *Output Device Entered Is Not a Defined Printer* appears, press the spacebar.

- As with any MFG/PRO report, pressing the spacebar creates a file in the directory from which you started MFG/PRO
- Unlike other MFG/PRO report files, the export function delineates the file with commas. This facilitates the file into other software applications, such as Excel or Word.

Bsheet.prn ported into Word

```
"TEST"
"********************************** Title ************************************"
"                                    ABC, Inc."
"                                15 Boardwalk Street"
"                                 Virginia Beach, VA"
"******************************** Page Footer ********************************"
"05/12/03                           of ***"
"******************************Report Trailer ******************************"
"14:08:13                          Balance Sheet 7"
"","Current Period","Prior Period","Variance",""
"","","","",""
"","","","",""
"Assets"
"ASSETS"
"Current Assets"
"1500 INVENTORY",206294,206294,0
"1550 COST REVALUE",185,185,0
"1600 WORK IN PROCESS",110.35,110.35,0
"Current Assets",206589.35,206589.35,0
"FA Fixed Assets",0,0,0
"Total Assets",206589.35,206589.35,0
"Liabilities & EQUITY"
"LIABILITIES & EQUITY"
"Liabilites"
"LIABILITIES"
"CL Current Liabilities",0,0,0
"LL Long Term Liabilities",0,0,0
"Total Liabilities",0,0,0
"Equity"
"2800 RETAINED EARNINGS",-206589.35,-206589.35,0
"Equity",-206589.35,-206589.35,0
"Total Liabilities and Equity",-206589.35,-206589.35,0
"EOF",
```

Example of BSheet.prn when ported into a Word document

Exercise 4 – Comparative Income Statement
Activities 15 – 18

eB-GLRW-SU-760

Exercise 4– Comparative Income Statement

In this exercise, you repeat several of the tasks you learned in order to create a comparative income statement. You also learn some new functions.

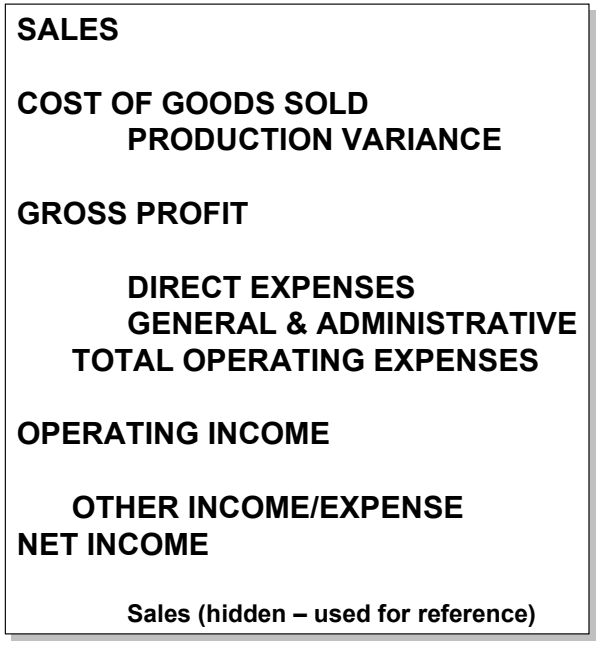
This exercise includes the following activities:

- Activity 15 – Planning the Income Statement
- Activity 16 – Using Data Rows and Multiple GL Types
- Activity 17 – Using Special Options
- Activity 18 – Controlling Hierarchies

Activity 15 – The Comparative Income Statement

Net income is derived using the line-item format shown below. Each data row should show cost center detail. You accomplish this by using the analysis code explosion feature.

Net Income Derived Using Line-Item Format



In a comparative income statement, you contrast the results of operations from two accounting periods.

It is also common practice to show the results of each period in monetary terms and as a percentage of total sales.

An additional column usually shows the difference between the two periods. Follow the above format when planning your report.

1. Define your report to show results for a single entity by using an entity code as a global query specification.
2. Restrict your report to entity 1000.
3. Enter this information in your planning worksheet.

Planning Worksheet

Directions: Refer to the Comparative Income Statement shown on the previous page and answer the following questions:

1 How many rows should the row group have?

2 How many data rows should there be, assuming you take advantage of the explode feature for analysis codes?

3 How many account-type analysis codes do you need?

4 Write a list of the account analysis codes you need.

5 How many cost center-type analysis codes do you need?

6 Write a list of the cost center analysis codes you need.

7 How many calculation rows will you have?

8 List the calculation rows and their formulas.

9 How many analysis codes will you use in a row?

10 How many text-type rows will you have?

11 Using the information given at the beginning of the exercise, how many columns might your column group have?

12 What type should the columns have: Actual, Budget, or Calculation?

13 List the columns and the formulas for the calculation columns.

14 Assign row numbers to each row and column numbers to each column. Assign the proper analysis code to each data and calculation row, and the proper column type to each column (use a separate sheet).

Review your answers with the correct answers given on the next page. You could make a case for somewhat different answers than those given; but, since you are using the completed worksheet to do the activities that follow, please work with the answers given.

Answers to Planning Questions

1 11 rows in the row group.

2 6 data rows.

3 6 account-type analysis codes.

4

SA	– Sales	OE – Operating Expenses
CGS	– Cost of Goods Sold	OIE – Other Income/Expense
PV	– Production Variance	TX – Taxes

5 1 cost center-type analysis code.

6 All cost centers.

7 5 calculation rows.

8

Standard Gross Margin (R10 - R20)	Total Gross Margin (R40 - R30)
Income From Operations (R50 - R60)	Profit/Loss Before Tax (R70 - R80)
Net Profit/Loss (R90 - R100)	

9 2: one for accounts, and one for cost centers.

10 0 text rows.

11 5 columns.

12 2 Actual columns, and 3 Calculation columns.

13

Current Period Activity	Current Period as % of Sales (C10 / R10*C10)
Variance (C30-C10)	

Calculation Columns

Row Number	Row Type	Row Name	Formula/ Analysis Code
10	DATA	SALES	SA
20	DATA	COST OF GOODS SOLD	CGS
30	DATA	PRODUCTION VARIANCE	PV
40	CALC.	STANDARD GROSS MARGIN	R10 - R20
50	CALC.	TOTAL GROSS MARGIN	R40 - R30
60	DATA	OPERATING EXPENSES	OE
70	CALC.	INCOME FROM OPERATIONS	R50 - R60
80	DATA	OTHER INCOME/EXPENSE	OIE
90	CALC.	PROFIT/LOSS BEFORE TAX	R70 - R80
100	DATA	TAXES	TX
110	CALC.	NET PROFIT/LOSS	R90 - R100

Column Name	Period 1	% of sales	Period 2	% of Sales	Variance
Column Type	Actual	Calculation	Actual	Calculation	Calculation
Column Number	10	20	30	40	50
Activity Type	A		A		
Formula		C10/R10*C10		C30/R10*C30	C30-C10

14 Go to the GL Report Writer Menu.

Activity 16 – Data Rows and Multiple GL Types

You have the flexibility within data rows to sort data with a combination of GL types. For example, you can specify sales revenue accounts for cost center 100, or for project 555, or for both. Results depend on the order you specify.

In each data row of the row group, you have the opportunity to specify one or more analysis codes for data retrieval. Each analysis code you use in a row can be exploded to reveal the full detail referenced by the code.

When you explode more than one analysis code in a row, you must indicate which code should be used as the major and minor sort.

Task 16-1 – Define the Report with Multiple GL Types

Directions: Using the knowledge you gained in previous activities, perform the following steps to define your report:

1. Go to Analysis Code Maintenance.
2. Use the following accounts for your analysis codes:

Analysis Code	Accounts
SA	3000, 3050, 3800 to 4400
CGS	5050 to 5090, 5900, 6480, 6495, 6860
PV	5000 to 5045, 5800, 6200, 6300, 6400 to 6479, 6481 to 6494, 6496 to 6500, 6600, 6700, 6800, 6850
OE	5100 to 5300, 7100 to 7300, 8200 to 8400, 9510
OIE	3451 to 3544, 7800
TX	9500
ALLCC	All cost centers

3. Run the Analysis Code Inquiry to verify that your analysis codes are created the way you intended.
4. When you are satisfied with your analysis code structures, go to Row Group Maintenance.
5. Create a row group following the format in your worksheet.
6. For the data rows in your row group, repeat steps 7 through 18 using the different account-type analysis codes and the same cost center-type analysis code.

7 When you reach the AC/GL Code field, enter Code.

8 Enter the first account-type analysis code (SA) and set the Expl field to Yes.

9 Enter the cost center-type analysis code (ALLCC) and set the Expl field to Yes.

10 Save your changes. You should now be in the Order field.

11 In the Order field, enter 1 for Account and 2 for Cost Center.
- This makes account the major sort
- For each account, the cost center detail displays

12 Press Enter on the last Order field to advance to the Sub-Indent field.
- Sub-Indent is used to indent the exploded components of an analysis code
- Sub-Indent is the number of spaces to indent from the previous indent point

13 Enter 2 for each sub-indent and press Enter.

14 Advance to the Print Control Frame.

15 Set the Reverse Sign field to Yes.
- Sales figures appear with a positive (+) sign on your report
- Credit balances, such as sales, are stored as a negative (–) value

16 Advance to the Zero Suppression field.
- Field Help shows you the valid options for zero suppression

17 Allow your rows to accept the default of zero.

18 Save your changes.

19 Create all other rows shown on your worksheet, following steps 7 through 18 for data rows.

20 Run Row Group Listing to verify that your row group is created the way you intended.

Row Group Listing

```
grrgrp.p b+                                                Row Group Listing
Page:    1                                        MFG/PRO Training DB - eB 91
Row Group: incstate

Row      Description                              Type  Row Contents
-----    ---------------------------------------- ----- ----------------------------------
0010     Sales                                    Data  SA
0020     Cost of Goods Sold                       Data  CGS
0030     Production Variance                      Data  PV
0040     Standard Gross Margin                    Calc  R10 - R20

0050     Total Gross Margin                       Calc  R40 - R30

0060     Operating Expenses                       Data  OE
0070     Income from Operations                   Calc  R50 - R60

0080     Other Income/Expenses                    Data  OIE
0090     Profit/Loss before Taxes                 Calc  R70 - R80

0100     Taxes                                    Data  TX
0110     Net Profit/Loss                          Calc  R90 - R100
```

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Example of the report

Activity 17 – Special Options

In this activity, you handle conflicts between rows and columns and introduce underlining and currency symbols into your reports.

The example below shows how the column groups should look in your finished report.

```
Period 1     % of         Period 2     % of         Variance
             Sales                     Sales
========     ========     ========     ========     ========
```

Task 17-1 – Define Columns with Special Options

Directions: Using the knowledge you gained in previous activities, perform the following steps to define your columns with special options:

1 Go to Column Group Maintenance.

2 Create the first column of the column group from your worksheet.

3 Set the following fields:

Field	Enter
Year	1996
Period	1
To	1
Activity	Activity

4 Advance to the Print Control Frame.

5 Enter zero in the Round Difference field for the whole unit Report Unit Code.

6 Enter No in the Allow Override field.

- This means that the Format and Rounding entered for this column cannot be overwritten by settings in Report Maintenance or Run Report.

7 Enter $ in the Currency Symbol field.

- This symbol is used for this column on each row where you apply the symbol

8 Enter Period 1 for the first line of the column label.

9 Leave the second line blank.

- Underline is automatic

10 Enter the rest of the columns from your worksheet in this column group.

11 Run Column Group Listing to verify that your column group is created correctly.

Column Group Listing

```
grcgrp.p b+                          Column Group Listing          Date: 05/12/03
Page:    1                 MFG/PRO Training DB - eB 91              Time: 14:23:53


              Column Group: incstate
                    Column: 0010
                      Type: Actual
                  Activity: Activity
                Budget Code:                          Period: 1     To: 1
                   Quarter:                             Year: 1996
              Column Width: 20

              Column Label: Period 1
                       [2]:
                       [3]:
                   Formula:




  Sub-Account Analysis Code:                  Sub-Account:
  Cost Center Analysis Code:                  Cost Center:
       Entity Analysis Code:                       Entity:
      Project Analysis Code:                      Project:

================================================================================


                                                          End of Report
```

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Example of the Report

Activity 18 – Controlling Hierarchies

In this activity, you build multilevel analysis codes. Use the accounts and cost centers you established for your Comparative Income Statement.

Once your report has been built in its basic form, you enhance it with the controlling hierarchy functionality. You produce summarized and consolidated reports using an analysis code as a controlling hierarchy.

Note To create a controlling hierarchy, you must first build an appropriate analysis code, then use Report Maintenance to define the controlling hierarchy structure.

You can assign a controlling hierarchy in Row Group Maintenance or Report Maintenance. We recommend that you use Report Maintenance so that the row group remains reusable in other reports.

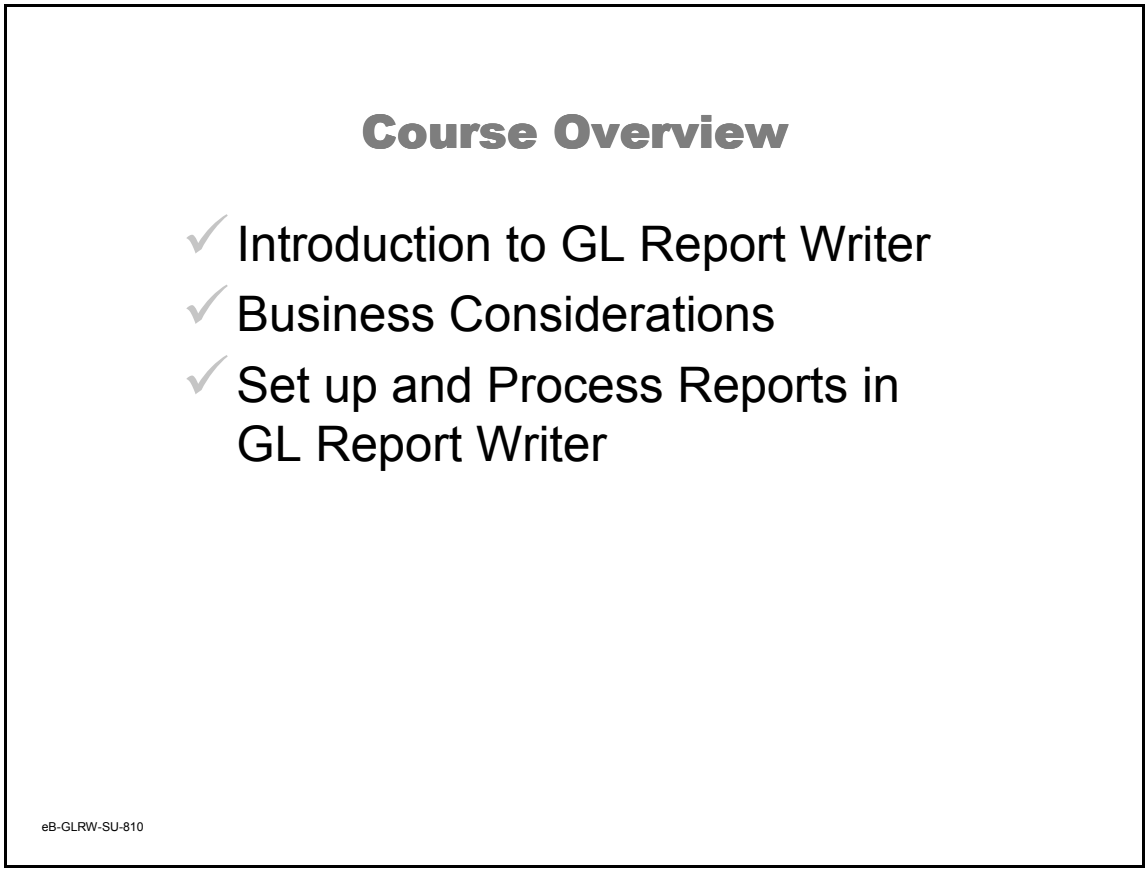
Task 18-1 – Create a Controlling Hierarchy

Directions: Perform the following steps to create a controlling hierarchy for your report:

1. Plan how you want to use the controlling hierarchy functionality to build your report.
   - For example, you may want to define a multi-level analysis code that links Sales (SA) and Cost of Goods Sold (CGS) to summarize these items on your report
2. Go to Analysis Code Maintenance
   - Build a multi-level analysis code called SCH (Sales – Controlling Hierarchy)
3. Go to Report Maintenance and create your report.
4. Set the following fields:

Field	Enter
Control Report By	Account
Using Analysis Code	SCH
Continuous Page Numbers	No to restart page numbers

5. Enter incstate in the Row Group and Column Group fields.
6. Run your report.
7. Verify that the controlling hierarchy structure you created was applied.



Course Overview

APPENDIX A

Workshops and Study Questions

Alternative Method of Retained Earnings Calculation

1. Create the Balance Sheet, making certain you have calculation totals for “Total Assets” and “Total Liabilities.”
2. Make certain that all Equity Accounts (Prior Year Retained Earnings, Common Stock, etc., are also listed.
3. Create Current Year Retained Earnings as a calculation:
   a. Row Group “Total Assets” minus Row Group “Total Liabilities” minus Row Groups for each of the other Equity Accounts.
   b. This calculation row should then be combined into “Total Equity.”
4. The final Row Group for the balance sheet should be the Calculation Row, “Total Liabilities and Equity.”
5. Create the Income Statement, with the final calculation Row being the Year-to-Date Net Income.

Balance Sheet

Row #		Type	
10	Assets	Text	
20	Cash	Data	
20	Accounts Receivable	Data	
30	Inventory	Data	
40	Prepaids	Data	
50	Other Current Assets	Data	
60	Total Current Assets	Calc	Sum of Rows 10 – 50
70	Fixed Assets	Data	
80	Accum. Depreciation	Data	
90	Investments	Data	
100	Other L/T Assets	Data	
110	Total L/T Assets	Calc	Sum of Rows 70 – 100
120	Total Assets	Calc	Row 60 + Row 110
130	Liabilities	Text	
140	Accounts Payable	Data	
150	Accrued Payables	Data	
150	Current Portion – L/T Debt	Data	
160	Accrued Taxes	Data	
170	Accrued Wages & Benefits	Data	
180	Other Current Liabilities	Calc	Sum of Rows 130 – 170
190	Intercompany Liabilities	Data	
200	L/T Debt	Data	
210	Other L/T Liabilities	Data	
220	Total Liabilities	Calc	Sum of Rows 190 – 210
230	Equity	Text	
240	Common Stock	Data	
250	Prior Year Retained Earnings	Data	
260	Current Year Retained Earnings	Calc	Row 120 - Row 220 - Row 240 - Row 250
270	Total Equity	Calc	Row 240 + Row 250 + Row 260
280	Total Liabilities and Equity	Calc	Row 220 + Row 270

Income Statement

Row #		Type	
10	Sales	Text	
20	Sales	Data	
30	Cost of Goods Sold	Data	
40	Standard Margin	Calc	Row 20 - Row 30
50	Variances	Data	
60	Gross margin	Calc	Row 40 - Row 50
70	Sales, General & Administrative	Data	
80	Operating Income	Calc	Row 60 - Row 70
90	Other Income and Expense	Data	
100	Net Income Before Tax	Calc	Row 80 - Row 90
110	Federal Income Tax	Data	
120	State Income Tax	Data	
130	Current Year Net Income	Calc	Row 100 - Rows 110 and 120

Month End Balancing Procedures for Financials

1. Run Balance Sheet
2. Run Year-to-Date Income Statement
3. Year-to-Date Net Income on Income Statement must equal Current Year Retained Earnings on the Balance Sheet. If they do not equal, do the following to find the problem:

   a. Run Account Balance Summary for all Asset Accounts.

   Make certain that it agrees with total assets on the Balance Sheet.

   If it does not agree, go to step “e”. Otherwise, go to step “b”.

   b. Run Account Balance Summary for all Liability Accounts (not including equity accounts).

   Make certain that it agrees with Total Liabilities on the Balance Sheet.

   If it does not agree, go to step “e”. Otherwise, go to step “c”.

   c. Run Account Balance Summary for all P&L Accounts (Sales through Other Income and Expense).

   Make certain that it agrees with Year-to-Date Net Income on the Income Statement.

   d. Run Account Balance Summary for all Equity Accounts.

   Make certain that it agrees with the Equity Accounts on the Balance Sheet.

   e. When you find the section that does not agree, edit the Row Group on the appropriate GL Report Writer Report, and “explode” all Analysis Codes.

   Set it to “Show Codes” equals YES.

   Then you can do a line-by-line comparison with the Account Balance Summary.

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Item number: 70-2846A

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