### SageERPAccpac



#### How can we help you?

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage ERP Accpac working smoothly for your business! Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage ERP Accpac.

- I'm setting up Sage ERP Accpac and need information or assistance
- I'm looking for instructions to complete a task within Sage ERP Accpac
- L think something is broken, or I'm getting error messages
- I'm looking for downloads, updates, or technical specifications
- I want to become a more skilled user of Sage ERP Accpac
- I want to share knowledge with other Sage ERP Accpac users
- I want to contact a Sage ERP Accpac representative



### What's New in General Ledger 6.0

General Ledger 6.0 includes the following new features and improvements:

#### •Changes in Processing to Respect New Fiscal Period Locks

Fiscal periods are now locked separately for each Sage ERP Accpac program in Common Services' Fiscal Calendar. Although this change does not affect the way you enter transactions in General Ledger, you should note the following points:

- The program checks the status of a fiscal period when you enter dates or when you add transactions.
- If a fiscal period is locked for General Ledger, but not for another Sage ERP Accpac program, you may be able to generate transactions for General Ledger in the other program, but not post them in General Ledger.

However, this situation is unlikely if you create and post General Ledger batches for outstanding transactions in other programs before locking General Ledger.

#### •Revised Account Groups

In Version 6.0, we have modified the standard set of account groups that comes with Sage ERP Accpac program .

To use the sample reports that come with Financial Reporter with your own data, *your accounts must be assigned to the same standard account groups*.

To use the new "snapshots" that are available in the Sage ERP Accpac Portal, allyour accounts must be assigned to account groups and all account groups must be assigned to group categories.

If you don't want to use general ledger data snapshots, you don't need to remap existing accounts to new account groups.

If you have not used account groups previously, note that the Account Groups form appears only if the Use Account Groups option is selected in the G/L Options form.

#### •New Group Categories

Group categories organize your accounting information especially for presentation in the Sage ERP Accpac Portal. The new Income Statement and Balance Sheet snapshots retrieve data from group categories that are linked to your general ledger accounts through account groups.

If you plan to use the general ledger snapshots, you must first:

- a. Ensure that all account groups are assigned to an appropriate category from the new set of group categories. (Assign group categories using the Account Groups setup form.)
- b. Ensure that all general ledger accounts are assigned to appropriate account groups. (Assign account groups to group categories using the Account Groups setup form.)

#### •Rollup Accounts for All Editions

Rollup accounts are now available for all editions of Sage ERP Accpac. Previously, rollup accounts were available only for the 500 Edition.

#### •New FR Sample Statements

Financial Reporter includes a new set of sample statements that use the new account groups.

If you want to use the new sample statements with your own data, you must ensure that your accounts use the new standard account groups. (If you use different account groups, you must customize the report forms so that they use your account groups.)

If you do not want to use the new set of sample financial statements, you can continue to use the statements that shipped with earlier versions.

#### •New Portal-Related Security Authorizations

Two new authorizations — Balance Sheet Snapshot and Income Statement Snapshot — allow users to view and configure the Balance Sheet snapshot and the Income Statement snapshot in the Sage ERP Accpac Portal. The new Accpac Inquiry authorization allows users to query General Ledger data using Inquiry in the Sage ERP Accpac Portal. If they also have Export General Ledger Data authorization, they can print or export the results of these queries.

#### See also

Features Added in General Ledger 5.6 Features Added in General Ledger 5.5 Features Added in General Ledger 5.4

### G/L Security Access

Sage ERP Accpac uses security groups to restrict user access to General Ledger data and functions, such as journal posting.

In Administrative Services, you define security first on a user group basis, then on an individual basis. At the group level, determine which General Ledger tasks each group can perform, and then assign the authorizations that allow members of the group to perform those tasks. You assign each user to a security group that has the authorization they need.

You can assign the following General Ledger authorizations to users:

•**Common Inquiry** — If a group has access only to Common Inquiry, users who belong to that group will not be able to update G/L accounts, Setup forms, Setup reports, or the Account Mapping form.

If a group has access to any General Ledger function, users who belong to that group will automatically have access to Common Inquiry, too.

- •Account Maintenance allows you to update General Ledger account information entered in the Accounts form and gives access to the Account Mapping function. You can view and print from the Setup functions.
- •Setup Maintenance allows you to update G/L Options, Segment Codes, Source Codes, Source Journal Profiles, Revaluation Codes, Account Structures, and Optional Fields. If you do not have access to the Setup tasks, you can view and print the information, but cannot edit it.
- •**Transaction Maintenance** gives you access to the Consolidate Posted Transactions function. You can view and print Accounts and Transaction History and print the G/L Transactions Listing and the Posting Journal. You can view and print from the Setup functions, and clear printed posting journals in Clear History.
- •**Transaction Inquiry** allows you to view Transaction History and print G/L Transactions Listings and Posting Journals. You can view and print from the Setup functions.

- •History/Budget Maintenance gives you complete access to Account History Inquiry, Budget Maintenance, Source Currency Inquiry, Fiscal Set Comparison, and Trial Balance. You can view and print the Chart of Accounts and the Setup functions.
- •History/Budget Inquiry allows you to view the Chart of Accounts, Account History Inquiry, and Budget Maintenance; it gives access to Source Currency Inquiry and Fiscal Set Comparison; it allows you to print the Chart of Accounts and Trial Balance. You can view and print from the Setup functions.
- •Journal Posting gives you access to Post Batches and inquiries associated with posted transactions. Journal Entry rights are not automatically given when Journal Posting is assigned.

**Note:** You must set the batch status to Ready to Post before posting a batch. A separate right, Set Batch Ready to Post, is required.

- •Journal Entry gives complete access to Journal Entry, Recurring Entries (setup), Create Allocation Batch, Create Revaluation Batch, Create Recurring Entries Batch, Retrieve G/L Batch, Batch List (New and Delete), Batch Listing, and Batch Status. You can view and print from the Setup functions.
- •Journal Entry Inquiry allows viewing of the Batch List, of entries in the Journal Entry function, and in Recurring Entries and allows printing of Batch Status and Batch Listings. You can view and print from the Setup functions.
- •**Transaction Optional Fields** lets you add or delete optional fields for Journal Entry, recurring Entries, Create Allocation Batch, Create Revaluation Batch, and Create Recurring Entries Batch.
- •Period End Maintenance gives access to the Period End Maintenance function. You can view and print from the Setup functions.
- •Create New Year gives access to the Create New Year function. You can view and print from the Setup functions.
- •Import General Ledger Data gives access to the Import command on the File menu on General Ledger forms.

- •Export General Ledger Data gives access to the Export command on the File menu on General Ledger forms.
- •Financial Reporter gives access to the Financial Reporter for customizing and printing Sage ERP Accpac financial reports.
- •G/L Security Maintenance allows users to assign accounts to other users.
- •**Transaction Optional Fields** lets you add or delete optional fields for Journal Entry, Recurring Entries, Create Allocation Batch, Create Revaluation Batch, and Create Recurring Entries Batch.
- •Set Batch Ready to Post allows users to set batches ready to post.
- •Balance Sheet Snapshot allows users to view the Balance Sheet snapshot in the Sage ERP Accpac portal.
- •Income Statement Snapshot allows users to view the Income Statement snapshot in the Sage ERP Accpac portal.
- •Accpac Inquiry allows users to query General Ledger data using Inquiry in the Sage ERP Accpac portal. If they also have Export General Ledger Data authorization, they can print or export to a file the results of these queries.
- •Dashboard allows access to the Executive Dashboard from the Accpac Dashboard page. The Accpac Dashboard page is on the Accpac Dashboard Center, at http://AccpacDashboard/. If you access to G/L Dashboard, you will be able to access dashboard pages (if any) based on data stored in General Ledger.

#### See also

GL Account Security

# Setting Up General Ledger

Take the following steps to set up General Ledger.

- Step One: Install the General Ledger application program from the DVD.
- Step Two: Activate the application for your database.
- Step Three: Select the various configuration and processing options you require.
- Step Four: Add accounts.
- Step Five: Add historical data.

#### See also

Account groups Designing Your General Ledger Before Setting Up General Ledger General Ledger Options form Account revaluation codes Account structures Segment codes Source codes Source journal profiles Optional fields

# Entering Account Balances, Historical Data, and Quantities

# **Entering multicurrency historical data**

If you want to show source-currency balances for all past periods, you must enter transactions in each of the originating currencies, along with the exchange rate at the time, and the functional-currency equivalent amount.

# Modifying historical data

If you need to change account data in the previous year after you have created your chart of accounts, you should enter the adjustments in a batch, then post the batch to the previous year.

# **Entering Current Year-To-Date Transactions**

When you set up a General Ledger system partway through a fiscal year, you must enter the transaction data for the current year to date, in addition to the closing balances from the previous year.

For ways to add the data, D click here.

To add existing account balances and quantity data to a new general ledger, click here.

### See also

Designing Your General Ledger Current Fiscal Year after Activation Setting Up General Ledger

### Before Setting Up General Ledger

Before you set up your general ledger, you must:

- Decide which ledger options you need (see Designing Your General Ledger).
- •Design your account number format. One of the first things you do in the new ledger is set the size of your account numbers and how the numbers are segmented.

Most General Ledger options are selected on the <u>G/L Options form</u>. However, a few system-wide options are defined in the Common Services part of the System Manager:

- •Common Services options let you select multicurrency accounting, the number of fiscal periods in your business year, and the start and end dates of accounting periods.
- •If you use Sage ERP Accpac Transaction Analysis and Optional Field Creator, you must set up in Common Services all the optional fields that you will use in General Ledger and in subledgers. You use the Optional Fields form in Common Services to set up system-wide fields.

For more information on Common Services, choose help when at the company desktop, or refer to the System Manager Help.

The following table describes where ledger and account options are selected.

Ledger options specified in Common Services	Account and ledger options specified in G/L Options	Posting options specified in G/L Options	Account segment options specified in G/L Options
Number of fiscal periods	Multicurrency option	Lock budget sets	Default structure code
Multicurrency option	Default rate type	Allow posting to previous years	Account segment

Functional currency	Use account groups	Allow provisional posting	Segment delimiter
Default rate type	Maintain Quantities	Force listing of batches	Segment description table
	Decimal places in quantities	Years of fiscal sets	Segment number
	Default closing (retained earnings) account	Years of transaction detail	Segment name
	Reporting rounding account (euro functional currency only)	Edit imported entries	Length
	G/L Security and the resulting default access to accounts	Default source code	Use in closing (Yes/No)

Each account number can contain up to 45 characters, including segment delimiter (separator) characters.

Individual account numbers can contain from one to ten segments, and you can vary the number and order of segments used in account numbers in the same general ledger (by using different account structures).

#### See also

Account groups Account revaluation codes Account structures General Ledger data entry windows Segment codes Source codes Source journal profiles Using the G/L Options form

### **Revaluation Codes**

This form lets you define revaluation codes that you can assign to multicurrency accounts to specify how to revalue functional currency balances when exchange rates change.

Once you define revaluation codes, you can assign them on an account basis to each of the currencies that can be posted to an account (using the G/L Accounts form). See Before Using.

The Gain/Loss Accounting Method selected for your company (in the Company Profile form in Common Services) determines how exchange gains and losses are calculated. The choices are:

- •Realized and Unrealized Gain/Loss
- •Recognized Gain/Loss

If you choose the Recognized Gain/Loss Method, and then save the Company Profile, you cannot revert to the Realized/Unrealized Gain/Loss method. Also, you must specify Exchange Gain and Exchange Loss accounts for each revaluation code. (The program does not use the Unrealized Gain/Loss accounts specified under the Realized and Unrealized Gain/Loss method as default Exchange Gain and Exchange Loss accounts.)

To add revaluation codes

How revaluation works

Notes

Before deleting a revaluation code

After using

For help with the fields on the Revaluation Codes form, click the Field List button at the top of this page.

Click here for hints on using forms.

#### See also

<u>G/L Options</u> <u>Source Codes</u> <u>Source journal profiles</u> <u>Segment codes</u> Account structures Account groups Recurring entries Optional fields General Ledger icons

### Segment Codes

This form lets you:

- •Enter a list of valid segment codes for each of the segments you use in account numbers (other than the <u>account segment</u>).
- •Assign a separate retained earnings account for each segment code in the table.

For example, if your account numbers include a department segment, you would use the Segment Codes table to enter the codes and descriptions of each of the departments in your company.

And, if you close income and expense accounts at year end by department, you could specify a separate retained earnings account for each department code you add.

For the steps on how to add segment codes, click here.

### How General Ledger uses segment codes

When you add General Ledger account numbers in the G/L Accounts form, the program checks the Segment Codes table to be sure that the segment codes (such as the department numbers) are valid. If a segment code is not valid, General Ledger will not let you add the account.

The only segment that is not validated is the account segment.

Click here for hints on using forms.

#### See also

G/L Options Source Codes Source journal profiles Revaluation codes Account structures Account groups Recurring entries Optional fields General Ledger icons

### **Account Structures**

This form lets you:

•Define account structures code that identifies the format of the account numbers that are assigned to the account structure code.

Each account must be assigned an account structure when you add the account. The structure specifies:

- Which segments appear in the account number.
- The order in which the segments appear.

Once you define account structures, you can begin adding your General Ledger accounts (using the G/L Accounts form). See <u>Before using</u>.

You can use more than one account number structure within the same General Ledger. For example, you can define one account structure that uses only two segments in account numbers (such as the account segment and a department segment), and another structure for account numbers that have four segments (such as the account segment, and segments identifying the department, sales region, and product type).

You normally use the same structure for all accounts in the same account group. When you are adding an account, you assign the account structure code that specifies the format of the account number.

General Ledger will not add an account if its account number does not match the account structure format you've assigned it.

### Maximum account structures allowed in each G/L edition

Depending on the edition of Sage ERP Accpac General Ledger you are using, you can define:

- •A maximum of three account structures in the General Ledger 100 series.
- •Up to four structures in the General Ledger 200 series.
- •An unlimited number of account structures in the General Ledger 500 series.

# To add account structure codes

1.Click the New button and type the account structure code. You can use up to 6 characters for the code — numbers or letters.

You can also just type the code and press Tab: G/L will assume you are adding a new code if it doesn't already exist.

- 2. Enter a description of up to 60 characters.
- 3.If you wish to use the structure code you are defining as the default structure code, check the Use As Company Default Structure box.(Once you have assigned the default structure you can change it on the Segments tab of the G/L Options form only.)
- 4. In the Choose The Segments To Be Added To This Account box, highlight the segments for inclusion in an account structure, in the order you want them to appear in the account structure, then click the Include button.
- 5.Click Add.

# What account structures do

Account structures let you use different account segments in different account numbers.

For example, if you define six account segments, you can create one account structure that includes three of these segments, and another that uses four. Once you create the account number structures, you can add the accounts (specifying the structure that each account number uses).

•Each structure can use any combination of the account segments you have defined, arranged in any order, and containing up to 45 characters (including delimiters).

Individual account numbers cannot exceed 45 characters (including delimiter characters), so if you defined 10 segments, it is unlikely that any of your account numbers could contain all 10.

•You can add new account structures at any time, but you can change existing structure definitions only if you have not added accounts that use the structure.

- •The order in which you select the segments determines their order within the account structure.
- •When defining an account structure, move the segments in the exact order you want them to appear.
- •You cannot change the structure attached to an account.

### **Deleting account structures**

To delete an account structure, enter the structure code, then use the Delete command.

You can delete an account structure only if no account uses it.

# After Using

If you haven't already done so, use the Segment Codes form to add the codes that are valid for each segment. (For example, you would list all the department codes, division codes, etc.)

Click here for hints on using forms.

#### See also

G/L Options Source Codes Source journal profiles Segment codes Revaluation codes Account groups Recurring entries Optional fields General Ledger icons

### G/L Recurring Entries

Use the G/L Recurring Entries form to set up journal entries for transactions that recur on a periodic basis.

As part of the setup, you assign recurring entry codes for easy lookup, specify the parameters that control when these transactions go into effect, attach schedules for processing, and define the individual transactions these entries are composed of.

Transaction fields that appear in the grid section of this form are identical to those in the Journal Entry form.

This form:

- •Allows you to define recurring journal entries, as well as modify and delete them.
- •Contains fields for specifying each type of recurring entry, assigning a code to it, defining how it will be processed, and entering transaction details.
- •Allows you to attach a defined schedule, or navigate to the Schedule form to create a schedule that specifies when recurring entries must be processed.
- •Displays current credit and debit totals for your entry, along with the amount (if any), by which the entry is out of balance.

To set up recurring entries, click here.

### See also

G/L Options Source Codes Source journal profiles Segment codes Revaluation codes Account structures Account groups Optional fields General Ledger icons

### Source Codes

This form lets you add new source codes and descriptions, change descriptions, and delete codes that are no longer needed.

For the steps to add new source codes, click here.

### How General Ledger uses source codes

Source codes are used in General Ledger to identify the source (or type) of transaction details. You can print source journals that include all transactions with particular source codes.

You must define source codes before you can enter and post accounting transactions.

All transactions entered in General Ledger must use a source code that begins with "GL" to identify the transaction with the General Ledger program.

General Ledger automatically adds new source codes found in subledger transactions during posting.

Note that when you activate Project and Job Costing, the system creates default source codes in General Ledger. When you save changes to the codes in Project and Job Costing, the changes are also effected in General Ledger.

### Source codes in imported batches

Imported transactions must also contain source codes. You can define or import the source codes you want to use in imported transactions in the Source Codes form.

### Using source codes for reporting

Source codes allow you to organize and print source journals of posted transactions according to transaction type (for example, sales, checks, or cash receipts).

Use source journals to group transactions for analysis and auditing requirements. Batch listings and posting journals group transactions only by time of entry.

Click here for hints on using forms.

#### See also

<u>G/L Options</u> <u>Source journal profiles</u> <u>Segment codes</u> <u>Revaluation codes</u> <u>Account structures</u> <u>Account groups</u> <u>Recurring entries</u> <u>Optional fields</u> <u>General Ledger icons</u>

### Source Journal Profiles

This form lets you:

- •Add new source journals.
- •List the source codes used in each source journal, or modify or delete existing journal definitions.

Source journals select and print posted transaction details according to transaction source codes. See <u>Before using</u>.

# To add new source journals

1. Click the New button and type the source journal name.

You can also just type the name and press Tab: G/L will assume you are adding a new journal.

2.Add the source codes for the transactions that you want included in the source journal.

Click here for hints on using forms.

For help with the fields in the Source Journal Profiles form, select from the keywords listed below:

Profile Source

# **Existing source journal definitions**

The General Ledger comes with three source journal report definitions:

- •GLSJ01F.RPT lists only the functional-currency value of transactions. This is a single-currency or functional-currency-only version of the source journal.
- •GLSJ01S.RPT lists the source-currency and/or the functionalcurrency value of transactions. This is the full multicurrency version of the source journal.
- •GLSJ1SA.RPT use this report when you want to print sourcecurrency reports on A4 paper.

If these reports suit your needs, you don't have to define any others. However, if you want to list transactions in a different order (such as by date or posting sequence number) or you want to include different information, you must modify these standard report definitions.

# After using

•Print the Source Journal Profile report, verify it, then file it as part of your permanent records.

•Once the journal profile is defined, print the source journal.

#### See also

G/L Options Source Codes Segment codes Revaluation codes Account structures Account groups Recurring entries Optional fields General Ledger icons

### Using Optional Fields in General Ledger

Sage ERP Accpac Transaction Analysis and Optional Field Creator is a product that you purchase and activate separately for use with General Ledger and other Sage ERP Accpac programs.

You use General Ledger optional fields to:

• <u>Customize your G/L accounts</u>.

• Add custom information to be stored with transaction details.

Before you can use optional fields in General Ledger, you must define optional fields for your Sage ERP Accpac system using the Optional Fields form in Common Services. (For more information about setting up optional fields in Common Services, see the System Manager help.)

You can then assign the optional fields to specific accounts, using the Accounts form.

General Ledger includes the optional transaction fields assigned to an account, and their default values, when you use the account in a transaction detail. You can edit or delete optional fields in transactions details in Journal Entry, whether the transactions are entered manually in Journal Entry or generated automatically in General Ledger (using Create Allocation Batch, Create Revaluation Batch, or Create Recurring Entries Batch) or in another Sage ERP Accpac subledger.

**Note:** If you consolidate posted transactions for which details were accumulated, any optional field information stored for the transactions is deleted.

# Setting Up Optional Fields for Use in General Ledger

Once you have set up optional fields for your system, you use the <u>G/L</u> <u>Optional Fields form</u> to define the optional fields you will use to customize your chart of accounts and to store additional information with general ledger transaction details. You can define an unlimited number of optional fields for General Ledger, as long as you first set them up in Common Services for use in your system. Note that while the G/L Optional Fields form is open, users cannot run other processes in General Ledger. Also, you can modify optional fields records only when all other users have left General Ledger, and all other General Ledger forms are closed.

# **Assigning Optional Fields to Accounts**

When you have defined optional fields for use in General Ledger, you can assign the optional fields to particular accounts.

- •You use the <u>Optional Fields tab</u> on the Accounts form to assign optional account fields. You can include optional account fields on your printed chart of accounts, and when you print the Chart of Accounts Detail Long Form report, you can choose whether to include the optional account and transaction details fields (and their values) that are defined for each account. You can also use optional account fields as selection criteria when printing other types of reports.
- •You use the <u>Transaction Details Optional Fields tab</u> on the Accounts form to assign optional transaction fields. If an account to which you have assigned optional transaction fields is used in a transaction detail, you can edit the optional field information for the detail.

# **Including Optional Fields in G/L Transactions**

# **Journal Entry**

If the account specified for a transaction detail uses optional transaction fields, you can use optional transaction fields for the detail.

Journal Entry accepts optional field information from transactions you create in Sage ERP Accpac subledgers provided they match the optional transaction fields specified for the account. (The information is transferred to General Ledger when you create a batch of general ledger transactions in a subledger.)

The Optional Fields check box on the Journal Entry detail grid and on the Journal Detail form shows whether the detail account uses optional transaction fields. (Note that the program sets this optional fields indicator. If no optional transaction fields are set up for the account, you cannot add them to the detail.)

If optional fields are used in the detail, 🗈 you can add or delete optional fields.

When you post the journal entry, the program saves the optional field information. (Note that the Post To Account option for the account must be set to Detail to save the optional field information.)

# **Create Allocation Batch**

The Optional Fields check box on the Create Allocation Batch form indicates whether your accounts use one or more optional transaction fields, and whether they are set up for automatic insertion in transactions.

Note that you cannot change the entry in the check box, but if the field is selected, **1** you can edit the optional fields used with the transaction.

When you process the allocation, if the specified optional fields match the optional transaction fields defined for the accounts involved in the allocation, the optional field information will be included in the journal entry for the accounts.

# **Create Revaluation Batch**

The Optional Fields column on the Create Revaluation Batch form indicates whether optional transaction details fields have been defined for either the exchange gain account or the exchange loss account for a selected revaluation code. If at least one optional transaction field is defined, Yes appears in the field.

You cannot change the entry for this field, but, if the Optional Fields indicator field shows Yes, D you can add or delete optional fields for a revaluation batch.

Optional field information specified for the revaluation is included in the journal entry details generated for an account only if the optional fields in the revaluation match the optional transaction fields defined for the exchange gain or exchange loss accounts.

# **Recurring Entries (Setup Form)**

On the Recurring Entries form, the Optional Fields check box indicates whether transaction optional fields are defined for the account used in a recurring entry detail.

If the Optional Fields field is set to Yes on the detail entry grid, or is selected on the detail entry form, you can use the Recurring Entry Optional Fields form to 🗈 view or change the optional fields for the detail.

If you have Transaction Optional Fields security access, you can add or delete optional fields for the recurring entry. Note that you can add only transaction optional fields that are defined for the account.

# **Create Recurring Entries Batch**

Recurring entries use the optional transaction details fields and values specified for the recurring entry code. You can edit the default fields and values in Journal Entry, as for any other journal entry.

# **Create Accounts**

The Create Accounts Preview form lets you 🗈 specify optional field information for the accounts to be created.

The program assigns to the new accounts the optional accounts fields and optional transaction details fields set for the "model" accounts using the segment specified in the Default Options From field.

# G/L Options Form

This form lets you:

- •Add or change the contact name, telephone number and fax number for your general ledger. (Use the Address tab.)
- •Change account settings, such as turn on the multicurrency option, the account groups option, and change the default closing account, on the Account tab.

**Note:** You cannot enter a Default Closing Account number until after you have set up the chart of accounts. If this account has the Post To Account field set as prohibited, you cannot select that account as the default closing account.

- •Turn on G/L Security and specify the default user access to General Ledger accounts.
- •Specify a default source code for journal entries.
- •Lock budget sets, turn on or off prior year and provisional posting, set number of years of history, and view posting statistics. (Use the Posting tab.)
- •Add account segments, change segment names, and change the default structure code. (Use the Segments tab.)

Options are set up when you create your general ledger. Once you have set up your ledger, you use this form to change some of these settings.

### To use the G/L Options form

- 1. Click the tab that you want to see.
- 2. Choose Save to keep any changes you make.

Choose Close to leave without changing General Ledger options.

**Note:** You cannot save options if any other General Ledger forms are open (on any user's computer).

Click here for hints on using forms.

Click one of the links below for help on other tabs in this form:

### **Before Using**

Before changing any of the settings or options, make sure you understand the impact the options have on processing within General Ledger.

# **Changing settings**

### •Company name and address

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company form in Common Services.

To change the contact name, telephone number and fax number for the General Ledger administration, use the Options form in G/L Setup.

### •Multicurrency and quantities settings

You can turn on the Multicurrency or Maintain Quantities options at any time on the Options form in G/L Setup. But, once you turn them on, you cannot turn them off.

You can increase the number of decimal places for quantities (up to 3) at any time. However, you cannot decrease the number.

### Account groups and retained earnings account

You can change your choice for the Use Account Groups option, or change the default closing account at any time.

### •G/L Security

You can turn G/L Security on or off at any time.

### •Years of fiscal sets/transaction detail

You can change the number of years to keep these types of data at any time. You cannot keep transaction details for more years than are specified to keep fiscal sets.

The number of years of fiscal sets and transaction detail you can keep depends on your edition of General Ledger.

#### Account number segments

You can add new segments and change segment descriptions at any time.

The maximum number of segments you can have also depends on your edition of General Ledger (3, 4, or 10 segments).

You can delete or change the length of an account number segment at any time, as long as no account structure uses it.

#### See also

Source Codes Source journal profiles Segment codes Revaluation codes Account structures Account groups Recurring entries Optional fields General Ledger icons

### Account Groups

Sage ERP Accpac uses account groups to classify account balances:

•On the financial statements that come with Financial Reporter.

These sample statements, which are designed for the Sage ERP Accpac sample data, retrieve data using standard account groups.

If you want to use these statements with your own data, you must assign the same standard account groups to your own accounts, or your reports will not be correct. (However, if you decide to use a different set of account groups, you can customize the sample reports to match your own account groups.)

•In the Income Statement and Balance Sheet snapshots that you view in the Sage ERP Accpac portal.

These snapshots retrieve data from a standard set of group categories that are linked to general ledger accounts through account groups.

If you plan to use the Income Statement and Balance Sheet snapshots, note that before you configure the snapshots, you must:

- •Assign all account groups to appropriate categories from the standard set of group categories that comes with General Ledger. You can assign any number of account groups to the same category.
- •Assign all general ledger accounts to appropriate account groups.

Otherwise, the snapshots may display incorrect information, or no information.

### To use account groups

- 1.Select the option to use account groups on the Account tab of the G/L Options form.
- 2. Ensure that group categories are assigned to all account groups, if you plan to use the Income Statement or Balance Sheet snapshots. (You assign group categories in the Account Groups form. For more information about group categories, see <u>Group Category</u>.)

3.Assign each General Ledger account to an account group. (You use the G/L Accounts form to assign accounts individually to account groups.)

You can use the Other account group for accounts that you want to exclude from your balance sheet and income statement.

You can use the Unclassified account group if you don't want to specify an account group whenever you create an account. (The default sort code for the Unclassified Account Group is ZZZZZZZZZZZZZ, but the group code is blank.)

If you don't use account groups, the program assigns accounts to the Unclassified account group, internally.

### **Customizing account groups**

- •You can change the descriptions for the account groups to suit your business needs.
- •You can reassign account groups to different group categories (although we recommend that you consider such reassignment very carefully).

**Note:** You cannot change the standard set of account categories that comes with the program.

- •You can delete any account groups that you don't need.
- If you don't plan to use the General Ledger snapshots or the standard reports that come with Financial Reporter, you can <u>add any new account groups</u> that you need.

### See also

Changing Sort Codes G/L Options Source Codes Source journal profiles Segment codes Revaluation codes Account structures Recurring entries Optional fields General Ledger icons

# G/L Optional Fields

You use the G/L Optional Fields form to define optional fields for use in General Ledger.

The Optional Fields form lets you define two types of optional fields:

- •Account. These optional fields let you extend the type and amount of information that you can store with accounts. For several General Ledger reports, you can choose optional fields as criteria for selecting the accounts to include on the report.
- •**Transaction Details.** These optional fields let you store additional information with transaction details.

Once you define optional account fields and optional transaction fields for General Ledger, you can assign them to specific accounts using the <u>Accounts form</u>.

You can print the Optional Fields Report to obtain a list of the optional fields you have defined for General Ledger.

# **Deleting Optional Fields**

You can delete General Ledger optional fields only if they are not used by any accounts or in any unposted transactions.

General Ledger warns you when you try to delete an optional field that is assigned to an account or an unposted transaction. You must remove the optional fields from the accounts and transactions where they are used before you can delete them using the G/L Optional Fields form.

### See also

Using Optional Fields in General Ledger G/L Options Source Codes Source journal profiles Segment codes Revaluation codes Account structures Account groups Recurring entries General Ledger icons

### Data Entry Tools and Shortcuts

General Ledger data entry windows contain many aids to data entry which you can activate by selecting from a menu command, pressing a function key, using a mouse, or clicking an icon.

For more information, see the following topics:

Browse button Changing column order in forms Working with entry grids Drop-down lists Using Help

For more information on data entry buttons that appear on forms, click the button or command listed below:



### Changing Column Order in Forms

You can permanently or temporarily change the order in which columns appear on many Sage ERP Accpac forms.

For example, you can change the order to Journal Entry detail columns to match the field order of a manual form from which you are entering data.

#### To move a column



- •Point at the column heading.
- •Hold down the left mouse button.
- •Move the column to its new location.
- •Release the button.

The columns will be in the new order the next time you open the form.

#### To reset column order

- 1.On the Sage ERP Accpac desktop, highlight the icon for which you want to reset column order.
- 2. Choose Object, Restore Defaults from the desktop menu.
- 3. Make sure that you choose All Other Settings, and click OK.

The next time you use the function, the columns will be arranged in the original order.

### Changing Column Widths in Data Entry Forms

Double clicking on the division between columns resizes the column on the left to its minimum size based on the data it contains.

Lin	Reference	Description	Q Account
1	Chloride Systems		1440
2	Chloride Systems		1020

#### To change the width of columns

- •Position the pointer on the vertical line separating a column heading from the next heading to the right.
- •Drag the column to the right (to make the column wider) or to the left (to make it narrower).
- •When you reach the width you want, release the mouse button.

#### To restore your original settings

•From the Sage ERP Accpac desktop menu bar, select the icon for the form you changed, then click Object, Restore Defaults, then All Other Settings.

#### See also

<u>Changing column order in data entry forms</u> <u>Data entry tools and shortcuts</u> <u>Using Help</u>

# **General Ledger Forms**

The following list includes each General Ledger icon that you can select from the Sage ERP Accpac company desktop. Select one of the keywords below for information on the purpose and operation of the data entry forms these icons lead to.

G/L Accounts

G/L Transactions

G/L Periodic Processing

G/L Reports

G/L Setup

Einancial Reporter

#### See also

<u>General Ledger menu bar</u> <u>General Ledger reports</u>

### File Menu

The File menu appears on all General Ledger forms. Use its commands as follows:

Print begins printing the current report.

Print Setup enters a printer name and selects orientation, paper source, and so on.

<u>Customize</u> allows you to remove fields from the entry form for selected users.

Import enters information about the data to be imported, and imports it. Export enters information about the data to be exported, and exports it. Close closes the current form.

# Help Menu

The commands on the Help menu provide different kinds of information about the Sage ERP Accpac General Ledger program.

**Contents** Displays the table of contents for the General Ledger online help system, from which you can select help on various aspects of General Ledger.

**Using help** Provides information on how to use help.

**About ...** Lists the version number of the Sage ERP Accpac General Ledger that is installed on your system.

# **Displaying and Editing Account Information**



### **G/L** Accounts

The G/L Accounts folder contains icons that lead to forms for displaying and editing account information.

These forms let you create account records, display account balances, maintain budget information, view source-currency information, display transaction history and fiscal set comparisons, and set account permissions.

- Chart of Accounts
- Accounts
- Account History Inquiry
- Budget Maintenance
- Source Currency Inquiry
- Transaction History
- Fiscal Set Comparison
- Create Accounts

Account Permissions (This icon appears in the G/L Accounts folder only after you select the option, "Use G/L Security" on the Account tab of G/L Options, then close and reopen your company database.)

#### See also

Adding a new account Changing account information Deleting an account Displaying batch information Editing account information

### Create Accounts

You can automatically generate new General Ledger accounts that have the same characteristics as a set of base accounts. For example, if you need to create a set of accounts for a new department, you can create a set of new accounts using the accounts for an existing department as the model.

You use the Create Accounts icon from the G/L Accounts folder to create accounts automatically. You can generate new accounts by:

- •A range of accounts
- •A range of account groups
- •A specific segment code

To automatically generate new accounts

#### See also

<u>G/L Accounts</u> <u>Chart of Accounts</u> <u>Create Accounts Preview Report</u>

### **Changing Account Information**

Use the G/L Accounts form to change:

- Account description.
- •<u>Account type</u>.
- Normal account balance.
- •<u>Account status</u>.
- <u>Segment/account used in closing</u>.
- Method of posting (detail, consolidated or prohibited).
- Account groups.
- Control account option.
- •<u>Allocation Information</u>.
- <u>Currency Information</u>.
- Optional account fields.
- Optional transaction fields.
- Rollup accounts.

Once you turn on the multicurrency option or quantity option for an account, you cannot turn them off.

- Before you change account information
- Notes regarding changes

#### See also

Adding a new account Deleting an account Displaying account information

# Deleting an Account

General Ledger will not let you delete accounts unless:

- •The current-year opening and current balance for the Actual fiscal set of the account are both zero.
- •No transactions have been posted to the Actual fiscal set of the account in the current year.
- •The account is not assigned as the Default Closing Account in the G/L Options form.

These restrictions preserve the integrity of your data, and preserve the audit trail.

You can delete an account with quantities in the Quantity fiscal set and with amounts in any of the budget fiscal sets.

Before you try to delete an account, be sure that

#### See also

Adding a new account Changing account information Displaying account information

### **Setting Account Permissions**

### To set account permissions

- 1. Turn on G/L Security by selecting Use G/L Security on the Account tab of the G/L Options form. You must also choose the default user access (whether, by default, users have access to all accounts or to no accounts).
- 2. Open the Account Permissions form in the G/L Accounts folder.
- 3. Select the User ID for which you want to set permissions:
- If you have already added the User IDs to G/L Security, you can browse through the list of User IDs using the Previous and Next buttons or you can click the Finder button and choose a User ID.
- If you have not added the User ID for which you want to set permissions, click the Zoom button as shown below to display all Sage ERP Accpac User IDs, and then select the User ID from the Finder that appears.
- 4.Use the Segment tab to specify ranges of department or division segment codes to allow or restrict access to department or division accounts:
- a. Click in the first row of the Allow column, then use the Spacebar or double-click to switch between No and Yes. If you are adding a line, press the insert key.
- b. Tab to or click in the Segment column, and then click the dropdown list that appears. For example, you could select the Division account segment to restrict account access based on the company's divisions.
- c. Tab to the From column and click the Finder button that appears (or click the Finder in the column heading). Select the first segment code in the range that you want to allow or restrict.
- d. Tab to the To column and select the last code in the segment range.
- e. Press the insert key to specify a second segment range on a new

line.

f. Click the Save button if you are finished setting account permissions for this user.

**Note:** You cannot choose a range of account numbers on this tab. You must use the Account tab to specify an account range.

- 5. Choose the Account tab to allow or restrict access to ranges of account numbers.
- a. Click in the first row of the Allow column, then use the Spacebar or double-click to switch between No and Yes.
- b. Tab to the From column and click the Finder in the column heading. Select the first account code in the range that you want to allow or restrict.
- c. Tab to the To column and select the last account in the range.
- d. Click the insert key to specify a range of account numbers on a new line.
- 6.Click the Save button if you are finished setting account permissions for this user. (If you click the Close button without saving, a message prompts you to save the record.)

### To quickly test user account permissions

Click the Test button to test the account segments you have specified. The Finder-Accounts form lists the accounts this user has access permissions to see and work with.

### To copy account permissions

If you need to set up identical permissions To set up identical permissions for several, you can create permissions for one user and copy them to other user IDs by using the File menu's Import and Export commands to import and export user permissions.



# Chart of Accounts

This form:

- •Lists all the accounts in the general ledger, in account number order, beginning with the account you specify. See <u>Account Information</u> for a list of the data displayed in this form.
- •Lets you select an account and display more detailed information.
- •Lets you print the chart of accounts.
- •Lets you list rolled up balances instead of viewing individual accounts.

# To list accounts

- 1. Select a starting account number.
- 2. Choose the year.
- 3. Choose the period.
- 4.Click the Go button.

Select the <u>Use Rolled Up Balances</u> option before clicking the Go button if you prefer to see only rolled up balances.

# To view or edit information for a particular account

1.Select an account from the account list.

2. Click the following buttons:

- Open, to view details for that account on the G/L Accounts form.
- <u>Transactions</u>, to view transaction history for that account.
- <u>Comparison</u>, to compare fiscal sets for that account.
- <u>Budget</u>, to view information for that account on the G/L Budget Maintenance form.
- <u>History</u>, to view the account history for that account.
- <u>Currency</u>, to view all the source currencies that have been posted to that account in the selected period.

# To add an account

1. Click the Open button. This button displays the G/L Accounts form.

- 2.Click (new) when the form appears.
- 3. Enter the number of the new account, and all other account information. SeeAdd a new account.

Click here for hints on using forms.

#### See also

<u>Changing account information</u> <u>Deleting an account</u> <u>Displaying account information</u> <u>Editing account information</u>

# G/L Accounts

This form lets you:

- •Add new accounts to the general ledger.
- •Change information for existing accounts.
- •Delete accounts which you no longer need.
- •Print the chart of accounts.

**Notes:** You must purchase and install Sage ERP Accpac Multicurrency to see multicurrency options. You must purchase and activate Sage ERP Accpac Transaction Analysis and Optional Field Creator to use optional fields.

- •The Currency tab appears when you choose the Multicurrency option on the Detail tab. (Note that the Currency option appears only for multicurrency databases. After you select Multicurrency for an account and choose Save, you cannot change the selection.)
- •The Optional Fields tabs appear if you use the Sage ERP Accpac optional fields product.
- •The Allocation tab appears when you select the Auto Allocation option on the Detail tab for this account.
- •The Rollup tab appears when you select the Rollup option on the Detail tab for this account.
- •The Subledger tab appears when you select the Control Account option on the Detail tab for this account.

Click the links below for information on individual tabs:



Click here for steps to add an account

# Entering an account number

You must also assign an <u>account structure code</u> to each new account. The account structure code verifies the account number when you enter it,

and determines how the number is displayed in windows and printed on reports.

You set up segment validation rules using <u>Segment Codes</u> in the G/L Setup folder.

**Note:** To maintain quantity and currency information for an account, you must select the options for the company in the G/L Options form.

Click here for hints on using forms.

#### See also

Account Groups Adding a new account Changing account information Deleting an account Displaying account information Editing account information

# G/L Account History Inquiry

This form lets you display:

- •Actual and quantity information for prior years, including the opening and closing account balances and the net changes and balances for each fiscal period.
- •Total quantity and total net change information for the fiscal year.
- •G/L transaction details for a period (by double-clicking on the period for which you want more information)
- •If the account you select is a rollup account, you can view each account separately or roll up the balances. Amounts will appear in the Net Change and Balance columns when you select the Use Rolled Up Amounts option.

# To view historical data

- 1. Enter an account number or select one with the Finder.
- 2.Select the year for which you want to view balances. (Click the down arrow.)
- 3.If you are running a multicurrency database, select a Currency and the Currency Type.
  - Choose either Source or Functional in the Currency Type dropdown list.
  - If the euro is your functional currency, you can choose an additional Currency Type option, Reporting. This option only appears if you specified a reporting currency on the Company Profile form in Common Services.
  - If you have a single currency system and your functional currency is the euro, the Currency Type options you can choose from are Functional and Reporting.
- 4. If the option, Show Quantity is available, select it to view quantity data that's been posted to the account.

Results are automatically displayed when you change any input field.

- 5.Double-click a transaction detail line to drilldown to the G/L Transaction History form.
- 6.If the account you select is a rollup account, select the Use Rolled Up Amounts option to see the rollup account as well as the rollup member transactions.

You can also see the rolled up quantity balances by selecting the Show Quantity option. Note that a rollup account can have the selection for Show Quantity even though Maintain Quantities is not used for this rollup account. When the Use Rolled Up Amounts option is selected, it will check if any of the rollup members do maintain quantities. If they do, when Use Rolled Up Amounts is selected, Show Quantity will also be enabled. The quantities balances will then be rolled up as well.

Click here for hints on using forms.

#### See also

Adding a new account Changing account information Deleting an account Displaying account information Entering ledger account balances

### **Budget Maintenance**

This form lets you:

- •Enter and display budget data for each G/L account.
- •If your General Ledger has multicurrency accounts, you can also enter budget amounts for each of the currencies you use.

The Budget Maintenance form shows two sets of figures for each fiscal period:

- •The Budget Amount column contains the budget amounts for the account you wish to view or edit.
- •The Inquiry column displays data from any G/L account you choose. You select the inquiry account by selecting items in the <u>Fiscal Set Lookup</u> area of the form.

# To edit budget data

You cannot edit a fiscal set that has been locked.

- 1. Choose the account you want to edit or view.
- 2.Choose the budget set. (If you are using Sage ERP Accpac 500, General Ledger provides five budget fiscal sets which you can use in any way you like.)
- 3. Choose the fiscal year.
- 4. If you are editing budget data for a multicurrency account, choose the currency and currency type you want to edit.

For example, if your functional currency is US dollars, you might choose to edit figures that are in Canadian dollars, but select the equivalent currency type to enter amounts in US dollars. The Budget Amount column label displays as Budget Amount (US); the Inquiry Amount column label displays as Inquiry Amount (CAD).

- 5. Click the Go button.
- 6.Click on the Budget Amount field to enter data for a fiscal period, or use one of the Budget Methods (listed below) to enter budget data for the currently selected account.

Use the Clear button to zero out any previous data. Use the Delete button to remove the budget record completely. (This will free up disk space.)

7.Select data in the Fiscal Set Lookup area, then click the Go button to see current or previous-year actual figures or budget figures from any account. The figures in the Inquiry Amount can help you prepare the budget you are working with.

You can inquire about the account's actual or budget figures in the Fiscal Set Lookup. You can select the option "Use Rolled Up Amounts", then click the Go button to see rolled up budget figures. Budgets for the member accounts can be rolled up to the rollup accounts for inquiry purposes.

If you have security access to the Rollup accounts, you automatically get access to member accounts.

8.Click Save once you are satisfied with the budget information you have entered.

# **Budget methods**

The eight Budget Method options provide you with a variety of ways to tell the system to calculate budget period amounts based on information you specify.

Fixed amount Spread amount Base, percent increase Base, amount increase Copy, as is Copy, percent increase Copy, amount increase Copy, prorated spread

You can use the Add To or Replace buttons to move figures into the Budget Amount column:

- •Add To: adds the amounts you are copying or calculating to amounts already in the column.
- •**Replace:** replaces the amounts in the Budget Amount column with amounts you are copying or calculating.

**Note:** In a multicurrency system, you must enter the source and functional equivalents of other currencies separately -- if you want both

sets of numbers.

To calculate the functional equivalent from a source amount, inquire on the source amount, then use the percent increase budget method. If the rate is less than one, use a minus percent increase (calculated by subtracting the rate from 1).

# **Budget totals**

The Total fields at the bottom of the column display the total of budget amounts for all periods. A total is also given for the Inquiry Amount fields.

# Saving the result

You can continue to manipulate the amounts in the Budget Amount fields using various budget methods or by manually changing the amounts. When you are satisfied with the result, click the Add button.

### See also

Adding a new account Clearing budget amounts Deleting budget fiscal sets Displaying account information Future year budgets Importing budgets from a spreadsheet Locking budget sets

# Source Currency Inquiry

This form lets you:

- •Display all source-currency account balances for a multicurrency account, as well as the equivalent amounts in the functional currency.
- •Display all reporting-currency account balances for a multicurrency account. If euro is your functional currency and you specified a reporting <u>currency</u>, this form displays a column with amounts shown in the reporting currency.
- •Display source-currency account balances for rollup accounts. Amounts will appear in the Source Balance and Equivalent Balance columns when you select the Use Rolled Up Amounts option.
- •Drills down to Transaction History to show individual transactions.

# To display source-currency account balances for an account

- 1. Enter an Account number or use the Finder to select one.
- 2.Click the Period icon to select the Period Ending for which you want to view balances.

Results are automatically displayed when you change any input field.

If the account you select is a Rollup Account, the Use Rolled Up Balances option appears. Select it to see balances for this account. If you drill down to Transaction History, it will show the rollup account as well as the rollup members' transactions.

General Ledger lists all the source currencies that have been posted to the displayed account in the selected period. If you have posted to the account only in the functional currency, no balances will be displayed.

Click here for hints on using forms.

#### See also

Currency information tab (G/L Accounts form) Displaying account information

# G/L Transaction History

This form:

- Opens the Journal Entry Inquiry form.
- •Displays all transactions posted to an account in a particular year and fiscal period (unless they've been consolidated).

If you wish, you can restrict the list to transactions with a particular source code or source currency (if you have a multicurrency ledger).

Transaction information includes:

- fiscal period
- date
- source code
- reference and description
- functional currency for posted amounts and source currency (if you have a multicurrency ledger)
- reporting currency amount (this option is available only if the euro is your functional currency and you specified a reporting currency)
- quantity
- exchange rate, rate type and rate date (if you have a multicurrency ledger)
- batch number, entry number and transaction number
- optional fields

If you do not specify a source code or currency, the program lists the displayed transactions first by year and period, then in order by currency, source ledger, source type, posting sequence, and detail record number.

•Displays rollup amounts. If Use Rolled Up Amounts is selected and the Go button clicked, all transactions posted to an account in a particular year and fiscal period as well as the rollup member transactions will be displayed. A new field, labeled "Members" appears in the grid to display the rollup member/rollup account the transaction was posted to.

#### If this is an Intercompany Transactions company:

The report will be called ICT G/L Transaction History Inquiry, and will have an extra field, labelled "Company." In all other respects, the report does not change.

# To display transactions

- 1. If this is an Intercompany Transactions company, select the company code in the Company field. (If this is not an ICT company, begin with step 2.)
- 2. Enter an Account number or select one with the Finder.
- 3. Select the Period Ending for which you want to view transactions.
- 4. To view only one type of transaction, use the Finder to select a Source Code.
- 5.Use the Finder in the Currency field to select the currency of the transactions you will view.

Results display automatically in the detail grid whenever you change the input fields.

- 6.If you want to view transactions of rollup members, select the Use Rolled Up Amounts option, then click the Go button.
- 7.Double-click a transaction detail to drilldown to the journal entry that created it.

Click here for hints on using forms.

#### See also

Account history Displaying account information

# **Fiscal Set Comparison**

This form lets you:

•Display account information for two fiscal sets, to compare the net changes or period balances.

You can compare actual, quantity, provisionally-posted and budget fiscal sets, in any combination you choose.

For multicurrency accounts, you can specify amounts posted in a particular currency, displaying the source-currency amounts, the functional equivalent of the source, or the <u>reporting currency</u> (this option is only available if the euro is your functional currency and you specified a reporting currency on the Company Profile form in Common Services).

The program also displays the monetary difference between the two sets, and the difference as a percentage of the second set.

If the account you select is a rollup account, the Use Rolled Up Amounts option appears. You can select it to view the balances, net changes, and quantities of the member accounts rolled into a single account.

# To compare two fiscal sets

- 1.Open General Ledger > G/L Accounts > Fiscal Set Comparison.
- 2. Enter an account number or use the Finder to select one.
- 3.If you choose an account that is a rollup account, the Use Rolled Up Amounts option appears. Select it if you want to view the rolled up amounts for this account. (When you create rolled up budgets, create them in a separate budget.)
- 4. Select either Net Change or Balance for each period.
- 5. Select the first fiscal set and the year.
- 6.Select the second fiscal set and the year.
- 7.If you have a multicurrency ledger, select the currency type (Source or Functional).
- 8. If you have a multicurrency ledger, select the currency.

9. Click the Go button to display the accounts you have specified.

Note that if you clear the Use Rolled Up Amounts option after earlier selecting it, or if you click the option after clicking the Go button when it hadn't been selected, you will need to click the Go button again for the changes to appear.

Click here for hints on using forms.

#### See also

Displaying account information

# G/L Account Permissions

This form:

•Lets you define account access permissions for individual Sage ERP Accpac users.

Depending on the Default Access setting, you will need to use the Account Permissions form mainly to grant access to accounts, or to restrict it.

#### Note:

G/L Account Permissions is part of G/L Security, an option in the General Ledger program. The Account Permissions icon does not appear in the G/L Accounts folder unless you select the "Use G/L Security" option on the Account tab of the G/L Options form, and then close and reopen the company database. (After you reopen your company database, the icon appears in the G/L Accounts folder. The icon *does not appear* until you take this step.)

### To set account permissions

- 1.Select the G/L Security option on the Account tab of the G/L Options form.
- 2. Close and then reopen your company database.
- 3. Open the Account Permissions form.
- 4. Select the User ID for which you want to set permissions:
- If you have already added the User IDs to G/L Security, you can browse through the list of User IDs using the Previous and Next buttons or you can click the Finder button.
- If you have not added the User ID for which you want to set permissions, click the Zoom button to display all Sage ERP Accpac User IDs.
- 5.Use the Segment tab to specify ranges of department or division segment codes to allow or restrict access to department or division accounts:

- a. Click in the first row of the Allow column, then use the Spacebar or double-click to switch between No and Yes. If you are adding a line, press the insert key.
- b. Tab to or click in the Segment column, and then click the dropdown list that appears. For example, you could select the Division account segment to restrict account access based on the company's divisions.
- c. Tab to the From column and click the Finder button that appears (or click the Finder in the column heading). Select the first segment code in the range that you want to allow or restrict.
- d. Tab to the To column and select the last code in the segment range.
- e. Press the insert key to specify a second segment range on a new line.
- f. Click the Save button if you are finished setting account permissions for this user.

**Note:** You cannot choose a range of account numbers on this tab. You must use the Account tab to specify an account range.

- 6.Choose the Account tab to allow or restrict access to ranges of account numbers.
- a. Click in the first row of the Allow column, then use the Spacebar or double-click to switch between No and Yes.
- b. Tab to the From column and click the Finder in the column heading. Select the first account code in the range that you want to allow or restrict.
- c. Tab to the To column and select the last account in the range.
- d. Click the insert key to specify a range of account numbers on a new line.
- 7.Click the Save button if you are finished setting account permissions for this user. (If you click the Close button without saving, a message prompts you to save the record.)

# To quickly test user account permissions

Click the Test button to test the account segments you have specified. The Finder-Accounts form lists the accounts this user has access permissions to see and work with.

# To copy account permissions

To set up identical permissions for several users, you can create permissions for the first user, then copy them to other user IDs using the File menu's Import and Export commands.

#### See also

Chart of Accounts G/L Accounts G/L Security Program

### Adding a New Batch

There are two ways to start a new batch in General Ledger.

- •On the Journal Entry form
- a. Choose the Journal Entry icon to open the form.
- b. Click the New button ( ) beside the Batch field, then enter a description for the batch.
- •From the Batch List form
- a. Click the New button.
- b. When the Journal Entry form appears, enter a batch description. (You don't click the New button in Journal Entry — a new batch has already been created.)

You must use the batch number assigned by the system.

# Deleting a Batch

# To delete a batch

- 1. Choose Batch List from the General Ledger form.
- 2.Enter the number of the batch to be deleted or choose the batch from the Finder.
- 3.Use the Delete button.

All transactions in the batch will be deleted. If you view the Batch Status report, the batch will be listed as deleted, and you cannot reuse the batch number (until you reset batch numbers with Period End Maintenance).

# **Displaying Batch Information**

General Ledger has several windows that display  $_{\mbox{\scriptsize batch}}$  and journal entry information:

# G/L Batch List form

This form lists all the batches in the general ledger, in order by batch number, together with information about each batch, such as:

- •Batch number
- Batch description
- •Source ledger
- •Type and status
- •Whether printed
- •Dates created and last edited
- •Whether Ready to Post
- Batch total
- •Number of entries and errors

# Reports

# **Batch Status Report**

This report shows all activity that has taken place in currently unposted batches, and in batches that have been posted or deleted since the last time the report data was cleared.

For more information about the contents of this report, see report features.

# **Batch Listing Report**

This report lists the contents of unposted batches and identifies errors. Use it to check transaction batches after retrieving or importing batches and before posting any batches.

For more information about the contents of this report, see report features.

# **Posting Journal**

To view transactions that have just been posted, print the Posting Journal.

You can view previously posted transactions by printing the G/L Transaction Listing, printing source journals, or by using the Transaction History form.

### See also

Adding a new batch Journal entry Deleting a batch Displaying account information

### Editing a Batch

### Notes

- •You cannot edit batches that have been deleted or posted, or that are set Ready to Post (on the Batch List form).
- •You can edit batches that have been provisionally posted.
- •You can edit imported batches only to the degree you specify for the Edit Imported Entries option on the Posting tab of the G/L Options form.

You can allow editing of all fields, the fiscal period only, or prevent any editing.

To edit the contents of an existing batch

### Before Posting

•Print and verify batch listings for the batches you want to post. If necessary, make corrections. (This step is required if you chose the Force Listing Of Batches option on the Posting tab of the G/L Options form.)

•Make sure that:

- The fiscal periods to which you want to post are unlocked for General Ledger in Common Services' Fiscal Calendar.
- The accounts to post to exist in General Ledger and have Active status.
- Entries balance.
- You have printed listings for the batches if you use the Force Listing of Batches option.
- You have set each batch that you want to post Ready to Post on the Batch List form.
- •If you are going to post provisionally, make sure you have chosen the Allow Provisional Posting option on the Posting tab of the G/L Options form.
- •If you previously posted provisional data, make sure you are ready to delete it provisionally posted batches are automatically cleared the next time you post.
- •Back up your General Ledger data.

### Import Command in File Menu

Use the Import command to transfer data such as account master information and transaction batches from non-Sage ERP Accpac programs to Sage ERP Accpac General Ledger. Transferring this information to Sage ERP Accpac is called importing.

One common use of the import and export functions is to export account balances (or net amounts) to a spreadsheet for analysis and manipulation, then import this information as next year's budget information.

If you are using a script, the fields selected when you created the script are displayed in the Import dialog box. (If you often import the same data, you can create a script to speed up the process.)

If you want to view all the fields available for import, click the File menu and choose Display Import Fields. You can then print the displayed list.

To import account information or transactions, follow these general steps:

- 1. Open the dialog box for the data you want to import.
- 2.Choose Import from the File menu. Select the type of imported data if a drop-down list appears.

Note that, in the Import form, the information columns are dimmed until you select a file or database to import.

Depending on the Type you select, the label of the field beneath the Type field will change as shown in the following table:

Туре	Field Label
Excel 2000	File
Excel 2007 Binary Workbook	File
Single CSV File	File

CSV File	Path
Access	Database
Access 2007	Database
Excel 5.0	File
dBase 5.0	Path
ODBC	Connection
XML	File

Import checks that the key values for details in CSV flat files match the header keys.

The Import dialog box has the following columns:

- **Record** displays the record (or records) that are available for importing.
- **Table** displays filenames.
- **Status** displays "Not Ready" until you choose the file you will import, then this changes to "Import Ready."
- Field displays field names.
- **Contents** displays field names from the title record. These are set at "Default Value" until you select the file to import, and can be changed back to "Default" or "Default Value."
- **DataType** displays the type of data (for example, String, Integer, Boolean, Date/Time, or Float).

3. Select an option in the Action field drop-down list:

- To import new records, select Insert.
- To overwrite existing records, select Update.
- To import new records and update existing records, select Insert and Update.
- 4.Click the Browse button to specify an Access database or Excel file; for a CSV import, specify a path or database.

The Import dialog box reappears; the columns are no longer dimmed, therefore they can be edited, for example, you can right-click on cells in the Contents column to change values.

5. Click OK to import the file.

A message appears, displaying the number of updates and insertions, and the number of items processed.

## Export Command on File Menu

General Ledger lets you export data such as account master information and transaction batches to files that can be read and used by other programs. Transferring this information to non-Sage ERP Accpac databases is called exporting.

One common use of the export function is to export account balances (or net amounts) to a spreadsheet for analysis and manipulation. Then to import this information as next year's budget information.

To export General Ledger information, follow these general steps:

- 1. Open the form or dialog box for the data you want to export.
- 2. Choose Export from the File menu.
- 3.In the Export dialog box that appears, choose a Type from the following drop-down list:
  - Excel 2000
  - Excel 2007 Binary Workbook
  - Single CSV File
  - CSV File
  - Access
  - Access 2007
  - Excel 5.0
  - dBase 5.0
  - ODBC
  - XML

4. Click Browse to choose a file to export to.

- If you are exporting to Excel, you must create an Excel file before exporting from Sage ERP Accpac.
- If you are exporting to Access, create a database file before exporting from Sage ERP Accpac.

- If you choose CSV, you must first set up a path to the directory where you will be exporting the Sage ERP Accpac data.
- To export in XML format you will first need to determine a location to export the file to.
- Before you export to an ODBC database, you will need to create an empty database to use for the export. (Be sure to create it in the database type you use.)
- 5.Click the plus sign beside each item if there are fields that you do not want exported.

Note that the items with a star beside the checkmark are key fields that must be exported.

6.Click OK to begin the export.

To change the criteria for exported data, click the Set Criteria button before clicking OK.

When the export is finished, you will receive a message that displays the number of records exported.

# Posting

The process of transferring information from a batch of transactions to the general ledger accounts is called posting. General Ledger lets you post transactions directly to accounts, or provisionally post them to test their effect.

You use the Post Batches form to post all or a range of unposted batches. You can also post individual batches by selecting the batch you want on the G/L Batch List form, then choosing Post or Prov Post.

**Note:** If you use Intercompany Transactions and you are posting an intercompany batch, the Intercompany Transactions program posts the batch, as ICT posting is a separate process from G/L posting.

## G/L Batch List

This form:

•Displays a list of posted and unposted General Ledger and intercompany batches beginning with the batch number you specify. You can choose to display or suppress posted and deleted batches, and you can choose to display batches from a single subledger.

Displayed information includes:

- Batch number
- Batch description
- Source ledger
- о <u>Туре</u>
- o <u>Status</u>
- Whether it's been printed
- Dates created and last edited
- Whether it's ready to post
- Posting sequence if posted
- Batch totals
- Number of entries and errors
- For an ICT company (Sage ERP Accpac Intercompany Transactions), if one of the companies specified on the ICT Options form maintains quantities in its General Ledger, a Quantity Total column appears.
- •Lets you create a new batch or select a batch for editing, deleting, printing, posting, or provisional posting. (Provisional posting is not available for an ICT company.)
- •Lets you print batch listings, batch status reports, posting journals (by double-clicking the Posting Sequence column), and posting error reports (by double-clicking the Number of Errors column).

# To list batches

1. Optionally select a starting batch number.

2. Optionally specify the source ledger for the batches you want to list.

3. Choose whether to display posted and deleted batches.

You can use the Refresh button to update the list if other users have been changing batches.

# To view, create, delete, print, or post a batch

- 1. Select the transaction batch from the list.
- 2.Click the Open, New, Delete, Print, or Post button to view, create, delete, print, or post the batch.

To view the transactions in a batch, either open the batch you want to view, and use the Journal Entry form to review transactions, or print the batch listing report or preview it on your screen.

For information about using menu commands and icons, see <u>Data entry tools and</u> <u>shortcuts</u>.

# Ready to Post — Yes/No

Double-click the Ready-to-Post column when:

- •You are ready to post the batch of transactions.
- •You are finished editing a batch and do not want any unauthorized changes.

You cannot edit batches which are marked Ready to Post.

Also, you cannot use the Post Batches form to post batches which are not marked Ready to Post.

If you choose the Post button on this form to post a single batch, the program will let you override the Ready to Post switch.

You cannot post to an account that has the Post To Account field in G/L Accounts set to Prohibited.

#### See also

Displaying batch information Journal entry

### Journal Entry

This form lets you:

- •Create new batches.
- •Add journal entries to existing batches.
- •Change and delete journal entries.
- •View and reverse posted entries.
- •Add intercompany transactions if this is an ICT (Intercompany Transactions) database.
- •Drill down on posted and unposted entries that originated in other Sage ERP Accpac ledgers to view the source transactions.

A General Ledger <u>batch</u> is a group of <u>journal entries</u>, each of which contains at least two <u>transaction details</u>, one for the debit amount and one for the credit amount.

Journal entries do not affect G/L account balances until you post the batches.

<u>To add an entry</u>

- To drill down to a source transaction
- To reverse a posted transaction
- Customizing the Journal Entry form
- Editing batches

Before posting

Importing and exporting transactions

Click here for hints on using forms.

#### See also

Adding a new batch Deleting a batch Displaying batch information Editing a batch Posting batches Before Posting

### **Post Batches**

This form lets you:

- •Post batches of transactions to General Ledger. (Note that you cannot post to accounts that have the Post To Account field in the G/L Accounts form set to Prohibited.)
- •Post batches of intercompany transactions to the respective originating company and destination company General Ledgers (if you use Sage ERP Accpac Intercompany Transactions).
- •Provisionally (temporarily) post transactions to General Ledger so you can test their effects on your ledger before posting them permanently.

The posting process consolidates details for accounts using the Post To Account In Consolidated option (selected on the Detail tab of the G/L Chart of Accounts form).

## Status of posted batches

Posting changes the status of posted batches to "Posted" on the Batch Status report.

## **Batch errors**

If you use the Force Listing Of Batches option, all batches to be posted must be error-free, and you must have printed listings for them before trying to post them.

If you do not use the option and post a batch that contains errors, the correct entries will be posted, and entries containing errors will be placed in a new batch, which uses the next available batch number.

**Note:** General Ledger cannot detect some errors until you post the batch, and these errors will not be reported on the batch listing.

## Posting sequence and entry

•A unique posting sequence number is assigned to each posting run. The number is printed on the posting journal and appears on the G/L Batch List form, allowing you to specify which journals to print, as well as to track data.

•A unique posting entry number (consisting of the posting sequence number and the entry number), indicating the order of posting, is assigned to each entry that is posted.

## **Previous-year posting**

When amounts are posted to revenue and expense accounts for a previous year, this form also creates the closing entries for those accounts, and adjusts the retained earnings account for the year. Closing transactions are listed on the posting journal.

# **Provisional posting**

- •Provisional posting copies Actual fiscal set amounts to a Provisional fiscal set, and updates the Provisional fiscal set so you can see the combined effect.
- •Batches are not deleted when you post them provisionally, and you can make changes to them, if necessary, before permanently posting them. On the Batch Status report, they are marked as provisionally posted, and the date and the posting sequence number are included.
- •You can include provisional transactions on the Batch Status and Trial Balance reports.
- Provisional Posting is not available in an ICT company.

# **Reversing Entries**

- •Before you can post reversing entries that span two fiscal years, you must first create a new year using the Create New Year form. If you do not create a new year first, posting will create an error batch for the reversing entries, which you can post later.
- •Provisional posting does not post reversing entries across a fiscal year boundary only within a fiscal year.

For the steps to post transaction batches, click here.

If you use Sage ERP Accpac Intercompany Transactions

## **Create Allocation Batch**

This form lets you create a batch of transactions that allocates balances in accounts that use the Auto Allocation option to other accounts, and creates the offsetting details.

The program calculates the amounts that will be distributed to each account based on the information entered on the Allocation tab in the G/L Accounts form for the source accounts.

To create an allocation batch Click here for hints on using forms.

### **Create Revaluation Batch**

This form:

•Updates account balances in multicurrency accounts at new exchange rates.

You would revalue accounts typically at period end or when currency rates fluctuate rapidly. See <u>Before Using</u>.

You should use this form before printing financial statements.

- <u>Change the order of columns</u> in the currency list to suit the information you are entering.
- •Split the currency list to view the fields you want to see when you review the list.

To create a batch of revaluation transactions

# What revaluation does

The form revalues the functional-currency equivalents of each specified source-currency amount using the exchange rate you enter. It posts the difference between the new functional-currency value and the previous functional-currency value to the account and to the exchange gain/loss account.

#### **Realized/Unrealized Gain/Loss Method:**

•Revaluation transactions are reversing entries. This means that if you revalue a range of three months, the first month will have an entry that's reversed in month two. The second month will have an entry that's reversed in month three, etc.

*If you revalue accounts in the last period of a year,* you must create the new year before you post the batch (because the reversing entry will be posted to the new year).

#### **Recognized Gain/Loss Method:**

•Because revaluation transactions are considered permanent, no reversing entries are created when you use the Recognized Gain/Loss Method.

Entries are assigned to the next open batch, which you can view, edit, and post in the same way as other batches.

•New revaluation accounts need to be set up for the Recognized Gain and Recognized Loss accounts in the Revaluation Codes setup form before creating a revaluation batch.

The G/L accounts that had been set up for the Unrealized/Realized Exchange Gain/Loss will not default, as the Unrealized/Realized Exchange Gain/Loss accounts are Balance Sheet account types, while the Recognized Gain/Loss accounts are Income Statement account types.

- •The From Period and To Period fields default to the sign-on date's period when you use the Recognized Gain/Loss method. When you select to span a range of periods, a warning appears to remind you to check your selection carefully, since these transactions are being revalued permanently.
- •As an extra precaution, the system won't allow you to access the Create Revaluation Batch form when there are unposted revaluation entries. The revaluation entry has to be posted or deleted first.

# **Forcing revaluation**

You can revalue a currency for an account only if that currency is listed on the currency tab of the G/L Accounts form, if revaluation is set to Yes for the account, and if the account has been assigned a revaluation code.

If you force revaluation, you will revalue currencies only if they are set to NO for revaluation in the G/L Accounts form.

If you are forcing revaluation, all accounts which do not have a revaluation code assigned will use the default that you specify in the Create Revaluation Batch form.

## **Revaluation codes**

When you create the revaluation batch, the revaluation code assigned to an account determines:

•The rate type that will be used to display the default exchange rate.

- •The source code to assign to revaluation transactions.
- •The gain/loss accounts to which exchange differences will be posted.

Once you define revaluation codes, you can assign them on an account basis to each of the currencies which can be posted to an account (using the Accounts form).

You can change the displayed rate for a revaluation run, but you cannot change the date associated with the rate displayed by the system.

#### See also

Defining revaluation codes Create New Year

## Create Recurring Entries Batch

This form lets you:

•Create a journal entry batch of a single or a range of recurring entries.

If a recurring journal entry has already been scheduled, you can also create a batch using the Reminder List. (To open the System Manager help pages for reminder lists and schedules, double-click the Reminder List icon or the Schedules icon in Common Services, then click F1.)

### **To process recurring entries**

- 1.Select the Create Recurring Entries icon in the G/L Periodic Processing folder. The Create Recurring Entries Batch form appears.
- 2. Enter a date in the Run Date field if your recurring entries are being created manually in the Create Recurring Entries Batch form. The run date determines which recurring entries are due to be processed. It includes all entries up to the date specified. If you process the entry from the Reminder List, the run date reflects the date the recurring entry is scheduled to be entered.
- 3.Enter a single recurring entry code or range of codes in the From Recurring Entry Code field. To see a list of codes to choose from, click the Finder.
- 4.Enter the last code (last, alphabetically or numerically) in your range in the To Recurring Entry Code field. To see a list of codes to choose from, click the Finder.

5. Select one of the following in the Method field:

- **Default**. When you select this method, the batch will be appended to an open batch *if both batches have the same run date*; otherwise, a new batch is created.
- **Create a New Batch.** When you select this method, a new batch is created.
- Add to an Existing Batch.When you select this method, a Finder field appears. Click the Finder to select an existing open batch to add this batch to (the run dates can be different).

6.Click Process.

Any transactions details optional fields and values specified for the recurring entry code will be used in the resulting transaction details.

## Year End Procedures

At the end of a fiscal year, you must close the income and expense accounts for the old year, and open them for the next fiscal year. To maintain clear and complete accounting records, there are other procedures you may also wish to follow at year end.

## To prepare for year-end processing:

- •Post outstanding batches for the year you are closing.
- Print and clear all outstanding posting journals.
- •If desired, print financial statements and the other reports you require for your records.
- If desired, consolidate posted transactions.
- •Make sure you have specified the number of years you want to keep fiscal sets and transaction detail (on the Posting tab of the G/L Options form), and the retained earnings accounts to which you will close income and expense accounts.
- If you use multicurrency accounting, update exchange rates and revalue account balances, if needed.
- •Back up data.

### To complete year-end processing:

1.Use the Create New Year form to:

- Create and post transactions to transfer the balances in the income and expense accounts to retained earnings.
- Enter the opening balances for the General Ledger accounts for the new year.
- 2. Print and clear the Batch Status report and the posting journal created by Create New Year.
- 3.Back up data.
- 4.Use the Period End Maintenance form to delete inactive accounts and prior-year fiscal sets and transaction details that have been kept for

the number of years specified on the Posting tab of the G/L Options form.

#### See also

<u>Create New Year</u> <u>Create Revaluation Batch</u> <u>Period End Maintenance</u>

### Before Creating a New Year

- •Use the Fiscal Calendar form in Common Services to define the new year and to ensure that the closing period is unlocked.
- •Make sure you have entered the correct default closing account on the G/L Options form.
- If you close by segments, be sure to specify the retained earnings accounts for each segment code on the Segment Codes form.
- •Back up your data.

### You may also wish to

- •Enter and post all outstanding transactions for the year that is ending. If you import batches, import and post the batches you need for the year.
- Print and clear outstanding posting journals.
- Print financial statements.
- •Print any other reports and listings you need for your audit trail and other records.

### After Creating a New Year

- •Define and print a source journal that lists only the entries associated with the closing source code, GL-CL.
- •Print and clear the Batch Status report, selecting all statuses.
- •Print the opening balance sheet and other reports you need to start your records for the new fiscal year.
- •Use the Period End Maintenance form to:
- Delete inactive accounts.
- Delete outdated transaction detail.
- Delete outdated fiscal sets.
- Reset batch numbers to 1.

Note that all Period End Maintenance activities are optional, and can be done at any time.

### Period End Maintenance

Use the Period End Maintenance form after running Create New Year at the end of a fiscal year or as needed. Note that all Period End Maintenance activities are optional, and can be done at any time.

If G/L Security is turned on, note that the period-end functions do not check account permissions. For example, you can delete inactive accounts, even if you do not have account permission.

For the steps to run Period End Maintenance, click here.

#### See also

<u>Create new year</u> <u>Year end procedures</u>

### **Consolidate Posted Transactions**

This form lets you:

•Reduce detail on reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

See <u>Before consolidating transactions</u>.

## To consolidate transactions

1. Select how you are choosing accounts for consolidation.

You can choose accounts by specifying a range of account numbers, or a range of a particular segment.

- 2.Select the range of account numbers or segments that you wish to consolidate.
- 3. Select the last fiscal year and fiscal period that you want consolidated.

4. Choose whether you want to consolidate by:

- Account and fiscal period, where all transactions for the same account and fiscal period are consolidated into one transaction. If you are consolidating by account and fiscal period, enter the source code to assign to consolidated transactions.
- Account, fiscal period and source code, where transactions are consolidated only if they have the same source code.
- Account, fiscal period, and source ledger, where transactions are consolidated if they share the same source ledger. If you are consolidating by account, fiscal period, and source ledger, select the ledgers whose transactions you are consolidating, as well as the source code to assign to consolidated transactions from the source ledger.

If you use a multicurrency ledger, amounts are also consolidated by source currency.

5. Choose Proceed.

Click here for hints on using forms.

# **Effects of consolidation**

When General Ledger consolidates a group of transactions, the individual details are erased and cannot be listed on source journals or on the Posted Transactions Listing.

Consolidation removes the posting entry numbers and batch entry numbers associated with details:

- •The new posting sequence number is 0.
- •The batch number and entry number on reports is CNSLD.
- •The description and reference fields are set to CONSOLIDATED.

**Note:** When you consolidate posted transactions, you lose the ability to drill down to the original transaction in the source ledger, and you also lose any optional fields posted with the transaction.

# **Consolidating while posting**

General Ledger also lets you consolidate transactions during batch posting.

Use the Post To Account In Consolidated option on the Detail tab of the G/L Chart of Accounts form to identify the accounts you want to consolidate when you post batches.

- •The batch number and entry number used on reports is CNSLD.
- •The description and reference fields are set to CONSOLIDATED POSTING.

# **Recovering disk space after consolidation**

Consolidation does not reduce the disk space taken up by transactions. Instead, it frees up space within the existing file, so the file will not continue to grow.

If you need to free up space occupied by transactions, you must:

1. Consolidate posted transactions.

2.Use the database utilities for your database to reduce the file size.

#### See also

After consolidating transactions Before consolidating transactions Year end procedures.

## **Clear History**

This form lets you:

- •Clear all information for printed posting journals.
- •Clear information for deleted and posted batches (up to and including the batch number you specify).

Use the Clear History at the end of a fiscal year or as needed. Note that Clear History activities are optional, and can be done at any time.

# To use Clear History

- 1. Double-click the Clear History icon.
- 2.Check the procedures you want done. For example, to clear printed posting journals, select the checkbox beside the appropriate line.
- 3. Choose Process. To leave without doing any processing, click Close.

# **Clear printed posting journals**

Once you clear posting journals, you can no longer print them. Make sure that you have copies of all posting journals before you continue.

# **Clear deleted and posted batches**

This choice removes all information for deleted and posted batches. It will also remove batches from the G/L Batch List and from the Batch Status report.

#### See also

<u>Create new year</u> <u>Period end maintenance</u> <u>Year end procedures</u>

### Create New Year

This form:

- •Creates and posts a batch of transactions to close income and expense accounts and enter the opening account balances for the new fiscal year.
- Opening balances for the new fiscal year for balance sheet and retained earnings accounts are the same as the previous year's closing balances.
- Income and expense accounts have opening balances of zero.
- •Changes the current fiscal year to the next year.

For the steps to create a new year, click here.

# **Prior year posting**

You may continue to post transactions to the year you have just closed.

Whenever you post to a closed year, the General Ledger will also create all appropriate closing entries to update retained earnings.

## **Retained earnings accounts**

Each income/expense account is closed automatically to a retained earnings account at year end.

#### See also

<u>After creating a new year</u> <u>Before creating a new year</u> <u>Year end procedures</u>

## **Choosing Printer as the Print Destination**

Distance Interview

#### If your printer is already set up, follow these instructions to change the print destination back to Printer:

- 1.Click File > Print Destination.
- 2. Select Printer as the destination.
- 3.Click OK.

#### If you have not yet selected a printer for Sage ERP Accpac, follow these instructions to choose a default printer for printing all reports from Sage ERP Accpac.

- 1.Click File > Page Setup.
- 2. Click the Printer button.
- 3. From the drop-down list, choose the printer that you want to use.

The printer list includes all printers that have been added to the Printers and Faxes list in Microsoft Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to close the Properties form.
- 6.Click OK again to return to the Page Setup form.
- 7.Click the Print Destination button and check that the print destination is set to Printer.

If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination form.

- 8. Click OK on the Print Destination form, and then click OK on the Page Setup form.
- After printing
- Additional information regarding print destinations
- Related topics

## **Choosing Preview as the Print Destination**

Distance Interview

#### To change the default print destination to Preview:

- 1.Click File > Print Destination.
- 2. Select Preview to view a report on the screen.

You can also print from the Preview window by clicking the Printer button.

- 3.Click OK.
- After printing
- Additional information regarding print destinations
- Related topics

# **Choosing File as the Print Destination**

#### Overview

#### To change the default print destination to File:

- 1.Click File > Print Destination.
- 2.Click the File option.
- 3. Open the report or form that you want to print.
- 4.Make your selections in the dialog box, then click the Print button, or click File > Print.
  - An Export dialog box opens.
- 5.Choose the format: Adobe Acrobat, Crystal Reports, HTML, Excel, TXT, RTF, CSV, XML, etc.
- 6.Choose the destination: Application, Disk file, Exchange folder, Lotus Domino, Lotus Domino Mail, MAPI.
- 7.Click OK, then select All or Page Range in the Export Options dialog box that appears. Click OK to accept the options.

G/L displays the Choose Export File dialog box.

- 8. Specify a file name, choose the directory to save the report to, then click Save.
- 9. Check in that directory folder to be sure the file went to the correct location.
- After saving as a file
- Additional information regarding print destinations
- Related topics

# **Choosing E-mail as the Print Destination**

Dverview

#### To change the default print destination to E-mail:

- 1.Click File > Print Destination.
- 2.Select E-mail.
- 3.Select either Adobe Acrobat (PDF) or Rich Text Format (RTF) as the file format for the e-mail attachment.

You can open PDF files with Adobe Acrobat Reader (available as a free download from the Adobe Software website).

You can open RTF files with most word-processing programs.

4.Click OK.

**Note:** When you e-mail audit reports, G/L allows you to clear the data for them.

- If recipient drills down to transaction
- When you print with an e-mail destination
- Related Topics

### G/L Account Groups Report

This report displays account group codes, sort codes, and descriptions.

1.In the Range By field, select either:

Account Group

Or

Sort Code-Account Group.

2. Enter values in the From and To fields, using the Finders if needed.

3. Click Print.

The printed report includes columns for:

•Sort Code.

- •Account Group IDs.
- •Descriptions.

**Note:** The entry in the From box cannot be greater than the entry in the To box.

#### See also

General Ledger reports

### Account Structures Report — Printing

This report lists account structure codes and their descriptions.

For more information on the contents of this report, see <u>Account Structure Report</u> — <u>features</u>.

# **Before using**

If necessary, set up printing destinations, and turn on and connect the printer.

## To print the report

- 1.Select File, then Print from the G/L Account Structures form, or choose Account Structures from the G/L Reports folder.
- 2. Enter the range of account structure codes to include on the report.
- 3.Click 🗈 Print.
- 4. When finished, choose Close.

#### See also

<u>General Ledger reports</u> <u>Account Structure Report — features</u>

## Batch Listing Report — Printing

This report lists the contents of open (unposted) and posted batches. Use it to check batches before you post them.

If you use the Force Listing Of Batches option, you must print every batch before you can post it.

For more information on the contents of this report, see <u>Batch Listing – features</u>.

# **Before printing**

- •Select printing destinations and, if necessary, turn on and connect the printer.
- •Determine which batches to list and whether to report amounts in functional currency only or in both functional and source currencies.

# To print batch listings

- 1.Click the Print button on the G/L Batch List form (or select Print on the File menu), or choose the Batch Listing icon from the G/L Reports folder.
- 2.Select the range of batch numbers you want printed. The default range includes all open batches.
- 3.Select the range of source ledgers. The default range includes all ledgers (" " to "ZZ"). To restrict the report to a particular ledger, enter the same ledger code in the From and To boxes: such as "GL" or "AR". (For an Intercompany Transactions company, you enter either AI or GI.)
- 4.Enter the range of batch creation dates. (The default range prints all batches from the first day of the fiscal year to the session date.)
- 5. Choose whether to reprint batches that have already been printed (and have not changed since they were last listed).
- 6.Choose whether to include transaction optional fields on the report. (This option is not available in an Intercompany Transactions company.)

- 7.If the batches have references and descriptions that you require on the report, choose References and Descriptions in the Include section.
  - If you choose Source and Functional in the Currency section, and then select Letter/A4 as the paper size, references and descriptions will be included automatically in the printed report; you cannot change this option.
- If this is an ICT company, references and descriptions are *always* included; you cannot change this option.
- 8. If the batches have comments that you require on the report, choose the Comments option in the Include section.
- 9.Select the types of batches you want printed:
  - Entered
  - Subledger
  - El Imported
  - Generated
  - Recurring
- 10. Select the status of batches you want printed:
  - •Open 🗈
  - Ready to Post
  - Posted
  - Provisionally Posted  $\square$
- 11. If you have a multicurrency General Ledger, select either Functional, or Source and Functional in the Currency section.
  - If you chose Functional, the report prints on Letter-size paper.
  - If you chose Source and Functional, you will then be able to choose the paper size:
  - Legal
  - Letter/A4. (Note that references and descriptions will *always* be printed on this report when you choose Letter/A4 paper size.)

12. When you are satisfied with your selections, click Print.

#### Notes

- •If you use the Allow Provisional Posting option, you can list batches that have been posted provisionally. (Batches are not deleted when they are posted provisionally.)
- •You cannot print batch listings for deleted or posted batches.

If you need to list a posted batch, set up a source journal that includes all the source codes likely to have been used in the batch, then choose the batch number as the first means of selection when you are preparing to print the journal.

Note that source journals do not include comments or transactions that were consolidated on posting. If you need this additional information, refer to the posting journal.

- •Batch listings are optional unless you use the Force Listing Of Batches option in the G/L Options form. Posting journals are required reports that provide the audit trail for batches.
- •Once you list a batch, the status of the batch will change to "Printed" on the batch status report.

## After using

•Verify contents, correct any errors, reprint the edited batches, then file the listings.

•Post the batches.

See also General Ledger reports Batch Listing — features

#### Batch Status Report — Printing

This report shows all activity that has taken place in all currently unposted batches, and in batches that were posted or deleted since the last time the report data was cleared.

For more information on the contents of this report, see <u>Batch Status report</u> — <u>features</u>.

## **Before printing**

- •Select printing destinations and, if necessary, turn on and connect the printer.
- •Decide on the range of batch numbers, source ledger codes, creation dates, and the batch types and statuses to report.

### To print the batch status report

- 1.Choose File, Print from the G/L Batch List form, or select the Batch Status icon from the G/L Reports folder.
- 2.Select the range of batch numbers for which you want information. The default range includes all open batches.
- 3.Select the range of source ledgers. The default range includes all ledgers (" " to "ZZ"). To restrict the report to a particular ledger, enter the same ledger code in the From and To boxes: such as "GL" or "AR". (For an Intercompany Transactions company, you enter either AI or GI.)
- 4. Enter the range of batch creation dates. (The default range prints all batches from the first day of the fiscal year to the session date.)
- 5. Choose whether you want to clear information for deleted and posted batches in the selected range after printing the report.
- 6. Select the types of batches for which you want information:
  - Entered
  - Subledger
  - Imported

- Generated
- Recurring

7. Select the status of batches you want printed:

- Open 🕒
- Deleted
- Ready To Post
- Posted
- Post In Progress D
- Provisionally Posted
- Provisional Post In Progress

8. To begin printing, click 🛙 Print.

#### After using

•File the report.

#### See also

<u>General Ledger reports</u> <u>Batch Status report — features</u>

#### Chart of Accounts Report — Printing

For information on the contents of this report, see <u>Chart of Accounts – features</u>.

#### To print a report

1. Choose the Chart of Accounts icon from the G/L Reports folder.

2. Select the format of the report:

- O <u>Detail Short form</u>
- o Detail Long form
- o <u>Valid Currencies</u>
- o <u>Allocation</u>
- O <u>Control Account Subledgers</u>
- o Fiscal Set Comparison
- o <u>Rollup Accounts</u>
- 3.If you choose Fiscal Set Comparison, select the two sets of figures you want compared. You specify the fiscal set data type, the year, the currency type (Functional or Source), and the currency.

If the euro is your functional currency and you specified a reporting currency, you have the option of selecting reporting as your currency type. When you select the reporting currency option, the report will print amounts in the reporting currency, obtained from the reporting fiscal set.

4.Select the option, "Exclude Accounts with No Activity" to avoid including accounts on the report that have zero balances and that had no transactions within the specified period range.

You must select the same year in both the From Year field and the To Year field.

5.Select the option "Select Account Groups by Sort Code Range" if you want to print a set of common account groups, but not other account groups. (To do this, you must first give the same sort code to all account groups in the set, specify printing by sort code order, and

then choose the sort code of that set.)

- 6.If you are printing the long form of the report and you use optional fields, an option to include optional fields appears. Click the Include Optional Field option to have optional fields information printed on the report.
- 7.If you are printing the Rollup Accounts report, select either Members or Rollup Accounts in the Show field.
- 8.Select the sort order for the report, and a range of the item by which you are sorting. You can order the report by account number, any segment of the account number, account group, account sorted group. You can sort by account sorted group by choosing the Select Account Groups By Sort Code Range option.
- 9.Select accounts by specifying ranges of account groups, account sorted groups, account number segments (that haven't already been specified as the sort order), or the range of optional fields.
- 10.Click 🗈 Print.

#### See also

<u>General Ledger reports</u> <u>Chart of Accounts — features</u>

## G/L Options Report — Printing

For information on the contents of this report, see G/L Options report - features

### To print a report:

- 1. Choose File, Print from the menu on the G/L Options form, or choose G/L Options from the G/L Reports folder.
- 2.Click 🗈 Print.

#### See also

General Ledger reports

#### G/L Transactions Listing — Printing

This report lists the net changes, balances and transaction details of all accounts in the selected range, for the specified fiscal periods.

For more information on the contents of this report, see <u>G/L Transactions Listing</u> <u>features</u>.

## **Before using**

- •Post batches.
- •Decide which accounts you want on the report, and the range of fiscal periods that you want reported.
- •Decide whether to include accounts with no activity (zero-balance accounts with no transactions posted to them in the period specified for the report).
- •Select printing destinations and, if necessary, turn on and connect the printer.

### To print the report

- 1. From the G/L Reports folder, choose G/L Transactions Listing.
- 2. Select the D order in which you want the report listed.
- 3.Select the range of accounts you want printed, whether you print by account number, by account segment, or by account group.
- 4. In the Include section of the form, indicate whether to print additional information on the report. You can select:
  - Accounts With No Activity D
  - Quantities
  - Transaction Optional Fields
  - Balances and Net Changes
  - Include Posting Sequence and Batch-Entry Numbers

5. Select the year and range of fiscal periods for the report.

- 6.If you are printing period 12 details, indicate whether to include adjustment and closing entries (if you have created the next year).
- 7. Select the D type of currency.
- 8. If you want to sort transactions by date within the selected accounting periods on the report, select Sort Transactions By Transaction Date.
- 9.Select the option, Select Account Groups By Sort Code Range (optional), then enter a range in the From and To fields of the Sort Code-Account Group section. Otherwise, leave those fields blank.
- 10.Select Use Rolled Up Amounts to print the transactions of a rollup account and all of its rollup member accounts (at any level), rolled up into a single amount for each transaction. (Note that rollup member account transactions are included only once in the rolled up transactions.)
- 11. If you selected Segment in the Sort By section, you can chose whether or not to add a page break after each account in the report.
- 12.Restrict the report further, if you wish, by selecting ranges of segment codes and ranges of account optional fields.
- 13.Click 🗈 Print.

#### Notes

Information for each detail includes the batch entry number, posting entry number (a combination of the posting sequence number and the sequential number assigned to indicate the order in which the entry containing the detail was posted), source code, descriptive and reference text, and the debit or credit amount. Comments do not appear on this report.

#### After using

- •Use the report in combination with the posting journals and batch listings to trace transactions for auditing purposes.
- •File the listing with your audit trail reports.

See also General Ledger reports G/L Transactions Listing — features

#### G/L Optional Fields Report — Features

You print the Optional Fields report whenever you need a listing of all the optional fields set up for your General Ledger.

The report lists separately the optional fields set up for accounts and transaction details.

For each optional field code, the report shows the description, default value, whether the optional field is required, and whether the optional field is set for automatic insertion in new accounts.

#### See also

<u>General Ledger reports</u> <u>Printing the Optional Fields report</u>

#### Posting Journals Report — Printing

This is an audit trail report of all uncleared details that have been posted on the Post Batches form.

For more information about the contents of this report, see <u>Posting journal</u> — <u>features</u>.

## **Before using**

- •Post batches.
- •Decide whether to reprint posting journals you have printed before.

**Note:** if the posting journal has been printed and the Reprint Previously Printed Journals option was not selected, the corresponding Posting Journal Errors report will be blank, even if there were errors. You must select the Reprint Previously Printed Journals option if you are planning to print a copy of the errors report after printing the Posting Journals report.

If you are only printing an errors report (possibly prior to printing the posting journal itself), choosing this option is not necessary, that is, the Posting Journal Errors Report will not be blank (assuming there were errors).

- •Decide whether to list transactions by account number or posting sequence number. (This doesn't apply if you are printing errors only.)
- •Select printing destinations and, if necessary, turn on and connect the printer.

## To print the report

- 1. Select the Posting Journal icon from the G/L Reports folder.
- 2. Select the <u>report you want to print</u>.
- 3. Specify whether you want to order the report by posting sequence or account number.
- 4. Specify the range of posting sequences you want to print.
- 5. Select Reprint Previously Printed Journals to print journals that have

already been printed to a printer or file or if you will be printing the Posting Journal Errors report. If you do not select the option, these reports will be blank.

- 6.Select Include Trans. Optional Fields to print optional fields posted with transaction details. (This option is not available for an Intercompany Transactions company.)
- 7.If this is an Intercompany Transactions database, ICT Expansion will be available. If this is not an ICT company, go to step 8. If it is an ICT company, choose one of the following:
  - D None
  - Separate Report
  - DI By Entry
  - By Detail
- 8. Select a 🗈 Currency option.

9.Click 🗈 Print.

### Notes

- •You can reprint journals as often as you wish, until you clear the file.
- •In multicurrency ledgers, you can print both source-currency and functional-currency information on the journal (on letter, ledger, or A4 paper).

## After using

•Check that you have a good copy of the report, then file it with other audit trail reports.

#### See also

<u>General Ledger reports</u> <u>Posting journal — features</u>

#### **Recurring Entries Report — Printing**

The recurring entries report lists recurring journal entries set up using the G/L Recurring Entries form.

This report lists recurring entries by code, states which account(s) the codes pertain to, and shows the type of schedule and its frequency. It can also include optional fields entered with transaction details, if you choose to include them.

### To print the report

- 1. Choose the Recurring Entries icon from the G/L Reports folder.
- 2.Complete these fields on the Recurring Entries Report form:
- From Recurring Entry Code.
- To Recurring Entry Code.
- 3.Select Include Schedules if you want to print the recurring transactions schedule used for each recurring charge.
- 4.Select Include Trans. Optional Fields if you want to print optional fields with each transaction detail that uses them.
- 5.Click 🗈 Print.
- 6.Click Close.

#### See also

<u>General Ledger reports</u> <u>Recurring Entries report — Features</u>

#### **Revaluation Codes Report — Printing**

This report lists specified revaluation codes and the information entered to define them in a multicurrency ledger.

For more information on the contents of this report, see <u>Revaluation Code report</u> — <u>features</u>.

#### To print the report

- 1. Choose File, Print from the G/L Revaluation Codes form, or select the Revaluation Code icon from the G/L Reports folder.
- 2. Specify the range of revaluation codes to include on the list.

3.Click 🗈 Print.

#### See also

<u>General Ledger reports</u> <u>Revaluation Code report — features</u>

### Segment Codes Report — Printing

For information on the contents of this report, see <u>Segment Code report — features</u>.

- 1. Choose File, Print from the G/L Segment Codes form, or select the Segment Code icon from the G/L Reports folder.
- 2.Choose to print all segment codes you've defined, or print a range of codes valid for a particular segment.
- 3.Click 🗈 Print.

#### See also

<u>General Ledger reports</u> <u>Segment Code report — features</u>

#### Source Codes Report — Printing

This report lists a range of source codes and their descriptions.

For more information on the contents of this report, see <u>Source Codes report</u> — <u>features</u>.

## To print the report

- 1. Choose File, Print from the G/L Source Codes form, or select the Source Codes icon from the G/L Reports folder.
- 2. Enter the range of source codes to include on the report.
- 3.Click 🗈 Print.
- 4. When finished, click Close

#### See also

<u>General Ledger reports</u> <u>Source Codes report — features</u>

#### Source Journals Report — Printing

Source journals list the details of posted transactions for the source codes that you included in the source journal definition.

For more information on the contents of this report, see <u>Source Journals – features</u>.

### **Before using**

- •Post current batches.
- •Define source journals in the Source Journal Profiles form.

## **Printing source journals**

You can customize a source journal at print time by choosing:

- •The sorting order of the report. (By account number, segment, or account group.)
- •Account, segment, account group, or account optional field ranges.
- •Fiscal period, reference, transaction date, posting sequence, and batch number ranges.

## To print the report

1.Open General Ledger > G/L Reports > Source Journals.

2.On the Journal tab:

- a. Select a journal in the Profile field. The journals include:
- A/R Clearing Journals
- Bank Reconciliation Report
- GL Journal Entries
- Invoice Journal
- Purchase and Receipts Journal
- Reallocation Journal
- Transaction Journal
- b. Click the Browse button to Discrete select a report format in the Use Report field.
- c. In the Currency field, choose either Functional, or Source and Functional.

3.On the Account tab:

- a. Specify whether you want to sort the report by Account Number, by Segment, or by Account Group.
- b. Specify the range.
- c. Select the option, "Select Account Groups By Sort Code Range," (optional) and then select the range. (Note that the Account Group

option in the Sort By section changes to Account Sorted Group when you select this option.)

- d. Select the option, "Include Trans. Optional Fields" if you wish to print optional fields that were posted with transaction details.
- e. Use the Finder to select the range of Segment Names.
- f. If you use optional fields, enter a range of account optional fields to be included in the report.
- 4.On the Ranges tab of the form, specify ranges of fiscal periods, references, dates, posting sequences, batch numbers, (and source currencies, for a multicurrency ledger).

**Note**: You must enter 000000 in the Batch Number From field when you print entries for consolidated accounts/transactions.

5.Click 🗈 Print.

#### To change the standard source journal reports

If you want to change the information in the report, or the order that the report is sorted (beyond the choices provided by the G/L program), you can define a new report, or modify an existing report.

General Ledger report definitions are found in the ENG subdirectory of the program directory. The program directory is \ACCPAC\GL*xxx*, where *xxx* is the version number of the General Ledger program.

#### See also

<u>General Ledger reports</u> <u>Source Journals — features</u>

#### Source Journal Profiles Report — Printing

This report lists source journal descriptions and their associated information.

For information on the contents of this report, see <u>Source Journal Profiles report</u> — <u>features</u>.

#### To print the report

- 1. Choose File, Print from the menu on the G/L Source Journal Profiles form, or select the Source Journal Profiles icon from the G/L Reports folder.
- 2. Enter a range of source journal profiles that you want printed.

3. Choose D Print.

#### See also

<u>General Ledger reports</u> <u>Source Journal Profiles report — features</u>

#### Transaction Details Optional Fields Report — Printing

This report lists transactions that use optional transaction fields and optional field values that you specify.

For information on the contents of this report, see <u>Transaction Details Optional Fields</u> report - Features.

### **Before using**

- •Post batches.
- •Decide which accounts and optional fields you want to include on the report, and the range of fiscal periods that you want reported.
- •Select printing destinations and, if necessary, turn on and connect the printer.

#### To print the report

- 1.Choose the Transaction Details Optional Fields icon from the G/L Reports folder.
- 2. Select the D order in which you want the report listed.
- 3.Select the range of accounts you want printed, whether you print by account number, account segment, account group, by account optional fields, or by sort code range for account groups.
- 4. If you have a multicurrency ledger, specify the D report currency.
- 5. Select the year and range of fiscal periods for the report.

If you are printing period 12 details, indicate whether to include adjustment and closing entries (if you have created the next year).

- 6.If the report is ordered by account number or segment, you can select a range of account groups.
- 7.Restrict the report further, if you wish, by selecting ranges of segment codes.
- 8. Specify up to three optional fields and the range of optional field

codes for which you wish to include transactions in the report.

Only posted transactions that use the specified optional transaction fields and values will appear on the report.

9.Click 🗈 Print.

#### See also

<u>General Ledger reports</u> <u>Transaction Details Optional Fields report - Features</u>

#### Trial Balance Report — Printing

This report prints a trial balance report or worksheet that lists selected account balances for a specified fiscal period. Print it at the end of accounting periods, when you are ready to calculate adjusting entries.

For information on the contents of this report, see <u>Trial Balance report — features</u>.

#### **Before using**

- •Update account information by entering, retrieving, and posting batches.
- •Decide whether to list accounts by:

```
o Account Number 🗈
```

- o Segment 🕑
- o Account Group 🕑
- o account-sorted Group 🕨
- Decide whether to include accounts with no activity **D**.
- If you have provisionally posted batches, decide whether or how to include provisional data.
- •Decide whether to use Rolled Up Amounts. **Note:** when you choose this option, the debits and credits on the report may not balance if any account is a member of more than one rollup group.

## To print the report

1.Open General Ledger > G/L Reports > Trial Balance.

2.Select the report format:

- Report
- Worksheet
- Quantity Report
- Provisional Quantity
- Provisional Included

- Provisional Separate
- Provisional Worksheet
- 3.Select either Balances as of Year/Period or Net Changes for the Period in the Print field. If you selected Worksheet or Provisional Worksheet as the report format, the only option available in the Print field is Balances as of Year/Period.
- 4.Select the desired period(s) for the report. If you chose to print a Balances report, select a specific period. If you chose to print a Net Changes report select a range of periods.
- 5. Select the currency in which you want amounts to appear. If the euro is your functional currency and you have specified a <u>reporting currency</u>, the Currency selection list shows the Reporting option. Select Reporting to print all account balances for the year and period in the reporting currency.

**Note**: this field appears only if EUR is your company's functional currency.

- 6.Select Include Accounts With No Activity if you want to list accounts with zero balances, and no postings in the current year.
- 7.Select Use Rolled Up Amounts to print amounts and quantities of a rollup account (and all of its rollup member accounts) rolled up into a single amount or quantity. (The debits and credits on the report may not balance if any account is a member of more than one rollup group.)
- 8.Skip this step if you chose Worksheet or Provisional Worksheet in the Report Format field. If you chose to print a Net Changes for the Period report, the Include Net Income (Loss) Total for Listed Accounts checkbox is selected by default. Clear this checkbox if you do not wish to include totals for net income or loss for accounts in your report.
- 9.Specify whether you want to order the report by account number, segment, account group, or account sorted group, or optional field, and specify a range of accounts in that order.
- 10. Specify the range of accounts, segment codes, account groups,

account-sorted group, and optional fields you want to print.

11. Click 🗈 Print.

#### See also

<u>General Ledger reports</u> <u>Trial Balance report — features</u>

#### **Financial Reporter Overview**

The *Financial Reporter* is a spreadsheet add-in program that uses Microsoft Excel to read and print General Ledger data.

*Financial statements* are spreadsheets that use special Sage ERP Accpac functions to extract data from the Sage ERP Accpac accounting database.

#### Financial Statement Designer starts Microsoft Excel

Whenever you choose the <u>Statement Designer</u> from Sage ERP Accpac (to create or edit a financial statement), Excel (with the Financial Reporter add-in) starts automatically.

It is important to remember that this spreadsheet add-in is available *only* when you start Excel from the Statement Designer icon.

Note also that Microsoft Excel is <u>not</u> shipped with Sage ERP Accpac General Ledger. If you want to use Excel to create financial statements, you must purchase it separately.

To print a Financial Report

### **Key Financial Reporter Concepts**

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

•A financial report is a spreadsheet containing functions that read data directly from General Ledger.

You can place Financial Reporter functions anywhere in a spreadsheet. The spreadsheet program looks up the General Ledger values when it recalculates the spreadsheet.

You can also use any other spreadsheet functions you want to further manipulate that data.

•A financial statement specification is a structured description of the statement you want to produce. Financial Reporter creates a statement based on the specification and the options you choose when you want to print or view the final statement.

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

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

•Financial Reporter lets you choose and restrict data at print time by account segment range, account group, fiscal period, and by fiscal set (actual or provisional amounts).

Keep in mind when designing statements that a generalized financial statement can be printed with the actual or provisionally-posted amounts of any particular department or division.

•If you are including rollup accounts, be sure you designed the rollup group in such a way that you do not end up with doubled amounts in the report.

#### Layout of a Financial Report Spreadsheet

All Sage ERP Accpac financial statements are Microsoft Excel spreadsheet files that contain the functions required to read general ledger data.

Generally, each of these spreadsheet files has two separate regions:

- •The Spec range the region containing the specification.
- •The *Report* range the region containing the final statement.
- •The Report range also contains a third range called the *Print* range, which excludes all audit information that can be generated in the first columns of the Report range.

Remember, however, that you don't need to create a specification to extract and print information. You can extract and print balances from the General Ledger by placing a few formulas in a spreadsheet, recalculating the spreadsheet, then choosing the File, Print command.

You can also save the spreadsheet, then use General Ledger's Print Financial Statements form to print the values in future. (If you don't have a statement specification in the spreadsheet, Financial Reporter recalculates all the formulas, then prints it out.)

### **Specification and Report Ranges**

If you use a statement specification to generate financial statements, the statement specification and the report it creates both reside in a single spreadsheet.

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

When you generate a financial report from a specification, the Financial Reporter processes all the specification information in the Spec range, and creates the final report in the Report range.

(Financial Reporter actually prints a smaller area of the spreadsheet than the Report range — called the Print range -- which excludes columns A to D.)

## The report template starts in column E

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

## The Spec range can occupy any columns

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

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

## **Report Range of the financial report spreadsheet**

The *Report* range is generated from the Spec range when you print the financial report. The Report range contains the data that is generated by running the reports, and the data extracted from the General Ledger.

## The printed report starts in column E

The control information in the first four columns of the specification has been replaced by audit information in the report range (this is an FR View command option).

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

**If you do not have a Spec range.** If you did not create a report specification, the Financial Reporter recalculates the sheet and prints it when you print the report. If you don't want to print the whole spreadsheet, you can use the Financial Statement Designer's Options, Set Print Area command to define the area you wish to print.

**If you have a Spec range.** If you have a Spec range, Financial Reporter will automatically regenerate the financial statement before printing it

when you use the Financial Reporter form.

#### Generating Reports from Specifications

If you print a financial statement by choosing the Print Financial Statements icon, you do not see the report specification. Instead, the Financial Reporter program does the following:

- •Continues to display the Financial Statements form while it starts Microsoft Excel.
- •Loads the specification spreadsheet.
- •Generates the specification commands in the Spec range of the spreadsheet.
- •Prints the final report.

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

If the spreadsheet doesn't contain a Spec range, Financial Reporter:

- •Recalculates the spreadsheet (taking into account any restrictions placed on account selection by the Print Financial Statements form).
- •Prints the whole spreadsheet (or the region defined in the spreadsheet as the print area).

Depending on the Print Destination settings under the Options/Preferences command, you may print directly to a printer. Or, you can preview the report before you print it, save it as text or send it as an e-mail.

## Generating statements in the Financial Statement Designer

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

#### FR View command to generate the report

To generate the final report, choose the FR View command (from the FR menu) in the Financial Statement Designer.

FR View lets you generate the report using the same print options that

you use to print a report from the Print Financial Statements icon; however, it provides two additional options:

- •Audit information
- Formulas

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

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

Once you have generated the report, you can preview it with the Print Preview from the Financial Statement Designer's File menu.

Note that spreadsheets with formulas are much larger than standard report specifications. Note also that generating statements using Include Formulas takes longer, because Excel calculates the value of each formula as it generates them.

For details on using FR View, see **FR View**.

## Setting the Spec Range

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

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

# To define the Spec range in Excel, follow these steps:

- 1.Mark the complete report specification, from the first row and column to the last row and column. (To mark, place the mouse point on the first cell of the range, hold down the left mouse button, and drag the pointer to the last cell of the range.)
- 2. Choose Insert, Name, Define.
- 3. Type "Spec" as the range name, then click OK.

You must type exactly these letters (the capitalization doesn't matter).

#### You don't define a Report range

Note that you don't need to define a Report range within the spreadsheet. Financial Reporter defines the Report range when it generates the report from a specification.

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

In some reports you might find that information is cut off the report because it extends beyond the right edge of the spreadsheet print area.

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

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

#### Right boundary is set by the Spec range

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

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

## What Each Column Does in the Financial Report Specification

Most of a financial report specification is a template for the report it produces. For example, all report formatting -- such as column widths, fonts, highlighting and underlining -- appears on the financial report specification.

The first four columns of the report specification (usually columns A through D) contain important control information.

#### Column A determines the purpose of a row

For example, a row can be a comment, a title line, a default line specification, a line of text on the final report, or an account detail line.

#### Column B restricts the set of accounts specified in column A

For example, you can restrict the account range to income accounts with a normal credit balance.

## Column C removes zero-balance lines from a report or overrides a default condition to remove zero lines

You can also suppress lines that meet other criteria (such as less than 5,000).

## Column D consolidates ranges of accounts or lists them individually

Allows you to consolidate by account number segment, and to consolidate transaction details or list them individually.

#### See also

Purpose of Column A Purpose of Columns B, C, and D Column E of the Spec\_Range How to Set the Spec\_Range Enlarging the Spec\_Range Using Column D to Consolidate by Transaction Details

#### Column A Determines the Purpose of a Row

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

There are five possible types of rows in a report specification:

#### •Comment rows:

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

#### •"As is" rows:

If column A is blank, the row is part of the report and will appear "as is" on the final report.

#### •Default rows:

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

#### •Title rows:

If column A starts with "\T", the row is used for defining title lines on the final report. You can have up to five title rows; which will appear at the top of each tab of the report (immediately under the header lines).

#### •Body specification rows:

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

If column A contains any other data, that data is assumed to be a reference to one or more account numbers. And, if an account number appears in column A, it generally means that all the printed columns in the row will contain data from that account.

## Adding Explanatory Comments (..)

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

. Specific	cation name: INCS1	
This sp	ecification file will produce a statement o	f earnings with one
column	of figures showing current year to date re	esults.

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

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

## Adding Title Lines (\T)

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

You can only define one set of title lines in a specification, and all title lines must be together (contiguous). If you have defined more than one set of title lines, Financial Reporter will use the last set in the specification.

The first five lines of the report specification are the title lines, which will be repeated at the top of each tab of the report, as shown below.

The Universal Corporation

**Balance Sheet** 

As at October 31, 1999

#### Current Balance

Petty cash	274.57
Bank account	8,437.54
Bank account, CAD dollars	4,372.96
Total:	13,085.07

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

### Using title lines in Excel instead of \T lines

Note that the title lines generated by Financial Reporter use the standard Excel mechanism for title lines, so if you use the Financial Reporter "\T" line, you cannot separately mark a group of cells as title lines. Note also that title lines must be consecutive, and cannot be split by a tab break.

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

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

For example,

- •Column A can specify a range of accounts.
- •Column B can contain a filter that restricts the range of accounts to a particular account group or account type or account name. For example, the expression, A.ACCTCLASS="Sales" filters for the value of an optional field called "Sales".
- •Column C can remove any lines from the report that have zero balances, override a default condition to suppress zero balances, or meet a condition such as "balances less than \$1,000".
- •Column D can consolidate the balances of the range of accounts, consolidate by account segment, list each account separately, consolidate all values from retrieved optional fields, or print the optional field value of the first retrieved record.

## Using Column D to Consolidate by Transaction Details

Column D constants for use in the spec area are the indicators for listing by transaction details, by transaction consolidated total, and by transaction total. Values must begin with "P".

List By	Cell Value of Column D
Transaction details in posted transaction order	PD
Transaction consolidated total	PT
Transaction consolidated by account	P(POSTRAN)
Transaction consolidated by journal date	P(POSTDATE)
Transaction consolidated by posting sequence	P(POSTSEQ)

Transactions can also be listed by consolidated account segments and account groups as listings by accounts. When consolidating by a specific account order in listing by transactions, the column D value must start with P instead of with D.

For example, P(ACSEGVAL02) is the consolidation of transactions with account segment 2 retrieving records from a transaction, while D(ACSEGVAL02) is the consolidation of account history with account segment 2 retrieving records from an account.

To list the details by transaction, FR requires the spec to provide a correct sorting order, as illustrated in the following table:

Exclusive Sorting Order	Meaning
POSTTRAN	By Posted Transaction, in account order

POSTDATE	By Date Order
POSTSEQ	By Posting Sequence Order
POSTACCT	By Account Posting Sequence

- •If the account reference is specified with exclusive sorting order at column A from a spec line and the order is an account order (for example, 1000:9000|ACCT), FR does not generate the transaction details of the spec line.
- •The sorting order must be POSTTRAN if consolidation value in column D is P(POSTTRAN).
- •The sorting order must be POSTDATE if consolidation value in column D is P(POSTDATE).
- •The sorting order must be POSTSEQ if consolidation value in column D is P(POSTSEQ).
- •If the consolidating total is retrieved by any defined account switches, like P(ACSEGVAL02), it can be sorted by any defined account order, similar to listing by accounts.
- •Listing by transaction is only limited to the inquiry of transaction records from the inquired period.

## The Report Template Starts in Column E of the Specification Range

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

The following spreadsheet shows a report specification displayed in formula view.

	A	ΒС	D	E	F	G	Н	Ι
1	Specificatio	nυ	Nľ	∨9			0	
2	This specifi	cati	on	will produce an expense			Ĵ.	
3	schedule fo	r the	эс	urrent fiscal period,				
4	quarter, and	ye	ar	to date.				
5					=FR("CON			
6					Schedule			
7					="For the			
8								
9	W	z	т			=FRAMTA(" NETP")		=FRAMTA ("NETYTD
10						Current	Quarter	Year
11						Period	To Date	To Date
12	="6000:6999"		D	=FRACCT("ACCTDESC")		N.	1	$\mathbf{V}$
13								
14						=SUM(G12)	=SUM(H12)	=SUM(l12)
15								

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

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

Row 9 of the specification sets the default contents of statement columns. Column A of this row starts with two backslashes.

The next row with text contains the headings for columns G, H, and I. These headings are printed "as is." Note that to underline these column headings, you use the Financial Statement Designer's cell formatting controls.

The next row with text will be expanded on the printed report to include all accounts in the range between 6000 and 6999 which meet other selection criteria specified in cells B, C, and D, or entered at print time in the Print Statements form. In the spreadsheet's formula view, it looks like this:

12	="6000:6999"	D =FRACCT("ACCTDESC")	1	1	1

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

For example, the default formula for column G is "=FRAMTA("NETP")". FRAMTA is a Financial Reporter function that prints the account period balances or net amounts from the account fiscal sets. In this case, the formula specifies the net amount for the current period.

When the Financial Reporter processes this cell of the statement template, it expands the formula with the account reference from column A, for example, =FRAMTA("NETP", "6000").

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

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

#### =SUM(G12) =SUM(H12) =SUM(l12)

Notice also that the total formula for each column refers to a single cell (or list of cells) in the specification range. In our example, the single cell in the specification range formula will be replaced in the report range formula by a range reference which contains as many rows as there are accounts in the account range specified on line 12.

#### **Controlling Overall Financial Statement Format**

All formatting of financial statements is controlled by the Financial Statement Designer's formatting commands. For more information on controlling tab size, tab headings, font size and style, refer to the online help and the printed documentation for Excel.

#### The Financial Statement Designer has format styles

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

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

### Formatting Report Lines

The format you apply to a line of a report specification is used for every line that it generates on the final report. In the following example, column titles are bold and underlined, and column G uses right alignment:

Α	В	С	D	Е	F	
11		Ζ	Т	=FRACCT("ACCTID")	=FRACCT("ACCTDESC")	=FF
				Account Number	Account Description	<u>Cu</u>
1100:1300		١	١	١	١	

The column titles in the generated report are also bold and underlined, and all the figures in column G (Current Balance) are aligned to the right:

	Account Number	Account Description	Current Balance
	1100	Cash	462
	1200	Bank Account	8,946
	1300	Receivables	73,986

If you put a border around one cell of the specification, all cells that use the bordered cell as a template will have borders.

#### Formatting Column and Row Widths

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

## If a number is too large

If you adjust cell width so that a number will no longer fit in the cell, the Financial Statement Designer will display "####" when you view the report or print it using the Financial Reporter.

## Hiding a column

You can hide columns using the Format Column Width command.

#### Hiding Rows on the Final Report

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

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

To hide a row, choose Format, Row Height, or simply drag the bottom border up until the row disappears.

#### Hiding Columns on the Final Report

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

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

#### **Formatting Numbers**

You can change the number format of one or more cells by selecting the cells you want changed, then choosing the Cells command on the Format menu. In the Number tab of the Format Cells dialog box, select a category, then make the desired changes.

The Financial Statement Designer provides a variety of built-in number formats that are available to every financial statement. You can also create your own custom formats. See the Excel online and printed documentation for details.

#### Formats force rounding

If the format 0.00 is applied to a cell, the Financial Statement Designer rounds the number to two decimal places. If you choose a format with no decimal places, the Financial Statement Designer will also round to fit that format.

#### Formatting Text

You can change the type style, size, and color of selected text. You may choose from any of the fonts available with the printer driver currently selected for reports.

- •Use the Format Alignment tab in the Format Cells dialog box to force text to the right or left edges of the cell, or to center it. (You can also use the Left, Center or Right buttons on the Tool Bar for the same thing.)
- •Use the Font tab in the Format Cells dialog box to change the font, style, size, and color of text.

Note that the Financial Statement Designer lets you create and use styles for formatting spreadsheet cells. By using styles, you can apply more than one cell attribute easily, rather than using a group of separate formatting commands.

## Formatting Page Layout

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

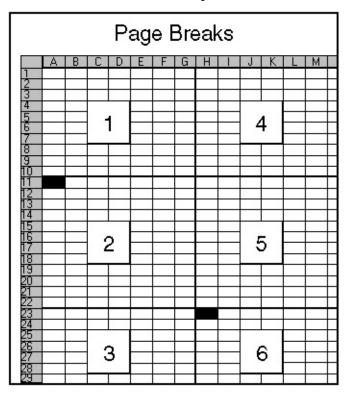
## Printing column headings with Options/Set Print Titles

To print recurring column headings at the top of each page, use the Financial Statement Designer's *Set Print Titles* feature.

## **Setting page breaks**

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

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



The above diagram shows the effect of setting two page breaks: one in cell A11, which creates a horizontal break, and one in cell H23, which also creates a vertical break.

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

Generally, for multi-page reports, you can either leave the pagination to the Financial Statement Designer, or you can print the report to a file (or copy it to a word processor), then add whatever embellishments you want in the report file before printing a final report.

#### Using Formulas to Specify General Ledger Information in Columns and Cells

You gain access to account data -- and all other data in the General Ledger -- with Financial Reporter functions.

The Financial Reporter functions are:

Financial Reporter functions	Information they provide
ER	G/L option & company data, and statement print options
FRACCT	account data
FRAMTFRDEBIT , FRCREDIT ,FRAMTA ,	fiscal set data
FRFISCAL	fiscal calendar dates
FRRATE	exchange rates
FRSDESC	segment code descriptions
FRTRN	net totals and net quantities from transaction history
<u>FRTRNA</u>	net amounts and net quantities from posted transactions for a specified period
FRTRNCR	net credit totals and net quantities from transactions
FRTRNDR	net debit totals and net quantities from transactions
<u>FRPOST</u>	account and transaction records, including optional fields from posted transactions

Because you can use them in conjunction with other spreadsheet functions, Financial Reporter functions provide a very powerful way of getting data out of the general ledger and placing them in a report.

You use Financial Reporter functions in two main ways:

- •To place one piece of information in one particular cell of a report.
- •In a default row (or single row) of a report specification to define the information that will appear in each column of a financial report.

#### **Use FR Paste to create formulas**

Each of the above functions can be pasted into a financial statement using the FR Paste command on the FR menu bar in Financial Statement Designer.

The FR Paste command inserts a function into the current cell, and prompts you for each parameter of the function (so you don't have to memorize them). See <u>FR Paste</u>.

For a detailed description of each function used by Financial Reporter, see <u>FR Functions</u>.

#### See also

<u>FR Paste</u> <u>Sample Column Specifications</u> <u>Setting Default Column Specifications</u> <u>Specifying Columns</u> <u>Specifying Information for a Single Cell</u>

### Specifying Information for One Cell

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

### **Account information**

For example:

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

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

```
FRAMT("ABALP.1998","1000-333")
```

gets the actual balance of account 1000-333 for the current fiscal period for the year 1998.

Note that the easiest way to enter Sage ERP Accpac financial functions is to use  $\frac{\text{FR Paste}}{\text{FR Paste}}$ .

## Specifying the fiscal set

You can specify "PBALP" for provisional balance, "QABALP" for actual quantity, "QPBALP" for provisional quantity, or (in Sage ERP Accpac 500) the numbers 2 to 5 for the budget sets (for example, 1BALP or 2BALP). For Sage ERP Accpac 100, you can specify budget sets 1 and 2; for Sage ERP Accpac 200, you can specify budget sets 1, 2, and 3.

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

## **Company information**

You can also extract company information for financial reports, as in the following example:

FR("Coname")

The FR function provides company information from the currently open

company, in this case, the company name, and places it in the cell.

# You can create report specs that identify each item

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

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

#### See also

FR Paste Sample Column Specifications Setting Default Column Specifications Specifying Columns

#### Specifying Information for Columns of a Report

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

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

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

You could use ten functions to print the ten numbers shown above on a financial report. However, building statements cell by cell is time-consuming, and the resulting statements must be changed every time you modify your chart of accounts.

For this reason, the Financial Reporter has two separate mechanisms to make statement specifications more flexible and easier to design:

**Default column specifications.** Financial Reporter lets you define the default contents of a column, then use it for any rows you wish until you change the default.

**Single specification lines that apply to ranges of accounts.** Financial Reporter lets you define a report line that applies to a range of accounts. At print time, the single line will be expanded to as many lines as there are accounts in the range. In other words, a report that printed the current balances of all accounts in the general ledger can be defined by a single

line that specifies the range of all accounts.

#### See also

Consolidating Account Ranges FR Paste Sample Column Specifications Setting Default Column Specifications Specifying Account Numbers in Formulas and Rows Specifying Information for a Single Cell

#### **Default Column Specifications**

The following lines use default column specifications and specification lines that apply to a range of accounts. The default specifications are defined in the first line, then used with a range of accounts in the last line.

	A E	3	CI	D	E	F	G	Н	Ι
0		Τ	_	_			=FRAMTA("	=FRAMTA(	=FRAMTA
9	11		4	'			NETP")	"NETQ")	("NETYTD
10					2	·	Current	Quarter	Year
11							Period	To Date	To Date
12	="6000:6999"			D	=FRACCT("ACCTDESC")		1	1	1

Remember that the actual report area starts from column E.

## Lines with default column specs start with "\\"

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

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

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

## Advantages of using default column specifications instead of individual formulas

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

For each of the following examples, assume that accounts 1100, 1200, and 1400 are consecutively numbered accounts in the general ledger.

A	В	С	D	E	F
				Account Description	Current Balance
				=FRACCT("ACCTDESC","1020")	=FRAMT("BALP","1020")
				=FRACCT("ACCTDESC","1200")	=FRAMT("BALP","1200")
-				=FRACCT("ACCTDESC", "1400")	=FRAMT("BALP","1400")

In the above example, note that you require one formula to print each piece of information.

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

In the next example, note these points:

- •The default column specifications line begins with two backslashes.
- •The default column specification assigns a particular formula to the "\" symbol. In our example, the formulas have used only Financial Reporter functions. Alternatively, you could assign a value to "\" or make use of spreadsheet functions in your formulas.

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

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

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

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

A	В	С	D	E	F
W				=FRACCT("ACCTDESC")	=FRAMT("BALP")
				Account Description	Current Balance
1020:1400				1	Λ.

Using default column specifications to place values in a statement.

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

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

#### Selection criteria in columns B, C, and D

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

# Adding default information for columns B, C and D

Look at the following example of default column specifications. Note that in this case, we are setting up default values for columns B, C, and D, as well as for the printed columns of the report.

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

A	В	С	D	E	F
W	ACCTTYPE="B"	Z	Т	=FRACCT("ACCTDESC")	=FRAMT("BALP")
				Account Description	Current Balance
1020:1400				Cash	1

Financial Reporter will evaluate the last line of the above spreadsheet and perform the following actions:

- 1.Evaluate all accounts in the account number range specified in row 3 to see that they are type "B" accounts.
- 2.Get the account balance of each account in the range that is a balance sheet account.
- 3. Total the balances because the "T" code in column D stipulates that a single total line will be generated from the account range, rather than one line for each account to list the details.

If you leave column D blank, or specify a "D", Financial Reporter will list all the details.

4.Check whether the amount in column F is zero (because of the "Z" in column C). If it is, Financial Reporter will not print the line.

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

If you do not want to suppress zeroes on a single line, enter the letter "N" in column C on the line that you want to print. For details on specifying selection criteria and suppressing lines, see also:

Consolidating Account Ranges Excluding Lines Specifying Selection Criteria

For details on the Financial Reporter functions, see:

Financial Reporter Functions

## Sample Default Column Specifications

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

## **Example 1: balance this period and last period**

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

	A	В	С	D	E	F
1	W				=FRAMTA("BALP")	=FRAMTA("BALLP")
2					Current Balance	Balance Last Month
3	1100:1300				1	1

# Example 2: this year / last year balances with percentage of total columns

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

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

	F	G	Н		J
1		=FRAMTA("BALP")	=G1/G4%	=FRAMTA("BALP.L1")	= 1/ 4%
2		Current Year	<u>% of Total</u>	Previous Year	<u>% of Total</u>
3		1	1	1	1
4		=SUM(G3)		=SUM(13)	

## **Example 3: period and year-to-date expenses**

This example produces a comparative expense schedule with two columns of data. Column E lists the expenses this period, and column F lists the expenses year-to-date.

	A	В	С	D	Е	F
1	W				=FRAMTA("NETP")	=FRAMTA("NETYTD")
2					Expenses This Period	Expenses Year to Date
3	6000:8999				1	1

## Example 4: current period and year-to-date expenses as a percentage of sales

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

The range of expense accounts is defined in row 13, and uses the default formulas defined in row 11 of the report specification. The total sales calculation is in row 9. Financial Reporter recalculates all formula cell references for the generated report.

	F	G	Н		J
9		=SUM(G8)	10	=SUM(18)	
10					
11		=FRAMTA("NETP")	=G11/G9%	=FRAMTA("NETYTD")	=111/19%
12		Current Year	<u>% of Total</u>	Previous Year	<u>% of Total</u>
13		1	1	1	1
14		=SUM(G13)		=SUM(I13)	

# Example 5: current period and year-to-date expenses compared to last year

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

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

18 3	G	Н		J	K	L
18	=FRAMTA("NETP")	=FRAMTA("NETP.L1")	=G18/H18%	=FRAMTA("NETYTD")	=FRAMTA("NETYTD.L1")	=J18/K18%
19	Current	Same Month	% of	This Year	Last Year	% of
20	Month	Last Year	Last Year	YTD	<u>YTD</u>	Last Year
21	<u> </u>	I see a second	1		1	1

# Example 6: side-by-side departmental statements

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

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

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

	A	В	С	D	E	F	G
1	\\ACCT			D(ACCT)	=FRACCT("ACCTDESC")	=FRAMT("BALP","","(ACSEGVAL02 = ""A"")")	=FRAMT("BALP","","(ACSEGVAL02 = ""A"")")
2						Department A	Department B
3	="1000:2999"				1		1.000

#### See also

Specifying Account Numbers in Formulas and Rows

## Specifying Account Numbers in Formulas and in Rows

An account number reference specifies the accounts from which you want to take data.

You can specify:

•A single account number

or

•A range of account numbers.

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

- consolidated (in a single row)
- detailed (one row for each account in the range)
- •You can use these formulas for account groups:

\\acctgroup (sort by account group)

\\acctgroupsort (account-sorted group)

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

•A sample formula that places data from a range of accounts into a single spreadsheet cell:

=FRAMT("BALP","**1200:1500**")

•A reference in column A of a specification row that indicates which account data to use for the row (a D or a T in column D will determine whether each account is listed separately or totaled on a single line):

A B C D

#### %-1000~1100

In this example, the "%" sign is a wildcard character that takes the place of one or more characters. (See <u>wild-card\_Characters in Account number</u> <u>References</u>.)

## **Use FR Paste**

If you cannot remember how to specify accounts and account ranges, choose FR Paste from the FR menu of Financial Statement Designer. FR Paste lets you use the Finder and various range fields to specify the accounts you want. See <u>FR Paste</u>.

## Account references affect performance

Remember that Financial Reporter can generate your reports faster when it doesn't have to perform a lot of extra account lookups. For this reason, check that the account processing order in the report matches the way you specify account references. (See <u>Account Ordering, Processing Order, and Account</u> <u>Segment Ranges</u>.)

## Standard account reference notation

These are examples of acceptable account number references. Note, however, that all of these examples assume that segment 1 is the account segment and segment 2 is the department segment. See also:

Specifying Ranges of Accounts when the Account Segment is not First in the Account Structure.

100-C	Account 100, department C
100:200	Accounts between 100 and 200, no matter which department they are in
100-A:200-F ACCT	Accounts between 100 and 200 in departments A through F, processed by account segment.
100~200-F	Accounts in department F with an account segment value between 100 and 200

Account number references can contain the following symbols:

"-" Account segment separator defined in G/L Options. (The hyphen is the default separator.)

- ":" Separates account numbers in a range.
- "~" Separates segment codes in a segment range.

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

- 🗈 aaaaaaaa Or aaaa-aaaa
- <u>aaaa-A:bbbb-B</u>
- <u>▶ aaaa%%</u> Or **aaaa:aaaa**
- ▶ <u>aaaa~bbbb</u>
- ▶ <u>%-aa~ff-% | ACCT</u>
- aaaa[ACCT], bbbb~cccc-A[MANU]
- ▶ <u>aaaa-%, bbbb~cccc-A~B, gggg-D</u>

#### See also

Account Ordering, Processing Order, and Account Segment Ranges Specifying Account Structures Wild-card Characters in Account Code References

### Specifying Account Structures

You can restrict account number selection to a particular account structure.

#### •aaaa[ACCT], bbbb~cccc-A[MANU]

•An individual account number and a range of account numbers. The square brackets indicate the account structure codes used by the account numbers.

### **Use FR Paste to specify account numbers**

You can paste account numbers into a financial statement using the  $_{\underline{FR}}$   $_{\underline{Paste}}$  command, located under FR on the Financial Statement Designer menu bar.

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

#### See also

Account Ordering, Processing Order, and Account Segment Ranges Specifying Account Numbers in Formulas and Rows

#### Wild-Card Characters in Account Numbers

Note that Financial Reporter allows you to use two wild-card characters when specifying account numbers:

\_ (the underline character, which is a place holder for one character)

% (percent character)

The underline and percent characters are place holders for one or more characters.

For example, D\_6834 specifies all single segment accounts sharing the same first character (D), followed by one character of any value, and ending with the same four characters (6834).

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

### "%%" is not a wild-card character

Although "%%" resembles a wild-card character, it is used in only two very specific ways:

%% specifies all account numbers in the ledger. (See the "QUIKINC" and "QUIKBAL" statements that come with General Ledger.)

6000% specifies all account numbers starting with 6000 — no matter how many segments they have. (This specification has the same effect as 6000:6000.)

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

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

Note: Using "%%" will not be very efficient if the Financial Reporter is

forced to process every account in the ledger to see if it fits the criterion in column B. The above report should specify account group order.

## Don't mix account ranges and wild cards

Note also that you cannot combine account reference ranges with wildcard characters. For example:

A123%:B567% is not allowed.

However, you can combine account references in a list (as shown below).

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

#### See also

Account Ordering, Processing Order, and Account Segment Ranges Specifying Account Numbers in Formulas and Rows

## **Calculated Columns**

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

For example:

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

In this statement, the default formula for the last column (column H on a report specification) is "=(F1/G1)". The formula states that this column contains the value of column F divided by column G.

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

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

# Using Currency Exchange Rates in Column Calculations

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

You use the FRRATE function to get exchange rate information. FRRATE

lets you specify a functional currency, a source currency, a rate type, and a date. From this data, it provides the rate of exchange.

For example,

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

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

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

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

The FR function in the above examples is used instead of a date, to allow the rate to match the period for the report.

If no date is specified (the date is an optional parameter), Financial Reporter will use the period-end date for the default fiscal period of the report. If there is no period-end date (this is possible if you open a sheet with formulas that has no specification), the program will use the session date.

# Exchange rate is expressed as a multiplier

Note that the rate returned by the FRRATE function is always used as a multiplier to convert source currency to functional *even if you defined the rate as a divisor*.

If the rate is defined in the System Manager as a divisor, Financial Reporter returns the reciprocal of the rate.

## Totaling and Subtotaling Columns

Financial statements contain columns of figures which are subtotaled and totaled according to account type. The most common arithmetical operation involves summing the balances or net changes of groups of accounts at a particular moment in time -- as in the following example:

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

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

=SUM(B3:B5)

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

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

Look at the following example:

A	В	С	D	E	F
W				=FRACCT("ACCTDESC")	=FRAMT("BALP")
					Current Balance
1100:1300				V	1
				Total:	=SUM(F3)

In the above example, the formula =SUM(F3) will be translated when you generate the report to the appropriate range of cells in the Report range

to add the balances of all accounts in the range 1100 to 1300.

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

## Handling Rounding on Balance Sheets

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

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

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

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

# Example 1: Forcing a Rounded Balance Sheet to Balance

This sample statement rounds and sums all printed figures on each side of the balance sheet, then forces liabilities and owner equity to balance with the assets. Any rounding differences are lumped with owner equity.

The specification for the statement includes a few rows that must be hidden before generating the final report (row 11 and row 14).

	A	В	С	D	E	F
1	<b>WACCT</b>			D	=FRACCT("ACCTDESC")	=ROUND(FRAMT("BALP"),-3)
2					Description	Current Balance
3						
4					Assets:	
5	1000:1199				Δ	1
6					Total assets:	=SUM(F5)
7						
8					Liabilities	
9	3000:3899				Δ	1
10					Total liabilities	=SUM(F9)
11	3900:3999			Т		Δ.
12					Equity	=SUM(F11,F14)
13					Total liabilities & equity	=F6
14						=F6-F10-F11

The specification listed above performs the following actions:

1.Prints the rounded balances of all asset accounts it retrieves from the general ledger using "=ROUND(FRAMT("BALP"),-3)."

The "-3" indicates the number of digits to the left of the decimal place to which the value is rounded -- in this case, thousands.

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

- 2. Totals the rounded balances of all asset accounts. (Row 6.)
- 3. Prints the rounded balances of all liability accounts it retrieves from the general ledger using the same formula. Again, each account is printed on a separate line. (Row 9.)
- 4. Totals the rounded balances of all liability accounts. (Row 10.)
- 5.Retrieves a single balance for equity. This amount is calculated on a hidden row, because the difference between the rounded assets and the rounded liabilities plus equity will be added to the equity section. (Row 11.)
- 6. Calculates the difference between the balances. (Row 14.)
- 7.Sums the difference between the balances and the equity amount. (Row 12.)
- 8.Plugs in the balance for total liabilities and equity. Since this balance must match assets, the specification uses the same total. (Row 13.)

### This specification assumes no missing accounts

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

# Example 2: forcing a balance to the rounded total of unrounded account balances

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

This method has two main advantages over example 1, above:

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

•It is self-auditing.

In example 1, you are forcing assets to balance liabilities and equity, so *even if you leave accounts off the statement*, the report will balance.

In example 2, the rounded statement won't balance if you leave out an account.

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

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

	A	В	С	D	E	F	G
1	<b>WACCT</b>			Т		=FRAMT("BALP")	=ROUND(\$F1,-3)
2					Description		Current Balance
3	100000000000						
4	1000:1199				Cash	1	1
5	1200:1299				Receivables	1	1
6	1300:1350					1	1
7					Fixed assets		=SUM(G6,G10)
8		10			Total assets:		=SUM(F4,F5,F6)
9							=SUM(G4,G5,G6)
10							=G8-G9

The specification listed above performs the following actions:

- 1.Inserts the unrounded balances of all accounts in column F of the spreadsheet, and inserts the rounded balances of all accounts in column G.
- 2.Calculates a rounded sum of column F (in G8) and column G (in G9) of the spreadsheet.

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

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

By lumping the rounding difference with the last group of figures, we've forced the figures in column G to equal the total in G8.

#### You must also handle liabilities and equity

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

The generated statement includes lines and columns that would be hidden on the final report (shown in bold):

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

## Overriding Print Range Options within a Report

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

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

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

# Specifying a particular segment to override a segment range

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

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

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

Then print reports specifying a segment range of A, of B, etc.

# Using the "\$" prefix for account number references

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

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

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

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

#### See also

Account Ordering, Processing Order, and Account Segment Ranges Specifying Account Numbers in Formulas and Rows

## Selection Criteria for Filtering Accounts

The easiest way to define the selection criteria is to use FR Paste.

You can include selection criteria:

•In column B of a specification to restrict the accounts selected from the Account Code reference specified in column A.

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

You do not need to specify a "\" on lines for which you wish to use the default selection criteria.

•In formulas that use FRAMT, FRAMTA, FRCREDIT, FRDEBIT, FRTRN, FRTRNA, FRTRNCR, and FRTRNDR functions to retrieve account balances, net amounts and quantities from posted transactions, or net amounts from the general ledger.

Don't use selection criteria if you can achieve the same result with a more selective account number reference.

Financial Reporter performs all account lookups for a line or function, then eliminates accounts on the basis of criteria. You can improve report performance best by restricting the number of initial lookups.

### Example of a selection criteria expression:

ACCTTYPE = "B" AND ACTIVESW = "ACTIVE"

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

"AND" means that the accounts must meet *both* criteria. "OR" means they can meet either one.

# Using FR Paste to build selection criteria expressions

Selection criteria expressions can be built using the FR Paste command

on the Financial Statement Designer menu bar (under FR). See FR Paste.

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

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

#### See also

Syntax for Selection Criteria Expressions Account Master Fields

## Syntax for Selection Criteria Expressions

The easiest way to create a selection criteria expression is to use the FR Paste function on the Financial Statement Designer menu bar. See  $_{\text{ER}}$  Paste.

However, you can also enter expressions directly into spreadsheet cells by using the guidelines listed below.

The format of the expression is:

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

where:

condition ::= field-name relational-operator operand

Boolean-operator ::= AND | OR

operand ::= <field-name | constant>

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

Hence expressions would be along the lines of:

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

ACCTTYPE and QTYSW (quantities switch) are fields in the account master file. All other fields in this file are listed in the next section. Selection criteria use <u>account master fields</u> only.

Use brackets to force evaluation sequence

- Spaces separate parts of the expression
- <mark>▶</mark> LIKE
- Criteria are text parameters

## Account Master Fields

You can use a selection criteria expression with any of the fields in the general ledger account master (listed below).

Note that you must enclose field values in quotation marks if the field value is text, and it is best to enclose values in a second set of quotation marks if the text contains a space.

For example:

ACCTDESC = ""Accounts Receivable%""

Note also that many of the values can be expressed in more than one way.

For example, the quantity switch can be 1 or "Yes" if the account keeps quantities, or 0 or "No" if it does not. A criteria expression for this field can look like either of the following:

QTYSW = 1 QTYSW = "Yes"

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

The following table shows the G/L account data field names:

Name	Contents of the field
ACCTID	Account number, including all segments.
CREATEDATE	Date the account was created. Dates are specified as "yyyymmdd".
ACCTDESC	Account description.
ACCTTYPE	Account type I, B or R for income statement, balance sheet, or retained earnings account.
	1 for normal debit; 2 for normal

ACCTBAL	credit.
ACTIVESW	"ACTIVE" or "INACTIVE".
CONSLDSW	"Do not consolidate journals" or 0 if transactions are not consolidated; "Consolidate journals" or 1 if transactions are consolidated on posting
QTYSW	"Yes" or 1 if quantities are used with account; "No" or 0 if not.
UOM	The unit of measure if quantities are used.
ALLOCSW	If account can be reallocated: "Yes" or 1 is yes; "No" or 0 is no.
ACCTOFSET	Account number for reallocation.
ACCTSRTV	Allocation transaction source code.
MCSW	Multicurrency switch: "Yes" or 1 is yes; "No" or 0 is no.
SPECSW	If posting is in all or specific source currencies. "All currency" or 1 is all; "Specific curency" or 0 is specified.
ACCTGRPCOD	Account group code.
CTRLACCTSW	If account is a control account. "Control account" or 1 is yes; "Non control account" or 0 is no.
SRCELDGID	Source ledger if control account (e.g. AR, AP). (Reserved field)
ALLOCTOT	Total of different allocation rates (100).
ABRKID	Account structure code.
YRACCTCLOS	Year of the last close.

POSTOSEGID	The account segment by which the account is closed.
DEFCURNCO	Default currency code for the account.
ACCTFMTTD	Formatted account number.
ACSEGVALn	Account segment value 01 to 10.
ACCTSEGVAL	Account Segment Code
ACCTGRPCPY	Account group COPY. A copy of the group code that is a string instead of an integer.
ROLLUPSW	Rollup switch. If unformatted, 1 if account is a rollup account, 0 if not. If formatted, "Yes" or "No".

To retrieve account optional fields, add the prefix A before a field name (for example, A.ACCTID). Be sure to include the period after the prefix.

See also

Transaction Fields

## **Transaction Fields**

Transaction fields include <u>account master fields and account optional fields</u> defined in G/L Setup, and the following transaction fields and transaction optional fields defined in <u>FRPOST</u>:

Name	Contents of the Field
FISCALYR	Fiscal Year
FISCALPERD	Fiscal Period
SRCECURN	Source Currency Code
SRCELEDGER	Source Ledger Code
SRCETYPE	Source Type
POSTINGSEQ	Posting Sequence Number
CNTDETAIL	Detail Count
JRNLDATE	Journal Date
BATCHNBR	Batch Number
ENTRYNBR	Journal Entry Number
TRANSNBR	Journal Transaction Number
CONSOLIDAT	Consolidation in Posting
JUNLDTLDESC	Journal Detail Description
JNLDTLREF	Journal Detail Reference
TRANSAMT	Journal Transaction Amount
TRANSQTY	Journal Transaction Quantity
SCURNAMT	Journal Source Amount
RPTAMT	Journal Reporting Amount
RATETYPE	Date of Currency Rate Selected
RATEDATE	Date of Currency Rate

CONVRATECurrency Rate for ConversionRATEOPERCurrency Rate Operator

To retrieve account optional fields, add the prefix A before a field name (for example, A.ACCTID). To retrieve transaction optional fields, add the prefix T before the field name (for example, T.QTY). Be sure to include the period after these prefixes.

#### See also

Account Master Fields

## **Testing Field Information Before Printing**

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

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

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

For example, you can include formulas like this in Financial Reporter cells (where the balance is printed only if it exceeds 6000; otherwise, the program reports a 0 amount):

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

or ones like this example (which prints the average value of the two accounts):

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

### See also

Excluding Lines from Reports Based on Contents

## Excluding Lines from Reports Based on Contents

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

#### Suppressing lines that have zero values

To specify zero line suppression, you enter the letter Z in column C. Financial Reporter will check all report columns to see if the values are zeros. If all values are zero, Financial Reporter will not print the line.

If you do not want to suppress zeros on a single line, but you specified Z in the default specification, enter the letter N in column C of the line you want printed.

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

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

Let's look at another example:

=G12 < F12 \* 10%

will check if the value in column F is less than 10% of the value in column G. Again, if the statement is TRUE, the line will be omitted from the report.

### **Default line**

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

#### See also

Testing Information Before Printing

# Account Ordering, Processing Order, and Account Segment Ranges

The Financial Reporter will list ranges of accounts in the order set in the financial report specification or (if not set in the specification) in the order chosen at print time in the Financial Statements print dialog box.

You can sort accounts by any account segments, and you can specify a range of values for each segment you sort by. You can also sort by account group, using the formula \\acctgroup or by account-sorted group, using the formula \\acctgroupsort.

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

100~120-A~B

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

100-А 100-В 120-А

120-B

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

100-А 120-А 100-В 120-В

# Order is specified on the print/preview statements screen

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

# Specifying account order in the default row

# specification

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

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

\\ACCTIDAccount number order

\\ACCTAccount segment order

\\ACCTGROUPAccount group order

\\ACSEGVALnAccount segment #n order

\\Segment\_descto list accounts by the segment with description Segment\_desc. For example, "\\REGION"

# Affects print order and processing speed

The order you specify has two separate affects. It determines:

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

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

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

### A B C D

### \\ACCT

%-1000~1100

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

A-1000

B-1000 A-1100 B-1100

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

### A BCD

### \\ACCTID

%-1000~1100

The final report will also be in account number order, which, in this case, will be in department order for the indicated range.

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

Note that the order of segments in an account number is defined by the account's structure code -- not by the order of segments shown in the G/L Options form.

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

If you choose to print by the account segment, the order for processing is first by that account segment, and second by the complete account number (as defined by its structure).

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

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

# Specifying account order for one account reference

Finally, you can choose to process a single account reference in a different order than indicated by a default row specification or by the report options on the Financial Statements screen.

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

Account reference | Order

Note the following examples. For information on specifying account references, see <u>Specifying Account Numbers in Formulas and Rows</u>.

1000-% | ACCTuses account order, so processes only account 1000. Segment 2 will appear in any order.

1000-% | ACSEGVAL2uses segment 2 order, so will scan all account numbers. However, segment 2 will be in order.

1000:3000[REGION] | ACCTIDuses account number order for accounts that use the REGION account structure. Will only process particular accounts in the range.

**Note:** If the account reference specifies a range using the symbol ":", this reference will be processed in account number order *unless you set an order for the referece using the* "|" (no matter what order is set in the Print dialog box or in the default row specification).

As you can see from these examples, you can affect the efficiency of the Financial Reporter by the way you reference accounts.

## Using Column D to Consolidate Account Ranges

The Financial Reporter lets you perform two operations on a group of accounts that are extremely useful:

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

# Consolidating account ranges and summarizing by account segment code

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

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

Column D can have the following values:

D (for *detail*) to print one line for each account number.

RD (for *rollup account detail*) to print all the top-level rollup details as well as accounts not in rollup groups.

- T (for total) to consolidate the data.
- D(ACCT)to consolidate by the account segment code (setting the account number sorting order to account segment order for this single account reference).

D(AcctGroup)to consolidate by the account group.

D(ACSEGVAL*n*)to consolidate by account segment number *n*.

D(*AcctSegID*)to consolidate by the named account segment. For example, D(REGION).

In each case where consolidation is performed on the basis of a property

of the account number, Financial Reporter processes the account number in the order required for consolidation. (For example, if consolidation is by account group, the account numbers will be processed in account group order.)

# **Default specification line**

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

## **Examples of "T" and "D" consolidation settings**

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

A	В	С	D	E	F
W				=FRACCT("ACCTDESC")	=FRAMT("BALP")
					Current Balance
1100:1200			D	V.	1

### "D" prints out all accounts

The above specification contains a "D" in column D. The resulting report lists each of the accounts between 1100 and 1200 on separate lines.

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

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

A	В	С	D	E	F
W				=FRACCT("ACCTDESC")	=FRAMT("BALP")
					Current Balance
1100:1200			т	Liquid assets	1

#### "T" consolidates all accounts

The above specification contains a "T" in column D. The resulting report totals the balances of all the accounts between 1100 and 1200, and reports the total on a single line.

<u>Current</u> <u>Balance</u>

Liquid assets 13,085.07

## **Example of the D(ACCT) account order override**

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

A	В	С	D	E	F
W				=FRSDESC(1)	=FRAMT("BALP")
					Current Balance
1100:1200			D(ACCT)	1	1

<u>Current</u> <u>Balance</u>

Petty cash 274.57

Bank account <u>12,810.50</u>

Total: 13,085.07

Two lines are printed in the above example, because there are two account numbers with an account segment code between 1100 and 1200.

The first account segment code (1100) is for petty cash, and the second account segment code (1200) is for Bank Accounts. Two separate account numbers have an account segment code of 1200, but these two accounts (shown in the previous example) have been consolidated.

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

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

#### See also

Using Column D to consolidate by transaction details

## **Financial Reports**

Sage ERP Accpac's Financial Reporter is a powerful tool that uses Microsoft Excel to manipulate, format, graph, and print general ledger data.

Financial reports are printed like other Sage ERP Accpac reports. You open the print form, choose the report you wish to print and choose from a number of print options. (See <u>Print Financial Statements</u>.)

# **Report information**

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

- •Current or historical balances for any range of accounts.
- •Net changes for a fiscal period, quarter, half-year or year.
- •Balances or net changes in the functional currency or any of the source currencies in a multicurrency ledger.
- •Comparative figures from complete or to-date time spans.
- •Budget figures from up to five fiscal sets.

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

- •Company information such as the name, address, phone number, and company contact.
- •The starting and ending dates of a given fiscal period.
- •The exchange rate entered for a particular currency, rate type, functional currency, and date.
- •The options selected for printing the financial statement, such as the print date, the department range, and the period-end date. You can also include provisionally posted transactions, and rollup amounts.

# **Standard reports**

General Ledger comes with the following standard financial statements, which you can use as is or modify to suit your requirements:

- Balance Sheet statements
- Balance Sheet summaries
- E Financial Analysis statements
- Einancial Forecasting statements
- Income Statements
- Income Statement summaries

#### See also

Consolidating Financial Statements of Multiple Companies in Microsoft Excel General Ledger reports

## FR View

The FR View command is part of the Financial Statement Designer. You use it to test financial statement specifications.

FR View is on the FR Menu in the Financial Statement Designer (Excel).

When you select FR View, it displays a dialog box from which you can choose various report generation options.

For information on report generation options, select one of the keywords listed below:

Fiscal Option Report Type Report As Include Sort by Select Accounts

# Differences between printing with FR View and printing from the Print Financial Statements icon

The FR View print form is *not* identical to the Financial Statements form which appears when you choose the Print Financial Statements icon.

The FR View differences are as follows:

•You can generate an audit information page, account audit information, and include drilldown information in the first column of the report. (See Include.)

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

•You can generate formulas for each value that appears in the report range instead of the values themselves. (See <u>Include</u>.)

This lets you create a report that you can update simply by recalculating the spreadsheet. (Note that spreadsheet formulas make the spreadsheet a lot larger.)

•If you create a series of reports by choosing the Separate button, each report will be created in a separate worksheet in the Excel workbook. The worksheet names will reflect the segment IDs for each separate report.

When you print a set of statements using the Print Financial Statements icon, the program repeats the report generation process for each account segment. In the Report Designer, you can view all generated reports.

# Keep financial ratios and graphs in a formula sheet

There are two main advantages of a report that is composed only of formulas:

- 1. The report has the same cell references each time you use it.
- 2. The report area remains intact when you recalculate the report. (If you generate a report from a specification, the old report is cleared before the new one is generated.)

Because the spreadsheet remains the same each time you use it, you can include graphs in your reports and be sure of the data you are referencing.

The most common type of "formula-only" report is one that keeps financial ratios.

### See also

Printing to a File Print Preview Command Grid Lines, Tab Breaks and Other Report Formatting Copying and pasting text and DDE links Include (for information on creating "hot-linked" spreadsheets) Saving Spreadsheets Under Different Names and File Formats If nothing happens when you choose OK . . . Troubleshooting Printing Optional Fields in Financial Reports

## Printing Optional Fields in Financial Reports

You can print account optional fields and transaction optional fields detail using Financial Reporter.

- •Account optional fields are retrieved using FRACCT.
- •Transaction optional fields and account optional fields can be retrieved with FRPOST.

If the result of an FR command is derived from more than one transaction, the optional fields data can be consolidated for the following optional field types:

- •Amount
- Integer
- Number

For the above optional field types, you can print a consolidated total that sums up all values from the retrieved optional fields or print the optional field value of the first retrieved record that has optional field values.

That is:

- •If the specified field name in the first parameter of the FRACCT or FRPOST command is one of the optional field types (Amount, Integer, or Number), and is appended with [U], only the first optional field value will be reported.
- If the specified field name is not appended by anything or is appended by [C], a consolidated total will be printed.

# **Fiscal Option**

The Financial Reporter lets you choose the year and the fiscal period for the report. You can print financial reports as of any past period for which you have data in General Ledger.

#### See also

Report Type Report as Include Sort by Select Accounts

# Report Type

Financial Reporter allows you to choose between two groups of data:

**Actual** includes only those amounts which have been permanently posted to general ledger accounts.

**Provisional** includes amounts that have been provisionally posted to general ledger accounts, as well as permanently posted amounts.

Note, however, that this option affects only those formulas that you have not explicitly set as Actual or Provisional.

## Prefix for Net and Bal determine the fiscal set

NET and BAL can have a prefix A, P, Q, QA, QP, 1, 2, 3, 4 or 5 to indicate Actual, Provisional, Quantity, Actual Quantities, Provisional Quantities, or any of the five budget sets.

For example, "ABALP" provides the actual balance at the current fiscal period; "1BALP" provides the balance from budget set 1 for the current fiscal period; "BALP" will be either the actual balance or the provisional balance, depending on the report type chosen at print time.

If you don't specify a prefix or if you select Q, the default is either actual or provisional, depending on the report type.

### See also

Fiscal Option Report as Include Sort by Select Accounts

### Report as

You can print a single, consolidated report, or you can print separate reports for different account number segments.

For example, if one of your account number segments is a department code, you can print a separate report for each department.

#### You must choose "Sort by" before you can select Separate

To print separate reports with the Financial Reporter you must print by any segment of your account numbers (*except* the account segment). In other words, if you have three segments in your account numbers, Region, Department, and Account, you have to sort by the Region segment or the Department segment before you can choose "Report as Separate."

To print separate reports by Region and Department, you choose the Region or Department segment for the Sort by selection, then, in the grid, choose "Separate" for the other segment.

You can print separate segments using FR View or the Print Financial Statement icon.

If you use the Print Financial Statements icon, it repeats the report generation process for each account segment code, printing each separate report in turn.

In previous versions, if you chose Separate reports in FR View, FR View generated the last report of the series. For example, if you print by department, and you specify a range of departments that includes departments 10, 20 and 30, FR View generated the report for department 30. To generate the report for department 20, you would have to select a range of departments that starts after department 10.

#### See also

Fiscal Option Report Type Include Sort by Select Accounts

# Using the Include section of the Financial Statement Designer

You can include the following four options when printing financial statements from the G/L Financial Statement Designer (click FR on the menu bar, then select FR View):

- •Report Options
- •Audit Information
- Formulas
- •DrillDown Information

Report Options and Drilldown Information can also be selected when you open the G/L Print Financial Statements form from the Financial Reporter folder (in General Ledger on the Sage ERP Accpac desktop).

**Note:** To select Drilldown Information, you must first choose File or E-Mail in the Print Destination area of the form.

The recipient of an e-mailed report must be using the same database, with G/L installed, if they expect to drill down to underlying transactions in the report.

### **Report Options**

When you chose Report Options in the Include section, the first page of the report displays the following:

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

This is what the options page looks like on the report:

#### Company: Sample Company Ltd.

Date: 11/22/2010 4:41:58 Financial Statement: quikbal1.xls

Report Options:	
Year:	2010
Period:	6
Report Type:	Actual
Report As:	Consolidated
Sort by:	Account Number
From Account	[1000]
To Account	[ZZZZZZZZZZZZ]

Account Selections:

From Account	[]
Group	
To Account Group	[ZZZZZZZZZZZ]
From Account	[]
To Account	[ZZZZ] - Consolidated
From Division	[]
To Division	[ZZZ] - Consolidated
From Region	[]
To Region	[ZZ] - Consolidated

### **Audit Information**

This option is available only when using FR View in the Financial Report Designer. When you choose Audit Information, FR View lists the information from the control information columns of the spreadsheet (columns A through D), as well as the report columns that are usually printed.

### Formulas

This option is also only available when you use FR View in the Financial Statement Designer.

Usually, when you generate a report from a financial report specification,

the Financial Reporter performs database lookups and inserts balances and net amounts from the database into the generated financial report.

However, if you choose Formulas, the Financial Reporter will create a financial report from the specification with a formula for each general ledger balance or net that appears in the final report.

You can then update that financial report with current database values by recalculating the spreadsheet (pressing F9). Manual calculation is set in Excel.

**Hint:** To keep the hot-linked spreadsheet, save the file under another name, then remove the report specification from the renamed spreadsheet.

Financial Reporter automatically refreshes General Ledger data the next time you load the hot-linked spreadsheet in the Financial Statement Designer. The sheet will also be recalculated and printed if you choose the Print Financial Statements icon.

If you want to change the report, for example, add new accounts in the chart, you need to regenerate the report to have the changes incorporated in your statement.

**Note:**Spreadsheets with formulas are much larger than standard report specifications — and they are less flexible.

#### Keep financial ratios in a formula sheet

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

#### **DRILLDOWN INFORMATION**

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

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

#### See also



Report as Sort by Select Accounts

### Sort By

You can order accounts on financial statements by Account Number, by a particular segment of the Account Number, by the Account Group, or by Account Group Sort Code. You may then specify a range of the item by which you are ordering the report.

The sort order you choose at print time will not override account sorting orders that are specified within the report. If the sorting order is crucial to the contents of the report, you should built it into the report specification.

### The sort order of non-consolidated reports

To print separate reports with the Financial Reporter you must print by any segment *except* the account segment. In other words, if you have three segments in your account numbers, Region, Department, and Account, you have to sort by the Region segment or the Department segment before you can choose "Report as Separate."

To print separate reports by Region and Department, you choose either the Region or Department segment for the Sort by selection, then, under Select Accounts, choose "Separate" for the other segment.

## Sort order affects account ordering and processing speed

Sorting order affects the order in which accounts within a range will appear on a financial report, and it affects the report processing efficiency.

#### Example 1

If the Account Number reference is %%, and the report prints a separate line for each account, the order and number of accounts will be totally determined by the sorting order and range you select at print time.

This is Account Segment order:

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

This is Department Segment order (Account Number order will be the same):

A-1000 A-1100 B-1000

B-1100

#### Example 2

The following example is from the Quick Reports that come with the Financial Reporter. The default specification line sets the processing order to Account Group, and the details of an expansion in Account segment order.

The first actual row of the statement retrieves all accounts that are in account group 1. If the order was not by account group, the program would have to scan all accounts in the general ledger. This report is more efficient than that because it uses the group number to look up accounts: it will stop fetching accounts when the account group changes to "2."

A	В	С	D
<b>WACCTGROUP</b>			D(ACCT)
%%	ACCTGRPID=1		

## You can set an order for the report and for single account range references

You can set a report order on the first default specification line of the report specification, and it will remain in effect until it is replaced by a subsequent default line (unless it is overridden on a single line of the report).

#### See also

Account Ordering and Segment Ranges Consolidating Account Ranges Overriding Print Ranges Using Selection Criteria Selection Criteria Syntax Fiscal Option Report Type Report as Include Select Accounts

### Select Accounts

Select Accounts lets you restrict the accounts included on a financial statement to:

- •A range of account groups (unless the report is ordered by account group), and
- •Ranges of account segment codes (such as a range of departments and/or range of regions).

Also, it allows you to print separate reports by account number segments. For example, to print separate reports for each department in each region of your company, you choose Sort by Region, then in Select Accounts, choose Report as Separate (by double-clicking Consolidated).

#### See also

Fiscal Options Report Type Report as Include Sort by Print Destination

### **Print Financial Statements to a File**

This option applies only to the Print Financial Statements form.

The Print Financial Statements form allows you to change print destinations so reports are sent to files or to e-mails instead of to the printer. You select the print destination on the bottom of the Print Financial Statements form.

When you use File as the print destination, the Financial Reporter lets you choose whether to save the file in Excel format or in text format. Then, it saves all the values in the Print range in that file format.

#### File naming

When you print to a file, Financial Reporter assigns new filenames that are based on the original Financial Report spreadsheet name, followed by a sequence number. For example, if the original spreadsheet was named BALANCE.XLS, the print file spreadsheet would be named BALANCE.001 or BALANCE.001.xls, depending on the format you chose.

Note, however, that if statement printing generates a series of reports (a departmentalized report, for example), the separate reports will be numbered BALANCE.001, BALANCE.002, BALANCE.003, etc.

Related topics

### Saving In Other Formats (Save-As)

The Financial Statement Designer lets you save the data in your spreadsheet in a number of other file formats, according to the Excel spreadsheet program.

#### See also

Printing to a File Copying and pasting text and DDE links Creating "hot linked" spreadsheets

### Copying and Pasting Text and DDE Links

You can copy data from your spreadsheet to other programs operating under Microsoft Windows by using standard Copy and Paste commands.

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

### Using DDE (form's Dynamic Data Exchange)

If the destination program supports DDE, you can paste a link from the Financial Statement Designer instead of the data itself. In future, you can then update the destination data by recalculating the Financial Report, then opening the document (or database) containing the DDE link.

**Note:** A DDE link is a reference to a specific spreadsheet cell in the Financial Statement Designer. This procedure works only if the cell usage stays constant in the financial statement. (In other words, it works best when you have a statement containing formulas only — not a specification.)

### **Print Preview Command**

To see how a generated report will appear on the printed page, use Financial Statement Designer's Print Preview command, located on the File menu.

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

When you leave Print Preview, you can move around both the specification and the report ranges of the spreadsheet.

To preview a report using the Print Financial Statements form, choose Preview as the print destination at the bottom of the form.

### If Nothing Happens When You Choose OK . . .

If nothing happens when you choose OK from the FR View dialog box, check whether you have defined a spec range.

### To check for ranges

•Choose Formula, Define Name from the Financial Statement Designer menu.

If the name Spec does not appear as one of the names in the spreadsheet, you must define it.

You must have a Spec range defined before you can generate a report from a report specification. The Spec range is a named range of spreadsheet cells that begins with the first row and column of the report specification, and includes all cells that are part of the specification.

**If your spreadsheet has formulas only,** and does not have a report specification, you press F9 to calculate the values of the formulas — *you do not use FR View.* 

### **Financial Reporter Troubleshooting**

If you have questions about creating, printing, or reading reports, click the following topics:

- How do I create an FR report with drilldown that doesn't show the FR code?
- How do I enlarge the Spec range?
- How do I exclude accounts from a range in FR?
- How do I generate reports from specifications?
- How do I turn off the Comment box when drilldown is selected?
- How do I print recurring column headings at the top of each financial report page when the report has multiple pages?
- How do I set grid lines and tab breaks?
- How do I set the Spec range?
- How do I show Constant titles in FR?
- What does "Error: Invalid Account Reference in Cell XX" mean?
- Why can't I view some account descriptions in financial reports?
- Why does the date display in short date format even when the Excel cell format is set to long date format?
- Why is the bottom of the report missing when it is printed?

#### See also

Financial Reporter Error Messages

### Grid Lines, Tab Breaks and Other Report Formatting

You set all formatting for financial reports using the Financial Statement Designer's format commands.

For example:

- •To select the character font, bold type, left or right alignment, number appearance, cell borders and patterns, you use the commands on the Format menu.
- •To turn the spreadsheet grid on or off for printing, and turn on or off the row and column labels, you use the Display command on the Option menu.
- •To force a tab breaks in the printed report, use the Set tab Break command in the corresponding position of the report specification. Set the tab break in column A of the spreadsheet. (Note that the cell containing the tab break creates a vertical tab break as well as a horizontal one.)

All formatting applied to rows or columns in a report specification will also be applied to the rows and columns of the generated report.

To see the effect of all tab formatting in the Financial Report Designer, use the Print, Preview command after generating the report with FR View.

## FR Commands on the Financial Statement Designer Menu Bar

The Financial Reporter has four commands on the FR menu that make it easier to create and edit Financial Reporter specifications. The commands are:

- FR View Generates financial statements from report specifications.
- FR Paste Inserts Financial Reporter functions, account numbers, and selection criteria.
- FR Clear Clears a previously generated financial statement.
- FR Options Lets you carry forward the opening budget and opening quantity amounts on a financial statement from the year prior to the one you are inquiring on.
- FR Drilldown Lets you drilldown to associated transactions after you generate a financial statement that contains formula for transactions.
- The FR Help command opens the <u>Financial Statement Designer</u> online Help page.

### FR Paste

In the Statement Designer, FR Paste is on the FR Menu.

FR Paste lets you paste the following items into spreadsheet cells:

•<u>Account numbers</u>

- •Account selection criteria (query-by-example expressions)
- Rolled Up Amounts (for FRAMT, FRAMTA, FRCREDIT, FRDEBIT only)
- •Financial Reporter functions:

<u>FR</u>	G/L option & company data, and statement print options
FRACCT	account data
FRAMT, FRAMTA	fiscal set data
FRCREDIT, FRDEBIT	fiscal set data
FRFISCAL	fiscal calendar dates
ERRATE	exchange rates
FRSDESC	segment code descriptions
<u>FRPOST</u>	retrieves G/L posted transaction and account optional fields details
FRTRN, FRTRNA	retrieves data from transaction details
FRTRNCR, FRTRNDR	transaction data for stated fiscal period

When you choose a function, FR Paste displays fields where you select all the function parameters. For the FRAMT, FRAMTA, FRDEBIT, FRCREDIT, FRTRN, FRTRNA, FRTRNCR, and FRTRNDR functions, this includes account numbers, account ranges, selection criteria and currency type. You can also include defined names as parameters.

**If you choose account numbers,** you can select individual account numbers, or choose a range of account numbers.

When you click the Selection Criteria button, FR Paste opens the

form in which you can build an account selection criteria. A selection criteria expression applies a filter to a given account or account range. You would normally paste the expression into column B of a statement -- immediately to the right of the account number.

### **Using FR Paste**

1.From the FR menu, select FR Paste.

2.In the FR Paste form, choose a function, account reference or expression from the Function list.

In the bottom left corner of the form, the function builds as you select options.

3. Select from a list of options for the function, account reference or expression you have chosen.

Refer to the functions individually for details about each of the option fields:

- ER FRACCT FRAMT, FRAMTA FRCREDIT, FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN, FRTRNA FRTRNCR, FRTRNDR
- 4.Go to the cell where you want to paste your currently-constructed function, account number, or expression, by pressing the Next Row, Prev Row, Next Column or Prev Column button. If you don't choose one of these buttons, the function, account number, or expression will be pasted into the cell listed in the bottom left corner of the form.

5.Click Paste.

For details on using the Finder and on specifying record selection criteria, see the System Manager Online Help. The record selection dialog box is the same as the one used by the Finder.

### **Pasting Single Values and Default Column**

### **Specifications**

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

- •Company name
- •Period-end date (or today's date)
- •Division or department for which the report is printed
- •A single account balance

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

### **Pasting Column Formulas**

If you are pasting a formula to use as a default column specification, do not enter an account reference (because you will be supplying that in column A of each line that uses the default column specification).

For example, a single cell has a formula like this:

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

But a default column formula looks like this:

```
=FRAMT("BALP").
```

#### See also

Function Overview

### FR Clear

The FR Clear command deletes the Report range from a specification spreadsheet.

FR Clear is on the FR Menu.

You don't need to use FR Clear before generating a report with FR View.

You usually use FR Clear before saving a final version of a specification after developing and testing it.

By clearing the Report range before saving it, you save a much smaller spreadsheet and one that will take less time to load whenever you print the financial report.

#### See also

FR Menu Commands

### **FR** Options

You use the FR Options command to specify whether the opening budget or opening quantity amounts on a financial statement should be carried forward from the year prior to the year being inquired.

You choose FR Options from the FR Menu in the Financial Statement Designer (Excel), then select:

- •Use Budget Opening Balance to display the budget amount carried forward from the previous year.
- •Use Quantity Opening Balance to display quantities carried forward for accounts that use the Maintain Quantities option.

These options are not selected as defaults.

Note that whenever you change one of these options, you will need to run FR View to update the report.

#### See also

Printing to a File Print Preview Command Grid Lines, tab Breaks and Other Report Formatting Copying and pasting text and DDE links Include (for information on creating "hot-linked" spreadsheets) Saving Spreadsheets Under Different Names and File Formats If nothing happens when you choose OK . . . Troubleshooting

### FR Drilldown

Using the FR Drilldown command (located on the FR Menu), you can view original transactions after a report has been generated in the Financial Statement Designer. (You need to run the FR View function before you can use FR Drilldown).

Note that FR Drilldown works only with formulas that contain the following transaction functions:

- •FRTRN
- •FRTRNA
- •FRTRNCR
- •FRTRNDR

You can see how FR Drilldown works by opening the sample spreadsheet, *quickinc4.xls*. Run FR View, right-click on a results cell, then choose FR Drilldown from the ensuing drop-down menu. (Only results cells with a red mark in the upper-right corner can be used for drilldown.) The original transaction details will appear in a separate window.

**Note:** The FR Drilldown feature is not available for edited FRTRN, FRTRNA, FRTRNCR, FRTRNDR commands even though running FRView will yield the correct amounts. The following are examples of edited commands:

=FRTRN("NETP")+100

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

To drill down from a transaction in Journal Entry, click the Drilldown button. This opens the underlying transaction. See <u>Drilldown Button</u>.

A drilldown information option has been added to the G/L Print Financial Statements form and to FR View so that you can <u>include</u> drilldown information in generated output. This feature is available when saving the output in Excel file format or when sending the output to E-mail in Print Financial Statements. (The recipient of an e-mailed report must be using the same database, with G/L installed, if they expect to drill down to underlying transactions in the report.)

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

### FR

#### Syntax

FR("option", formatted)

#### Description

The FR function provides information stored by the Common Services Company form, the Calendar form, and the G/L Options form.

#### Arguments

option

The name of a field from the Company Profile, a runtime parameter, or a print option (listed below).

#### formatted

Optional. Indicates that the return value should be formatted according to the presentation defined in the view. The default if omitted is formatted.

```
"FORMATTED", "F", or "FMT"
"UNFORMATTED", "U", or "UNFMT"
```

The Option can be one of the following:

### **General Ledger Options information**

Name	Contents of the field
"Orgid"	The 6-character organization ID (e.g. UNICO)
"Coname"	The company name.
"Address1"	The 1st address line.
"Address2"	The 2nd address line.
"Address3"	The 3rd address line.
"Address4"	The 4th address line.
"City"	The city.
"Province"	The province or state.
"State"	The province or state.
"Zip"	The zip code or postal code.
"Postal"	The zip code or postal code.
"Country"	The country.
"Phone"	The phone number.
"Fax"	The fax number.
"Contact"	The ledger contact name.
"FuncCurr"	The ledger functional currency.
"RPCurr"	The reporting currency code when
	the Euro is the functional currency.
"RPACCT"	The rounding account defined in G/L Options for the reporting currency when the Euro is the functional currency.

#### Financial Reporter runtime fields

Name	Contents of the field
"SessionDate"	The date entered at
	signon.
"Year"	The fiscal year.
"Period"	The fiscal period number.

"Start" "End" "QStart" "QEnd"	The period start date. The period end date. The quarter start date. The quarter end date. Unformatted: "1" for actual
"ReportType"	and "2" for provisional report. If formatted, it will return "Actual" or "Provisional".
"ReportAs"	Unformatted: "1" for consolidated, "2" for separate. If formatted, it will return "Consolidated" or "Separate".
"SortBy"	Unformatted: "1" for Account ID, "2" for Segment ID, "3" for Account Group. If formatted, it will return "AccountID," "SegmentID," or "Account Group."
"SortByAcSeg"	The number of the segment (unformatted) or the name of the segment (formatted) by which you are sorting.
"From AcctID"	The starting AcctId in the print range.
"To AcctID"	The ending Acctld in the print range.
"From AcctGroup"	The starting AcctGroup in the print range.
"To AcctGroup"	The ending AcctGroup in the print range.
"AcSegName <i>n</i> "	The name of the <i>n</i> th acct segment (e.g. Division or

"AcSegReportAs <i>n</i> " "FromAcSeg <i>n</i> "	Dept.) If ReportAs = 2 (separate), this is the consolidation setting of the <i>n</i> th segment. The starting value of the <i>n</i> th segment in the print
"ToAcSeg <i>n</i> "	range. The ending value of the <i>n</i> th segment in the print range.
"CurAcSegVal <i>n</i> "	The current value of the segment for the current report. This value is only appropriate when the report type is separate (AcSegReportAs $n = 2$ ).
"Acctgroupsort" "acctgroup"	Sorting by account-sorted group. Sorting by account group.
"acctgroup"	Sorting by account group.

### Examples

This statementReturns this=FR("CONAME")The Garden Inc.=FR("END")4/30/02

### **Date formats**

The date formats in some versions of Excel are set to jj/mmm/aa instead of dd/mmm/yy if you choose Canada[English] for the country setting in the Windows Control Panel. If you have problems with dates in your statements, choose the International icon from the Control Panel, and select US or Other Country instead of Canada.

#### See also



ERCREDIT FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNCR FRTRNDR

### FRACCT

#### Syntax

FRACCT(fieldname, account reference, criteria, formatted)

#### Description

The FRACCT function provides account master information stored by the General Ledger Accounts form, including optional fields.

#### Arguments

#### fieldname

The name of a field from the G/L account view.

account reference

The number of the account from which the value of fieldname should be returned.

#### criteria

An expression that imposes selection criteria on the accounts. The account reference and expression together determine which accounts are included in the calculation.

#### formatted

Optional. Indicates that the return value should be formatted or unformatted. The default is "Formatted". If you leave the default, no indicator appears in the formula. If you clear the default, a "U" appears in the formula (for "unformatted").

#### Result

The value of the field specified in the formula. (For special treatment of the account description for a range of accounts, see "ACCTDESC for a Range of Accounts," below.)

#### Examples

This statement

Returns this "Cost of

FRACCT("ACCTDESC","1000- 333")	goods sold"
FRACCT("QTYSW","1000- 333","F')	"Yes"
FRACCT("ACCTTYPE", "1000-333","FMT")	"Income"
FRACCT("A.ACCTCLASS","4000")	)"Sales"

### **General Ledger Account Data Field Names**

Field names from the General Ledger account view:

Contents of the field
Account number, including all segments.
Date the account was created.
Account description.
Account type. If unformatted, I, B, or R. If formatted, "Income," "Balance sheet," or "Retained earnings."
Normal balance. If unformatted, 1 for debit or 2 for normal credit. If formatted, "Debit" or "Credit."
Active switch. If unformatted, 1 for active or 0 for inactive. If formatted, "Active" or "Inactive."
Consolidation switch. If unformatted, 1 if transactions are consolidated on posting; 0 if they are not. If formatted, "Consolidate journals" or "Do not consolidate journals."
Quantity switch. If unformatted, 1 if quantities are used with account; 0 if not. If formatted, "Yes" or "No."
The unit of measure if quantities are used.

ALLOCSW	Allocation switch. If unformatted, 1 if account can be reallocated, 0 if not. If formatted, "Yes" or "No."
ACCTOFSET	Account number for reallocation.
ACCTSRTY	Allocation transaction source code.
MCSW	Multicurrency switch. If unformatted, 1 if multicurrency, 0 if not. If formatted, "Yes" or "No."
SPECSW	Specific source currencies switch. If unformatted, 0 is in all currencies, 1 is specified. If formatted, "All currency" or "Specific currency."
ACCTGRPCOD	Account group code.
CTRLACCTSW	Control account. If formatted, 1 is yes; 0 is no. If formatted, "Control account" or "Non control account."
SRCELDGID	Source ledger if control account (e.g. AR, AP). Reserved field.
ALLOCTOT	Total of different allocation rates.
ABRKID	Account structure code.
YRACCTCLOS	Year of the last close.
ACCTFMTTD	Formatted account number.
ACSEGVALn	Account segment value 01 to 10.
ACCTSEGVAL	Account Segment Code
POSTTOSEGID	The code for the segment by which account posting is done.
DEFCURNCOD	The code for the default currency.
ACCTGRPSCD	Account Group Sort Code

ROLLUPSW	Rollup switch. If unformatted, 1 if account is a
	rollup account, 0 if not. If formatted, "Yes" or
	"No".

To retrieve account optional fields, add the prefix "A." before the field name (include the period).

### "ACCTDESC" for a Range of Accounts

Generally, if you specify a range of accounts for a particular statement line, you will type an account description, rather than use FRACCT.

If, however, you do want FRACCT to retrieve a range description, you should know what behavior to expect.

The function, FRACCT("ACCTDESC","1000-333:1000-400"), will print a description that includes all the words common to each account in the account range.

For example, if the accounts in the range have the following descriptions:

Accounts Receivable: customers Accounts Receivable: employees Receivable: over 90 days

The program will print the following word:

Receivable

If you try to print information from a non-existent account, Financial Reporter will print a hyphen.

#### See also

ER FRAMTA FRCREDIT FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNCR FRTRNDR

### FRAMT

#### FR Paste form

When you select the FRAMT function from the Function list in the FR Paste form, the right side of the form shows a set of fields and two buttons which launch popup dialog windows: Selection Criteria, Currency Options, and Use Rolled Up Amounts.

You can select an individual account or a range of accounts to apply this function to. Or, you can build account selection criteria by using the Selection Criteria popup dialog box to create a filter that will be applied to an account or account range. The purpose of using a filter is to restrict data records within an account or account range.

Using the Currency Options popup dialog box, you can select a specific currency or a currency type, such as home, source, source-equivalent in functional currency, total functional currency or reporting currency. (The reporting currency option is only available if you selected the euro as your functional currency and specified a reporting currency in the Company Profile form in Common Services.)

By choosing values for the fields related to the FRAMT function, you build this function according to the following syntax and arguments.

#### Syntax

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

#### Description

The FRAMT function provides monetary, budget and quantity balances and net amounts from the general ledger accounts.

All amounts provided by FRAMT respect the type of the account. This means that debit balances in debit accounts and credit balances in credit accounts are both returned as positive numbers. (Credit balances in debit accounts and debit balances in credit accounts are returned as negative numbers.)

FRAMTA differs from FRAMT by returning all debit balances as positive numbers and all credit balances as negative numbers — for both debit

and credit account types.

#### Arguments

field name

The name of a field from the general ledger account master with an optional fiscal designator prefix and optional year suffix.

Prefixes are:

- to retrieve the rollup amount (must be first
- R character and can be used in conjunction with other prefixes)
- A for actual account set
- P for provisional
- Q for quantities
- QA for actual quantities
- QP for provisional quantities
- 1 to 5 for the budget sets

The year can be a 4-digit year, L1, L2, etc. for the last years, or N1, N2 for the next years (budgets only). See <u>Field Names</u>.

#### account reference

A string specifying the account number reference. See <u>Specifying Account</u> <u>Numbers and Number Ranges</u>.

#### criteria

A string containing an expression that imposes selection criteria on the accounts. The account reference and expression together determine which accounts are included in the calculation. See <u>Using</u> <u>Selection Criteria</u>.

#### currency

A string containing the currency reference. A currency reference is on the form "CCC.T," where CCC is the currency code, and T is "S" for source currency, "E" is the functional equivalent of the source amount, and "F" is the functional currency total. (Note: For reporting currency, the currency reference is simply "CCC," without an extension.)

#### Result

The total values of *fiscal field code* from all accounts selected for a given fiscal set.

If the account does not exist, or if no accounts exist in the specified range, the Financial Reporter will print a value of 0.

#### Examples

This statement	Returns this
FRAMT("PBALP.L1","1000-33- 248"; "DEM.S")	The provisionally-posted balance of Deutsche Marks (in source currency) to account 1000-33-248 for the current period last year.
FRAMT("QBALP","2000")	The quantity balance of the current period for account 2000
FRAMT("ABAL.1999","1000%%" "(ACCTTYPE="B")")	The total actual balance for all , balance sheet accounts for the year 1999 whose account numbers start with "1000".

#### See also

Fiscal Set Field Names FR FRACCT FRAMTA FRCREDIT FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNCR FRTRNDR

## FRAMTA

### Syntax

FRAMTA(field name, account reference, criteria, currency)

For a complete parameter description, see **<u>FRAMT</u>**.

### Description

The FRAMTA function is almost identical to FRAMT: it has the same parameters as FRAMT, and returns all the same data, including displaying Use Rolled Up Amounts. However, FRAMTA returns all debit amounts as positive numbers and all credit amounts as negative numbers.

By contrast, FRAMT returns debit balances in debit accounts as positive numbers and credit balances in credit accounts as positive numbers. In other words, the sign of the number returned by FRAMT depends on the type of account; whereas, the sign of the number returned by FRAMTA does not.

The following table illustrates the differences between FRAMT and FRAMTA.

Command	Acct. Type	Value	FR Display
FRAMT	Debit Acct.	100 DR	100
	Debit Acct.	100 CR	-100
	Credit Acct.	100 CR	100
	Credit Acct.	100 DR	-100
FRAMTA	Debit Acct.	100 DR	100
	Debit Acct.	100 CR	-100
	Credit Acct.	100 CR	-100
	Credit Acct.	100 DR	100

Another way of viewing this is to say that FRAMTA flips the sign of Credit accounts, allowing you to sum the value of a range in a single account

number reference.

FRAMTA has two main uses:

- •It provides compatibility with the Financial Reporter in ACCPAC Plus for DOS.
- •It lets you sum a range of accounts without worrying about the account type.

### See also

Fiscal Set Field Names FR FRACCT FRAMT FRCREDIT FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNA FRTRNCR FRTRNDR

## FRCREDIT

### Syntax

FRCREDIT(field name, account reference, criteria, currency)

For a complete parameter description, see **FRAMT**.

### Description

This function is the same as FRAMT, except that it includes only those accounts that have credit amounts — whether or not the account is a DR or a CR type of account. You can also select Use Rolled Up Amounts.

Use the criteria parameter to restrict this function to CR account types.

In the following table, FRCREDIT returns a blank when the value of a debit account is zero or a debit amount, but returns a zero when the value of a credit account is zero.

Command	Acct. Type	Value	FR Display
FRAMT	Credit Acct	100 CR	100
	Credit Acct	0	0
	Debit Acct.	0	0
	Debit Acct.	100 CR	-100
FRCREDIT	Credit Acct	100 CR	100
	Credit Acct	0	0
	Debit Acct.	100 CR	100
	Debit Acct.	100 DR	blank

### See also

Fiscal Set Field Names FR FRACCT FRAMT FRAMTA FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNCR FRTRNDR

## FRDEBIT

### Syntax

FRDEBIT(field name, account reference, criteria, currency)

For a complete parameter description, see **FRAMT**.

### Description

This function is the same as FRAMT, except that it only includes accounts that have debit amounts (balances or net changes). You can also select Use Rolled Up Amounts.

Use the criteria parameter to restrict this function to DR account types.

Notice in the following table that FRDEBIT returns a blank when the value of a credit account is zero or a credit amount, but returns a zero when the value of a debit account is zero.

Command	Acct. Type	Value	FR Display
FRAMT	Debit Acct.	100 DR	100
	Debit Acct.	0	0
	Credit Acct.	0	0
	Credit Acct.	100 DR	-100
FRCREDIT	Debit Acct.	100 DR	100
	Debit Acct.	0	0
	Credit Acct.	100 DR	100
	Credit Acct.	100 CR	blank

### See also

Fiscal Set Field Names FR FRACCT FRAMT FRAMTA FRCREDIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNCR FRTRNDR

## FRSDESC

### Syntax

FRSDESC(segment number, segment code)

### Description

The FRSDESC function provides the description for a segment code, given a segment number and segment code.

### Arguments

segment number

The segment number is 1 to 10.

### Segment code

The code of the given segment (such as "1000" or "WEST").

### Results

FRSDESC returns the segment name from the General Ledger segment codes table. The following examples assume that segment 1 is the department segment.

### Examples

This statement	Returns this
FRSDESC(1,"USEAST")	Eastern United States
FRSDESC(1,"SALES")	Sales Department
FRSDESC(1,FR("CurAcSegVal1"))	Sales Department

### See also

ER FRACCT FRAMT FRCREDIT FRDEBIT FRFISCAL

<u>FRPOST</u>
<b>FRRATE</b>
<u>FRTRN</u>
<u>FRTRNA</u>
<b>FRTRNCR</b>
<b>FRTRNDR</b>

## FRFISCAL

### Description

The FRFISCAL function provides dates from the fiscal calendar (in Common Services).

### Syntax

FRFISCAL(option, fiscal year, fiscal period, formatted)

### Arguments

option

The period or quarter date you want. Can be Start, End, QStart, or QEnd for the starting or ending dates of the period or the quarter the period is in.

### fiscal year

Optional. Assumed to be the current year if not specified. Specify as YYYY (2008), or N1 or L1.

### fiscal period

Optional. Assumed to be the current period if not specified. (This field is an integer. It is not enclosed in quotation marks.)

### formatted

Optional. Indicates whether the date should be formatted or not. The default if omitted is formatted.

"FORMATTED", "F", or "FMT" "UNFORMATTED", "U", or "UNFMT"

### Results

FRFISCAL returns the date as a string.

### Examples

This statement	Returns this	
FRFISCAL("Start")	11/01/2009	
FRFISCAL("Start","","O","U")20081101		

FRFISCAL("Start","L1", VALUE(FR("Period")),"F") 11/01/2008

## **Date formats**

The date formats in some versions of Excel are set to jj/mmm/aa instead of dd/mmm/yy if you choose Canada[English] for the country setting in the Windows Control Panel. If you have problems with dates in your statements, choose the International icon from the Control Panel, and select US or Other Country instead of Canada.

### See also

ER FRACCT FRAMTA FRCREDIT FRDEBIT FRDEBIT FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNA FRTRNCR FRTRNDR

## FRPOST

The FRPOST function allows you to retrieve detail optional fields from G/L posted transactions and account optional field data for the account specified in the transaction record.

Details can be consolidated or not consolidated. That is, if the result of an FR command (that is, the FRACCT or FRPOST commands) is derived from more than one transaction, and if these results are from the Integer, Number, or Amount type optional fields, you can print a consolidated total that sums up all values from the retrieved optional fields or print the optional field value of the first retrieved record that has optional field values. If you do not choose the option to consolidate (that is, when you clear the default checkmark from the "Consolidate Optional Field" option), the value of the first retrieved record will be printed.

- •A consolidated total will be printed if the first parameter is not appended by anything, or is appended by [C].
- •Only the first optional field value will be reported when the specified field name is appended with "[U]."

### Syntax

FRPOST(field name, account reference, criteria, formatted)

### Arguments

fieldname

The name of a field from the G/L account view.

account reference

A string specifying the account number reference. This can be a single account or a range of accounts.

### criteria

An expression that imposes selection criteria on the accounts. The account reference and expression together determine the accounts that will be included in the calculation.

### formatted

Optional. Indicates that the return value should be formatted or unformatted. The default is "Formatted". If you leave the default, no indicator appears in the formula. If you clear the default, a "U" appears in the formula (for "unformatted").

### Results

FRPOST returns data retrieved from transaction records, G/L account data from the account specified in the transaction record, transaction optional fields, as well as G/L account optional fields data from the account specified in the transaction record.

### Examples

This statement	Returns this
FRPOST("TRANSAMT", "1000","(POSTINGSEQ = 100)","U")	Retrieves unformatted transaction amounts for Account 1000 that have a posting sequence number of 100.
FRPOST("TRANSAMT", "1000","(JRNLDATE = 20100110)","U")	Retrieves the unformatted transaction amount from Account 1000 from January 10, 2010.
FRPOST("ACCTDESC","1000")	Retrieves the account description from Account 1000.
FRPOST("T.QTY","4000")	Retrieves the transaction optional value for QTY for Account 4000 for the inquired period.

Note that the account number is usually set in Column A, and other criteria (such as the transaction date), is set in Column B. The above examples placed account numbers and transaction dates in the formula, but it is not a requirement.

The FR Post command includes all account record fields defined in FRACCT, including account optional fields, all transaction optional fields

defined in G/L setup, plus the following transaction fields:

Field Name	Meaning
FISCALYR	Fiscal Year
FISCALPERD	Fiscal Period
SRCECURN	Source Currency Code
SRCELEDGER	Source Ledger Code
SRCETYPE	Source Type Code
POSTINGSEQ	Posting Sequence Number
CNTDETAIL	Detail Count
JRNLDATE	Journal Date
BATCHNBR	Batch Number
ENTRYNBR	Journal Entry Number
TRANSNBR	Journal Transaction. Number
CONSOLIDAT	Consolidation Occurred on Post
JNLDTLDESC	Journal Detail Description
JNLDTLREF	Journal Detail Reference
TRANSAMT	Journal Transaction Amount
	(functional amount)
TRANSQTY	Journal Transaction Quantity
SCURNAMT	Journal Source Amount
RATETYPE	Currency Rate Table Type
RATEDATE	Date of Currency Rate Selected
CONVRATE	Currency Rate for Conversion
RATEOPER	Currency Rate Operator
RPTAMT	Report Currency Amount

Account optional fields begin with the prefix A. (Add a period between the A and the field name, for example, A.ACCTCLASS.) Transaction optional fields begin with the prefix T. (Add a period between the T and the field name, for example, T.QUANTITY.)

### See also

FRACCT

## FRRATE

### Syntax

FRRATE(functional currency, source currency, rate type, date, rate option)

### Description

The FRRATE function returns the exchange rate for converting amounts from the source currency to the functional currency *as a multiplier.* (In other words, if the rate is defined as a divisor, ACCPAC provides its reciprocal.)

### Arguments

### functional currency

The functional currency code.

### source currency

The source currency code.

### rate type

The rate type code.

### date

Optional. Financial Reporter uses the period-end date of the report fiscal period if not specified, or it uses the session date if the report is not generated from a specification (i.e. there is no period-end date). The date is specified as DATE(YYYY,MM,DD). Note that DATE() is a spreadsheet function that returns the serial number of the date.

The date formats in some versions of Excel are set to jj/mmm/aa instead of dd/mmm/yy if you choose Canada[English] for the country setting in the Windows Control Panel. If you have problems with dates in your statements, choose the International icon from the Control Panel, and select US or Other Country instead of Canada.

### rate option

Optional. This parameter is only required for handling the exchange

rates which involve euro-member currencies that use the Euro Conversion Rates table (such as francs or schillings). You do not have to use it to get exchange rates from the currency rates table.

The rate option lets you choose which portion of the euro-membercurrency to non-euro-currency exchange rate you want to the function to provide.

RF returns the floating portion of the exchange rate — i.e. the portion not fixed between the euro and non-euro-member currencies. (RF returns a "1" if the currencies are euro-member, and the year is greater or equal to 1999.)

RC returns the composite exchange rate (the effective rate between a non-euro currency and a euro-member currency). This is the default if no parameter is specified.

Considerations:

- For non-euro currencies, RC will look up the rate in the Currency Rate table.
- If the source currency and functional currency are both euromember currencies, RC will return the rate obtained from the Euro conversion table.
- If the functional currency is the euro, and the source is not a euromember currency, RC will return the effective exchange rate between the two currencies.
- The last example, below, shows the floating exchange component between the Austrian schilling and the US dollar which is rate between the euro and the dollar.

### Results

FRRATE returns the exchange rate as a multiplier given the information you provide.

### Examples

This statement	Returns this
FRRATE("USD","CAD","AV")	.75

FRRATE("USD","CAD","SP",	
DATE(2009,10,31))	.75

FRRATE("USD","CAD","SP", .75 DATEVALUE(FRFISCAL("Start")))

FRRATE("ATS","EUR","AV", DATEVALUE(FRFISCAL("Start")),"RC") 13.760300

FRRATE("USD","ATS","AV", DATEVALUE(FRFISCAL("Start")),"RF") .88274

DATEVALUE is a spreadsheet function that converts a textual representation of the date to a serial number which FRRATE accepts. (FRFISCAL provides the date in text format.)

### See also

<u>FR</u> FRACCT <u>FRAMT</u> FRAMTA **FRCREDIT** FRDEBIT FRFISCAL FRPOST FRSDESC FRTRN <u>-RTRNA</u> <u>FRTRNCR</u> FRTRNDR

## FRTRN

The FRTRN command retrieves net amounts and net quantities from posted transactions for the period that you specify. FRTRN provides net amounts only, it does not calculate balances or include provisionally posted transactions.

FRTRN formulas are similar to FRAMT, but FRTRN retrieves totals from transaction history, whereas FRAMT retrieves totals from account history.

### **Syntax**

FRTRN(field name, account reference, criteria, currency)

### Description

The FRTRN function provides data from transaction detail records.

### Arguments

### field name

The name of a field from the General Ledger with an optional fiscal designator prefix and optional year suffix.

Fiscal designator prefixes are restricted to:

- A for actual account set
- Q for quantities
- QA for actual quantities

### account reference

A string specifying a single account or a range of accounts. (See <u>Specifying Account Numbers</u>.)

### criteria

A string containing an expression that imposes selection criteria on the accounts and on transaction fields (for example, optional fields). The account reference and expression together determine the accounts that will be included in the calculation. See <u>Using Selection Criteria</u>.

### currency

A string containing the currency reference. A currency reference is on the form "CCC.T," where CCC is the currency code, and T is "S" for source currency, "E" is the functional equivalent of the source amount, and "F" is the functional currency total. (Note: For reporting currency, the currency reference is simply "CCC," without an extension.)

### Result

Retrieves net totals, actual values (not provisional values), and summary totals (by both account and transaction fields).

### Examples

This statement	Returns this
FRTRN("NETLQ","1000")	Net transactions for the last quarter for account 1000.
FRTRN("NET#P","1000")	Net transactions for inquired period for account 1000.
FRTRN("NETQTD","1000"	Net transactions for the quarter to date for account 1000.

### See also

<u>FRAMT</u> <u>FRTRNA</u> <u>FRTRNCR</u> <u>FRTRNDR</u>

## FRTRNA

The FRTRNA command retrieves net amounts and net quantities from posted transactions for the period that you specify. Like FRAMTA, it displays debit amounts as positive numbers and credit amounts as negative numbers. FRTRNA does not calculate balances nor include provisionally posted transactions.

### Syntax

FRTRNA(field name, account reference, criteria, currency)

### See also

<u>FRTRN</u> <u>FRAMTA</u>

## FRTRNCR

This function is the same as FRCREDIT. It yields net totals (credit amounts only) from transactions. Use the criteria parameter to restrict this function to CR transactions.

### Syntax

FRTRNCR(field name, account reference, criteria, currency)

### See also

<u>FRTRN</u> FRCREDIT

## FRTRNDR

This function is the same as FRDEBIT, and yields net totals (debit amounts only) from transactions. Use the criteria parameter to restrict this function to DR transactions.

Budgets and provisional amounts cannot be retrieved using this command.

### Syntax

FRTRNDR(field name, account reference, criteria, currency)

See also

<u>FRTRN</u> <u>FRTDEBIT</u>

## How do I create an FR report with drilldown that doesn't show the FR code?

In an environment where multiple users may be accessing Financial Statement reports, and the report specifications are not to be edited, the Financial Statement criteria can be removed from the report.

### Solution

Remove the FR codes by going through the following steps:

- 1.Design and save a financial statement using the G/L Statement Designer.
- 2.Open Financial Reporter > G/L Print Financial Statements.
- 3. Select the report you created in step 1.
- 4. In the upper right hand corner, in the Include section, check Drilldown Information.
- 5.Enter the rest of the report criteria (Fiscal Option, Report Type, Sort By, etc).
- 6.In the Print Destination section, select File or E-mail.
- 7.Click Print.

**Note:** Reports created in this manner must be opened using Statement Designer. You will not be able to view these reports by accessing Microsoft Excel directly, as you require the FR Macro loaded. The FR Macro can only be loaded by accessing Microsoft Excel through the Statement Designer.

### See also

## Date displays incorrectly in Financial Reporter

### Problem

The cell format in Excel has been changed to display long date formats but dates are still displayed in short style in Financial Reporter.

Date format is a function of Excel. As date formats are displayed as strings, a formula would be required in Excel to change the format.

### Solution

Change the format by using the Excel formula DATEVALUE. Any string value within the parentheses will be changed to implement the cell format properties.

### **Example:**

To change date format for session date use the following formula:

### =DATEVALUE(FR("SessionDate"))

### See also

### How do I exclude accounts from a range in FR?

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

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

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

### **Overriding account ranges**

You can override FR View form ranges in two ways:

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

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

### **Overriding default lines**

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

### **Overriding line criteria**

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

### See also

# Why can't I view some account descriptions in Financial Reports?

### Problem

When I use the Financial Reporter module in the General Ledger, I cannot see some of the account descriptions appearing in my financial reports.

### Solution

Check to see if the individual account descriptions have any common description, for the accounts that are being consolidated in the report. You may need to edit their account descriptions in order to have them print out.

### Example:

Account number 6200-100 and 6200-200 are being consolidated into account 6200.

If the description of account 6200 is "office expense total", 6200-100 is "office expense Richmond"and 6200-200 is "office expense Toronto", then the description on the financial report will show as "office expense", which is the common name for all three accounts.

If account 6200 had a description of "miscellaneous account" instead, then it would come out as a blank in the financial report as there is nothing in the description that is common.

### See also

## I Cannot Generate a Report

### Problem

Not able to generate a report.

### Solution

Before you can generate a report from a report specification, you must define the Spec range for your spreadsheet.

The Spec range is a named range of spreadsheet cells that begins with the first row and column of the report specification, and includes all cells that are part of the specification.

### See also

### **Print Financial Statements**

The Financial Reporter form contains two Financial Reporter icons:

- •<u>Print Financial Statements</u> lets you select and print financial statements using a large variety of print options. General Ledger uses Microsoft Excel to generate and print Financial Statements. You must purchase Excel separately.
- •Financial Statement Designer lets you create, edit and test financial statement specifications using Microsoft Excel.

For more information on creating and using financial statements, see: <u>Overview of the Financial Reporter</u>

See also Printing Optional Fields in Financial Reports.

## **The Print Financial Statements Icon**

When you select Print Financial Statements, it displays a form from which you can choose various report printing options.

For information on particular options, select one of the keywords listed below:

Fiscal Option Report Type Report as Include Sort by Account Selection Print Destination

### See also

Copying and pasting text and DDE links Differences between printing from the Financial Statement Designer and printing from the Financial Statements icon Grid Lines, tab breaks and other report formatting If nothing happens when you choose OK . . . Print Preview command Printing to a file Saving spreadsheets under different names and file formats Troubleshooting Using "Include" to create "hot linked" spreadsheets

# How do I print recurring column headings on multiple pages?

### Problem

How to print recurring column headings at the top of each financial report page when the report has multiple pages.

### Solution

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

- •Title lines begin with a \T in column A of the Spec range.
- •You can define up to five consecutive title lines.
- •All title lines must be together; they cannot be separated by a page break.
- •If you have defined more than one set of title lines, Financial Reporter will use the last set in the specification.

### See also

<u>Financial Reporter Troubleshooting</u> <u>FR Error Messages</u>

## Why doesn't the bottom of the report print?

### Problem

After modifying the report, the report is missing some data. The results for the newly-added specifications are not displaying.

### Solution

After adding new criteria, you must also change the size of the report.

- 1. Open Financial Report with MS Excel
- 2.Select Insert, Name, Define, then select "Specit under Name in Workbook.
- 3.Change the Refer to from "=Sheet1!\$A\$1:\$J\$nnn" and change nnn to a larger number which meet its spec range.

### See also

### How do I show Constant titles in FR?

For example, how do I show:

"For the Current Quarter To Date Ending: /month/day/year"

and

"For the Previous Quarter To Date Ending: /month/day/year"

### Solution

The formulas would be:

="For the Current Quarter To Date Ending: "&TEXT(FRFISCAL("QEnd"), "mmmm d, yyyy") "and"

="For the Previous Quarter To Date Ending: "&TEXT(FRFISCAL("QStart")-1, "mmmm d, yyyy")

### See also

<u>Financial Reporter Troubleshooting</u> <u>FR Error Messages</u>

## How can I turn off the comment box when drilldown is selected?

### Problem

When FR is run with the Drilldown Information selected, a Comment box saying "Right-click and choose FR..." will be displayed for every cell that has drilldown. This can cover the whole spreadsheet if there are many columns.

### Solution

To remove the comment boxes:

- 1.Select Tools >Options.
- 2. Select View.
- 3.In the Comments section, select Comment Indicator Only.

### See also

### "Invalid account reference in cell XX" error occurs when printing a report

### Problem

The following error may occur when defining a range of accounts in Column A using multiple structure codes, where more than one of these structures have the same number of segments:

### Invalid account reference in cell XX

For example, the criteria in Column A is:

```
300 ~ 370 - 50010 ~ 99999 - CT ~ PA - 15 ~ 15
```

The following account structures have been set up in the company:

Structure Code	Description	Segments Used
ACCT	Balance Sheet Accounts	Account
CCACT	Cost Center - Account - Group	Cost Center, Account, Group
CCLOC	Cost Center - Account - Location - Group	Cost Center, Account, Location, Group
CCTYPE	Cost Center - Account - Type - Group	Cost Center, Account, Account Type, Group

### Solution

The error message occurs because there is more that one structure code with same number of segments.

Specify the structure code in the criteria to resolve the problem.

Format the criteria as follow:

aaaa[], bbb ~ ccc - A[]

Note. The square bracket indicates the structure codes.

The report should now generate without any errors.

### Example:

Assume CCLOC is the structure code that you want. Set the criteria in Column A as:

300 ~ 370 - 50010 ~ 99999 - CT ~ PA - 15 ~ 15[CCLOC]

### See also

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Realtime combines the interaction of a classroom with the convenience of staying right where you are.

Realtime sessions include live product specific instruction, electronic or printed course materials, hands-on exercises, and online review quizzes.

## Set Up a New General Ledger

#### Before you start

## To add existing account balances and quantity data to a new general ledger:

1. Activate your General Ledger, specifying the first full year for which you want to keep account data, and the current fiscal year. General Ledger will create fiscal calendars for all years that you want to contain history.

General Ledger will also set the current fiscal year to the year **before** the first full year, so you can enter opening balances for the first year.

**Note:** The only way to change the current year in G/L is to use Create New Year. This form closes income and expense accounts to retained earnings, creates opening balances in the next year, and advances the current year.

*If you do not want to enter previous-years' period balances,* you must enter the previous year's period 12 balances.

2.Start Sage ERP Accpac, using the year-end date of the year before the earliest fiscal year for which you want to post transactions.

Create a batch with the closing balances of all your general ledger accounts. Make sure the batch balances, and that the batch matches your balance sheet for that year, then post the batch.

- 3.Run Create New Year to create the opening balances for your first full year of period balances, and to advance the current year.
- 4.Set the session date for the appropriate fiscal year, and create separate transaction batches for each of the periods that you want to contain data. If you want a full year of comparative period balances, you must create one transaction in each period for each account.

Because you have already entered opening balances, these batches must contain the net changes for each account (except retained earnings) in each fiscal period.

### Do not enter the closing balance of the retained earnings

account, and do not create a batch for closing income and expense accounts to retained earnings. You will use General Ledger's Create New Year form to close each year after you have posted the year's data.

- 5.Post all batches. Print the posting journals, and keep them as part of your audit trail.
- 6.Print trial balances for each of the periods in the year to which you posted, and compare balances to those in your current ledger.
- 7.Use Create New Year from the Periodic Processing form to close the income statement accounts to retained earnings, and to advance the current year.
- 8.Leave General Ledger, then start it again, using the year-end date of the next year for which you want to enter historical data. Again, post batches and print trial balances to check the results.

If this is a previous year, again use the Create New Year form to close the year.

9. Print balance sheets and income statements for all past years, and compare them to your existing statements.

**Note:** To use the financial statements shipped with General Ledger sample data, you must select the Use Account Groups option in the G/L Options form, and assign each G/L account to a group using the G/L Accounts form.

For further information on setting up your ledger, please see <u>Setting Up General</u> <u>Ledger</u>.

# **To Set Up Recurring Entries**

### To set up recurring entries:

1.Open General Ledger > G/L Setup > Recurring Entries.

Click here for help on fields in this form.

- 2. In the Recurring Entry Code field, enter a unique code that represents the type of entry you are creating. Your code can be up to 16 characters long. For example, if you are creating a recurring entry for processing semi-annual amortization, your code might be AMORT.
- 3.In the Entry Description field, enter a description of the code, up to 60 characters long. Descriptions help to identify each code.
- 4.Attach a schedule for your recurring entry by clicking the Finder and selecting a predefined schedule that appears in the list, if any. Or, create a schedule for this recurring entry by clicking the Zoom button located beside the Schedule Code Finder.
- 5.In the Start Date field, enter the date that the recurring entry for this transaction begins. General Ledger will check the start date to determine if the recurring entry should be included in the batch.
- 6.In the Expiration Type field, select No Expiration Date if you have no end date in mind for the recurring entry, otherwise, select Specific Date. When you select Specific Date, another field appears to let you enter an expiration date.
- 7.Select the Inactive checkbox to make this entry temporarily inactive. You can activate it at a later time. Once you change it to active, the Start Date will be automatically updated to your current session date, but this date can be modified.
- 8.Enter a description for the entry (for example, Monthly service charge).
- 9. Enter a Source Code, or use the Finder to select it.
- 10.Select Auto Reverse if you want to reverse the transaction in the next fiscal period.
- 11. Select Normal or Quick Entry mode.

- 12.If you have a multicurrency ledger, from the Exchange Rate dropdown list, choose Use Recurring Entry Rate, or choose Use Current Rates.
- 13. Select an account in the Rounding Account field if you selected Use Current Rates in step 12. The purpose of this field is to specify the account that any rounding error resulting from conversion at the current exchange rate is posted to. (You cannot select an account that has the Post To Account field set as prohibited.)
- 14.Enter transaction details in the grid by clicking the Detail button and filling out the following fields:
  - a. Enter a Reference.
  - b. Enter a Description.
  - c. Select an Account, using the Finder.
  - d. Use the Calendar icon to select the Date.
  - e. Use the Finder to select the Source Code.
  - f. Enter an amount in the Source Dedit or Source Crebit fields.
  - g. Select the Currency if this is a multicurrency company.
  - h. Enter a Comment, if needed.
  - i. Repeat these steps to add a balancing entry.
  - j. Click Add, then click Close to return to the Recurring Entries form.
- 15. In the Recurring Entries form, click Add to save a newly-created entry, or click Save to save changes to a current entry.
- 16.Click Close to exit the Recurring Entries form.

# **Add Account Groups**

Before you start

#### To add your own account groups:

- 1.Open General Ledger > G/L Setup > Account Groups.
- 2. In the Account Group field, enter up to 12 characters to define the account group code.

The code can consist of alphabetical or numerical characters, or a combination of both.

The standard account groups are numbered 01 to 26. You can continue the sequence, or create a different set of codes.

- 3. Tab out of the Account Group field.
- 4. Type a description for the new group.
- 5. In the Group Category field, select the category to use to classify this group of accounts in data snapshots.
- 6.Click Add.
- Additional information
- Related topics

### **Add Source Codes**

#### To add source codes:

1.Open General Ledger >G/L Setup > Source Codes.

For help with the fields on the Source Codes form, select from the keywords listed below:

Source code Description

2. Click New and type a four-character source code.

- The first two characters must identify the source ledger (such as GL or AR), the second two identify the transaction type.
- You can just type the code and press Tab: G/L will assume you adding a new code.

3.Enter a description for the code.

4. Click Add, or choose Close to leave without adding a source code.

Before deleting a source code

# **Add Segment Codes**

Before entering segment codes

#### To add segment codes:

1.Open G/L Setup > Segment Codes.

For help with fields on this form, click here.

- 2. Choose the segment from the drop-down box for which you want to enter valid codes.
- a. If you are entering codes for the first time, click in the empty box below the segment selection box (or press Tab twice) to insert the first line in the table.
- b. If editing an existing list of codes, click on the line you wish to change (use the vertical scroll bar if the record isn't visible), or click in the table and press the Insert key to add a code.

Note that you cannot delete a segment code that is being used by an active account.

- 3.Enter or change the code in the first column (the Segment Code). The code must be the length you specified for the segment.
- 4. Press Tab and enter a description.
- 5. Press Tab again, and, if applicable, enter the account number of the retained earnings account to which this segment code closes.

If this account has the Post To Account field set as prohibited, you cannot select that account as the closing account.

- 6.When you have added all the codes for a segment, use the Save command.
- After adding segment codes
- Deleting segment codes
- Additional information
- Related topics

# Add a New Account

#### Before you start

#### To add a new account to the General Ledger:

- 1.Open General Ledger > G/L Accounts > Accounts.
- 2. Click New, type the new Account number, then press Tab.

You can type account numbers with or without the delimiter character used to separate account number segments.

- 3. Enter the Account Description.
- 4. Fill in the fields on the Detail tab, as described in the next steps.
- 5. If you have more than one segment in your account numbers, use the Finder in the Structure Code field to choose the account structure that matches the segments in the account you are adding.
- 6. Choose the Normal Balance (Credit or Debit) for this account.
- 7.Choose the Account Type (Income Statement, Balance Sheet, Retained Earnings) for this account.
- 8. If you use account groups, use the Finder to select the Account Group for this account.
- 9.In the Post to Account field, choose Detail, Consolidated, or Prohibited. (You cannot post to a prohibited account.)
- 10. Choose from the following account options:
  - a. If you plan to use optional transaction fields with transactions you post for this account, specify the optional fields and their default values on the Trans. Optional Fields tab.
  - b. If you use <u>Auto Allocation</u>, select that option, then fill out the required information on the <u>Allocation tab</u>. (This tab appears only when you select the Auto Allocation option.) If you want to allocate balances according to account quantities, you must also choose the <u>Maintain</u> <u>Quantities</u> option for all accounts associated with the account allocation, and ensure that they all use the same unit of measure.
  - c. If the account is a <u>control account</u>, select the Control Account option,

then specify, on the  $_{\mbox{Subledger tab}}$ , the subledgers that use the account . (The Subledger tab appears only when you select the Control Account option.)

- d. If the account is a multicurrency account, select the Multicurrency option. The <u>currency tab</u> appears. Specify the currencies which can be posted to the account, and specify whether the account is subject to revaluation.
- e. Select the Rollup option if you want to designate an account as a rollup account. You can then add member accounts using the Rollup tab.
- 11. When you have added data to the appropriate fields on all the tabs, click Add, or click Save.

After adding an account

## **Create Accounts Automatically**

#### Before you start

#### To automatically create accounts:

- 1.Open General Ledger > G/L Accounts > Create Accounts.
- 2.Use the Finders in the From Accounts With Structure Code and Create Accounts With Structure Code fields to select a structure code on which to base the model accounts.
- 3.In the Select Account Range area, choose either Account Number, Account Group, or Sort Code-Account Group using the drop-down arrow in the Select By field, then enter the ranges in the From and To fields for that selection.
- 4.Select Default Subledger Details and Default Currency Details options (optional).
- 5. If you want to review existing accounts along with the accounts to be added, select the option Include Existing Accounts.
- 6.Use the grid to specify the segments you want to create.
- 7. Click Preview.

The program displays a message telling you how many preview accounts it created.

8. Click Close to close the message.

The G/L Create Accounts Preview form appears, letting you:

- Change the accounts before you add them. (Note that if your existing chart of accounts contains no accounts with the required segments in the specified range, the program will not create any new accounts.)
- Specify optional field information for the accounts to be created.
- 9. To print the preview information, click Print. The Print Create Accounts Preview Information form appears.
- a. Choose sorting options and the range of accounts you want to print. You can sort by Account Number, Segment, or Account

Group.

- b. Select whether you want to print subledger or currency information.
- c. Click Print.
- d. Click Close to return to the G/L Create Accounts Preview form.

10.When you have finished selecting or adjusting the accounts you want to create, click Close to return to the G/L Create Accounts form.

In the G/L Create Accounts form, all the fields are now dimmed - you cannot change them. (However, you can click Preview to return to the Preview form.)

11. Click Process to add the accounts to your chart of accounts.

- •If processing is successful, the program creates the accounts, then displays a message telling you processing has finished and the number of new accounts that were created.
- •Click Close to close the message. You then receive a message asking whether you want to clear the temporary file. You must clear the preview accounts before you can create another set of accounts. If you click No, you are returned to the G/L Create Accounts form, but (as before) all the fields are dimmed.
- •If there is an error in processing the accounts, you are returned to the G/L Create Accounts form, but all fields are dimmed. Click Preview to view and remove any unsuitable accounts, or click Clear to abort the process. Note that some accounts may have been added to your Chart of Accounts.
- 12.Click Clear to delete the temporary file (so that you can create a different set of accounts in the future).

After creating accounts automatically

# Add a Rollup Account

Before you start

#### To select member accounts for a rollup account:

1.Open General Ledger > Accounts.

Click here for help on fields in the G/L Accounts form.

- 2.Use the Finder in the Account field to select the account you are designating as a Rollup account.
- 3. Select the Rollup option on the Detail tab.
- 4. Click the Rollup tab that appeared when you performed step 3.
- 5.Click the Finder in the Account column to add individual member accounts.

Or

To add a range of member accounts, click the Zoom button beside "<u>Select Member Accounts</u>".

- a. In the G/L Account Selector popup, select the ranges of Account Numbers, Account Segments, or Account Groups that will be members of this rollup. You can also use the Account Optional Fields as a selection criteria.
- b. Select Account Types.

**Note**: Accounts selected will include only those accounts whose account types match the Account Types selected here. For example, if the Income Statement option is not selected, then even if the Account Number range includes income statement accounts, those accounts will not be copied into the grid.

You can select criteria based on your segments. Also, an additional criteria for Account Optional Fields can be used to select member accounts.

Click the Preview button to view your choices. A message appears, advising you that processing is completed, and shows how many Rollup Member(s) were created and can be viewed. Click Close in the message to move to the G/L Account Selector

Preview window. Each of the accounts in the range you selected are included in the list. You can double-click in the Add column to change the entry to No from the default Yes if you decide not to include some of these accounts.

**Note**: If the rollup account is single-currency, only single-currency accounts which meet the G/L Account Selector will be generated in the Preview window. Accounts that already exist or were already added in the Rollup grid will not be shown again in the Preview window.

- d. Click Copy in the G/L Account Selector Preview window. A message is displayed, showing how many rollup member accounts were created.
- e. Click Close. You return to the Rollup tab of the G/L Accounts form. The accounts from the G/L Account Selector Preview window appear in the grid.

6.Click Save. The accounts in the grid now also appear in the tree.

Additional information

To delete member accounts from a rollup account

### Add a Journal Entry

#### To add an entry:

1.Open General Ledger > G/L Transactions > Journal Entry.

Click here for help on fields in this form.

- 2.Click the New button beside the Batch field. (General Ledger automatically provides the next batch number and moves to the Batch Description field.)
- 3. Enter a description for the batch.
- 4.Click the New button beside the Entry Number field. General Ledger automatically inserts the next entry number.

To edit an existing entry, use the Finder, the navigation buttons, or type the entry number.

- 5. Enter a description for the entry.
- 6.If you use Sage ERP Accpac Intercompany Transactions, use the Finder in the Originator field to select a company. (Transactions in an intercompany batch can have different originating companies.) Note that the Originator field appears only if you install and activate Intercompany Transactions.
- 7.Use the Calendar icon to select the date.
- 8. Select the fiscal year and period of the transaction.
- 9.Enter the source code for the transaction, or use the Finder to select it.

General Ledger displays the default source code you chose on the Posting tab of the Options form, but you can change the code, if necessary.

10. Select a Normal or Quick entry mode.

This option controls the number of fields visited when you are adding new transaction details.

11. Select the Auto Reverse option if you want to reverse the transaction in the next fiscal period.

12. Enter information in the detail grid.

Click the Field List button at the top of this Help page for details about each field.

Note that you can click the Detail button to open the Journal Detail form, where you can make additions or edits quickly and easily, tabbing from field to field, then clicking Close to return to the Journal Entry form, where these entries now appear.

Additional information

# Edit a Batch

Before you start

### To edit the contents of an existing batch

1.Open General Ledger > G/L Transactions > Journal Entry.

If the Batch List form is open, select the batch from the list and choose Open (or double-click the entry).

2.Enter the number of the batch you want to edit (or click the Finder button and select the batch from the list).

After editing a batch

### **Create an Allocation Batch**

Before you start

#### To create an allocation batch:

- 1.Open General Ledger > G/L Periodic Processing > Create Allocation Batch.
- 2. Enter a Batch Description.
- 3.In the Create Batch For field, use the drop-down arrow to choose the full account ID or one of the account segments.
- 4. Specify the range of account numbers or account-number segments.
- 5. If you use optional fields with your system, D check or change the optional field information that will be included with the generated transactions.
- 6.Specify the Journal Entry Date and the fiscal year and period to which you want to post each entry.
- 7.In the Allocation Method field, use the drop-down arrow to choose Account Balance, or Account Quantity, or Both Account Balance and Quantity.
- 8. If you selected to allocate accounts by quantity, specify the range of fiscal periods for determining the net changes in quantity.
- 9. Click Process to produce the batch (or click Close if you decide not to produce the batch).

After creating an allocation batch

Additional information

### **Create a Revaluation Batch**

#### Before you start

#### To create a batch of revaluation transactions:

1.Open General Ledger > G/L Periodic Processing > Create Revaluation Batch.

Click here for help on the fields in this form.

- 2. Type a name for the batch description (such as, Currency devaluation 05/05/2010).
- 3. Enter or select the source currency that you are revaluing.
- 4. Select how you are choosing accounts for revaluation (Revalue By).

You can choose accounts by specifying a range of account numbers, or a range of a particular segment.

- 5. Select the range of account numbers or segments that you wish to revalue.
- 6. If you use optional fields, D check or change the optional fields assigned to the revaluation batch.
- 7.Select the range of fiscal periods that you want considered for the revaluation.
- 8. Select the <u>revaluation code</u>.
- 9. Enter a date for the journal entry (default is the session date).
- 10.Enter the exchange rate and date at which account balances will be revalued.
- 11. Choose whether or not to force currency revaluation.
- 12.Enter as many currencies as you need to revalue, then click Process when ready.
- After creating a revaluation batch

### **Post Transaction Batches**

#### Before you start

#### To post transaction batches:

1.Open General Ledger > G/L Transactions > Post Batches.

You can post all batches or a range of batches.

2.Choose the batches to post by selecting All Batches or Range. (To post a single batch, enter the same number for the beginning and end of the range.)

If you do not use the Force Listing of Batches option, you can post unlisted batches once you select "Ready to Post" on the Batch List form for each batch.

3. Choose Post to post batches permanently.

Choose Provisional Post to post on a temporary basis.

4. If you decide not to post batches, click Close.

- After posting batches
- Additional information

### **Select a Printer for Reports**

Sage ERP Accpac lets you choose a default printer for all reports that you print, as well as assign different printers to specific reports (such as invoices or labels).

#### To change the default printer for all reports:

- 1.Select File > Page Setup.
- 2. Click the Printer button.
- 3. From the drop-down list, choose the printer that you want to use.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to close the Properties form.
- 6.Click OK again to return to the Page Setup form.
- 7.Click the Print Destination button and check that the print destination is set to Printer.

If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination form.

8.Click OK on the Print Destination form, and then click OK on the Page Setup form.

#### To assign a specific report to a specific printer:

- 1. Open the report form which you want to assign to a printer.
- 2. From the menu on the report form, Select File > Print Setup.
- 3.Choose whether you want to choose the printer that is set as the Windows default printer, or choose a specific printer for this report.

**Note:** By default, the specific printer is the one chosen as the printer on the Page Setup form selected from the File menu on the Sage ERP Accpac Desktop.

- 4. The printer list includes all printers that have been added to the Printers and Faxes list in Windows.
- 5. Choose a paper source if you want to select a particular paper tray or paper stock for this report.
- 6.Click OK.
- ▶ <u>To clear the assigned printer for this report</u>
- Prompt for printer each time you print

### **Print a Financial Report**

- 1.Open General Ledger > Financial Reporter > Print Financial Statements.
- 2.In the Statement Name field, use the Browse button to select the report (that is, the spreadsheet file) you wish to print.
- 3. Choose the Year/Period in the Fiscal Option section.
- 4. Choose a Report Type (Actual or Provisional).
- 5. Select Separate or Consolidated in the Report As section.

The "Separate" option is available only after you select Segment in the Sort By area of the form, and then enter the range of segments (do not choose the Account segment).

6.In the Include area, select Report Options and/or Drilldown Information options (*optional*).

Drilldown will only be available when you select File or E-mail as the Print Destination.

- 7.In the Sort By area, choose Account Number, Segment, or Account Group (changes to "Account Sorted Group" when you check the Select Groups by Sort Code Range option below this list.), then:
  - If you chose Account Number, enter the range of account numbers.
  - **If you chose Segment,** choose the segment (for example, Division, Area, Region), then enter the range of segments.
  - If you chose Account Group, enter the range of account groups.
  - **if you chose Select Account Groups by Sort Code Range,** enter a range of sort codes.
- 8. In the grid, enter the segment name, the range of segments, and double-click to choose either Consolidated or Separate in the Report As column. ("Separate" is available only if you chose Separate in the Report As area at the top of the form. See step 5.)
- 9.Select the Print Destination:

- Printer
- Preview
- File
- E-mail

10.Click Print:

- If you chose **Printer**, the Print for Print Financial Statements dialog box appears:
  - a. Select the printer.
  - b. Select the paper size and orientation.
  - c. Enter the number of copies.
  - d. Click OK. The report prints to the selected printer.
- If you chose **Preview**, a Microsoft Excel read-only preview screen displays the report. You can click the Print button to print from the preview.
- If you chose **File**, the Save As dialog box appears:
  - a. Enter a filename or leave the default (the default is the report name plus 001, 002, 003 etc; for example, *Incsum05\_FR.001.xls.* The program adds the FR to the filename.)
  - b. Select the folder where you want it saved.
  - c. Click OK, then check the folder to ensure that the file was saved to the correct location. You can open the file from here.
- If you chose **E-mail**, the Set E-mail Report As dialog box appears:
  - a. Enter a filename or leave the default (the report name plus an XLS extension, for example, *Incsum05\_FR.xls*. The program adds the FR to the filename).
  - b. Select a folder to save the file to.
  - c. Click OK.
  - d. In the e-mail that appears (with the file displayed as an attachment), enter the recipient's e-mail address change the

subject if you wish (it is, by default, the filename), then click Send.

### Financial Reporter Error Messages

The following table describes error messages that appear on the generated report when running Financial Reporter modules.

### Error Messages When Running FrView in Statement Designer and in Print Financial Statements

Meaning
The account reference you entered in Column A is incorrect because it does not match the requirements of Column A cells. See also invalid account reference.
You entered an incorrect selection criteria in this cell. Follow the criteria in Column B to refine the account selection (for example, a filter that restricts the range of accounts to a particular account group, account type, or account name).
You entered an incorrect definition for a zero suppression formula in this cell. Follow the criteria in Column C to determine which lines are to be excluded.
You entered an incorrect consolidation switch in this cell. Follow the criteria in Column D for consolidating account ranges.
This is a general message indicating that a formula or expression at the stated cell location cannot be interrupted by FR in generation.
Invalid spec line definition at cell location L with value V (not a comment line, or valid default line, or body line).

FR cannot further generate any line for the worksheet.	Generated lines are almost over spreadsheet limit. FR generation has been stopped.
Invalid consolidation of posted transactions on specification in row < <i>Row R</i> >. Consolidated details cannot be generated using the combination of detail level and sorting order.	The specified consolidation method for posted transactions on the spec lines in row R must match with a specific sorting order.

For further information, see <u>Purpose of Column A</u>, <u>Purposes of Columns B, C, and D</u>, and <u>What</u>

Each Column Does.

### Error Messages When Starting G/L Statement Designer or Running Print Financial Statements

Message	Meaning
"Error in creating Excel object."	Make sure Excel has been installed.
"Page Break Preview is not available in Print Financial Statements (GL9100). Please go to Statement Designer (GL9200) to use this function."	The Print Financial Statements feature does not support Page Break Preview, therefore use the G/L Statement Designer instead.
"There are no printers installed. One is required when print destination is Printer or Preview."	You must install a printer before you can view output or choose a print destination.
"FileSystemObject object model cannot be initiated. Please make sure that Scripting type library is properly installed in Windows System."	Cannot find Microsoft Scripting Runtime Object - required when starting FR.

# Some Abnormal Errors Detected When Starting FR

If you receive error messages that are in this format: *cmdStart : <error message>*, reinstall Microsoft Excel, or General Ledger, or System Manager, restart the system, then check to see if the problem has disappeared. If the problem cannot be resolved by reinstalling these programs, call your system administrator.

Initializing FR Error (< error id>J): Failure in starting Statement Designer

Initializing FR Error (<error id>): Failure in starting Print Financial Statements

### See also

Purpose of Column A Purposes of Columns B, C, and D What Each Column Does Specifying Data for a Single Cell Specifying Ranges of Accounts Specifying Information for Columns of a Report Financial Reporter Troubleshooting

### G/L Statement Designer

The Statement Designer lets you create or edit a report specification for generating financial statements.

When you choose the Statement Designer icon from the Financial Reporter folder, Sage ERP Accpac starts the Microsoft Excel spreadsheet program with the Financial Reporter add-in.

It is important to remember that this spreadsheet add-in is available only when you start Excel from the Statement Designer icon.

The add-in adds the FR menu item to the Microsoft Excel menu bar. The FR menu includes the following Financial Reporter commands:

- FR View
- FR Paste
- FR Clear
- FR Options
- FR Drilldown

### **Key Financial Reporter concepts**

The Financial Reporter is based upon a few simple concepts:

•A financial report is a spreadsheet containing functions that read data directly from the general ledger.

You can place Financial Reporter functions anywhere in a spreadsheet. The spreadsheet program looks up the General Ledger values when it recalculates the spreadsheet.

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

•A financial statement specification is a structured description of the statement you want to produce. Financial Reporter creates a statement based on the specification and the options you choose when you want to print or view the final statement.

Statement specifications allow you to assign default functions and

formulas to columns of the spreadsheet, and to specify that a range of accounts will be expanded to many rows on a final statement.

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

•Financial Reporter lets you specify at print time the account segments, account group, fiscal period, and fiscal set (actual or provisional amounts) to include in the report.

Keep in mind when designing statements that a generalized financial statement can be printed with the actual or provisionally-posted amounts of any particular department or division.

•When creating a financial report in Financial Statement Designer, you can enter formulas that allow you to drilldown to associated transactions in the resulting report.

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

#### See also

Financial Reporter Commands Financial Reporter Functions Purpose of Column A Purpose of Columns B, C, and D Column E of the Spec Range How to Set the Spec Range Enlarging the Spec Range

### Switch the Accounting Method for Foreign Currency Translation

#### Before you start

We will use the following example to explain the steps:

- •Sample Company Ltd is a multicurrency company. Its functional currency is Canadian dollars. In the fiscal year 2009, Sample Company Ltd used the Realized and Unrealized Gain/Loss currency translation method. The company revalues balances of monetary accounts once a year.
- •We assume, for this exercise, that there is only one US customer, and, as of December 31, 2009, their balance in USD is 1,000.00 with CAD equivalent of 1,500.00. Sample Company Ltd also maintains a USD bank account, with a balance in the account of 5,000.00 as of December 31, 2009. The CAD equivalent functional amount is 6750.00.
- •Sample Company Ltd wants to switch to the Recognized Gain/Loss currency translation method as of January 1, 2010.

#### Steps to take in 2009:

1.Open Accounts Receivable to revalue the balances of your accounts receivable. Assume that the exchange rate on December 31, 2009 is 1 USD = 1.4000 CAD.

Thus, when revaluation is performed in A/R, the following reversing G/L entry will be created on December 31, 2009:

Source Currency			Functional Currency
Debit	Credit	Debit	Credit
0.00	0.00	0.00	100.00
0.00	0.00	100.00	0.00
	<b>Debit</b> 0.00	Debit         Credit           0.00         0.00	Debit         Credit         Debit           0.00         0.00         0.00

 $[(1.4000 \times 1,000) - 1,500 = 100.00]$ 

2.Go to General Ledger and revalue the balance of USD bank accounts, using 1 USD = 1.4000 CAD as the exchange rate for Year/Period 2009-12.

The G/L revaluation will create the folloiwng reversing entry on December 31, 2009:

G/L Account	Source Currency			Functional Currency
	Debit	Credit	Debit	Credit
USD Bank	0.00	0.00	250.00	0.00
Unrealized Exchange Gain	0.00	0.00	0.00	250.00
[(5,000 x 1.4000) - 6,750 = 250.00]				

3. Print the Trial Balance Report.

It will show the following entries:

G/L Account	Source Currency			Functional Currency Equivalent
	Debit	Credit	Debit	Credit
USD Bank	5,000.00		7,000.00	
Receivables Control	1,000.00		1,400.00	
Unrealized Exchange Gain				250.00
Unrealized Exchange Loss			100.00	

4.Run Create New Year (from General Ledger > G/L Periodic

```
Processing > Create New Year).
```

#### Steps to take in 2010:

1.Post the reversing revaluation entries created by the 2009 revaluation:

G/L Account	Source Currency			Functional Currency
	Debit	Credit	Debit	Credit
Receivables Control	0.00	0.00	100.00	0.00
Unrealized Exchange Loss	0.00	0.00	0.00	100.00
$\{(1.4000 \times 1,000) - 1,500 = -100.00\}$				

G/L Account	Source Currency			Functional Currency
	Debit	Credit	Debit	Credit
USD Bank	0.00	0.00	100.00	250.00
Unrealized Exchange Gain	0.00	0.00	250.00	0.00
{(5,000 x 1.4000) - 6,750 = 250.00]				

- 2.In Common Services:
- a. Open the Options tab of the Company Profile.
- b. Select Recognized Gain/Loss in the Gain/Loss Accounting Method field.
- c. Click Save.

3.In General Ledger:

a. In the G/L Accounts form, create new accounts for Recognized Exchange Gain and Loss.

- b. In the Revaluation Codes form, modify existing revaluation codes or create new ones.
- c. Assign the new revaluation codes to the newly created accounts.

4.In Accounts Receivable (Accounts Payable):

- a. Modify existing account sets or create new account sets for the USD customers.
- b. Revalue the balances of your accounts receivable.

In our example, we assume that the exchange rate on January 31, 2010 is 1 USD = 1.6500 CAD. Thus, when revaluation is performed in Accounts Receivable, the following General Ledger entry will be created on Janauary 31, 2010:

G/L Account	Source Currency			Functional Currency
	Debit Credit		Debit	Credit
Receivables Control	0.00	0.00	150.00	0.00
Exchange Gain	0.00	0.00	0.00	150.00
{(1.6500 - 1.5000) × 1,000 = -150.00]				

5.Open General Ledger and revalue the balance of the USD Bank account using 1 USD = 1.6500 CAD as the exchange rate for Year/Period 2010-01.

The General Ledger revaluation will create the folloiwng entry on January 31, 2010:

G/L Account	Source C	Currency		Functional Currency
	Debit	Credit	Debit	Credit
USD Bank	0.00	0.00	1500.00	0.00
Exchange Gain	0.00	0.00	0.00	1500.00

6.Print the Trial Balance report.

The multicurrency accounts will display the following values for January 31, 2010:

G/L Account	Source Currency			Functional Currency Equivalent
	Debit	Credit	Debit	Credit
USD Bank	5,000		8,250.00	
Receivables Control	1,000		1,650.00	
Unrealized Exchange Gain				0.00
Unrealized Exchange Loss			0.00	
Exchange Gain				1,650.00
Exchange Loss			0.00	
$ [(5,000.00 + 1,000) \times 1.6500] - (1,500.00 + 6,750.00) = $ 1,650.00				

Additional information

### **Create a New Year**

Create New Year creates a batch of transactions and posts them.

Before you start

#### To create a new year:

- 1.Create a fiscal calendar for the next year. (Click Common Services > Fiscal Calendar.)
- 2.Click General Ledger > G/L Periodic Processing > Create New Year.
- 3.Click Proceed. (Each closing detail is assigned the source code GL-CL and is posted to period 15.)

After creating a new year

Additional information

# **Run Period End Maintenance**

#### Before running Period End Maintenance

#### To use Period End Maintenance:

- 1.Open General Ledger > G/L Periodic Processing > Period End Maintenance.
- 2. Select the procedures you want done:
  - Delete Inactive Accounts. You can delete an account only if it:
    - Has an Inactive status.
    - Has zero balances for the current year, and for all previous years for which you retain transaction data.
    - Is not assigned as the default closing account on the G/L Options form. (If necessary, you can assign a different account number to be the default account.)
  - Delete Transaction Detail History / Delete Fiscal Set History .General Ledger deletes historical financial, quantity, and budget details that are older than the number of years you specified for the Years of Fiscal Sets and Years of Transaction Detail options on the Posting tab of the G/L Options form.
  - **Reset Batch Number.** Use this option to set the batch number back to 1.

3. Click Process.

Related topics

## Comparison of ACCPAC Plus and Sage ERP Accpac Specification Codes

The following set of charts lists all of the ACCPAC Plus for DOS Financial Reporter codes that extract data from the General Ledger accounts, and provides the equivalent codes in the Windows version of the Financial Reporter.

You may find these charts useful when checking financial report specifications that have been converted to the Sage ERP Accpac format.

#### Net change in balance during:

	DOS	Windows
Selected fiscal period	Μ	NETP
Selected quarter to date	Q	NETQ
Selected half year to date	S	NETS
Selected year to date	Y	NETYTD
nth fiscal period of current year	nM	NETnP
nth quarter of current year	nQ	NETnQ
nth half of current year	nS	NETnS
Last (previous) fiscal period	LM	NETLP
Last quarter	LQ	NETLQ
Last half year	LS	NETLS
Last year (total year)	LY	NETY.L1
Preceding quarter (3 periods)	PQ	NETPQ
Preceding half year (6 periods)	PS	NETPS
Preceding year (12 or 13 periods)	ΡΥ	NETPY

#### Net change in balance last year:

	DOS	Windows
nth fiscal period	LYnM	NETnP.L1
nth quarter	LYnQ	NETnQ.L1
nth half year	LYnS	NETnS.L1
Previous period last year	LYLM	NETLP.L1
Previous quarter last year	LYLQ	NETLQ.L1
Previous half year last year	LYLS	NETLS.L1
Preceding quarter last year	LYPQ	NETPQ.L1
Preceding 6 periods las year	<sup>t</sup> LYPS	NETPS.L1

#### Net change in balance to date, relative to report date:

	DOS	Windows
nth half year to date	nSS	NETnSTD
nth quarter to date	nQQ	NETnQTD
Same period last year	LYM	NETP.L1
Same quarter last year	LYQ	NETQ.L1
Same half year last year	LYS	NETS.L1
Last year to date	LYY	NETYTD.L1
nth quarter to date last year	LYnQQ	NETnQTD.L1
nth half year to date	LYnSS	NETnSTD.L1

#### last year

#### Budget net change in balance to date, relative to report date:

	DOS	Windows
Selected fiscal period	BM	1NETP
Selected quarter	BQ	1NETQ
Selected half-year	BS	1NETS
Current year	BY	1NETYTD
nth quarter	BnQQ	1NETnQTD
nth half-year	BnSS	1NETnSTD

#### Budget net change in balance during complete:

	DOS	Windows
Current year	В	1NETY
Last period	BLM	1NETLP
Last quarter	BLQ	1NETLQ
Last half year	BLS	1NETLS
Preceding quarter	BPQ	1NETPQ
Preceding half year	BPS	1NETPS
nth period	BnM	1NETnP
nth quarter	BnQ	1NETnQ
nth half year	BnS	1NETnS

#### Account balance as of:

	DOS	Windows
Selected fiscal period	BAL	BALP
Beginning of selected period	BAL-M	BALLP

n periods ago	nM	BALnPA
Beginning of selected quarter	BAL-Q	BALLQ
Beginning of selected half year	BAL-S	BALLS
3 periods ago	BAL- PQ	BALP- NETPQ
6 periods ago	BAL- PS	BALP- NETPS
12 or 13 periods ago	BAL- PY	BALP- NETPY
Opening balance previous year	0	BALOPEN.L1

As with the DOS version of the Financial Reporter, all balances or nets are computed relative to the fiscal period set for the report, except for BALOPEN, NETADJ, BALCLOSE, NETCLOSE, and fields referencing a specific time period.

# **Fiscal Set Prefix**

The codes listed in the chart above provide access to actual data and budget data only. However, Sage ERP Accpac can store more financial data than listed above.

The next table lists the prefixes you can add to specification codes to gain access to the various fiscal sets provided.

5
Fiscal Set
Defaults to report setting
Actual
Provisional
Quantities

#### Fiscal set designator

QA Actual Quantities

- QP Provisional Quantities
- 1,2,3,4,5 Budget sets 1,2,3,4, and 5

For example:

NETP Net amount for the current period (provisional or actual, depending on the report setting).

ANETP Actual net amount for the current period

- QNETP Net quantity for the current period (provisional or actual, depending on the report setting)
- NETR Net amount for the current period in the reporting currency (provisional or actual, depending on the report setting).
- 1NETP Budget set 1 amount for the current period

2NETP Budget set 2 amount for the current period

# **Fiscal Year Suffix**

Sage ERP Accpac lets you enter codes for specific years or use codes relative to the current year. Years are identified by the following suffixes.

#### **Fiscal year**

Code	Fiscal Set
Blank	Defaults to current year
1998, 1999, etc.	Specific year identification
L1, L2, L3 etc.	Last year, the year before, etc.
N1, N2, etc.	Next year, the year after next, etc.

For example:

NETP Actual net amount for the current period NETP.L1 Actual net amount for this period last year NETP.1996 Actual net amount for this period in 1996 1NETP.N1 Budget set 1 amount for this period next year

For more help on Financial Reporter functions, choose one of these key words:

Financial Reporter functions Fiscal Set Field Names FR FRAMT FRAMTA FRCREDIT FRDEBIT FRFISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNA FRTRNCR FRTRNDR

#### See also

Differences Between ACCPAC Plus for DOS and Sage ERP Accpac Financial Reporters

# Differences Between ACCPAC Plus for DOS and Windows Financial Reporters

The Financial Reporter in Sage Accpac is a more powerful and flexible tool than its DOS-based counterpart, offering these advantages:

- •It's easier to use.
- •It provides access to more information.
- •It can manipulate, format, and graph General Ledger data.

The Financial Reporter adds Sage Accpac-specific functions and commands to Excel to allow them to read General Ledger data. The financial reports are generated within a spreadsheet which uses special Sage ERP Accpac functions. Once the data is in the spreadsheet, the Financial Reporter uses the spreadsheet's formatting and printing capabilities to produce the statement.

Ordinarily, you do not see the spreadsheet when you print a report: you simply select the report, choose the print options you want, then click Print. However, if you want, you can open the report specification directly, generate the report, then use the spreadsheet to manipulate the data.

The Financial Reporter gets a lot of its power and flexibility from the spreadsheet it uses.

# **Report Specification Files**

Like the DOS version of Financial Reporter, each financial statement is defined in a report specification. The specification tells Financial Reporter which data is included on the statement, and how it should be formatted.

Because the specification is actually a spreadsheet, you can use spreadsheet formulas, formatting commands, and graphing abilities to embellish the report, and you can transfer the data to multidimensional models for more sophisticated data analysis.

# **Excel Report Files**

When you use Print Financial Statements, Sage ERP Accpac looks at the filename extension of the spreadsheet you specify, and if the file you

specify has an XLS filename extension (or XLSX for Excel 2007), the Financial Reporter starts Excel. If the file does *not* use one of those extensions, Financial Reporter will have a problem detecting the Excel program directory while reading the registry record stored during your installation of Excel.

#### See also

Comparison of ACCPAC Plus for DOS and Sage ERP Accpac Specification Codes

#### Glossary

1099 Form A/R Invoice Type Account Description Account Groups Account Number Segment Overrides Account Number Segments Account Number Structures Account Segment Account Set Account Status Account Types Accounting Equation Accounting Method Accounting Period Accounts Payable Accrual Accrual Carry-Over Date Accrual Method Accrual-Basis accounting method Accrued Expenses Activating taxes Activation Active Order Actual Fiscal Sets Adjustment Period Adjustments Advance All Users Allocated Tips Allocation Account Allow Posting to Previous Years Allow Provisional Posting Annual Maximum Annualization Assets Assign UI Profile IDs Audit Trail Authentication Method Automatic Reversal Backdated document Bad Debts Balance Sheet Base Account Base Deductions Base Earnings Base Hours Base Taxes Base Wage Multiplier **Basic Account Information** Basic Project style Batches Benefit Billing Type Billings And Costs accounting method Budget Fiscal Sets Calculation Base **Calculation Methods** Calculator Carrying Over Vacation, Sick, and Compensatory Time Accruals Carry-Over Cash Advance Cash Benefit Cash Flow Statement Cash Method Category Category Percentage Complete accounting method Ceiling Chart of Accounts Class Codes **Classified Statements** 

Clearing Exchange Gain or Loss Close to Segment / Account Closing Account Closing Period Closing the Books Common Stock Company Database Company Desktop Company Profile Compensatory Time Completed Project accounting method Consolidated Batch **Control Account** Control Account for Subledgers **Conversion Rate** Corporation Cost Accounting Cost Center Overrides Cost Center Segments Cost of Goods Manufactured Cost of Goods Sold Cost Plus project CPRS Credit Currencies Currency Rate Type **Currency Rates** Currency Table Current Assets **Current Liabilities** Custom (and Local) Taxes Customization Directory Customize User Interface Database Database ID Date Matching Debit Decimal Places for Quantity Deduction Default Closing Account Default Currency Default Hours Default Rate Type Default Source Code Defining a Source Journal Defining Meaningful Account Number Segments Delimiter Character Depreciation Detail and Consolidated Posting Options Detailed Batch Details Direct Labor Costs **Distribution Accounts** Distribution Code Distribution Set Dividend Drilldown Earning/Deduction Earning/Deduction Frequencies Earnings Edit Imported Entries Effective Date **Employee History** Employee Level Security Employee Selection List EMU Equity Euro Conversion Rates Euro Currency Euro Option Exchange Gain or Loss Exchange Rate Expense Reimbursement Expenses Exporting

Factory Overhead Federal and State Taxes Field **Financial Statements** Finder Fiscal Calendar Fiscal Periods **Fiscal Sets** Fiscal Year Fixed Assets **Fixed Price project** FOB Point Force Listing of Batches Foreign-currency Bank Functional Currency Functional Currency Code Functional-Currency Equivalent Future Order G/L Batch G/L Options -- Account tab G/L Options -- Company tab General Ledger Account Gross Pay Gross Profit on Sales History Imported Account Data Imported Batches Importing Income Income Statement Information in G/L Accounts Integration Access Pack Integrity Check Inventory Invoice Type Journal Journal Entry Labor Hours Percentage Complete accounting method LanPak Last Run Date Last Year Information Ledger Level Liabilities Local and Other Custom Taxes Lock Budget Sets (1-5) Long-Term Liabilities Lookup Table Macro Maintain Quantities Options Manual Check Matching Concept Menu Bar Miscellaneous Charge Multicurrency Accounting Multicurrency Bank Multicurrency Fiscal Sets Multicurrency G/L Accounts Multicurrency G/L Option Net Pay No Users Normal (Account) Balance Number of Fiscal Periods **Optional Fields** Original Invoice Override Segments **Overtime Rate Multiplier** Overtime Schedule **Owner Equity** Partnership Pay Factors Payroll Class Codes Payroll Distribution Accounts Period Minimum and Period Maximum Periods Per Year

Picking Slip Post in Specified/All Currencies Posting Posting Statistics Posting tab in G/L Options Preferred Stock Prepaid Expenses Price List Printing Scheduled Reports Printing Source Journal Definitions Profile ID Profit Profit and Loss Statement Profit Center Programs (Applications) Project Percentage Complete accounting method Project Type Provisional Fiscal Sets **Provisional Posting** Provisional Posting Journal Quantities in G/L Accounts Quantity Fiscal Sets Quarter With 4 Periods Quote Rate Operation Rate Type Rates Realization Realized Exchange Gain or Loss **Reallocation Account** Recognized Exchange Gain or Loss Reconcile (Bank) Record Record of Employment Recurring Transaction Remit-to Location **Repayment Deduction Reported Tips** Reporting Currency Restart Record Retainage Accounting Retainage Invoice Retained Earnings Revaluation **Revaluation Codes** Revenues Reversed Unrealized Exchange Gain or Loss Salary and Wages Salary and Wages Payable Account Sales Sales Table Sample Account Segments Schedule Code Schedule Reports Schedule Transactions Script Security Group Segment Codes Validation Selection List Service Years Services Session Date Settlement Rate Settling Transactions Shareholders Shareholders' Equity Shift Differential Rate Shift Differential Schedule Ship-Via Code Sick Time Sole Trader Source Codes Source Currency Source Document Source Journal Profiles

Source Journals and Consolidated Transactions Specific User Spread Standard Project style Standing Order Statement of Retained Earnings Status Stock Subsidiary Ledger Surtax Multiplier Suspense Account System Database Tax Authorities Tax Classes Tax Groups Tax Tables Template (employee setup) Time And Materials projects Timecards Tip Disbursement Total Cost Percentage Complete accounting method Transaction Rate Type Trial Balance Туре UI Profile ID UI Profile Maintenance Unrealized Exchange Gain or Loss User Authorization User Record Vacation Time Wage Bracket Table Wage Garnishment Web Desktop Withdrawal Workers' Compensation Code Worksheet Years of Fiscal Sets Years of Transaction Detail

# Features Added in General Ledger 5.6

Sage ERP Accpac version 5.6 includes enhancements to the Trial Balance and Transaction Listing reports, resulting in improved functionality.

# **General Ledger Report Changes**

- •New reports that show net changes for a specific period can be printed using the <u>G/L Trial Balance Report form</u>.
- •The <u>Transactions Listing form</u> has new options (Include Balances and Net Changes and Include Posting Sequence and Batch-Entry Numbers). You now have the option of sorting all transactions by date within the accounting periods in the Transaction Listing reports.

#### See also

Features Added in General Ledger 5.5 Features Added in General Ledger 5.4

## Features Added in General Ledger 5.5

The following points summarize the new or changed features in General Ledger 5.5:

- We introduced the most sophisticated treatment of currency revaluation on the market.
- •With this version, we increased the number of segments, account structures, budgets, and years of history you can keep:

	Sage ERP Accpac 100	Sage ERP Accpac 200	Sage ERP Accpac 500
Account Segments	up to 3 account segments	up to 4 account segments	no change
Account Structures	up to 3 account structures	up to 4 account structures	no change
Budgets	up to 2 budgets	up to 3 budgets	no change
Years of history	keep 7 years of history	keep 7 years of history	no change

- •Sage ERP Accpac 100 lets you define custom account groups. This feature was previously supported in the 200 and 500 editions only.
- •You do not need a separate license for <u>G/L Security</u>. Since version 5.5, it is installed with General Ledger and is activated when you activate General Ledger. (To use G/L Security, select the Use G/L Security option on the Account tab of G/L Options, then close and reopen your company database. You can then use the Account Permissions icon, which becomes available in the G/L Accounts folder, to assign permissions.)
- •If you use Sage ERP Accpac 500 ERP, you can designate an account as a <u>rollup account</u> to which you can add member accounts. You can create multiple levels of account relationships.

 You can print rollup information for certain reports, and You can use rollup features in Financial Reporter.
 You can also view rollup amounts in several inquiry forms.

For instructions on creating rollup accounts, see To add a rollup account.

#### •Sixteen new FR reports are available.

- Balance Sheet summaries
- Financial Analysis statements
- E Forecasting
- Income Statement summaries
- We have also enchanced multi-user entry and posting.
- Journal Posting rights and Journal Entry rights are now separated.
- <u>Create Recurring Entries Batch</u> has been enhanced to include options for creating the recurring entries in a new batch or appending to an existing batch.
- •Dashboard security permission lets you customize the dashboard Web site. If you have access to G/L Dashboard, you can access any dashboard pages that are based on data stored in General Ledger. See the System Manager online help for information about using dashboards.

#### See also

Features Added in General Ledger 5.4

#### Features Added in General Ledger 5.4

General Ledger 5.4 introduced the following changes and new features:

- •We rebranded ACCPAC Advantage Series General Ledger as Sage ERP Accpac General Ledger.
- The Enterprise Edition is now Sage ERP Accpac 500.
- The Corporate Edition is now Sage ERP Accpac 200.
- The Small Business Edition is now Sage ERP Accpac 100.

• We introduced a number of changes to G/L Account Groups.

• <u>We enhanced General Ledger reports</u>.

- •FR can consolidate by **\\acctgroup** (account group) and by **\\acctgroupsort** (account sorted group).
- •You can set an optional field as Required without also requiring a default value. You must also set the Auto Insert option for the required optional field to Yes.
- •Finders display account optional fields.
- •You can view the year to be created in Create New Year.
- •We have removed the Go button from the Account History Inquiry, the Source Currency Inquiry, and the Transaction History forms. General Ledger displays results automatically when you change any input field.

# G/L Security

G/L Security is a feature of the General Ledger program that lets you limit the accounts that individual users can view or work with to minimize the risk of unauthorized activity.

If you use G/L Security, an <u>Account Permissions icon</u> appears in the G/L Accounts folder that lets you assign access rights to accounts.

You assign access depending on your security needs. For example, you can set up identical access rights for all Sage ERP Accpac users within a department, division, or business unit that restrict access to accounts outside that group. For maximum security, you can block your entire chart of accounts to all Sage ERP Accpac users except user ADMIN.

- •With G/L Security, you can assign account access rights to individual users to control which accounts they can view and work with to minimize the risk of unauthorized activities.
- •You can block off entire account segments or only the most sensitive accounts (for example, Payroll, Sales, Retained Earnings, Common Stock and Preferred Stock).

Once you turn on G/L Security, you can set the default account access:

- •All Accounts. Allows all Sage ERP Accpac users unrestricted access to General Ledger accounts unless you set up restrictions in the G/L Account Permissions window.
- Note that you do not require permission to all accounts to perform periodic maintenance functions, such as deleting inactive accounts.
- Occasionally, you may find that you cannot edit or delete a structure code, segment, or source code because it is in use by an account that you cannot see. In this case, a user with access to all accounts will have to modify the accounts that use the unseen code or segment.
- •No Accounts. Prevents all Sage ERP Accpac users except user ADMIN from seeing accounts and account data in General Ledger and subledger applications unless you grant individual access rights

to accounts in the G/L Account Permissions window.

 If you choose No Accounts, other Sage ERP Accpac users won't be able to enter Accounts Receivable invoices or post transactions unless you assign them permissions.

#### **Notes re Rollup Accounts**

If you are using G/L Security and want to create rollup accounts, you must have access rights to view all member accounts of the rollup account in order to view the rolled up balances in the higher level account.

If a roll up account is accessible under the user's security rights, all of its member accounts are also assumed to be accessible.

# How Access Restrictions Affect Sage ERP Accpac Users

Account access restrictions affect Sage ERP Accpac user activities in the following ways:

**Account lookup and inquiry.** Users can't look up restricted account numbers in Finders or perform account inquiries in General Ledger.

If users enter restricted account numbers into fields, they will see an error message stating that the specified account does not exist in the General Ledger.

Adding new accounts. Users cannot add new accounts that fall within a restricted segment range.

**Posting and other batch-related activities.** Posting is limited to batches that do not contain restricted accounts. Users cannot view a batch that contains transactions with restricted account numbers. The batch will not appear in batch list windows.

Even if the user has Journal Posting rights, they cannot post batches if G/L Security has been set to No Accounts.

**Invoice entry.** Users cannot enter invoices for restricted accounts in Purchase Orders or Accounts Receivable.

Importing and exporting account data. Users cannot import and export

data for restricted accounts.

**Report generation.** Restricted account ranges do not appear in financial reports created using Financial Reporter.

## Security for Accounts that Use Blank Segments

If you use a mix of account structures in your chart of accounts, you need to consider how the program handles accounts that do not contain all the segments you use in your system.

If an account number does not include a particular segment, say division, the program considers this segment blank. Unless you specifically restrict blank values for the division segment, the segment will be allowed.

For instance, for the sample company, SAMLTD, account 1000 contains only the account segment. If you do not restrict blank division and region segments and the account segment 1000 is allowed, account 1000 will be visible.

To allow accounts that include division 100 - but restrict those that do not contain the division segment - you would set account permissions as follows:

•If the default access in G/L Opt	ions is All Accounts:
-----------------------------------	-----------------------

Allow	Segment	From	То
No	Division		ZZZ
Yes	Division	100	100

All division segments with a blank value are restricted.

•If the default access in G/L Options is No Accounts:

Allow	Segment	From	То
Yes	Account		ZZZZ
Yes	Region		ZZ
Yes	Division	100	100
No	Division		

Note that the order of permissions for the division segment is important.

## Designing Your General Ledger

Before you begin setting up any part of your general ledger, design your chart of accounts by listing the accounts you need and deciding on an account numbering scheme that suits your financial reporting requirements. If you don't have the services of an accountant to assist you, use one of the sample data charts of accounts as a guideline for designing your own chart of accounts. Print the sample charts of accounts by selecting General Ledger Reports > Chart of Accounts.

# **Common Services System-Wide Options**

You must choose some system-wide options in System Manager's *Common Services* before setting up your General Ledger. These include:

• Multicurrency setting.

With multicurrency turned on, you can process transactions in more than one currency. If you select multicurrency, you must also select your home currency (called the functional currency). You make this selection in the Company Profile form of Common Services.

•Number of fiscal periods.

Select either 12 or 13 periods for your fiscal year. You make this selection in the Company Profile form.

•Currency codes, rate types, tables, and rates.

You maintain all currency information in the Currency windows. For information, see Common Services help, or refer to the System Manager help.

You do not have to create fiscal calendars before you activate General Ledger. General Ledger creates fiscal calendars during activation based on the number of years of account history you want to add.

#### See also

Before setting up General Ledger General Ledger Options form Setting up General Ledger

### Current Fiscal Year

General Ledger activation uses this date (and the Oldest Fiscal Year Starting Date) to determine how many fiscal calendars it needs to create.

For example, if your year starts in April, and it is now June, 2001, your current fiscal year is 2002.

General Ledger will create calendars for prior fiscal years up to the current year, and it will also create a calendar for the current fiscal year if one doesn't already exist.

**Note:** This year is used only to create the correct fiscal calendars. When activation is finished, General Ledger sets the current fiscal year to the year before the *oldest fiscal year* you specified, so you can enter the opening balances for your ledger.

#### See also

Oldest Fiscal Year Starting Date

# **Revaluation Codes Field List**

Click the following links for help with fields on the Revaluation Code form:

Revaluation code Rate Type Source code Unrealized exchange gain account Unrealized exchange loss account Recognized Gain/Loss Account

## Account Structures Field List

For help with the fields in the Account Structures form, select from the keywords listed below:

Structure code Description Choose the segments to be added to this account Segments currently used by this account Use as Company Default Structure

### **Recurring Entries Field List**

For help with the fields in the G/L Recurring Entries form, select from the list below:

# **Transaction header information**

Recurring Entry Code Entry Description Schedule Code Start Date Expiration Type Last Run Date Last Maintained Inactive Description Source Code Entry Mode Auto Reverse Current Debit or Credit Out of Balance By

# **Details grid**

Account description Account (number) Comment Date Description (of recurring entry) Optional Fields Quantity Reference Source Ledger / Source Type

### **Multicurrency fields**

Currency Exchange Rate Functional Debit/Credit Rate Rate Date Rate Type Source / Functional Credit Source / Functional Debit

# G/L Accounts — Optional Fields Tab

This tab lets you assign an unlimited number of optional account fields to hold additional information that your company wants to track for the account.

Any optional account fields that you set up for automatic insertion appear on the tab, along with their default values.

If you set up an optional field as a Required field, the optional field should be in the account's Optional Fields tab; if it isn't, you won't be allowed to save or add the account.

Note that you must first define optional fields for your company in Common Services, and then set up optional fields for General Ledger (using the G/L Optional Fields setup form), before you can assign optional fields to accounts.

You can include these account fields on the report when you print the long form of your chart of accounts. You can also use these optional account fields as selection criteria when printing your chart of accounts, trial balances, transaction listings, and source journals.

# For each optional account field that you want to assign to the account:

- 1. In the Optional Fields column, use the Finder to select optional account fields that you have defined using the G/L Optional Fields setup form. When you choose an optional field, the program fills in the description and the default value for the optional field.
- 2. If you wish to change the value for the optional field, use the Finder in the Value column to select a 🛛 value.

Click the links below for information on individual tabs:



Click here for hints on using forms.

See also

Field List

Adding a new account Changing account information Deleting an account Displaying account information G/L Optional Fields Form Using Optional Fields in General Ledger

# G/L Accounts - Transaction Optional Fields

This tab lets you add an unlimited number of optional fields for additional information that you wish to include with transactions processed for a selected account.

Transaction details that use the account will include these optional fields, whether you enter the transactions through General Ledger's Journal Entry, Create Allocation Batch, Create Revaluation Batch, or Create Recurring Entries Batch form, or you create them for General Ledger in a Sage ERP Accpac subledger.

**Note:** To save optional fields with posted transactions, you must select Detail as the Post To Account option on the Detail tab. The program does not keep optional field information with consolidated transactions.

# For each optional transaction field that you want to assign to the account

- 1. In the Optional Fields column, use the Finder to select optional transaction details fields that you have defined using the G/L Optional Fields setup form. When you choose an optional field, the program fills in the description and the default value for the optional field.
- 2. If you wish to change the value for the optional field, use the Finder in the Value column to select a 🛛 value.

Later, when you use the account in a journal entry, General Ledger includes the optional transaction fields and values you assigned.

#### Using the Same Optional Fields for Transactions and Accounts

If you want to use the same optional fields for transactions as you use for the account, click the Replace Optional Fields button.

Providing you have set up matching optional fields for accounts and transaction details in G/L Optional Fields, the program replaces the optional fields on this tab with optional fields that match those used on the Accounts Optional Fields tab. (If an optional account field has no matching optional transaction field in G/L Optional Fields, the field is not used for transaction details.

Click the links below for information on individual tabs:



Click here for hints on using forms.

#### See also

Adding a new account Changing account information Deleting an account Displaying account information Using Optional Fields in General Ledger.

# G/L Options Field List

For help with the fields on the G/L Options form, select from the list below:

#### Company tab

#### Account tab

Functional currency Multicurrency option Default rate type Use account groups Maintain quantities Decimal places in quantities Default closing account Reporting rounding account (Euro functional currency only) Use G/L Security Default Access

#### Posting tab

Lock budget sets Allow posting to previous years Allow provisional posting Force listing of batches Default source code Edit imported entries Years of fiscal sets Years of transaction detail

#### Segments tab

Segment number Segment name Length Use in closing Account segment Segment delimiter Default structure code

# G/L Options � Company tab

This tab lets you:

•Change the contact name, telephone number, and fax number for the General Ledger.

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company Profile form in Common Services.

For information about other G/L Options tabs, choose from the tabs shown below:

<u>Account</u>	Posting	Segments

#### **Company name and address**

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company form in Common Services.

To change the contact name, telephone number and fax number for the General Ledger administration, use the Options form in G/L Setup.

#### See also

Account revaluation codes Account structures General Ledger icons Segment codes Source codes Source journal profiles

# G/L Options — Account tab

This tab lets you change settings that determine how accounts are processed in the General Ledger.

You would usually change account settings only after year-end closing.

Options on this tab include:

- •Multicurrency accounting. You specify whether the ledger uses multicurrency accounting and, if so, the default rate type.
- •Account groups. Whether you will assign each account to a group.
- •Quantities. Whether you will keep quantity balances (such as number of units sold), and, if so, how many decimal places you want to use for quantities.
- •Default closing account. You close income and expense accounts at year end to this account.

For information about other G/L Options tabs, choose from the tabs shown below:

Company Posting Segments

# **Multicurrency and quantities settings**

You can turn on the Multicurrency or Maintain Quantities options at any time in the Options form in G/L Setup. But, once you turn them on, you cannot turn them off.

You can increase the number of decimal places for quantities at any time (up to 3), but you cannot decrease the number of decimals.

**Note:** The Multicurrency option will not appear on this tab unless you install the Sage ERP Accpac Multicurrency product and chose the multicurrency option on the Company Profile.

### Account groups and retained earnings account

You can change your choice for the Use Account Groups option, or change the default closing account at any time.

# **G/L Security**

After turning on G/L Security, you use the G/L Account Permissions form to define account access permissions for individual users.

**Note:** Depending on the Default Access setting, you will need to use the Account Permissions form mainly to grant access to accounts, or to restrict it.

#### See also

Account Permissions Account revaluation codes Account structures General Ledger icons Segment codes Source codes Source journal profiles

# G/L Options — Posting tab

This tab lets you:

•View and change the budgeting, batch-editing and posting controls originally set for General Ledger during installation.

You can change these settings at any time.

- •View the posting information that is maintained by General Ledger.
- •Specify a source code to use as the default for journal entries.

For information about other G/L Options tabs, choose from the tabs shown below:

<u>Company</u>	Account	Segments
----------------	---------	----------

The posting statistics on this tab of the form are provided by the system and display information about batch posting activity for the current fiscal year.

#### See also

Account revaluation codes Account structures General Ledger icons Segment codes Source codes Source journal profiles

# G/L Options — Segments tab

This tab lets you:

- •Choose and change the structure code that appears as the default when you add new accounts.
- •Specify during setup which segment in your account numbers represents that account code. (You cannot change this setting later.)
- •Specify during setup which character you use to separate account segments. (You cannot change this delimiter later.)
- •Define the segments (divisions or portions) you use in your General Ledger account numbers.

You can add segments at any time. The number of segments you can create depends on the edition of Sage ERP Accpac you are using:

- Up to 10 segments can be created in Sage ERP Accpac 500.
- Up to 4 in Sage ERP Accpac 200.
- Up to 3 in Sage ERP Accpac 100.

For information about other G/L Options tabs, choose from the tabs shown below:

Company Account Posting

### Account number size

•Each account number can contain up to 45 characters, including segment delimiters (separator characters). However, most General Ledger reports that include account numbers assume your numbers will be 24 characters or fewer.

If you use longer numbers, you will have to modify your reports.

- •You can define up to ten segments to be used in your General Ledger account numbers, and you can use up to 15 characters in a single segment.
- •Individual account numbers can contain from one to ten segments, and you can vary the number and order of segments used in account

numbers in the same general ledger.

### Account number format

•One segment of the account number is called the account segment. This segment identifies the exact purpose of the account (such as petty cash).

You specify the number of the account segment in the Account Segment field on the Segments tab of the G/L Options form. Every account number and account number structure you add must include the account segment.

- •Other account segments can identify divisions, departments, warehouse locations, and so on.
- •The delimiter character is used to separate the segments of the account number during entry and display, and on reports, making it easier to read.
- •You can use each account number segment you define to select and sort accounts that appear on reports and inquiries.

# **Changing segments**

At any time, you can:

- •Add new segments
- •Change segment descriptions.
- •Delete a segment, providing it is not assigned to an account number structure.
- •Change the length of a segment, providing it is not used in an account number structure.

### After defining account segments

If you define more than one account number segment, you must also:

- •Define <u>account number structures</u> the various combinations of segments used in your account numbers. (Use the Account Structures form.)
- •List the segment codes that are valid for each segment. (Use the Segment

Codes form.)

Valid segment codes could be the codes for all departments in the company, the company's division codes, etc.

### Account structures

An account structure identifies which account segments are used by particular accounts in your general ledger, and the order of those segments in the account number.

Account structures let you use different numbers of account segments in your codes within the same General Ledger.

The number of account structures you can define is determined by the version of Sage ERP Accpac you are using (3, 4, or an unlimited number).

The following example illustrates how account structures work.

If you defined four account segments in the G/L Options form:

- •You can define one account structure that uses only two segments in account numbers (such as the account segment and the department segment).
- •You can define another structure for account numbers that have four segments, such as the account segment, and segments for the department, sales region, and product type.

# Single-segment account numbers

A one-segment account number has only an account segment. You cannot create account structure codes or segment codes for a single-segment account number.

You cannot close single-segment income and expense accounts by account number segment. Instead, G/L closes the accounts to the default closing account specified on the Account tab of the G/L Options form.

#### See also

Account revaluation codes Account structures General Ledger icons Segment codes Source codes Source journal profiles

# **Group Category**

Group categories organize your accounting information for presentation in the Income Statement and Balance Sheet snapshots in the Sage ERP Accpac portal.

These snapshots retrieve data using group categories that are linked to your accounts through the standard account groups.

If you plan to use the Income Statement and Balance Sheet snapshots, note that before you configure the snapshots, you must:

- •Assign all account groups to appropriate categories from the standard set of group categories that comes with General Ledger. You can assign any number of account groups to the same category.
- •Assign all general ledger accounts to appropriate account groups.

Otherwise, the snapshots may display incorrect information, or no information.

### **Changing Sort Codes**

You can change the order in which accounts appear, and you can insert new account groups within an existing order.

You change sort codes only in the Change Sort Codes window, as described in this topic.

# To change the sort order for account groups

- 1.Open G/L Setup > Account Groups.
- 2.Click the Change Sort Codes button to display the Change Sort Codes window.
- 3.Double-click in the New Sort Code column for the account group you are changing.
- 4. Change the code, then tab out of the column.

The account group moves to its new position in the list.

- 5. Assign the same sort code to the other account groups in the set.
- 6.Click the Process button to save your changes.

# Field List for G/L Optional Fields

For information about fields in the G/L Optional Fields form, click these links:

Auto Insert Default Value and description Optional Field and description Optional Fields For Required Value Set

### Working With Detail Entry Grids

The first tab of each transaction entry form in Inventory Control contains a detail entry grid that shows the document details in tabular format.

If there are more columns than can be displayed at one time, you can use the horizontal scroll bar at the bottom of a list to view the additional columns. You can also <u>rearrange the order of columns</u>, or change column widths, consistent with how you enter data.

If you need to view or edit options for a single detail, you can select a detail and open a separate form that lets you see all the fields for the selected detail.

#### To add details using the detail grid, do one of the following

- •If a blank line is highlighted, tab to the Item Number field, then either type the item number or select it from the Finder. Enter the remaining information for the detail.
- •To start a new line, press Insert or tab through the end of the last line on the grid. If you want to insert a new line in a particular location, highlight the line above the location, then press Insert.

A detail line is saved as you enter it on the detail entry grid.

#### To edit details using the detail grid

•Highlight the line you want to edit, then enter your changes on that line.

#### To delete details using the detail grid

- 1. Highlight the line you want to delete.
- 2. Press the Delete key on your keyboard.
- 3. If you see a message asking you to confirm the deletion, click Yes.

#### To open a Detail form (F9)

In most cases, you can enter all the necessary details for a document right on the grid.

You can also view and edit all the fields for a single detail on a separate

Detail form.

To open the Detail form to edit item information or to change options, highlight the detail on the grid, then either click the Detail button or press the F9 key on your keyboard.

#### See also

Changing column widths in data-entry forms

### Drop-Down Lists

Drop-down lists are used throughout Windows programs. To select from a set of choices, click on the down arrow, and Windows will display the list.

You can also:

- •Tab to the list field and press the Down Arrow to scroll through list choices.
- Tab to the list field and press Alt-Down Arrow to display the list.

# Using Help

Welcome to Sage ERP Accpac online Help! Help is available from both the Sage ERP Accpac desktop and from Sage ERP Accpac on a Web browser.

# **Obtaining Online Help**

•For help on using Sage ERP Accpac:

- Click Help Topics on the Help menu on the Sage ERP Accpac desktop, or
- Press F1 in your browser from an open form.
- •To view the Help contents for a specific module, open a form for the module, then click Contents on the module's Help menu or press F1.
- •Click the What's This command from the Help menu or click the Context Help button to obtain help about the Sage ERP Accpac desktop.

### Drilldown Button

Click the Drilldown button **r** on the Journal Entry form to drill down to the transaction in the source ledger from which this journal entry originated.

For example, you can drill down to an Accounts Receivable invoice or Accounts Payable payment entry to check the details.

To drill down to an associated transaction from a statement that you generated in G/L Statement Designer, see  $\underline{FR Drilldown}$ .

# Navigation buttons 🗰 🕠

Click the navigation buttons to move through the list of existing batches or entries.

Use the previous button to go to a previous record; use the next button to go to the next one. You can also jump directly to the first and last records.

Note that the navigation commands only find records that match the criteria set for them. If you cannot find a record, see if Set Criteria is checked on the menu.

### Account Structure Report — Features

This report lists:

- •The account structure codes in the range you selected.
- •The description for each code.
- •The segments included in each account structure, in the order they appear.

For instructions about printing the report, see <u>Account Structure report — printing</u>.

Every account you define must have at least one structure code.

#### See also

<u>General Ledger reports</u> <u>Printing the Account Structure report</u>

### G/L Options Report — Features

This report lists the options selected and information entered on the G/L Options form, including the following:

- •account-number segments defined for your ledger and the descriptions associated with those segments
- •which (if any) budget sets are locked
- posting preferences

For instructions on printing the report, see <u>G/L Options report — printing</u>.

#### See also

General Ledger reports

### Recurring Entries Report — Features

The recurring journal entries report lists recurring journal entries set up using the G/L Recurring Entries form.

This report lists recurring entries by code, states which account(s) the codes pertain to, and shows the type of schedule and its frequency. It can also include optional fields entered with transaction details, if you choose to include them.

For instructions on printing the report, see <u>Recurring Entries Report — Printing</u>.

#### See also

General Ledger reports

### Transaction Details Optional Fields — Features

Similar to the G/L transaction listing, this report lets you select and print transactions that use specified optional transaction fields and optional field values.

The report lists posted transactions that include the specified optional transaction fields whose values fall within the specified range of values for the selected accounts.

For instructions on printing the report, see <u>Transaction Details Optional Fields Report</u> - <u>Printing</u>.

### Information printed on the report

- •The range of optional fields and values, account numbers, segment codes, account groups or account sorted groups you specified for the report.
- •The order in which accounts are listed, by account number, segment, account group, or account sorted group.
- •Posted transaction details that meet the specified criteria are listed with the posting sequence, batch number, year and period for the transaction, as well as the optional field codes and values, debit or credit amount, quantity, and unit of measure used for each detail.
- •The total of the details posted to each account.
- •In multicurrency ledgers, the report print amounts in both source and functional currency or in functional currency only.

#### See also

General Ledger reports Printing the Transaction Details Optional Fields report

### General Ledger Menu Commands

The menu bar appears in all General Ledger screens immediately below the screen title.

General Ledger menu commands are the same as appear on other Sage ERP Accpac forms. For more information about menu commands, click one of the following links:

File menu Help menu Settings menu

See also

<u>General Ledger forms</u> <u>General Ledger reports</u> <u>Using Help</u>

### **General Ledger Reports**

General Ledger prints two main types of reports:

- •Audit reports that provide you with transaction listings and status information (such as batch listings, posting journals, source journals, the chart of accounts, and the trial balance).
- •Financial reports (such as balance sheets, income statements, and statements of changes in financial position).

If you have a multicurrency ledger, these reports can also include source and functional-currency (home currency) information (on letter size, legal size, or A4 paper).

#### See also

Financial reports

Reports Features

Printing Reports

### **Create Accounts Preview Report**

To view this report, enter data into the fields in the G/L Create Accounts form, click the Preview button, then click File / Print.

1.Select a Sort By option:

- Account Number (then select From/To range)
- Segment (then choose the segment)
- Account Group
- 2. Choose the option Select Account Groups by Sort Code Range, then fill in the From / To Sort Code fields. (optional)

If you do not select this option, enter the range of account groups for the selection in step 1.

- 3.In the grid, select the range of Segments.
- 4. Include the following details (optional):
  - Subledger
  - Optional Fields

5.Click Print.

This report displays account numbers, status (active or inactive), account group, etc.

#### See also

Create Accounts

### G/L Accounts — Allocation Tab

The Allocation tab tells General Ledger how to distribute the balance of an account when you run Create Allocation Batch (in the G/L Periodic Processing folder).

### To define account reallocations

- 1. Select the source code for the reallocation transactions.
- 2. Choose whether the account is reallocated based on the account balance or on the account quantities.

**Reallocation by account balance** distributes the balance in the account to the target accounts based on the percentages that you specify on the Allocation tab. (For example, you could distribute 25% of the balance to each of four accounts.) This choice distributes balances only, and does not distribute quantities.

**Reallocation by account quantities** distributes the net quantity in an account to the target accounts according to the percentages that you specify. It then distributes the account balance to the target accounts based on the quantities that were distributed. All accounts must maintain quantities, and they must use the same unit of measure.

3.List the accounts to which you are allocating balances, together with the reference, description, and percent of the account balance or quantity that you want to assign to each transaction detail.

Note: The total percent allocated must be 100%.

Click the links below for information on individual tabs:



Click here for hints on using forms.

#### See also

Adding a new account Changing account information Deleting an account Displaying account information

### G/L Accounts — Currency Tab

This tab is available only if the Multicurrency option is selected:

- •On the Company Profile form in Common Services.
- •On the G/L Options form.
- •For the account on the Detail tab of this form.

The Currency Information tab lets you specify which currencies are valid for the account.

# To specify currencies

- 1. Choose whether you want to allow posting from all currencies defined in Common Services, or only specific ones.
- 2. Choose the currency you want appearing as a default during transaction entry.
- 3. If you chose specified currencies, enter each of the currencies in which you want to enter transactions.

Even if you choose all currencies, use the table to specify which currencies you want to revalue automatically for the account (if any).

Double-click with the mouse, or press the Spacebar, to turn on Revaluation for a particular currency.

You can save disk space by reducing the number of valid source currencies for an account. When an amount is posted in a valid source currency, the system creates Source, Functional, and Equivalent fiscal sets to store original and converted currency amounts.

Click the links below for information on individual tabs:



Click here for hints on using forms.

#### See also

Adding a new account Changing account information Deleting an account Displaying account information Source Currency Inquiry

# G/L Accounts — Rollup tab

This tab lets you:

- •Create relationships between accounts that can be used for classification, budgeting, and reporting.
- •Creating a relationship between accounts lets you consolidate (rollup) account balances (and quantities, if applicable) to provide a summary balance similar to the consolidation options provided in Financial Reporter.
- •Change a rollup account to a non-rollup account (by clearing the Rollup option on the Details tab for that account).

# Cautions

You should be aware of the following rollup cautions when creating rollup groups:

- •A parent account cannot be a child of itself. That is, when you create a rollup group, you cannot add the top account as a member of the same group.
- •New accounts do not get added automatically to existing rollup groups.
- •When you prohibit posting to a rollup account, you can still post to that account in other ledgers (A/R, A/P etc), but not in G/L.
- •Be aware that if a user is granted security rights to view a parent account, they also will be able to view the member accounts in the group.
- •An account can be a member of more than one rollup group.
- •Be careful how you set up the rollup groups so as to avoid doublebalances in reports.

To select member accounts for a rollup account

Click the links below for information on individual tabs on the Accounts form:

Optional <u>India</u>
-----------------------

Detail	Fields	<u>Optional</u>	Allocation	<u>Currency</u>	Subledger
		Fields			

Click the Field List button at the top of this topic for information about fields on all tabs of the G/L Accounts form.

Click here for hints on using forms.

#### See also

Adding a new account Changing account information Deleting an account Displaying account information

### G/L Accounts Field List

For help with the fields on the G/L Accounts form, select from the list below:

- Replace Optional Fields button
- Detail tab
- Doptional Fields tab
- Trans. Optional Fields tab
- <u>Allocation tab</u>
- Currency tab
- Subledger tab
- 🕑 <u>Rollup tab</u>

### G/L Accounts — Detail Tab

The G/L Accounts form contains tabs of information about each general ledger account, depending on the options you have chosen for the particular account you are adding or displaying. The Detail tab contains all the information that is required for every account and is the tab that appears whenever you open the G/L Accounts form.

To add information to fields on the Detail tab, click here.

Click the links below for information on individual tabs:



Click here for hints on using forms.

#### See also

Adding a new account Changing account information Deleting an account Displaying account information Entering account balances Chart of accounts

### G/L Accounts — Subledger Tab

This tab appears when you select the Control Account option on the Detail tab.

The Control Accounts Subledgers Information tab lets you specify which subledgers use the account as a control account.

# To specify the subledgers which use a control account

- 1.On the Detail tab, specify that this account is a control account for subledgers.
- 2. Choose the Subledger tab.
- 3. Choose the subledgers which will use this account as a control account.

Click the links below for information on individual tabs:



Click here for hints on using forms.



Adding a new account Changing account information Deleting an account Displaying account information Source Currency Inquiry

# **Rollup Account**

An account that shows the relationships between accounts that can be used for classification, budgeting, and reporting. Creating a relationship between accounts lets you consolidate or rollup account balances (and quantities, if applicable) to provide a summary balance similar to the consolidation options provided in Financial Reporter.

### Journal Entry Inquiry

Use this form to look up the journal entry details from which the transaction you selected on the Transaction History form was created.

Information includes:

- •batch and entry number
- •fiscal year and period
- •all the debit and credit details in the journal entry
- •total debits and credits for the journal entry

For each detail you can see:

- •reference
- description
- account number
- quantity
- date
- •source ledger
- source code
- debit amount
- •credit amount

In multicurrency ledgers, you can also see the currency, rate date, rate type, and exchange rate, as well as the debit and credit amounts shown in functional currency.

To open the Journal Entry Inquiry form, select a transaction line in the <u>Transaction History</u> form, then double-click the line.

Choose Close to return to the Transaction History form.

# Account Permissions Field List

User ID

#### Segment tab

- Allow
  Segment
  From
  To

#### Account tab

- ▶ <u>Allow</u>
   ▶ <u>From</u>
   ▶ <u>To</u>

### Batch Status Report — Features

This report lists information about General Ledger batches, including the debit and credit totals, the number of entries and, for printed batches, the number of outstanding errors. The report also lists the batch descriptions, to let you track the original entry of transactions. Print the report as part of the transaction-entry cycle, to discover batches for which you need to print or reprint listings before posting, and batches that contain errors.

For instructions on printing the report, see <u>Batch Status report — printing</u>.

### Information printed on the report

The following information is printed on the report:

- •The range of batch numbers, source ledgers, and batch creation dates for the batches that you want printed.
- •Whether it includes batches that have already been listed.
- •The batch type.
- •The status of the batches you chose to print.
- •For each batch, the report lists the batch number, the batch description, the source ledger, the number of entries (unless posted), the creation date, the last edit date, the status, the batch type, the posting sequence, the number of reported errors, and the batch totals (amounts and quantities).
- •A batch summary at the end of the report lists the number of batches of each status: number of batches, number of entries, and total debits and credits.

#### See also

<u>General Ledger reports</u> <u>Printing the Batch Status report</u>

### **Batch Listing — Features**

This report lists posted and unposted batches of general ledger transactions.

For instructions on printing the report, see <u>Batch Listing - printing</u>.

To enforce a strict audit trail, turn on the Force Listing Of Batches option on the G/L Options form. This option prevents you from posting batches that are unlisted.

## Information printed on the report

The following information is printed at the top of the report:

- •The range of batch numbers, source ledgers, and batch creation dates for the batches that you want printed.
- •Whether it includes batches that have already been listed.
- •The 🗈 <u>batch type.</u>
- •The 🗈 status of the batches you chose to print.
- Displays the account description.

The body of the report lists batches sequentially.

For each batch, the report lists the batch number, the batch description, the creation date, the status, the batch type, all entries in the batch, and the batch total.

- •The batch description indicates whether the batch was retrieved from ACCPAC Plus for DOS.
- •The first two characters of the source code identify the source ledger (for example, IC for Inventory Control). The last two characters identify the transaction type (for example, RC for receipt)
- •Any comment lines you entered with an entry detail are listed immediately after the detail. These comments appear on the posting journal, but are not stored with posted transactions (in other words, they do not appear in a source journal or on the G/L Listing).
- •Batch totals are listed after all the batch entries.

- •The report also lists the number of entries in each batch and the number of batches in the report.
- •If you have a multicurrency ledger, you can print amounts in both functional currency and source currency (on letter size, legal size, or A4 paper). If you print source-currency information, the report also contains rate information for each multicurrency entry, including the rate type, the date the rate was entered, and the rate itself.

•The Account Description is included on the report.

Optional fields that were posted with details are printed for each entry, if you chose to include optional transaction fields on the report.

The report also identifies entries within posted batches that were not posted successfully.

#### See also

<u>General Ledger reports</u> <u>Printing the Batch Listing report</u>

## Posting Journals — Features

The Posting Journal is the record of every entry that is posted to General Ledger accounts. It is an essential part of the audit trail, linking the batch listings to the G/L Transactions listing. You can post provisional transactions if you use the Allow Provisional Posting option on the G/L Options form.

For instructions on printing the report, see Posting journal - printing.

Print the journal in account number order or in posting sequence order. (All batches posted at one time are assigned the same posting sequence number.) You can also select the range of posting sequences to print.

Once you have printed the journal to a printer or file, you can clear the data for the posting sequences printed, but you do not have to clear the journal between posting sequences. You can keep adding to it with each posting until you are ready to change the fiscal year, when you must clear the entire journal.

The Create New Year form also produces a posting journal that shows the entries generated to close revenue and expense accounts.

# Information printed on the report

- •The range of posting sequences in the report.
- •The sorting order (either by posting sequence or account number).

The report lists the following information for each detail:

- •The batch number and entry number. Like the posting entry number, these numbers remain with the posted transactions unless you consolidate. The numbers let you track transaction details back to the original batch listings.
- •All details and comments that appeared on the batch listing and were successfully posted in this sequence.

The journal includes the original details which are consolidated on posting. The consolidated entries are listed in the summary at the end of the report.

Comments appear on this journal, but not on the G/L Transactions Listing or on source journals.

- •Optional transaction fields posted with journal entry details, if you chose to print them.
- •The number of posting entries in this posting sequence.
- •In multicurrency ledgers, you can print both source-currency and functional-currency information on letter, legal, or A4 paper.
- •The Posting Journal Errors Report lists all entries containing errors, together with the number of the new batch into which they were placed. These entries must be corrected, then posted again.

**Note:** if the posting journal has been printed and the Reprint Previously Printed Journals option was not selected, the corresponding Posting Journal Errors report will not print.

#### See also

<u>General Ledger reports</u> <u>Printing Posting Journals reports</u>

## Journal Entry Field List

For help with fields on the Journal Entry form, click the links in the following list:

#### **Batch information**

Batch description Batch number

#### Journal entry information and options

Auto reverrse Date (journal entry) Entry description Entry number Normal/Quick entry Source code Status (Ready to Post or Open)

Year Period

#### Journal details

Account description Account Comment Credit/Source Credit Date (detail line) Debit/Source Debit Description Optional Fields Quantity Reference Source code Source ledger and Source type (entry grid)

#### **Multicurrency fields**

Currency Func DR/CR Rate Rate date Rate type

#### **ICT Company fields**

Destination (ICT company field) Originator (ICT company field) Route (ICT company field)

#### **Intercompany Transactions Batches**

If you use Sage ERP Accpac Intercompany Transactions, additional fields appear on the Journal Entry form in General Ledger, letting you identify the originating company for the batch and a destination company and route number for each transaction.

Note that you can enter intercompany transactions only in the company in which you activated Intercompany Transactions.

If you are not using a company in which Intercompany Transactions has been activated, the ICT fields do not appear on G/L forms and reports.

# Customize

Administrators can use this command from the File menu of a form to hide fields and/or buttons in forms and dialog boxes for specific users or for all users assigned to a particular UI Profile. For example, when fields are hidden, data that would normally appear in these fields cannot be printed, and hiding the Add or Delete buttons restricts users from adding or deleting data.

See also UI Profile Maintenance and Assign UI Profiles in System Manager online help.

## Settings Menu

Depending on the form that is open, the Settings menu will contain the following commands:

- •Auto Clear: The Settings menu in the Journal Entry form includes an Auto Clear command to help you streamline data entry. Select the Auto Clear option to start a new entry automatically when you add a transaction (as if you clicked the Add button, then the New button).
- •Save Settings as Defaults and Clear Saved Settings: Other Sage ERP Accpac forms include these two commands in the Settings menu. After you print a statement using specific settings that you saved, when you open the same Report icon again, those settings will have been retained.

## Create Revaluation Batch Field List

For help with the fields on the Create Revaluation Batch form, select from the list below:

Batch description Currency code Revalue by Account / Account Segment range Revaluation codes Fiscal year Fiscal period range J/E (journal entry) date Revaluation rate Rate date Force revaluation Optional fields

## Before Consolidating Transactions

- 1.Post outstanding batches.
- 2.Print the G/L Transactions Listing to obtain a report of full transaction detail for your audit trail.
- 3. If you will not be consolidating by source code, print the source journals you require.
- 4. Determine whether to consolidate by account number or segment, and the range of accounts or segments to consolidate.
- 5. Decide on the fiscal year and period up to which to consolidate transactions.
- 6.Determine whether to consolidate by account and fiscal period or by account, fiscal period, and source code.

If you do not consolidate by source code, assign the source code to assign to consolidated transactions.

7.Back up data.

Note that when you consolidate transactions, you lose any optional field information that was posted with the transactions.

## After Consolidating Transactions

To determine how a transaction was consolidated, check its description and posting sequence number.

- •A transaction created by the Consolidate Posted Transactions form has the description "CONSOLIDATED" and has a posting sequence number of 0. The batch number is 000000.
- •A transaction consolidated during posting has the description "CONSOLIDATED POSTING" and it has a posting sequence number.

If you have some accounts that you consolidate regularly because they accumulate detail that you do not need, you should consider using the option to consolidate those accounts during posting.

## **Intercompany Transactions Company**

An Intercompany Transactions company creates transactions between companies, using one company as the originator of a transaction (for example, Company A pays for a transaction for Company B), and another as the destination company (Company B). There can be intermediate companies between the originator and the destination.

## Chart of Accounts Report — Features

This report lists all or a range of General Ledger accounts according to the selection criteria and the sort and format criteria you specify.

For instructions on printing the report, see <u>Chart of Accounts – printing</u>.

At printing time, you can select accounts by account number, segment, account group, account sorted group, or optional field. Then specify the type of report and range of entries, either accounts or segments, you want to print.

## Information printed on the report

- •The range of account numbers, segment codes, account groups, or account sorted group you specified for the report.
- •The order in which accounts are listed, by account number, segment, account group, or account sorted group.
- •The type of information you are printing:
- O <u>Detail Short form</u>
- o Detail Long form
- o <u>Valid Currencies</u>
- o <u>Allocation</u>
- O <u>Control Account Subledgers</u>
- 0 Fiscal Set Comparison
- o <u>Rollup Accounts</u>
- •The Account Configuration column displays letter codes for each account, in a definite order, each code followed by a comma. The first code represents the account type, followed by the code for the account balance type, followed by the code for the currency type, followed by the code for a rollup account (only when the account is a rollup account or a rollup member, if not, no code appears in this position).

Account Type codes include:

- **B** = Balance sheet account
- I = Income and expense account
- **R** = Retained earnings account

#### Account Balance Type codes include:

- **CR** = Credit account
- **DR** = Debit account

#### Currency Type codes include:

- **M** = Multicurrency account
- **F** = Functional currency

Rollup Account codes include:

- **R** = Rollup account
- **M** = Member of a rollup account
- **B** = Both a rollup account *and* a member of a rollup account
- •The Control Accounts column indicates whether an account is a control account. To see which ledgers use the control account, print the Control Account Subledgers version of the report.
- •The Post In column displays whether to post in detail or consolidated format, or whether posting to this account is prohibited.
- •For a Rollup Account report, the report displays all rollup accounts, all of their directly-related rollup member accounts, and a Yes/No field to indicate if those rollup member accounts are themselves rollup accounts.

#### See also

<u>General Ledger reports</u> <u>Printing the Chart of Accounts report</u>

## G/L Transactions Listing — Features

This report lists all the transaction details for each selected account for the periods you specify.

For instructions on printing the report, see <u>G/L Transactions Listing — printing</u>.

Print this report before consolidating posted transactions and before printing financial statements. You can view the same details (ordered and extracted by different criteria) with the source journals. Because posted transactions can be consolidated, this listing may not show all the details that were entered in batches:

- •Transactions can be consolidated during posting. (Set posting consolidation on the G/L Accounts form.)
- •You can consolidate transactions after posting using the Consolidate Posted Transactions form.

A consolidated transaction created during posting retains the posting sequence number on the G/L Transactions Listing, so the consolidated amount can be traced through the posting journal to the batch listings.

Transactions that are consolidated after posting are consolidated by fiscal period and source code, but not by posting sequence number. The description in this case is "Consolidated."

# Information printed on the report

- •Whether you included accounts with no activity (and no opening balance).
- •Whether you printed adjustment entries or closing entries. (You can print these entries only if you are printing data from period 12 or 13 whichever is the final period of the year.)
- •The order of the report: either by account number, segment, account group or account sorted group.
- •The ranges of account numbers, segments, and account groups, or account sorted groups.
- •The year and range of fiscal periods.

- •The last year closed.
- •The last posting sequence used. The sequence number identifies all transactions posted together. Each time you post transaction batches, the posting sequence number increases by 1.
- •Any optional fields that were used with the transactions, if you chose to print optional transaction fields.
- •Balances and net changes for each account over the selected period
- •Posting sequence and batch-entry numbers

For each account, the report lists:

- •The account number, description, and opening balance.
- •Details posted to the account in the specified periods.
- •The period, source code, date, reference, posting sequence, batch number, entry number, and debit or credit amount.
- •The net change for the account, and the period closing balance.
- •If you chose "Use Rolled Up Amounts", the report lists the transactions of a rollup account and all of its rollup member accounts (at any level), rolled up into a single amount for each transaction.

All transactions listed will be sorted by date within the accounting periods, if the Sort Transactions By Transaction Date option is selected.

*If you use multicurrency accounting*, you can print amounts in both source and functional currencies (on letter, legal, or A4 paper sizes). You can also print the report in functional currency only.

The report includes:

- •Source-currency opening balances. For multicurrency accounts, the report lists the opening account balance in each source currency.
- •Functional-equivalent figures.
- •Functional-currency opening balances.
- •Consolidated details. When the account is consolidated, a separate transaction is created for each currency, as well as for the other consolidation options (source code, fiscal period).

•Change in balance by currency. The report shows the change in the account balance in the last period specified, by source currency.

**Note:** You can print the report in the reporting currency only if you use the euro as your functional currency and have specified a reporting currency.

#### See also

<u>General Ledger reports</u> <u>Printing the G/L Transactions Listing report</u>

# G/L Optional Fields Report - Printing

This report lists the optional account fields and the optional transaction fields you have defined for General Ledger.

For information on the contents of this report, see Optional Fields Report - Features.

# To print the report

1. Choose the Optional Fields icon from the G/L Reports folder.

2.Choose 🗈 Print.

See also

<u>General Ledger reports</u> <u>Optional Fields Report - Features</u>

### **Revaluation Codes Report — Features**

This report lists each of the revaluation codes in the specified range, along with the description and other information entered to define the code in the G/L Revaluation Codes form.

For instructions on printing the report, see <u>Revaluation Code report — printing</u>.

You define revaluation codes only if you have a multicurrency ledger and if you plan to revalue source-currency amounts automatically with Create Revaluation Batch.

## Information printed on the report

- •The range of revaluation codes selected for the report.
- •The revaluation code and description.
- •The rate type you want the Create Revaluation Batch form to use as a default for generating revaluation transactions.
- •The source code to be assigned to details generated by the Create Revaluation Batch form using the revaluation code.
- •The accounts to which the exchange gains/losses are posted.

#### See also

<u>General Ledger reports</u> <u>Printing the Revaluation Code report</u>

## Segment Code Report — Features

For instructions on printing the report, see <u>Segment Code report — printing</u>.

#### Information printed on the report

•The range of segments selected for the report.

For each segment, the report lists:

•All or a range of codes defined for the segment, together with the code descriptions and the numbers and descriptions of the retained earnings accounts to which the segment codes are closed.

#### See also

<u>General Ledger reports</u> <u>Printing the Segment Code report</u>

## Source Codes Report — Features

This report lists a range of source codes, along with the description entered in the Source Codes form for each code.

For instructions about printing the report, see <u>Source Codes report — printing</u>.

Each transaction entered in General Ledger (or in subledgers) must include a source code to identify the type of transaction. For example, GL-AD could identify all adjustments entered in General Ledger, and GL-CA might identify all cash payments.

Source codes add flexibility to your General Ledger, because you define them. You can select and print lists of posted transaction details by source codes, using the Source Journal report from the G/L Reports folder.

## Information printed on the report

- •The range of codes you selected.
- Each source code and its description.
- •The number of source codes printed on the report.

#### See also

<u>General Ledger reports</u> <u>Printing the Source Codes report</u>

### Source Journals Report — Features

Source journals list the details of posted transactions for the source codes that you included in the source-journal definition, and in the order you specify at print time.

You specify the source codes that appear in a report in the source journal profile, and you specify the following items when you print the source journal:

- •The sorting order of the report (by account number, account segment, account group, or account sorted group).
- •The ranges of account numbers, segment codes, account groups, or account sorted groups.
- •The ranges of fiscal periods, references, dates, posting sequences, and batch numbers.

In other words, the journal profile specifies the type of transaction, but you refine the detail selection at print time. The result is a very flexible report for tracing all kinds of transactions, originating in any of the subledgers.

For instructions about printing the report, see <u>Source Journals — printing</u>.

Source journals can include up to 50 source codes for each journal. If you have less than 50 source codes in your ledger, you could print all transactions posted on a particular date or with a particular reference code.

# Information printed on the report

- •The name of the journal. (Journals are identified by name.)
- •The ranges you specified for each column of the report.
- •Details listed in the order indicated by the columns.
- •The total debits and credits of all details printed.
- •Optional fields posted with transaction details, if you choose to include them.
- If you use multicurrency accounting, you can print amounts for the

report in both the source currency and the functional currency (on letter, legal, or A4 paper), or in <u>reporting currency</u> only.

#### See also

<u>General Ledger reports</u> <u>Printing the Source Journals report</u>

### Source Journal Profiles Report — Features

This report lists all or a range of the source journal definitions that have been added to the ledger. Source journals allow you to list posted transactions that were entered with particular source codes. The source journal lists the source codes that are included in the journal, as well as the default report that's used to print the journal.

For instructions on printing the report, see <u>Source Journal Profiles report — printing</u>.

# Information printed on the report

- •The range of journal profiles in the report.
- •The journal names.
- •The source codes included in the report.

#### See also

<u>General Ledger reports</u> <u>Printing the Source Journal Profiles report</u>

## Trial Balance Report � Features

The trial balance report prints the balance for each account in the range of accounts, segments, account groups, account-sorted groups, or optional fields in the general ledger as of the fiscal period you specify.

There are up to seven different trial balance report formats you can print.

- Report
- Worksheet
- Quantity Report
- Provisional Quantity D
- Provisional Included
- Provisional Separate D
- Provisional Worksheet

The last four report formats in the previous list are available only if the Allow Provisional Posting checkbox is selected on the Posting tab in the <u>G/L Options form</u>. As well, the Quantity Report format is only available if the Maintain Quantities checkbox is selected on the Account tab.

All reports can be printed with Balances as of Year/Period or Net Changes except worksheet formats.

For instructions on printing the report, see <u>Trial Balance report printing</u>.

The worksheet is particularly useful at month end and year end. The worksheet format is a double spaced listing of General Ledger accounts, including columns for you to make the adjusting entries. The report format is a single-spaced listing of the accounts and their balances.

You can also print a shorter version of the report or worksheet that omits accounts with no activity.

## Information printed on the report

- •The fiscal period and range of accounts, segments, account groups, or account sorted groups you chose to print.
- •The ordering of the report (either by account number, segment,

account group, or account sorted groups).

- •Debit and credit account balances in separate columns.
- •Additional columns on the worksheet for manual adjustments when you are preparing financial statements.
- •The total debits and credits for all accounts listed on the report, and the amount by which the report is out of balance (if you printed a range of accounts).
- •The amounts and quantities (if applicable) of a rollup account and all of its rollup member accounts (at any level), rolled up into a single amount or quantity. (Rollup member account amounts are included only once in the rolled up amounts.)
- •The net balance of all revenue and expense accounts included on the report [stated as Net Income (Loss) For Accounts Listed]. If you include all revenue and expense accounts, the figure will be the net income to date.

#### See also

<u>General Ledger reports</u> <u>Printing the Trial Balance report</u>

## **Financial Reporter Functions**

Accounts in General Ledger contain two main types of data:

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

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

# **Use FR Paste to create formulas**

Each of the functions described in this section can be pasted into a financial statement using the FR Paste command on the Financial Statement Designer menu bar (under the FR menu). See <u>FR Paste</u>.

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

Information provided by Financial Reporter functions include:

<u>FR</u>	G/L option & company data, and statement print options
FRACCT	account data, including optional fields
FRAMTFRAMTA,	fiscal set data
FRCREDITFRDEBIT,	fiscal set data
FRFISCAL	fiscal calendar dates
<u>FRPOST</u>	transactions detail data, including optional fields
FRRATE	exchange rates
FRSDESC	segment code descriptions
ERTRNERTRNA,	transactions detail data
ERTRNCRERTRNDR,	transactions detail data

# **Typographic Conventions**

This table shows the notational conventions used for functions.

UPPERCASE Words appearing in uppercase letters are function names.

()	Function arguments are surrounded by parentheses.
3	Function arguments are separated by a comma.
,	Optional arguments are separated by a comma.

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

```
FRACCT(fieldname.account number)
```

or

```
FRACCT(fieldname.account number.criteria, format)
```

The optional criteria and format arguments are separated by commas.

## **Most Function Parameters are Text**

Unless otherwise noted with the individual Financial Reporter functions, all function parameters are text.

This means that parameters are either:

•In quotation marks.

Or

•A reference to a cell that contains a text value or a text-valued formula.

## **Errors in Financial Reporter Functions**

All Financial Reporter functions return ERROR if the parameters of the function are wrong or if the referenced values are not defined. (In other words, they display the word "ERROR" as the value of the financial

reporter function.)

The FRACCT function returns a blank if the account reference is missing or the account cannot be found.

The FRAMT, FRAMTA, FRDEBIT, and FRCREDIT functions return "0" if the account reference is missing or if a specific account cannot be found.

Financial Reporter treats the hyphen like zeros for line suppression if you use the "Z" option.

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

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

If you do not have the account segment first, you can still specify a range of account segment codes and print the accounts in account segment order.

Note the following examples:

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

The last example is the most flexible, because it specifies a range of account segment values no matter where the account segment lies in the account structure. This is especially useful if you have more than one account structure.

#### See also

## Consolidating the Financial Statements of Multiple Companies in Microsoft Excel

To consolidate Excel financial statements for multiple companies:

- 1. Open the largest company in Sage ERP Accpac.
- 2.Open General Ledger > Financial Reporter > Statement Designer.
- 3.Open the Financial Statement that you want to consolidate and generate it using FR View. These instructions will refer to this generated sheet as Co#1.
- 4.Scroll to the generated portion of Co#1 (below the specification section) and align the first line of descriptions at the topmost cell of your screen.
- 5.Go to the tool bar at the top of your screen and click New, select Sheet, then click OK. You will have a blank sheet covering your screen. (These instructions will refer to this blank sheet as "Consol".)
- 6.Turn off "automatic calculation" in the new spreadsheet. If you do not do this, the system will update your consolidated spreadsheet continuously, slowing down the system.
- 7. Start with Sheet 2, leaving Sheet 1 for the consolidating sheet.
- 8.Copy, Paste, and Link all companies to separate sheets and then consolidate within Excel to Sheet1. This will eliminate the problem of viewing the tiled spreadsheets while copying cell references.

#### See also

<u>General Ledger reports</u> <u>Printing Financial Reports</u>

# Print Destination (in Print Financial Statements form)

At the bottom of the Print Financial Statements form, you can find the Print Destination selection area, where you select a print destination for the financial statement. (For Financial Reporter statements, you use these settings instead of choosing the destination from File > Print Destination on the Sage ERP Accpac desktop.)

The choices include:

Printer: Prints to a physical printer.
Preview: Displays the report onscreen.
File: Saves the report as a file.
E-mail: Sends the report as an attachment in an e-mail.

#### See also

Fiscal Options Report Type Report as Include Sort by Select Accounts

# **Fiscal Set Field Names**

The following chart provides the names of all balance and net change fields that you can print with the Financial Reporter.

After the chart of field names are two small charts listing the fiscal set prefixes and fiscal year suffixes that can be added to the field names.

Note in the following codes that n is a number that can refer to the fiscal period (from 1 to 13) or to the quarter (from 1 to 4).

In addition, you can print year-end adjustments and transactions to close income accounts to retained earnings with NETADJ and print closing figures with NETCLOSE and BALCLOSE.

# Prefixes to NET and BAL indicate the fiscal set (for example, "QNETP")

NET and BAL can have a prefix A, P, Q, QA, QP, 1\*, 2\*, 3\*, 4 or 5 to indicate actual, provisional, quantity, quantity actual, quantity provisional, or any of the five budget sets. (\*Budget sets 1 and 2 are only available in Sage ERP Accpac 100, while budget sets 1, 2, and 3 are available in Sage ERP Accpac 200. Budget sets 4 and 5 only apply to Sage ERP Accpac 500.)

If no prefix is specified, the default is either actual or provisional depending on the type of the report. Similarly, "Q" by itself is either actual or provisional quantities depending on the type of report.

For example, "BALP" provides the actual or provisional balance at the current fiscal period "ABALP" always provides the actual balance; and "1BALP" provides the balance from budget set 1 for the current fiscal period.

Field description	Reporter code suffix	BAL (balance)	NET (net changes)
Period balance and change	d net		
Current period	Р	BALP <u>*</u>	NETP <u>*</u>

Last period	LP	BALLP	NETLP
<i>n</i> th period	nP	BALnP	NET <i>n</i> P
<i>n</i> periods ago	nPA	BALnPA	NET <i>n</i> PA
Quarter balance an change	id net		
Current quarter (to end)	Q	BALQ	NETQ
Current quarter to date	QTD	BALQTD	NETQTD
Last quarter	LQ	BALLQ	NETLQ
Last quarter to date	LQTD	BALLQTD	NETLQTD
<i>n</i> th quarter	nQ	BALnQ	NET <i>n</i> Q
nth quarter to date	nQTD	BALnQTD	NET <i>n</i> QTD
<i>n</i> quarters ago	nQA	BALnQA	NET <i>n</i> QA
<i>n</i> quarters ago to date <u>*</u>	nQATD	BAL <i>n</i> QATD	NET <i>n</i> QATD
Preceding quarter (3 prds <u>*</u> )	PQ	BALPQ	NETPQ <u>*</u>
Preceding qrtr. <i>n</i> prd. ago	PQ <i>n</i> PA	BALPQ <i>n</i> PA	NETPQnPA
Half year balance and net chg.			
Current half year (to end)	S	BALS	NETS
Current half year to date	STD	BALSTD	NETSTD
Last half year	LS	BALLS	NETLS

Last half year to date	LSTD	BALLSTD	NETLSTD
<i>n</i> th half year	nS	BALnS	NET <i>n</i> S
<i>n</i> th half year to date <u>∗</u>	nSTD	BALnSTD	NETnSTD
<i>n</i> half years ago	nSA	BALnSA	NET <i>n</i> SA
<i>n</i> half years ago to date <u>*</u>	nSATD	BALnSATD	NET <i>n</i> SATD
Preceding half yr (6 prds <u>∗</u> )	PS	BALPS	NETPS
Preceding half yr. <i>n</i> prd ago	PSnPA	BALPSnPA	NETPSnPA
Total year balance chg.	and net		
Total year	Y	BALY	NETY
Year to date	YTD	BALYTD	NETYTD
Preceding yr (12 or 13 prds)	PY	BALPY	NETPY
Preceding year. <i>n</i> prd. ago	PY <i>n</i> PA	BALPY <i>n</i> PA	NETPY <i>n</i> PA
Beginning of year.	OPEN	BALOPEN	
End of year <u>*</u>	CLOSE	BALCLOSE	NETCLOSE
Period 14 adjustments	ADJ		NETADJ <u>*</u>

#### Figures are computed relative to the report period

All fiscal set field values are computed relative to the fiscal period set for the report, except for BALOPEN, NETADJ, BALCLOSE, NETCLOSE, and fields referencing a specific time period.

BALOPEN is the opening balance of the account for the year,

NETADJ is the amount posted to the adjustment period,

BALCLOSE is the closing balance of the account, and

NETCLOSE is the amount posted to the closing period.

References to future periods return zeros as if the transactions had not yet been posted.

## **Fiscal Set Prefix**

Code	Fiscal Set
Blank	Defaults to report setting either actual or provisionally-posted amounts
А	Actual monetary figures
Ρ	Provisionally-posted monetary figures
Q	Quantities (either actual or provisional depending on the report setting)
QA	Posted quantities
QP	Provisionally-posted quantities
1,2,3,4,5	Budget sets 1*,2*,3*,4*, and 5*
R	To retrieve the rollup amount. The R must be the first character and can be used in conjunction with other prefixes.

\*Budget sets 1 and 2 are available if you are using the Sage ERP Accpac 100 edition; budget sets 1, 2, and 3 are available in the 200 edition, while all five budget sets are available in the 500 edition.

For FRTRN, FRTRNA, FRTRNCR, and FRTRNDR commands, the fiscal set designators available are A, Q, and QA.

# **Fiscal Year Suffix**

The fiscal year suffix is the last part of the field name parameter, and is separated from the field name by a period. For example, in the following formula, "ABALP" is the *actual* current balance, and "2008" is the fiscal year suffix.

FRAMT("ABALP.2008","1000%","(ACCTTYPE="B")")

Code	Fiscal Set
Blank	Defaults to current year
2008, 2009, etc.	Specific year identification
L1, L2, L3 etc.	Last year, the year before, etc.

N1, N2, etc. Next year, the year after next, etc.

References to non-existent data will return "#ERROR."

# **Currency Code and Currency Type**

The currency code reference has two parts: currency code and currency type, which are separated by a period. For example, in the following formula, "DEM" is the currency code, and "R" is the type (reporting currency).

FRAMT("PBALP.L1","1000-33-248"; "DEM.S")

Currency Code	Fiscal Set
Blank	Defaults to functional (home) currency
ххх	A three character currency code (such as CAD for Canadian dollars, USD for US dollars).
Currency Type	Fiscal Set
Blank	Defaults to home (functional)

	currency
S	Source currency
E	Equivalent amount in the functional currency
F	Functional currency total (including functional equivalents of all source amounts)
R	Reporting currency (only available if you selected the euro as your functional currency and specified a reporting currency in the Company Profile form in Common Services)

# **Date formats**

The date formats in some versions of Excel are set to jj/mmm/aa instead of dd/mmm/yy if you choose Canada[English] for the country setting in the Windows Control Panel. If you have problems with dates in your statements, choose the International icon from the Control Panel, and select US or Other Country instead of Canada.

#### See also

ER FRAMTA FRCREDIT FREISCAL FRPOST FRRATE FRSDESC FRTRN FRTRNA FRTRNA FRTRNCR FRTRNDR

## Differences between printing from the Financial Statement Designer and printing from the Financial Statements icon

The Financial Statement Designer's print form is *not* identical to the Financial Statements form which appears when you choose the Financial Statements icon.

The Financial Statement Designer differences are as follows:

•You can generate an audit information tab as well as account audit information in the first column of the report. (See Include.)

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

•You can create formulas for each value that appears in the report range instead of the values themselves. (See <u>Include</u>.)

This means that you can update the report simply by recalculating the spreadsheet. (Note that spreadsheet formulas make the spreadsheet a lot larger.)

•If you generate a series of statements for a group of departments, the separate statements are generated in consecutive sheets in an Excel workbook. (See <u>Report as</u>.)

When you print a set of statements using the Financial Statements icon, the program repeats the report generation process for each account segment, printing a series of separate statement.

#### See also

General Ledger reports

# Segment Codes Field List

For help with the fields in the Segment Codes form, select from the keywords listed below:

Segment name Segment code Description Closing account

# Before Adding an Account

Before you can add an account, you must decide the following:

- •The account number and description (name) of the account.
- •The account structure code.
- •The account type, and normal account balance (debit or credit)
- •The <u>account group</u> in which the account belongs, if account groups are used for the company.
- •Whether to post transactions in detailed or consolidated form, or to prohibit posting to certain accounts.
- •Whether to close an income or expense account to an account specified for a particular account code segment.
- •Whether this account is to be used as a <u>control account</u> for a subledger, and if so, for which subledger.
- •Whether to reallocate the account balance to other accounts on a regular basis, and if so, to which accounts and in what proportions.
- •The currencies in which you want to enter transactions for the account (if you have a multicurrency ledger).
- •Whether to store additional information for the account by using optional account fields.
- •Whether you want to keep optional fields with transactions you post to the account.
- •Whether to maintain quantity data for the account, and, if so, the unit of measure to use.
- •Whether to roll up accounts, and which accounts can be rolled up.

# Design the chart of accounts carefully before adding any accounts

How you organize your chart of accounts depends on how you intend to use particular features of the General Ledger system.

You must decide:

- •Which accounts you need.
- •Which account segments each account requires.
- •How you will assign account numbers.

Design your chart of accounts carefully. It is much easier to move accounts around *before* entering them, than to change them afterward.

#### See also

Detail tab Allocation tab Currency tab Subledger tab Rollup tab Adding a new account Displaying account information

# **Post to Account**

When you define an account in the G/L Accounts form, you specify whether the individual debit and credit details entered for the account are to be posted in detail or consolidated form, or whether users are prohibited from posting to the account.

- •Detail. All the debits and credits posted to an account are kept and can be listed individually on source journals and the G/L Transactions Listing report. You can also select Detail to save optional field information with transactions.
- •Consolidated. If you post consolidated transactions, the optional transaction fields are not saved.

There are two methods of consolidating posted amounts in General Ledger:

- During the posting process if you select the consolidated posting option for the account.
- After the transactions have been posted using the Consolidate Posted Transactions form.

•Prohibited. Users cannot post to an account.

## G/L Create Accounts Preview Form

The GL Create Accounts Preview form displays a list of accounts that the program will add to your chart of accounts when you click Preview in the G/L Create Accounts form.

The G/L Create Accounts Preview lets you change the accounts before you add them permanently to your chart of accounts, as follows:

- •You can change the entry in the Create field only if you have not yet processed the account. If you do not wish to create an account that is marked Yes for creation, change the entry to No for the selected account by double-clicking the Create field, or by selecting the field and pressing the spacebar.
- •When you select a preview account that is based on a subledger control account, the Subledger button becomes available.

To view or change the information that will be added to the Subledger tab on the new G/L Account record, click the Subledger button. You can also double-click the Control Account field for any account whose control account attributes you want to change.

•When you select a preview account that is based on a multicurrency account, the Currency button is available.

To view or change the information that will be added to the Currency tab of the G/L Account record, click Currency button. You can also double-click the Default Currency field of a multicurrency account to change the default currency for the account.

•When you select a preview account to which the program will assign optional account fields or optional transaction detail fields, the Optional Fields and the Trans. Optional Fields buttons become available.

To view or change the optional fields that will be added to the Optional Fields tab of the G/L Account record, click the Optional Fields button. The Preview Account Optional Fields form appears.

• To remove an optional account field, highlight that line on the grid, then press the Delete key.

- To add an optional account field, press the Insert key, double-click in the Optional Field column for the line you are editing, then enter the code for the optional field or use the Finder to select the code.
- To change the default value for the optional account field, doubleclick in the Value column for the line you are editing, then enter the value or use the Finder to select it. (Note that if the optional field requires validation, you must select a value you have set up for the field in Common Services.)
- In the G/L Optional Fields setup form, double-click in the Value Set field to change the entry from No to Yes. Also, optional fields which are set as Required in the G/L Optional Fields setup form need to appear in the Optional Fields zoom form in the Create Accounts preview. The system won't allow you to proceed until required optional fields appear in the Optional Fields zoom form.

To view or change the optional transaction details fields that will be assigned to the account on the Trans. Optional Fields tab, click the Trans. Optional Fields button. The Transaction Optional Fields dialog box appears, displaying any transactional optional fields that were previously selected.

- To remove an optional transaction details field, select it on the grid, then press the Delete key.
- To add an optional transaction details field, press the Insert key, double-click in the Optional Field column for the line you are editing, then enter the code for the optional field or use the Finder to select the code.
- To change the default value for the optional account transaction details field, double-click in the Value column for the line you are editing, then enter the value or use the Finder to select it. (Note that if the optional field requires validation, you must select a value you have set up for the field in Common Services.)
- For the account you are going to create, you can set up the following options for Transaction Optional Fields:
  - Value Set
  - Default Values

- Required
- Auto Insert.
- Transaction Optional Fields which are set to Required in the G/L Optional Fields setup form for Transaction Details need to be in the Trans. Optional fields zoom form in the Create Accounts Preview. The system won't allow you to proceed until required transaction optional fields appear in the Transaction Optional Fields zoom form.

**Note:** If you have not yet processed an account, No appears in the Processed field.

## Oldest Fiscal Year Starting Date

General Ledger uses this date for two separate purposes:

•To create fiscal calendars that begin with this month and date.

General Ledger creates calendars for the current year and all previous years to one year before the date you enter here. The year prior to the Oldest Fiscal Year is required for opening balances (which you post to period 12 or 13 of the year).

•To set the current fiscal year to the year for your opening balances. You are then ready to enter your prior-year data.

The best way to add prior-year data is to:

- Set the fiscal year to the first year, enter and post final-period balances, then create the next year (thereby closing the currentyear income and expense accounts to retained earnings and moving the current fiscal year to the newly opened year).
- Enter and post period net changes for each of the prior years, creating a new year after entering each year's batches to close to retained earnings and advance the current fiscal year.
- Enter and post current-year transactions (or period net changes) up to the current period.

# Sample starting dates

For example, if your fiscal year starts on April 1, and you want comparative figures from April 1, 2002, enter 04/01/2002.

If you don't want to enter any prior-year data, enter the current year. Note that you cannot change to an earlier date after activation.

#### See also

Current Fiscal Year after Activation Designing Your General Ledger G/L Options form Setting Up General Ledger

# **Default Source Code**

Enter, or select using the Finder, the source code you prefer to use as the default in Journal Entry.

# **Optional Fields (indicator)**

The Optional Fields check box on the Journal Detail form and the Optional Fields column on the detail entry grid (on the Journal Entry form) indicate whether any optional fields are assigned to a selected journal entry detail.

If you assigned optional transaction fields to the account used in a journal entry detail, the program selects the check box.

You can view or change the optional fields assigned to a selected detail on the Optional Fields detail form.

#### To open the Optional Fields detail form, either:

•Click the zoom button ( ) beside the Optional Fields check box on the Journal Detail form.

Or

•Select the detail line on the detail entry grid, then press Shift+F9.

You can then edit or delete the optional fields in the Optional Fields detail form that appears. If you delete all the optional fields for a detail, the program unchecks the Optional Fields check box (or field) for the detail. You can add any transaction optional fields that are assigned to the account.

Optional Fields should be set to Yes for the transaction detail to be saved or inserted. To set this to Yes, double-click on the Value. You can specify a value or leave it blank, depending on how you set up the optional field in Common Services. Also note that if you have optional fields set up as Required for an account in the transaction detail (you set this up in the Accounts/Trans. Optional Fields), the system won't let you proceed if this optional field is missing in the transaction detail. Make sure the optional field exists and that it is set to Yes if you want the transaction detail saved.