# **General Ledger Help**

Whatever the size of your business, General Ledger and Financial Reporter handle all your financial record-keeping and reporting needs. More...

### **Getting Started**

- What's New in General Ledger 2012
- About Designing Your General Ledger
- <u>About Setting Up General Ledger</u>
- General Ledger Setup Options
- About Transaction Processing in General Ledger
- About General Ledger Reports
- <u>About Financial Reporter</u>

### **How-To Articles**

- Importing Data to General Ledger
- Adding Account Balances and Quantities to a New General Ledger
- Adding a New Account
- Adding a Journal Entry
- Posting Transaction Batches
- Looking Up Transactions Posted to General Ledger Accounts
- Performing Period End Maintenance

### **Using G/L Screens**

- <u>Setup Screens</u>
- <u>Accounts Screens</u>
- Periodic Processing Screens
- <u>Transactions Screens</u>
- <u>Reports Screens</u>

What's New in General Ledger 2012

### In Product Update 1

We've revised General Ledger help to improve search results, enhance the readability of help topics, and make it easier for you to find important information and instructions.

Plus, we've added two new user's guides, available in Docs\61A\ENG:

- General Ledger User's Guide
- Financial Reporter User's Guide

### In the 2012 Release

General Ledger 2012 includes the following new features and improvements:

- Includes Sage 300 ERP Intelligence Reporting. If you install General Ledger, Sage 300 ERP Intelligence Reporting is automatically installed.
- New Exclude Inactive Accounts option for the Chart of Accounts report. You can now exclude inactive accounts from the Chart of Accounts report.
- New batch reversal feature. You can now reverse a whole batch or an individual entry in a batch.

### **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.6, see <u>Changes in General</u> <u>Ledger 6.0</u>.
- If you are upgrading from version 5.5, see <u>Changes in General</u> <u>Ledger 5.6</u>.
- If you are upgrading from version 5.4, see <u>Changes in General</u> <u>Ledger 5.5</u>.
- If you are upgrading from version 5.3, see <u>Changes in General</u> <u>Ledger 5.4</u>.

Home > Getting Started

### **Getting Started**

Find help, documentation, tips, and resources to get General Ledger up and running quickly and easily.

**Support and Resources** 

**Finding Help and Documentation** 

**Data Entry Tools and Shortcuts** 

**Keyboard Shortcuts for Detail Tables** 

**Setting Finder Criteria** 

**General Ledger Menu Commands** 

**Working with Detail Entry Tables** 

Home > <u>Getting Started</u> > Support and Resources

### **Support and Resources**

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage 300 ERP working smoothly for your business.

Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage 300 ERP.

### How can we help you?

I'm setting up Sage 300 ERP and need information or assistance
I'm looking for instructions to complete a task in Sage 300 ERP
I 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 300 ERP
I want to share knowledge with other Sage 300 ERP users
I want to contact a Sage 300 ERP representative

Related Topics

Home > <u>Getting Started</u> > Finding Help and Documentation

### **Finding Help and Documentation**

You can find information about setting up and using Sage 300 ERP in the Sage 300 ERP Learning Center and in the product documentation included with this release.

**Note:** For technical support, visit <u>Customer Support</u> or contact your Sage business partner.

### The Sage 300 ERP Learning Center

The Learning Center is where you'll find documentation for new product features and modules in the Sage 300 ERP Portal. It features articles and information about the portal, shortcuts, snapshots, and Inquiry.

#### You view the Learning Center in one of the following ways:

- Open the Sage 300 ERP Portal, and on the welcome bar at the top of the screen, click **Help** > **Learning Center**.
- On the tab menu  $\blacksquare$  for any portal tab, click **Help**.

### **Context-Sensitive Help**

Sage 300 ERP features context-sensitive help that you can use to quickly open and view articles and information directly from Sage 300 ERP screens.

- In the Sage 300 ERP Portal, click **Help** on the tab menu is to view help for the current screen.
- On the Sage 300 ERP Desktop, press **F1** to view help for the current screen.

### **Product Documentation**

Sage 300 ERP includes guides in printable PDF format, including the *Installation and Administration Guide*, *Upgrade Guide*, and other documentation related to installation and setup.

These guides are available in the Docs folder on the Sage 300 ERP server, and online in the <u>Sage Customer Portal</u>.

#### To view the guides in the Docs folder:

 On the Windows taskbar, click Start > Programs > Sage 300 ERP > Documentation. Home > <u>Getting Started</u> > Data Entry Tools and Shortcuts

### **Data Entry Tools and Shortcuts**

Use these tools and shortcuts to speed up data entry in Sage 300 ERP.

Data Entry Tools and Shortcuts		
Tool	Shortcut Key	Description
Drilldown	n/a	The Drilldown <b>F</b> button appears beside some data entry fields and in some column headings in transaction detail entry tables. Click it to view details of the record or transaction in the corresponding field. More
Finder ۹	F5	The Finder a appears in some data entry fields, and in some table headings in transaction entry screens. Click it when you want to look up records you can select for a field. More
		<b>Tip:</b> For additional instructions on using the Finder to select records, press F1 when the Finder screen appears.
Go »	F7	The Go » button appears on screens where you must enter information (such as filter criteria) before viewing records that match the information you enter. More
Navigation	n/a	Click the Previous and Next buttons to navigate through a list of existing records, or click the First and Last buttons to navigate to the first and last records. More
New 🗅	n/a	Click the New <b>button or select New</b> from a menu to begin creating a new record.

Zoom 🔺	F9	Click the Zoom • button or press the F9 key to view or enter supplementary information for a transaction detail or for a field. More
		After viewing or editing the information in the detail screen, you can press F9 to close the screen.

Related Topics

Home > <u>Getting Started</u> > Keyboard Shortcuts for Detail Tables

## **Keyboard Shortcuts for Detail Tables**

Use the following keyboard shortcuts to navigate in detail tables.

Кеу	Menu Command	Action
Ins/Insert	New	Insert a blank row to add a new record.
Del/Delete	Delete	Remove the selected row.
Up or Down Arrow		Go up or down one row.
Left or Right Arrow		Go left or right one column.
Pg Up		Go to the top row in view.
Pg Dn		Go to the bottom row in view.
Home	First	Go to the first row in a list.
End	Last	Go to the last row in a list.
Tab or Enter; Shift+Tab or Shift+Enter		Go to the next or previous column in a list.

Related Topics

Home > <u>Getting Started</u> > Setting Finder Criteria

### **Setting Finder Criteria**

To help you search quickly through a long list of records, you can use criteria to restrict the records that are displayed in the Finder and when you use the navigation buttons.

However, at other times, if the Finder uses criteria, it might not display all the records you expect to see.

#### To check or remove the criteria:

- 1. Click the Finder q.
- 2. Click the **Set Criteria** button.
- 3. On the screen that appears, click the **Clear** button.

For instructions on setting criteria, click the **Help** button when the Set Criteria screen appears.

Related Topics

Home > <u>Getting Started</u> > General Ledger Menu Commands

### **General Ledger Menu Commands**

The following commands appear on the File, Settings (when available), and Help menus on Sage 300 ERP screens.

Note: Menu names and commands may differ by screen.

### **File Menu**

File Menu Commands			
Description	Notes		
Closes the current form.	You can also press Alt+F4 to close a screen.		
Lets you hide or display fields for users by UI Profile ID.	Click <b>File</b> > <b>Customize</b> to hide fields on an open screen for users assigned to a UI Profile ID for that screen. When these fields are hidden, data that would normally appear in these fields cannot be printed.		
	For more information, see the help for the UI Profile Maintenance screen in the System Manager help.		
Exports data records to other Sage 300 ERP databases and non- Sage 300 ERP programs.	Click <b>File</b> > <b>Export</b> to export data. For example, you could export purchase statistics for use in spreadsheet or database software. <b>Note:</b> You cannot export serial or lot numbers for kit components.		
Imports data records from other databases and from non-Sage 300 ERP programs.	Click <b>File</b> > <b>Import</b> to import data. For example, you could use a spreadsheet to enter current requisitions or purchase orders when setting up your system, and then import the transactions later. <b>Note:</b> You cannot import serial or lot		
	DescriptionCloses the current form.Lets you hide or display fields for users by UI Profile ID.Exports data records to other Sage 300 ERP databases and non- Sage 300 ERP programs.Imports data records from other databases and from non-Sage 300 ERP		

		numbers for kit components.
Print	Prints the current report, list, or screen.	On screens with a corresponding report, click <b>File</b> > <b>Print</b> to open the report screen, which you use to select report options (if applicable) before printing the report.
Print Setup	Selects a printer and sets printing options.	Click <b>File</b> > <b>Print Setup</b> to set up your printer. You can select the default printer or select another from the list of installed printers. For more information about print options, refer to your operating system documentation.
Save	Saves the entries or changes you have made to the current screen.	If you have just entered a new record, <b>Add</b> appears instead of <b>Save</b> .

## **Settings Menu**

Settings Menu Commands			
Command	Description	Notes	
Auto Clear	Creates a new entry automatically when you post a transaction.	<ul> <li>Use the Auto Clear option to streamline data entry in transaction entry screens.</li> <li>If Auto Clear is turned on, all fields are cleared each time you post a transaction, allowing you to immediately begin entering another transaction.</li> <li>If Auto Clear is turned off, transaction information remains on the screen after you post it. Click the New button to begin entering another transaction.</li> </ul>	
Clear Saved Settings	Restores default settings for a report.	This command is available for forms and for some reports.	
Save Settings as Defaults	Saves the current report settings as personal defaults.	This command is available for forms and for some reports.	

## Help Menu

Help Menu Commands

Command	Description
About	Displays version and copyright information for the current screen and program.
Contents	Opens Help.
Using Help	Opens Help to an introductory topic on how to use Help.

Belated Topics

Home > <u>Getting Started</u> > Working with Detail Entry Tables

### Working with Detail Entry Tables

The first tab of each transaction entry screen in Sage 300 ERP contains a detail entry table that shows the document details in tabular format.

In most cases, you can enter all the necessary details for a document right on the table.

**Tip:** 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 rearrange the order of columns, or change column widths, consistent with how you enter data.

You can also view and edit all the fields for a single detail on a separate Detail Items/Taxes screen. To view this screen, select a detail line and click the **Item/Tax** button below the table, or press F9.

**Note:** You use the Detail Items/Taxes screen to view or change tax information for a detail. Detail tax fields do not appear in the detail table.

#### To add details using the detail table, 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 table.

If you want to insert a new line in a specific location, highlight the line above the location, and then press Insert.

Note: A detail line is saved as you enter it on the detail entry table.

#### To edit details using the detail table:

• Select the line you want to edit, and then enter your changes on that line.

**Note:** For information about using your keyboard to move within a detail table, see <u>Keyboard Shortcuts for Detail Tables</u>

#### To delete details using the detail table:

- 1. Select 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 edit item information or detail tax information using the Detail Items/Taxes screen:

- 1. Select the detail on the table, and then either click the **Item/Tax** button, or press F9.
- 2. Edit the item information and/or change the **Tax Class** or **Tax Included** options for the detail.

Related Topics

Home > Setting Up General Ledger
# **Setting Up General Ledger**

Use General Ledger Setup screens to set up accounts, options, and security authorizations that determine how General Ledger processes transactions and interacts with other Sage 300 ERP modules.

**About Setting Up General Ledger** 

**About Designing Your General Ledger** 

**About Fiscal Years and Periods** 

**General Ledger Security Authorizations** 

**Options** 

**Account Segments** 

**Account Structures** 

Source Codes

**Source Journals** 

**Account Groups** 

**Revaluation Codes** 

**Optional Fields** 

Home > <u>Setting Up General Ledger</u> > About Setting Up General Ledger

# About Setting Up General Ledger

After installation, you take the following general steps to set up General Ledger.

# **Step One: Activate General Ledger for Your Database**

This step adds the database tables required by the General Ledger application. Click the Data Activation icon in the Administrative Services folder to start the activation.

Activation requires the following information:

- The current fiscal year.
- The starting date of the oldest fiscal year for which you want to keep data.

#### Note:

Make sure you enter the starting date for the first period in your fiscal year. For example, if your year starts in April, specify April 1 of the first year that you want data.

General Ledger creates a calendar for the year before the oldest year you specify, so you can post the opening entries for the oldest fiscal year.

# **Step Two: Select Configuration and Processing Options**

Decide on the options you need, including whether to use the sample chart of accounts shipped with General Ledger, whether to use account groups, how many account segments to use, what account segments to use, whether to print batches before posting, whether to allow posting to previous years.

Use the following screens in the G/L Setup folder to select options and configure General Ledger:

- First, use the G/L Options screen to select basic processing options and define all the segments used in your General Ledger account numbers.
- Next, use the Segment Codes screen and then the Account Structure screens to define a structure for your chart of accounts.

**Note:** After adding segment codes and account structure codes, open the G/L Options screen to specify the default structure code on the Segments tab.

- Use the Source Codes and Source Journal Profiles screens to define source codes and reports for sorting and printing the details of posted transactions.
- Use the Account Groups screen to assign accounts to groups.
- Use the remaining icons to set up recurring entries, revaluation codes, and optional fields.

## **Step Three: Add Accounts**

Add general ledger accounts using the Accounts screen in the G/L Accounts folder.

## **Step Four: Add Historical Data**

In General Ledger, you must enter at least the year-to-date balances in each of your ledger accounts.

Belated Topics

Home > <u>Setting Up General Ledger</u> > About Designing Your General Ledger

## **About Designing Your General Ledger**

Before you begin setting up any part of your general ledger, design your chart of accounts, and select system-wide options.

# **Designing a Chart of 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.

Begin by listing the accounts you need, and then decide on an account numbering scheme that suits your financial reporting requirements.

If you do not have 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 opening **G/L Reports** > **Chart of Accounts**.

**Important!** Design your chart of accounts carefully. It is much easier to move accounts around before entering them, than to change them afterward.

#### **Selecting 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 on the Company Profile screen in Common Services.
- Number of fiscal periods. Select either 12 or 13 periods for your fiscal year. You make this selection on the Company Profile screen.
- Currency codes, rate types, tables, and rates. You maintain all currency information using the Currency screens. For information, see Common Services help, or refer to the System Manager help.

**Note:** 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.

Related Topics

Home > <u>Setting Up General Ledger</u> > About Fiscal Years and Periods

#### **About Fiscal Years and Periods**

Sage 300 ERP lets you use a 12 or 13 period year, depending on your requirements. The fiscal calendar for Sage 300 ERP is maintained by Common Services, not by the General Ledger program.

You select the number of periods for your company on the Common Services Company screen, on the Options tab. If you change this setting, the next fiscal year you create will have the new number of periods.

You can lock and unlock individual fiscal periods with the Common Services Calendar screen.

- Select 12 if your fiscal year is divided into calendar months.
- Select 13 if your fiscal year is divided into 4-week periods, or if you currently use 12 periods but want to change (you will need to enter historical figures recalculated over 13 periods). If you select 13, you must also select the Quarter With 4 Periods.

In either case, General Ledger provides two additional periods: one for year-end adjustments, and one for closing entries.

## **Current Fiscal Year**

When you first select a newly created company, Common Services Activation prompts you for the starting date of your fiscal year. Sage 300 ERP uses the starting date you specify to create the current fiscal year in the fiscal calendar. 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 creates calendars for prior fiscal years up to the current year, and it also creates a calendar for the current fiscal year if one does not already exist.

**Note:** The Current Fiscal Year you specify during activation is used only to create the correct fiscal calendars. It is not the current fiscal period after activation. 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.

The current fiscal year in the General Ledger program is the year to which you are posting transactions. At any time, you can check which year is current by looking on the Posting tab of the G/L Options screen.

The only way to change the current year is to use the Create New Year screen. Create New Year closes the income and expense accounts to retained earnings, and makes the new year the current year. You cannot post to a future year.

You cannot move the current year to a prior year, although you can post to prior years. When you post to a prior year, General Ledger automatically generates any necessary closing entries to retained earnings.

To avoid prior-year posting when adding historical data (and all the additional closing entries it would create), General Ledger activation 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.

## **Oldest Fiscal Year Starting Date**

General Ledger uses the Oldest Fiscal year Starting 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 oldest year so that you can enter your prior-year data and opening balances.

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 current-year 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.

#### Example:

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 do not want to enter any prior-year data, enter the current year. Note that you cannot change to an earlier date after activation. Belated Topics

Home > <u>Setting Up General Ledger</u> > General Ledger Security Authorizations

#### **General Ledger Security Authorizations**

If security is turned on for your Sage 300 ERP system, the system administrator must assign users security authorization for General Ledger screens.

For information on turning on security, setting up security groups, and assigning authorizations, refer to the System Manager help.

**Note:** To change the print destination for forms and reports, you must have Change Print Destination security authorization for Administrative Services.

To view records and to print reports in General Ledger, you must belong to a security group with Common Inquiry authorization. Common Inquiry permission by itself does not let you edit any General Ledger records. To edit records or perform processing tasks, the system administrator must grant the group access to additional tasks from the following list:

Security Authorization	Description
Account Maintenance	Update General Ledger account information entered on the Accounts screen; access the Account Mapping screen; view and print from setup screens.
Balance Sheet Snapshot	View the Balance Sheet snapshot in the Sage 300 ERP Portal.
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 screens, setup reports, or the Account Mapping screen.
	If a group has access to any General Ledger function, users who belong to that group will automatically have access to Common Inquiry, too.
Create New	Use the Create New Year screen; view and print from

General Ledger Security Authorizations

Year	setup screens.	
Dashboard	Use the Executive Dashboard on the Sage 300 ERP Dashboard page. The Sage 300 ERP Dashboard page is on the Sage 300 ERP Dashboard Center, at http://AccpacDashboard/. Users with access to G/L Dashboard can access dashboard pages (if any) based on data stored in General Ledger.	
Export General Ledger Data	Use the <b>File</b> > <b>Export</b> menu command on General Ledger screens.	
Financial Reporter	Use Financial Reporter to customize and print Sage 300 ERP financial reports.	
G/L Security Maintenance	Assign accounts to other users.	
History/Budget Inquiry	View the Chart of Accounts, Account History Inquiry, and Budget Maintenance screens; access Source Currency Inquiry and Fiscal Set Comparison screens; print the Chart of Accounts and Trial Balance reports; view and print from setup screens.	
History/Budget Maintenance	Use the Account History Inquiry, Budget Maintenance Source Currency Inquiry, Fiscal Set Comparison, and Trial Balance screens; view and print setup informatio and the Chart of Accounts.	
Import General Ledger Data	Use the <b>File &gt; Import</b> menu command on General Ledger screens.	
Income Statement Snapshot	View the Income Statement snapshot in the Sage 300 ERP Portal.	
Journal Entry	Use the Journal Entry, Recurring Entries, Create Allocation Batch, Create Revaluation Batch, Create Recurring Entries Batch, Retrieve G/L Batch, Batch List, Batch Listing, and Batch Status screens; view and print	

Journal Entry	View the Batch List screen; view entries on the Journal Entry and Recurring Entries screens; print Batch Status and Batch Listings reports; view and print from setup screens.		
Journal Entry Inquiry			
Journal Posting	Use the Post Batches screen and inquiries associated with posted transactions.		
	Note:		
	<ul> <li>Journal Entry rights are not automatically given when Journal Posting is assigned.</li> </ul>		
	<ul> <li>You must set batch status to Ready to Post before posting a batch. A separate right, Set Batch Ready to Post, is required.</li> </ul>		
Period End Maintenance	Use the Period End Maintenance screen; view and print from setup screens.		
Sage 300 ERP Inquiry	Query General Ledger data in the Sage 300 ERP Portal.		
	If you also have Export Processing authorization for General Ledger, print or export the results of these queries.		
Set Batch Ready to Post	Set batches ready to post.		
Setup Maintenance	Edit information on the G/L Options, Segment Codes, Source Codes, Source Journal Profiles, Revaluation Codes, Account Structures, and Optional Fields screens.		
Transaction Inquiry	View transaction history; print the Transactions Listing and Posting Journals; view and print from setup screens.		
Transaction	Access the Consolidate Posted Transactions screen;		

Maintenance	view and print Accounts and Transaction History; print the Transactions Listing and Posting Journals; view and print from setup screens; use the Clear History screen to clear printed posting journals.
Transaction Optional Fields	Add or delete optional fields for the Journal Entry, Recurring Entries, Create Allocation Batch, Create Revaluation Batch, and Create Recurring Entries Batch screens.
Transaction Optional Fields	Add or delete optional fields for the Journal Entry, Recurring Entries, Create Allocation Batch, Create Revaluation Batch, and Create Recurring Entries Batch screens.

Belated Topics

Home > Setting Up General Ledger > General Ledger Setup Options

# **General Ledger Setup Options**

Select options that specify how records and transactions are processed in General Ledger.

**About Provisional Posting** 

**General Ledger Setup Options** 

**About General Ledger Security** 

Turning on G/L Security

Home > <u>Setting Up General Ledger</u> > <u>Options</u> > About Provisional Posting

## **About Provisional Posting**

Sage 300 ERP lets you post transactions on a provisional basis to test their effects on your ledger before you post the actual financial amounts permanently.

This feature is particularly useful when you are doing period-end or yearend adjustments, and want to ensure that you have entered all the transactions you need before you post them.

You select the **Allow Provisional Posting** option on the G/L Options screen.

Provisionally posted amounts are stored with the accounts in a provisional fiscal set, and can be included on normal General Ledger reports and inquiries that show the net result of the batch posting on the ledger's accounts.

If you do not use the **Force Listing of Batches** option, you can post batches provisionally only if you have printed listings for them or you have selected the **Ready to Post** option for the batches on the Journal Entry screen.

A provisionally posted batch is maintained separately from actual postings, and its status shows it has been provisionally posted. When you are satisfied that the entries in the batch are correct, you can post the batch to update actual financial amounts in the actual fiscal sets.

Home > <u>Setting Up General Ledger</u> > <u>Options</u> > General Ledger Setup Options

## **General Ledger Setup Options**

Before you set up your general ledger, you must:

- Decide which ledger options you need. For more information, see <u>About Designing Your General Ledger</u>.
- Design your account number format, specifying the size of your account numbers and how the numbers are segmented. For more information, see <u>About Account Segments</u> and <u>About Account Structures</u>.

You specify most General Ledger setup options using the G/L Options setup screen. However, a few system-wide settings are defined in Common Services. For more information on Common Services, see the System Manager Help. For more information about using the G/L Options screen, see <u>G/L Options Screen</u>.

## **Ledger Options Specified in Common Services**

You specify the following information and options in Common Services:

- Whether your company uses multicurrency accounting.
- The number of fiscal periods in your business year.
- The start and end dates of accounting periods.
- If you use Sage 300 ERP Transaction Analysis and Optional Field Creator, all optional fields that you will use in General Ledger and in subledgers.

#### **General Ledger Account and Ledger Options**

You specify the following account and ledger options using the G/L Options setup screen:

- Whether your general ledger uses multicurrency accounting
- Default rate type
- Whether to use account groups
- Whether to maintain quantities
- Number of decimal places in quantities
- Default closing (retained earnings) account
- Reporting rounding account (euro functional currency only)
- G/L Security (and the resulting default access to accounts)

For more information, see <u>About Setting Up General Ledger</u>.

#### **General Ledger Account Segment Options**

You specify the following account segment options using the G/L Options setup screen:

- Default structure code
- Account segment
- Segment delimiter
- Segment description table
- Segment number
- Segment name
- Length
- Use in closing (Yes/No)

For more information, see <u>About Account Segments</u>.

## **General Ledger Posting Options**

You specify the following posting options using the G/L Options setup screen:

- Lock budget sets
- Allow posting to previous years
- Allow provisional posting
- Force listing of batches
- Years of fiscal sets
- · Years of transaction detail
- Edit imported entries
- Default source code

For more information, see <u>About Transaction Processing in General</u> <u>Ledger</u>.

Belated Topics

Home > <u>Setting Up General Ledger</u> > <u>Options</u> > About General Ledger Security

## **About General Ledger Security**

G/L Security is a feature of General Ledger that lets you limit the accounts that individual users can view or work with to minimize the risk of unauthorized activity.

With G/L Security, you can:

- Assign account access rights to individual users to control which accounts they can view and work with.
- Block off entire account segments or only the most sensitive accounts (for example, Payroll, Sales, Retained Earnings, Common Stock and Preferred Stock).

#### **Default Account Access**

You select the option to use G/L Security and set a default level of access to accounts using the Account tab of the G/L Options screen.

You can set the default account access as follows:

• All Accounts. Allows all Sage 300 ERP users unrestricted access to General Ledger accounts unless you set up restrictions in the G/L Account Permissions screen.

**Note:** You do not require permission for all accounts to perform periodic maintenance functions, such as deleting inactive accounts. However, occasionally, you may find that you cannot edit or delete a structure code, segment, or source code because it is used by an account that you cannot see. In this case, a user with access to all accounts must modify the accounts that use the code or segment you are trying to delete.

• **No Accounts.** Prevents all Sage 300 ERP 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 300 ERP users cannot enter Accounts Receivable invoices or post transactions unless you assign them permissions.

#### **Granting Permissions to Specific Users**

When you turn on G/L Security, the next time you sign into the company database, an Account Permissions icon 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 300 ERP 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 300 ERP users except the ADMIN user.

You can test the effects of the G/L security options you select by logging on to Sage 300 ERP as a user other than ADMIN and checking which accounts are visible in the General Ledger Chart of Accounts window.

If you selected **No Accounts**, you will not see any account numbers in the Finder or in the Chart of Accounts screen.

#### **G/L Security and 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 300 ERP Users

Account access restrictions affect Sage 300 ERP user activities in the following ways:

• Account lookup and inquiry. Users cannot 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.

#### **Example:**

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 set on the G/L Options screen 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 is **No Accounts**:

Allow	Segment	From	То
Yes	Account		ZZZZ
Yes	Region		ZZ
Yes	Division	100	100
No	Division		

**Note:** The order of permissions for the division segment is important.

Home > <u>Setting Up General Ledger</u> > <u>Options</u> > Turning on G/L Security

# **Turning on G/L Security**

G/L Security is a feature of General Ledger that lets you limit the accounts that individual users can view or work with to minimize the risk of unauthorized activity.

With G/L Security, you can:

- Assign account access rights to individual users to control which accounts they can view and work with.
- Block off entire account segments or only the most sensitive accounts (for example, Payroll, Sales, Retained Earnings, Common Stock and Preferred Stock).

**Note:** G/L Security is separate from the security you use to authorize users to view or work with General Ledger screens. You assign security for General Ledger screens in Administrative Services, as you do for other Sage 300 ERP modules.

#### Before you start

#### To turn on G/L Security:

- 1. Open General Ledger > G/L Setup > Options.
- 2. On the Account tab:
  - a. Select the G/L Security option.
  - b. From the **Default Access** list, select the default level of account access to permit all users. More...
- 3. Click Save.
- 4. Close and then reopen your company database.

#### After turning on G/L Security

Home > Setting Up General Ledger > Account Segments

## **Account Segments**

An account number consists of between one and ten parts called segments. Add and set up these account segments, and then define account structures that specify the various combinations of segments used in your account numbers.

**About Account Segments** 

About Segment Codes

**Adding Segment Codes** 

**Deleting Segment Codes** 

Home > <u>Setting Up General Ledger</u> > <u>Account Segments</u> > About Account Segments

# **About Account Segments**

An account number consists of from one to ten parts called segments. Each segment can be up to 15 characters long. You define account segments on the Segments tab of the G/L Options screen.

Valid segment codes could be the codes for all departments in the company, the company's division codes, etc.

Once you define account segments, you must:

- Use the G/L Account Structures screen to define account structures —the various combinations of segments used in your account numbers.
- Use the G/L Segment Codes screen to specify which account segments are used by individual account numbers, and the order in which segments appear.

### Account Number Size

The maximum number of segments you can define depends on the edition of Sage 300 ERP you use:

- In Sage 300 Premium ERP, you can maintain up to 10 segments.
- In Sage 300 Advanced ERP, you can maintain up to 4 segments.
- In Sage 300 Standard ERP, you can maintain up to 3 segments.

If you are using Sage 300 Premium ERP, your individual account numbers cannot exceed 45 characters (including delimiter 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. If you define 10 segments, it is unlikely that any of your account numbers will contain all 10.

- 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.

The following chart shows a typical segment organization:

Seg.	Description	Length
1 2 3	Account code Department Division	4 3 2

### **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 screen. 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.

If your account numbers have two defined segments, you might have the following petty cash account numbers:

Dept. Seg.	Account Number	Account Description
15	1000	Petty Cash, Office
20	1000	Petty Cash, Plant
25	1000	Petty Cash, Job Site

In this example, one segment identifies the department, and the other is the account segment. Additional account number segments can distinguish other functional areas within the company.

The following example shows a three-segment account number:

A-15-1000

### **Single-Segment Account Numbers**

A single-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 such as by department. Instead, G/L closes the accounts to the default closing account specified on the Account tab of the G/L Options screen.

### **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, or change the length of a segment, providing it is not used in an account number structure.

### **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 300 ERP you are using (3, 4, or an unlimited number).

The following example illustrates how account structures work.

If you defined four account segments on the G/L Options screen:

· 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.

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Segments</u> > About Segment Codes

# **About Segment Codes**

When you use the G/L Accounts screen to add General Ledger account numbers, 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 does not let you add the account.

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

### **The Account Segment**

The account segment is the portion of the General Ledger account number that identifies the account type as one of the income, expense, asset, and liability accounts that record the company's business transactions. For example, if you have account numbers with two segments, one segment may be the account segment, and the other segment may identify the department.

Every account number requires an account segment. If your account numbers have only one segment, that segment is the account segment.

1 Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Segments</u> > Adding Segment Codes

# **Adding Segment Codes**

After defining segments using the G/L Options screen, you can add valid codes to identify the accounting entities the segment represents. For example, you might enter 10, 20, 30, and 40 as codes for the segment that represents the four regions in your company.

Before you start

#### To add segment codes:

- 1. Open General Ledger > G/L Setup > Segment Codes.
- 2. From the **Segment Name** list, select the segment for which you want to enter valid codes.
- 3. If you are entering codes for the first time for this segment, click in the table or press the Tab key to insert the first line in the table.

If you are editing existing codes, click the line you want to change, or click in the table and press the Insert key to add a code.

4. In the Segment Code column, enter or change the code.

The code must be the length you specified for the segment.

- 5. Tab to the **Description** field, and then enter a description for the code.
- 6. Press the Tab key, and, if the segment is used in closing accounts, enter the retained earnings account number to which this segment code closes.

Note: You cannot select an account to which posting is prohibited.

- 7. If you want to add another code, press the Insert key, and then repeat steps 4, 5, and 6.
- 8. When you have added all the codes for a segment, click **Save**.

#### After adding segment codes

Belated Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Segments</u> > Deleting Segment Codes

# **Deleting Segment Codes**

• Before you start

#### To delete a segment code:

- 1. Open General Ledger > G/L Setup > Segment Codes.
- 2. From the **Segment Name** list, select the segment for which you want to delete a segment code.
- 3. In the table, select the particular code you want to delete.
- 4. Press the **Delete** key.

#### • After deleting segment codes

Related Topics

Home > Setting Up General Ledger > Account Structures

## **Account Structures**

After creating account segments, define account structures that specify the various combinations of segments used in your account numbers.

**About Account Structures** 

**Adding Structure Codes** 

**Deleting Structure Codes** 

Home > <u>Setting Up General Ledger</u> > <u>Account Structures</u> > About Account Structures

## **About Account Structures**

Account number structures let you use different account segments for different groups of account numbers.

You use the Account Structures screen to define account structure codes that are used to format account numbers.

The structure specifies:

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

You must assign an account structure to each account that you add to General Ledger. (You specify which account structure an account uses when you add the account using the G/L Accounts screen.)

**Note:** General Ledger does not let you add an account if its account number does not match the format of the assigned account structure.

## **Guidelines for Creating Account Structures**

• 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).

**Tip:** Normally, you use the same structure for all accounts in the same account group.

• 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.

#### **Maximum Number of Account Structures**

Depending on the edition of Sage 300 ERP you are using, you can define:

- Up to three account structures in Sage 300 Standard ERP.
- Up to four account structures in Sage 300 Advanced ERP.

• Unlimited account structures in Sage 300 Premium ERP.

Belated Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Structures</u> > Adding Structure Codes

# **Adding Structure Codes**

You use the Account Structures screen to define account structure codes that are used to format account numbers.

The structure specifies:

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

You must assign an account structure to each account that you add to General Ledger. (You specify which account structure an account uses when you add the account using the G/L Accounts screen.)

#### Before you start

#### To add account structure codes:

- 1. Open General Ledger > G/L Setup > Account Structures.
- 2. In the **Structure Code** field, type a code to identify the new account structure, and then press the Tab key.

You can use up to six alphanumeric characters for the code.

**Tip:** To add a different code than the one displayed, click the New button beside the Structure Code field.

- 3. Enter a description for the structure code, using up to 60 characters.
- 4. If you want to use this code as the default structure code, select **Use As Company Default Structure**.

**Note:** After you have assigned a default structure, you can change the default structure only on the Segments tab of the G/L Options screen.

5. In the **Choose The Segments To Be Added To This Account** box, highlight the segments to include in the account structure, in the order you want them to appear, and then click **Include**.

### 6. Click Add.

• After adding account structure codes

Belated Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Structures</u> > Deleting Structure Codes

## **Deleting Account Structure Codes**

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

Before you start

#### To delete an account structure code:

- 1. Open General Ledger > G/L Setup > Account Structures.
- 2. Use the navigation buttons or the Finder for the **Structure Code** field to display the structure code you want to delete.
- 3. Click Delete.

1 Related Topics

Home > Setting Up General Ledger > Source Codes

## Source Codes

Set up source codes that identify the source (or type) of transaction details in General Ledger.

About Source Codes

Adding Source Codes

**Deleting Source Codes** 

Home > <u>Setting Up General Ledger</u> > <u>Source Codes</u> > About Source Codes

### **About 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 define source codes before you enter and post accounting transactions.

**Note:** General Ledger comes with a set of source codes already defined. You can view the predefined source codes by clicking the Finder in the Source Code field in the Source Codes screen.

**Important!** When you post a transaction, the G/L journal entry that is created includes the description specified for the source code. For this reason, before you assign a source code to a subledger transaction type, you should make sure that the source code description correctly describes the transaction type.

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:** 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.

Imported transactions must also contain source codes. You can define or import the source codes you want to use in imported transactions using the G/L Source Codes screen.

## **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.

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Source Codes</u> > Adding Source Codes

# **Adding 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 define source codes before you enter and post accounting transactions.

Before you start

#### To add source codes:

- 1. Open General Ledger > G/L Setup > Source Codes.
- 2. Click the New **b** icon for the **Source Code** field, and then type a fourcharacter source code.

**Note:** The first two characters of the code must identify the source ledger (such as GL or AR). The second two characters identify the transaction type.

- 3. Enter a description for the code.
- 4. Click Add.

• After adding source codes

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Source Codes</u> > Deleting Source Codes
## **Deleting Source Codes**

• Before you start

#### To delete a source code:

- 1. Open General Ledger > G/L Setup > Source Codes.
- 2. Use the Finder or the navigation buttons for the **Source Code** field to display the source code you want to delete.
- 3. Press the **Delete** key.
- 4. Click **Yes** to confirm your choice when prompted.

After deleting source codes

Related Topics

Home > Setting Up General Ledger > Source Journal Profiles

## **Source Journal Profiles**

You can define an unlimited number of reports, called source journals, that you can use to meet a variety of transaction reporting requirements.

#### **About Source Journals**

**Adding Source Journal Profiles** 

Home > <u>Setting Up General Ledger</u> > <u>Source Journals</u> > About Source Journals

## **About Source Journals**

You can define an unlimited number of reports, called source journals, that you can use to meet a variety of transaction reporting requirements.

Source journals list posted batch entries by their source codes. Typical source journals are a cash receipts journal, a cash disbursements journal, and a check register. You construct the source journals by entering a list of source codes to be included in each source journal.

You can select transactions within the predefined source journals by account number, segment, account group, fiscal period, reference, date, batch number, and posting sequence number.

You can also include transaction optional fields, account optional fields, select account groups by sort code range, and use rolled up amounts.

In a multicurrency system, you can also select and report source journal transactions by their source currency.

Other examples of source journals you can print include:

- All details that have the same source code, such as all credit card payments, all credit memos, and all checks.
- All details entered on a particular day (specifying all source codes for a single date).
- All details entered in a particular batch.
- All details that contain a common reference.
- All details posted to a division, department, or any accounting entity associated with a segment.
- You can include Transaction Optional Fields data with any of the journals.

Note: You do not have to define source journals.

## **Changing the Standard Source Journal Reports**

If you want to change the information in a 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 in the installation folder under GLxxx, where xxx is the version number of the General Ledger program.

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Source Journals</u> > Adding Source Journal Profiles

## **Adding Source Journal Profiles**

You can define an unlimited number of source journals to meet a variety of transaction reporting requirements. More...

Before you start

#### To add source journal profiles:

- 1. Open General Ledger > G/L Setup > Source Journal Profiles.
- 2. Click the New button for the **Profile** field, and then type the title to use for this journal in the field. (You can change the title at any time.)
- 3. In the table, in the **Source Codes** field, type the source codes for the transactions that you want included in the source journal, or select the codes using the Finder.

You can include up to 50 source codes in the definition for a single journal.

3. Press the Insert key to start a line for a new source code.

• After adding source journals

Belated Topics

Home > Setting Up General Ledger > Account Groups

#### **Account Groups**

Add and set up account groups to classify account balances, and to support reports such as income statements and balance sheets.

**About Account Groups** 

**Setting Up General Ledger to Use Account Groups** 

**Adding Account Groups** 

**Changing Sort Codes** 

Home > <u>Setting Up General Ledger</u> > <u>Account Groups</u> > About Account Groups

## **About Account Groups**

Sage 300 ERP uses account groups to classify account balances:

• On the financial statements that come with Financial Reporter.

The sample statements are designed for Sage 300 ERP sample data, and retrieve data using standard account groups.

To use the statements with your own data, you must either:

- Assign the same standard account groups to your accounts.
- Customize the sample statements to match the account groups that you have set up for your company.
- In the Income Statement and Balance Sheet snapshots that you view in the Sage 300 ERP portal.

These snapshots retrieve data from a set of group categories that are linked to general ledger 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.

#### **Customizing Account Groups**

You can use account groups whether or not you also use Financial Reporter's standard financial statements or data snapshots.

If you do not plan to use the General Ledger snapshots or the standard reports that come with Financial Reporter, you can add any new account groups that you need, or delete any account groups that you do not need.

You can reassign account groups to different group categories. However, we recommend that you consider such reassignment very carefully.

**Note:** You cannot change the standard set of account categories or the sort codes that come with General Ledger.

Note the following additional characteristics of account groups:

- You can change the descriptions for the account groups to suit your business needs.
- One account group can be used by many accounts.
- One sort code can be used by many account groups.
- The system assigns the Unclassified account group to accounts that use a blank account group code.

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Groups</u> > Setting Up General Ledger to Use Account Groups

# Setting Up General Ledger to Use Account Groups

Sage 300 ERP uses account groups to classify account balances:

- On the financial statements that come with Financial Reporter.
- In the Income Statement and Balance Sheet snapshots that you view in the Sage 300 ERP portal.

For more information about group categories, see <u>About Account</u> <u>Groups</u>.

#### To set up General Ledger to use account groups:

- 1. Select the option to use account groups in General Ledger. More...
- 2. If you plan to use the Income Statement or Balance Sheet snapshots, ensure that group categories are assigned to all account groups. More...
- 3. Assign each General Ledger account to an account group. More...

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Groups</u> > Adding Account Groups

## **Adding Account Groups**

If you use account groups in General Ledger, you must assign every account to a group.

**Note:** The system assigns the Unclassified account group to accounts that use a blank account group code.

#### To add your own account groups:

- 1. Open General Ledger > G/L Setup > Account Structures.
- 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. In the **Description** field, type a description for the new group.
- 4. In the **Group Category** field, select the category to use to classify this group of accounts in data snapshots.
- 5. Click Add.

Related Topics

Home > <u>Setting Up General Ledger</u> > <u>Account Groups</u> > Changing Sort Codes

## **Changing Sort Codes**

You can change the order in which accounts appear on reports, and you can insert new account groups within an existing sort order.

You change sort codes only in the Change Sort Codes screen.

#### To change the sort code for account groups:

- 1. Open General Ledger > G/L Setup > Account Groups.
- 2. Click the **Change Sort Codes** button to display the Change Sort Codes screen.
- 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.

Related Topics

Home > Setting Up General Ledger > Revaluation Codes

## **Revaluation Codes**

Revaluation codes store information for General Ledger to use when you revalue multicurrency accounts due to changes in exchange rates. Revaluation codes determine the currency table (set up in the Currency forms in Common Services) to use for revaluation, and include the rate type, source code, and exchange gain and exchange loss accounts to use for revaluing different currencies.

**Adding Revaluation Codes** 

**Deleting Revaluation Codes** 

Home > <u>Setting Up General Ledger</u> > <u>Revaluation Codes</u> > Adding Revaluation Codes

## **Adding Revaluation Codes**

Use the G/L Revaluation Codes screen to set up revaluation codes. You assign these codes to multicurrency accounts to specify how to revalue functional currency balances when exchange rates change.

#### Before you start

#### To add revaluation codes:

- 1. Open General Ledger > G/L Setup > Revaluation Codes.
- 2. Click the New button for the **Revaluation Code** field, and then type the new revaluation code. You can use up to six characters (letters and numbers) for the code.

You can also just type the code and press the Tab key.

- 3. In the **Description** field, enter a short description of the code, using up to 60 characters.
- 4. In the **Rate Type** field, select a rate type that has been defined for currencies in Common Services.

The rate type determines which exchange rate table will be used for revaluations.

- 5. In the **Source Code** field, specify the source code to assign to all transactions created with this revaluation code.
- 6. Enter or select the accounts to which to post exchange gains and losses.

**Note:** The labels for the exchange gain and loss fields will be either *Unrealized* or *Recognized*, depending on the Gain/Loss Accounting Method option selected in the Company Profile.

**Important!** You cannot specify an account to which posting is prohibited.

7. Click Add.

• After adding revaluation codes

Belated Topics

Home > <u>Setting Up General Ledger</u> > <u>Revaluation Codes</u> > Deleting Revaluation Codes

## **Deleting Revaluation Codes**

#### • Before you start

#### To delete a revaluation code:

- 1. Open General Ledger > G/L Setup > Revaluation Codes.
- 2. In the **Revaluation Code** field, use the Finder or the navigation buttons to display the revaluation code you want to delete.
- 3. Click Delete.
- 4. At the Confirmation message that appears, click **Yes**.
- 5. Select another code for deletion, or click **Close**.

#### • After deleting revaluation codes

Related Topics

Home > Setting Up General Ledger > Optional Fields

## **Optional Fields**

If you use Transaction Analysis and Optional Field Creator, set up optional fields that you can use to store additional information with General Ledger records and transactions.

About Optional Fields in G/L

Value Set and Auto Insert Values

Home > <u>Setting Up General Ledger</u> > <u>Optional Fields</u> > About Optional Fields in G/L

## **About Optional Fields in General Ledger**

**Note:** You can set up and use optional fields only if Transaction Analysis and Optional Field Creator is installed.

In General Ledger, you can assign an unlimited number of optional fields to an account to store additional information that your company wants to track for the account.

- Account Optional Fields. Account optional fields provide a convenient means to customize your General Ledger system by letting you store an unlimited number of additional pieces of information with account records.
- Transaction Optional Fields. General Ledger also retains optional field information for transactions (including those created in other Sage 300 ERP modules and sent to General Ledger) if the optional fields used in the transaction details match those used in General Ledger. More...

In General Ledger, setting up optional fields is a three-step process. You must:

- 1. Set up system-wide optional fields in Common Services. More...
- 2. Set up optional fields for use with General Ledger accounts and transactions. More...
- 3. Assign both types of optional fields to specific accounts using the Accounts screen.

# Setting Up Optional Fields for Use in General Ledger

You can set up an unlimited number of optional fields for General Ledger, provided they are first set up in Common Services for system-wide use.

After you set up optional fields for your Sage 300 ERP system, you use the G/L Optional Fields screen to define the optional fields you will use to customize your chart of accounts and to store additional information with general ledger transaction details. (See <u>G/L Optional Fields Screen</u>

**Note:** If the G/L Optional Fields screen is open, other users cannot run any processes in General Ledger. Also, you can modify optional field records only when all other users have left General Ledger, and all other General Ledger screens 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 Optional Fields tab on the Accounts screen 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 Transaction Details Optional Fields tab on the Accounts screen 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.
- **Create Accounts.** The Create Accounts Preview screen lets you specify optional field information for the accounts you are creating.

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.

**Note:** If an optional field has been set up as a required field, the optional field must be entered or the account cannot be added or saved.

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

You can use optional fields in transaction details if any optional fields are assigned to the account used in the detail. Note the particular behavior of optional fields in each transaction screen, as follows:

• **Journal Entry.** The Optional Fields check box on the Journal Entry detail table and on the G/L Journal Detail screen shows whether a detail account uses optional transaction fields.

#### Note:

The program sets this optional fields indicator. You cannot change the entry in the check box, but if the field is selected, you can click the zoom button beside the check box, and then edit or delete optional fields used for the detail. You cannot add transaction optional fields that are not assigned to the account.

Journal Entry accepts optional field information from transactions you create in Sage 300 ERP subledgers, provided they match the transaction optional fields specified for the account. (The information is transferred to General Ledger when you create a batch of general ledger transactions in a subledger.)

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 this screen indicates whether your accounts use one or more optional transaction fields, and whether they are set up for automatic insertion in transactions.

#### Note:

You cannot change the entry in the check box, but if the field is selected, you can edit or delete the optional fields used with the transaction. You can also add any optional fields that are defined for

transaction details on the G/L Optional Fields screen.

The fields you specify are used for all the accounts included in the allocation.

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

• **Create Revaluation Batch.** The Optional Fields column on this screen indicates whether optional transaction details fields have been defined for the exchange gain account or the exchange loss account for a selected revaluation code. If at least one optional transaction field is defined, you can add or delete optional fields for a revaluation batch.

**Note:** You can add only optional transaction fields that are defined for the exchange gain and exchange loss accounts assigned to the revaluation code.

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 screen).** The Optional Fields check box on this screen indicates whether transaction optional fields are defined for the account used in a recurring entry detail. You can add or delete optional fields for the recurring entry.

**Note:** 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.

#### **Validating Optional Field Values**

The program displays the default value associated with each optional field used. You can accept or change the value, as you require.

If an optional field is validated, you must specify an optional field value that has been defined in Common Services. If the Optional Field is validated and allows blanks, you can also leave the optional field value blank.

If the optional field is not validated, you can select an optional field value that has been defined in Common Services, or can enter any value providing you do not exceed the length specified for the optional field.

## **Deleting Optional Fields**

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

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 screen.
Home > <u>Setting Up General Ledger</u> > <u>Optional Fields</u> > Value Set and Auto Insert Values

### Value Set and Auto Insert Values

If you use Transaction Analysis and Optional Field Creator, the **Value Set** field appears on screens where optional fields are used, and indicates whether a default value is specified for a selected optional field.

Select this option if the optional field has a default value. If the optional field is validated, you can specify only values that are specified for the optional field in Common Services.

The following table explains the relationship between the **Value Set** and **Auto Insert** fields.

Value Set and Auto Insert Values	Optional Field For: Accounts	Optional Field For: Transaction Details
Value Set = Yes <i>and</i> Auto Insert = Yes	When you create a new account, the optional field and its default value appear on the Optional Fields tab on the G/L Accounts screen.	When you create a new account, the optional field and its default value appear on the Trans. Optional Fields tab of the G/L Accounts screen.
Value Set = Yes <i>and</i> Auto Insert = No	If you add or save an account, you must change Auto Insert to Yes.	When you create a new account, the optional field <i>will not</i> appear on the Trans. Optional Fields tab of the G/L Accounts screen. If you manually insert this optional field for the new account, the value you defined in the Default Value field will be inserted.

Value Set and Auto Insert Values

	Default Value is blank.	Default Value is blank.
No		You can enter the optional field value on the Trans. Optional Fields tab of the G/L Accounts screen, or directly in a transaction.

Related Topics

## **Adding and Maintaining Accounts**

<u>Use General Ledger Accounts screens to set up and maintain the</u> <u>General Ledger accounts that make up your chart of accounts.</u>

About Entering Account Balances, Historical Data, and Quantities

Adding Account Balances and Quantities to a New General Ledger

**Information Stored in G/L Accounts** 

**Specifying a Currency** 

**Adding Accounts** 

**Maintaining Accounts** 

**Budgets** 

Home > <u>Adding and Maintaining Accounts</u> > About Entering Account Balances, Historical Data, and Quantities

# About Entering Account Balances, Historical Data, and Quantities

Before you can use General Ledger, you must at least enter beginning balances for the current fiscal year.

If you intend to enter period data for previous years, do so first. Entering last year's ending balances establishes the current year's beginning balances.

**Warning!** Do not post historical data if you have already entered current-year opening balances and transactions, because doing so will overstate account balances.

## **Entering Historical Data**

You add historical data if you want to do previous-year comparisons. If you do not want to add data for previous years, you can simply enter current-year opening balances.

Historical amounts include the opening and closing balances for the previous years and the net changes and balances for each fiscal period of the previous years. To add the historical amounts, you enter and post the historical opening balances and period net changes as journal entries using the General Ledger Journal Entry screen.

**Note:** 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 for the previous year after you have created your chart of accounts, you should enter the adjustments in a batch, and then post the batch to the previous year.

## Entering Current-Year Opening Balances and 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.

You can:

• Enter all the current-year transactions, one at a time, period by period.

This method provides a complete audit trail for current-year transactions.

• Enter all the transactions for the current period, and the net changes for the earlier periods in the current year.

This method provides an audit trail for current-period transactions, and creates accurate balances for previous periods in the current year. You can print comparative financial statements for all the current-year periods to date, and detailed audit trail reports for the current period.

• Enter the net change (net increase or decrease) for each account in each period to date, including the current period.

This method produces accurate balances for each account in each period of the current year, allowing you to print comparative financial statements. However, it does not provide transaction detail (such as date, reference code, and description) for the audit trail reports.

• Enter the net change between the opening and current balances for each account.

This is the quickest method, but it does not let you print financial statements for past periods in the current year and does not provide transaction detail for audit trail reports. Using this method, you would have to rely on your manually prepared financial statements for comparisons.

For the steps involved in adding historical information to General Ledger, see <u>Adding Account Balances and Quantities to a New General Ledger</u>.

Related Topics

Home > <u>Adding and Maintaining Accounts</u> > Adding Account Balances and Quantities to a New General Ledger

# Adding Account Balances and Quantities to a New General Ledger

Before you can use General Ledger, you must at least enter beginning balances for the current fiscal year.

If you intend to enter period data for previous years, do so first. Entering last year's ending balances establishes the current year's beginning balances.

**Warning!** Do not post historical data if you have already entered current-year opening balances and transactions, because doing so will overstate account balances.

#### Before you start

## To add existing account balances and quantity data to a new general ledger:

- 1. Start Sage 300 ERP, using the year-end date of the year before the earliest fiscal year for which you want to post transactions.
- 2. Create and post closing balances to the year before the first full year for which you want account data. More...
- 3. Run Create New Year (in the G/L Periodic Processing folder) to create the opening balances for your first full year of period balances, and to advance the current year. More...
- 4. Create and post the net changes for each successive period in the first year of data, then close the year by running Create New Year. More...

Note: Repeat this step for each prior year of data.

5. 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 screen, and assign each G/L account to a group using the G/L Accounts screen.

• After adding account balances and quantities

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > Information Stored in G/L Accounts

## **Information Stored in General Ledger Accounts**

When adding an account in General Ledger, you specify the following information:

- Account number
- Account description (name of the account)
- Account structure (account segments used in the account number)
- Account status
- Active or inactive
- Account type (Balance sheet, income statement, or retained earnings)
- Account allocation instructions (if you want to reallocate the account balance)
- Currency information for the account (in multicurrency ledgers)
- Normal type of account balance (debit or credit)
- Whether to close by segment code (if it is an income statement account)
- Whether to post all details to the account in detail, consolidate them, or prohibit them
- Whether the account is a control account
- Whether to maintain quantity information for the account
- Whether the account is a rollup account or a member of a rollup account

For more information about these options, see <u>G/L Accounts Screen</u>.

General Ledger also stores the following information for each account:

- Amounts that reflect the actual monetary transactions of the company
- · Amounts that have been provisionally posted to accounts
- Optional quantity information, such as number of units sold or purchased per fiscal period
- Budget information

#### Note:

The number of years of data you can maintain depends on the edition of Sage 300 ERP you use:

- In Sage 300 Premium ERP, you can maintain 99 years of data.
- In Sage 300 Advanced ERP, you can maintain 7 years of data.
- In Sage 300 Standard ERP, you can maintain 7 years of data.

1 Related Topics

Home > <u>Adding and Maintaining Accounts</u> > Specifying a Currency

## Specifying a Currency

You can specify which currencies are valid for an account.

**Tip:** 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. You can save disk space by reducing the number of valid source currencies for an account.

#### Before you start

#### To specify a valid currency for an account:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. On the Currency tab:
  - a. Specify whether to allow posting from all currencies defined in Common Services, or only specific currencies.
  - b. Specify the default currency to appear during transaction entry.
- 3. Use the table to specify:
  - Each of the currencies in which you want to enter transactions (if you chose specified currencies)
  - Which currencies you want to revalue automatically for the account (if any).

Double-click or press the Spacebar to turn on **Revaluation** for a particular currency.

4. Click Save.

Home > Adding and Maintaining Accounts > Adding Accounts

## **Adding Accounts**

Add accounts to record information for different transaction types in your general ledger.

Adding a New Account

**Assigning Optional Fields to an Account** 

**About Rollup Accounts** 

Adding a Rollup Account

**Creating Accounts Automatically** 

Home > <u>Adding and Maintaining Accounts</u> > <u>Adding Accounts</u> > Adding a New Account

## Adding a New Account

You must assign an account structure code 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 the Segment Codes screen in the G/L Setup folder.

Before you start

#### To add a new account to the General Ledger:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. In the **Account** field, type the new account number, and then press the Tab key.

You can type account numbers with or without the delimiter character used to separate account number segments.

**Tip:** If you add another account immediately after finishing these steps, click the New icon to refresh the screen so that you can enter new information.

- 3. Enter a description for the account.
- 4. Fill in the fields on the Detail tab, as follows:
  - a. If you have more than one segment in your account numbers, use the Finder for the **Structure Code** field to choose the account structure that matches the segments in the account you are adding.
  - b. In the **Normal Balance** field, specify whether this account normally has a debit or a credit balance.
  - c. In the **Account Type** field, select Income Statement, Balance Sheet, or Retained Earnings for this account.
  - d. If you use account groups, use the Finder for the **Account Group** field to select the account group.

e. In the **Post to Account** field, select Detail, Consolidated, or Prohibited.

**Note:** You cannot post to a prohibited account.

- 5. Select the following additional options on the Details tab, and fill corresponding tabs, as needed:
  - a. If you want to allocate balances from this account automatically, select the **Auto Allocation** option, and then fill out the Allocation tab that appears.

**Important!** To allocate balances by quantity, you must also select the **Maintain Quantities** option for all accounts associated with the account allocation, and ensure that they all use the same unit of measure.

- b. If this is a control account, select the **Control Account** option. Then, on the Subledger tab that appears, specify the subledgers that use the account.
- c. If this is a multicurrency account, select the **Multicurrency** option. Then, on the Currency tab that appears, specify:
  - The currencies that can be posted to the account.
  - Whether the account is subject to revaluation.
- d. To designate an account as a rollup account, select the **Rollup** option. Then add member accounts on the Rollup tab that appears. (For more information, see <u>Adding a Rollup Account</u>.)
- 6. If you use optional fields:
  - Use the Optional Fields tab to specify the optional fields to use for additional information you want to store with the account.
  - Use the Trans. Optional Fields tab to specify the transaction optional fields and their default values to use in details you post for this account.
- 7. When you have finish adding required information on all the tabs, click **Add**, or click **Save**.

• After adding a new account

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Adding Accounts</u> > Assigning Optional Fields | an Account

## **Assigning Optional Fields to an Account**

**Note:** You can set up and use optional fields only if Transaction Analysis and Optional Field Creator is installed.

In General Ledger, you can assign an unlimited number of optional fields to an account to store additional information that your company wants to track for the account.

- Account Optional Fields. Account optional fields provide a convenient means to customize your General Ledger system by letting you store an unlimited number of additional pieces of information with account records.
- **Transaction Optional Fields.** General Ledger also retains optional field information for transactions (including those created in other Sage 300 ERP modules and sent to General Ledger) if the optional fields used in the transaction details match those used in General Ledger. More...

#### Before you start

#### To assign optional fields to an account:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. Use the Optional Fields tab to add optional fields to store custom information for the account, as follows:
  - a. In the Optional Fields column, use the Finder to select optional account fields that you have defined using the G/L Optional Fields setup screen. When you choose an optional field, the program fills in the description and the default value for the optional field.
  - b. To change the value for the optional field, use the Finder in the Value column to select a different value. More....
- 3. Use the Trans. Optional Fields tab to add optional fields to be used in transaction details that use the account.

To use the same optional fields for transaction details 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 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.)

4. On the Detail tab, for the **Post To Account** option, select **Detail**.

**Important!** General Ledger does not keep optional field information for consolidated transactions.

• After assigning optional fields

Related Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Adding Accounts</u> > About Rollup Accounts

## **About Rollup Accounts**

A rollup account lets you consolidate or "roll up" account balances and quantities (if applicable) to provide a summary balance, and it can be used for classification, budgeting, and reporting.

Rollup is multi-level. Not only can you add member accounts to a rollup account, you can add member accounts to an account's member accounts, creating a tree structure on the Rollup tab in the account record. The tree shows the relationships between accounts.

- To hide the tree, click the **Hide Tree** button.
- To view the tree, click the Show Tree button.
- You can double-click an account number in the tree to open the G/L Rollup Accounts screen, where you can add member accounts to the rollup account.

You can also open the G/L Rollup Accounts screen from the table in any of the following ways:

- By double-clicking the member account.
- By highlighting the account, and then clicking the Rollup zoom button.
- By highlighting the account, and then pressing Shift+F9.

**Note:** An account cannot be a rollup member of itself. If an account exists on the Rollup tab, you cannot add it again.

To view details about the currency of a multicurrency member account, highlight the account on the Rollup tab, and then click the **Currency** button.

**Note:** Member accounts of a rollup account cannot be multicurrency unless the rollup account itself is also multicurrency. Multicurrency transactions of rollup member accounts must be rolled up properly to their parent rollup accounts. Therefore, if any member of a rollup account is multicurrency, the parent rollup account must also be Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Adding Accounts</u> > Adding a Rollup Account

## Adding a Rollup Account

A rollup account lets you consolidate or "roll up" account balances and quantities (if applicable) to provide a summary balance, and it can be used for classification, budgeting, and reporting.

#### Before you start

#### To select member accounts for a rollup account:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. Use the Finder for the **Account** field to select the account you are designating as a rollup account.
- 3. On the Detail tab, select the **Rollup** option.
- 4. On the Rollup tab that appears, add member accounts in one of the following ways:
  - To add individual member accounts, click the first blank line in the table, then use the Finder in the Account column to select each account in turn.
  - To select a range of member accounts, click the zoom 
    button for the Select Member Accounts for the Rollup Account field, and then use the G/L Account Selector screen that appears to add member accounts. More...
- 5. Click Save.

The new member accounts now appear in the tree as well as in the table on the Rollup tab.

Tip: To hide the tree, click the Hide Tree button. To view it again, click Show Tree.

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Adding Accounts</u> > Creating Accounts Automatically

## **Creating Accounts Automatically**

#### • Before you start

#### To create accounts automatically:

- 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:
  - a. In the **Select By** field, specify Account Number, Account Group, or Sort Code-Account Group
  - b. In the From and To fields, enter the ranges 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 **Include Existing Accounts** option.
- 6. Use the table to specify the segments you want to create.
- 7. Click Preview.

The program displays a message telling you how many preview accounts it created.

**Note:** If your existing chart of accounts contains no accounts with the required segments in the specified range, the program does not create any new accounts.

- 8. Click **Close** to close the message.
- 9. Use the G/L Create Accounts Preview screen to:
  - Change the accounts before you add them permanently. More...
  - Specify optional field information for the accounts to be created. More...

10. To print the preview information, click **Print**.

On the Print Create Accounts Preview Information screen that appears:

- a. Choose sorting options and the range of accounts you want to print.
- 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 screen
- 11. When you have finished selecting or adjusting the accounts you want to create, click **Close** to return to the G/L Create Accounts screen.

In the G/L Create Accounts screen, all the fields are now dimmed you cannot change them. However, you can click **Preview** to return to the Preview screen.

12. Click **Process** to add the accounts to your chart of accounts.

If processing is successful, the program creates the accounts, and then displays a message telling you processing has finished and the number of new accounts that were created.

If there is an error in processing the accounts, you are returned to the G/L Create Accounts screen, but all fields are dimmed. Click **Preview** to view and remove any unsuitable accounts, or click Clear to abort the process. (Some accounts may have been added to your Chart of Accounts.)

13. When processing is successful, click **Close** to close the message.

A message asks 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 screen, but (as before) all the fields are dimmed.

14. Click **Clear** to delete the temporary file so that you can create a different set of accounts in the future.

After creating accounts automatically
Belated Topics

Home > Adding and Maintaining Accounts > Maintaining Accounts

# **Maintaining Accounts**

Set up account permissions, specify closing accounts, define reallocations, and perform other tasks to maintain and modify accounts in General Ledger.

**Changing Account Information** 

**Closing Accounts to Specific Segments** 

**Defining Account Reallocations** 

**Deleting an Account** 

**Deleting Member Accounts from a Rollup Account** 

**Setting Account Permissions** 

Home > <u>Adding and Maintaining Accounts</u> > <u>Maintaining Accounts</u> > Changing Account Information

## **Changing Account Information**

Use the G/L Accounts screen to update information for an existing account.

**Note:** You cannot turn off the Multicurrency option or the Maintain Quantity option for an account after you turn them on.

Before you start

#### To update an account record:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. In the **Account** field, type the account number, and then press the Tab key.
- 3. Update the tabs in the account record, as needed. More...
- 4. When you have finished updating the account, click **Save**.

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Maintaining Accounts</u> > Closing Accounts to Specific Segments

## **Closing Accounts to Specific Segments**

A closing account is a retained earnings account to which you post the difference between the sums of revenue and expense account balances when you close these accounts at year end.

You can specify separate closing accounts for different divisions or departments of your company using the Segment Codes screen. For example, if one segment of your account numbers represents company divisions, you can close revenue and expense accounts to retained earnings accounts by division.

#### Before you start

#### To close accounts to a specific segment:

- 1. Open General Ledger > G/L Setup > Options.
- 2. On the Segments tab, in the Use in Closing column, mark the segment as a closing segment.
- 3. Click **Save**, and then click **Close**.
- 4. Open General Ledger > G/L Setup > Segment Codes.
- 5. In the Segment Name field, select the segment you marked as a closing segment.
- 6. In the table on the G/L Segment Codes screen, enter all the codes that can be used for the segment, specifying the retained earnings account to which each segment closes.
- 7. Click **Save**, and then click **Close**.
- 8. Open General Ledger > G/L Accounts > Accounts.
- 9. For each revenue and expense account that includes the segment in the account number, in the **Close to Segment** field, select the closing segment.

**Note:** Any accounts for which you do not specify a segment will close to the default closing account, which is defined on the Account tab of the G/L Options screen.

10. Click **Save**, and then click **Close**.

Related Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Maintaining Accounts</u> > Defining Account Reallocations

## **Defining Account Reallocations**

General Ledger lets you allocate the balance of an account periodically to other accounts, for example, to allocate income and expense account balances from head-office accounts to department accounts, or to allocate profits to partners.

#### To define account reallocations:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. In the **Account** field, select the account from which you want to allocate amounts automatically.
- 3. On the Detail tab, select **Auto Allocation**, if it is not already selected. When you select the allocation option, the Allocation tab becomes available.
- 4. On the Allocation tab, enter reallocation details as follows:
  - a. In the **Source Code** field, select the source code to use for the allocation transactions.
  - b. In the **Allocate By field**, specify whether to reallocate amounts based on the account balance or on the account quantities. More...
    - Account Balance. This selection 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.
    - Account Quantities. This selection 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.

**Important!** All accounts must maintain quantities, and they must use the same unit of measure.

c. 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%.

5. When you have finished defining the reallocations, click **Save**.

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Maintaining Accounts</u> > Deleting an Account

# **Deleting an Account**

You cannot delete a General Ledger account 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 (on the G/L Options screen.)

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 start

### To delete an account:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. In the **Account** field, type the account number, and then press the Tab key.

**Tip:** You can type account numbers with or without the delimiter character used to separate account number segments.

- 3. Click Delete.
- 4. When prompted to confirm that you want to delete the account, click **Yes**.

Home > <u>Adding and Maintaining Accounts</u> > <u>Maintaining Accounts</u> > Deleting Member Accounts from a Rollup Account

### Deleting Member Accounts from a Rollup Account

To delete a member account from a rollup account:

- 1. Open General Ledger > G/L Accounts > Accounts.
- 2. Use the Finder for the Account field to select the rollup account.
- 3. To delete individual members, highlight the account in the table.
- 4. Press the **Delete** key on your *keyboard*.

**Warning!** Do not click the Delete button, or you will delete the rollup account with all its members.

Home > <u>Adding and Maintaining Accounts</u> > <u>Maintaining Accounts</u> > Setting Account Permissions

## **Setting Account Permissions**

**Important!** G/L Account Permissions is part of G/L Security, an option that you select on the Account tab of the G/L Options screen. The G/L Account Permissions icon appears in the G/L Accounts folder only after you select the **Use G/L Security** option, and then close and reopen the company database.

You assign permissions to accounts and segments depending on the default access set on the G/L Options screen. If default account access is:

- All Accounts, you need to restrict specific Sage 300 ERP users in the G/L Account Permissions screen.
- No Accounts, you need to grant individual access rights to accounts in the G/L Account Permissions screen. Without specific permission, Sage 300 ERP users cannot post transactions to accounts.

#### Before you start

#### To set account permissions:

- 1. Open General Ledger > G/L Accounts > Account Permissions..
- 2. In the **User ID** field, select the user for which you want to set permissions:

#### Tips:

- If you have already added user IDs to G/L Security, you can browse through the list of user IDs using the navigation buttons, or use the Finder to select a user ID.
- If you have not added the user ID for which you want to set permissions, click the Zoom 

   button for the User ID field to display all Sage 300 ERP user IDs, and then use the Finder to select the ID you need.

- 3. Use the Segment tab to allow or deny user access to ranges of account segments—for example, to restrict access to a particular department. More...
- 4. Use the Account tab to allow or deny user access to ranges of account numbers—for example, to allow access to accounts receivable sales accounts. More...
- 5. Click the **Test** button to test the account segments you have specified.

The G/L Permissions Finder lists only the accounts this user has permission to see and work with.

• After setting account permissions

Related Topics

Home > Adding and Maintaining Accounts > Budgets

### **Budgets**

Create and set up budgets for your General Ledger accounts.

About Budgets

About Fiscal Sets

**Types of Fiscal Sets** 

**Budget Methods** 

Editing Budget Data

Home > <u>Adding and Maintaining Accounts</u> > <u>Budgets</u> > About Budgets

# **About Budgets**

You use the Budget Maintenance screen to enter budgets for your accounts for any year defined in the fiscal calendar.

You can maintain up between one and five budget sets for each account, depending on your edition of Sage 300 ERP. If you are using Sage 300 Premium ERP, you can create up to five optional budgets for an account.

**Note:** You cannot add, change, or delete information contained in a locked budget set. (The Posting tab on the G/L Options screen tells you which budget sets, if any, are locked.)

You decide the type of information each budget contains. For example, you might set up an original budget, an adjusted budget, and a forecast.

Tip: If you create roll-up budgets, use a separate budget set.

The Budget Maintenance screen provides calculation methods and tools to help you create budgets. You can:

- Type the budget amounts in the Budget Amount column for each period.
- Let the system calculate budget amounts based on specified amounts and percentages using any combination of budget methods. (For information about specific budget methods, see <u>Budget</u> <u>Methods</u>.)
- Use the Fiscal Set Lookup feature to display actual and budget sets for any account in the general ledger, and then use one of the Copy methods to move the lookup amount into your new budget.
- Use the Import and Export choices on the File menu to transfer General Ledger accounts and budget figures to and from non-Sage 300 ERP programs. For example, you can export account data to a spreadsheet, manipulate it, and then import it as budget data.

**Note:** If you import budget information into General Ledger from a spreadsheet, you must supply the account number, fiscal set and

year, and currency code and type in the file, along with the budget amounts.

See the System Manager help for information about importing budget data.

**Note:** You must enter credit amounts as negative numbers.

## **Future Year Budgets**

In addition to current-year budgets, you can create budgets for an unlimited number of future years if you are using Sage 300 Premium ERP.

These future year budgets consume disk space, so you should add them only when necessary.

Note: You must create the future year before you can add the budgets.

Home > <u>Adding and Maintaining Accounts</u> > <u>Budgets</u> > About Fiscal Sets

# **About Fiscal Sets**

General Ledger stores the totals of all transaction amounts for each account in records called fiscal sets. General Ledger automatically adds the fiscal sets you require when you post transactions to general ledger accounts, create new fiscal years, set up budgets, and otherwise create account data for current and previous years.

A fiscal set contains the following data:

- The opening balance for the year, an adjustment amount, and a closing entry.
- The net changes for periods 1 through 15 for the year.
- The net changes resulting from adjustments for the fiscal year end.
- The net changes resulting from transferring income and expense account balances to retained earnings (closing entries).

**Note:** Each fiscal set stores 12 or 13 periods of accounting transaction summary data, depending upon whether the ledger uses 12 or 13 periods. In addition, each fiscal set has an adjustment period and a closing period.

# **Types of Fiscal Sets**

Each single-currency general ledger account has more than one fiscal set, because each fiscal set stores only one set of numbers for one fiscal year and an account can have different types of fiscal sets.

### **Example:**

For a given single-currency account, in addition to the current year's transactions, you can maintain the following information in your General Ledger:

- Fiscal sets containing an account's history for two years.
- Quantities for the account.
- Two sets of budget amounts for the account.

Two years of historical amounts plus the current year's amounts make up three actual fiscal sets. Two years of historical quantities plus the current year's quantities make up three quantity fiscal sets. The two budgets make up two budget fiscal sets. You have a total of eight fiscal sets for the account.

Multicurrency accounts have additional fiscal sets that hold amounts posted to the account in each source currency used with the account. Designating an account as a multicurrency account causes the system to create source-currency and functional-currency equivalent fiscal sets for the account as required.

If you selected the euro as your functional currency and specified a reporting currency, General Ledger maintains a fiscal set for storing the reporting currency equivalent of each period to let you display balances and net changes in the reporting currency.

For a quick reference to the types of fiscal sets and their codes, see <u>Types of Fiscal Sets</u>.

### **Actual Fiscal Set**

All accounts have an actual fiscal set. The amounts stored in the actual fiscal set are the totals of all transactions posted to the account. Actual fiscal set information appears on General Ledger reports such as the Income Statement and the Balance Sheet. When you post a batch of transactions, the system updates the actual fiscal sets.

### **Quantity Fiscal Set**

If you want to store quantity data with general ledger accounts, you must first choose the option to maintain quantities on the G/L Options screen. Then, to maintain quantity data for individual accounts, you select the option to maintain quantities for each applicable account.

You enter quantity information as you enter monetary amounts in transaction batches. Each time you make a journal entry for an account for which quantities are maintained, General Ledger prompts you for a debit or credit amount and a quantity. When you post the batch, General Ledger updates the actual and the quantity fiscal sets.

### **Budget Fiscal Sets**

You can maintain up to five budget fiscal sets (identified by the numbers 1 through 5) for each account. You decide how many of the five you want to use and the type of budget information you want to keep in each.

### **Provisional Fiscal Set**

The provisional fiscal set contains amounts that have been provisionally (temporarily) posted to general ledger accounts.

### **Posting and Fiscal Sets**

General Ledger allows you to post amounts temporarily to accounts to test their effects on financial statements. When you post batches provisionally, General Ledger adds the transaction amounts to the provisional fiscal set instead of to the actual fiscal set, and keeps the batches available for further editing and posting.

When you post the batch permanently, General Ledger removes the effects of provisional posting. You can print financial statements that

include provisional amounts, and check the results before posting the transactions permanently to ledger accounts. You can post batches provisionally only if you select the option to allow provisional posting.

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Budgets</u> > Types of Fiscal Sets

# **Types of Fiscal Sets**

Each account has many fiscal sets.

Each single-currency general ledger account has more than one fiscal set, because each fiscal set stores only one set of numbers for one fiscal year and an account can have different types of fiscal sets.

Multicurrency accounts have additional fiscal sets that hold amounts posted to the account in each source currency used with the account.

Code	Description	
A	An Actual fiscal set stores one year (12 or 13 periods plus a 14th period for adjusting, and a 15th period for closing revenue and expense accounts) of actual monetary data for one general ledger account in home currency.	
R	Reporting currency (only available if you selected the euro as your functional currency and specified a reporting currency in the Company Profile screen in Common Services).	
Q	A Quantity fiscal set stores quantity information related to the actual amounts. If you use quantities, each actual fiscal set is paired with a quantity fiscal set.	
Р	The Provisional fiscal set temporarily stores amounts from provisional batch postings.	
PQ	A Provisional Quantity fiscal set stores provisionally-posted quantities.	
1	Budget Fiscal Set 1 stores planning information. Depending on the edition of Sage 300 ERP you are using, you can store up to five separate budgets in sets 1 through 5. You might want to use budget set 1 to store your original budgets.	
2	Budget Fiscal Set 2. You might want to use this budget set to	

Typoc	of	Liccol	Soto
Types	UI	riscai	3613

	store your revised budgets.
3	Budget Fiscal Set 3. You might want to use this budget set to store forecasts.
4	Budget Fiscal Set 4. You might want to store budgeted quantity information for the account.
5	Budget Fiscal Set 5.

Belated Topics

Home > <u>Adding and Maintaining Accounts</u> > <u>Budgets</u> > Budget Methods

# **Budget Methods**

On the G/L Budget Maintenance screen, you select a budget method to specify budget method options that are used to calculate budget period amounts.

For more information about using this screen, see <u>G/L Budget</u> <u>Maintenance Screen</u>.

Option	How to Use	How G/L Calculates Budget Amounts
Base, Amount Increase	<ul> <li>When you select this option, the Base Amount and Amount Increase fields appear.</li> <li>In the Base Amount field, enter the base amount you want to begin with (that is, the base amount you want to use to calculate the budget for Period 1).</li> <li>In the Amount Increase field, enter the amount by which the base amount should be increased.</li> </ul>	<ul> <li>General Ledger uses the base amount you specify as the Period 1 Budget Amount.</li> <li>To calculate the budget amount for Period 2, General Ledger adds the amount increase to the base amount.</li> <li>To calculate the budget amount for Period 3, General Ledger adds the amount increase to the Period 2 amount.</li> <li>General Ledger continues to calculate budget amount.</li> <li>General Ledger continues to calculate budget amount.</li> </ul>
Base, Percent Increase	When you select this option, the <b>Base Amount</b> and <b>%</b> <b>Increase</b> fields appear.	General Ledger multiplies the base amount by the percent increase to calculate the Period 1 budget amount.

Budget Methods

	<ul> <li>In the Base Amount field, enter the base amount you want to begin with (that is, the base amount you want to use to calculate the budget for Period 1).</li> <li>In the % Increase field, enter the percentage (in decimal notation) by which the base amount should be increased.</li> </ul>	<ul> <li>To calculate the budget amount for Period 2, General Ledger multiplies the Period 1 amount by the percent increase.</li> <li>To calculate the Period 3 budget amount, General Ledger multiplies the Period 2 amount by the percent increase.</li> <li>General Ledger continues to calculate budget amounts in this manner until all periods have a budget amount.</li> </ul>
Copy, As Is	Select this option to copy or add the amounts in each period of the Inquiry Amount column into the corresponding periods of the Budget Amount column.	General Ledger copies the exact amounts in each period of the <b>Inquiry Amount</b> fields into the corresponding periods of the <b>Budget Amount</b> fields.
Copy, Amount Increase When you select this option, the <b>Amount Increase</b> field appears. In this field, enter the amount by which the period amounts should be increased.		General Ledger adds the period amount in each <b>Inquiry</b> <b>Amount</b> field to the amount in the <b>Amount Increase</b> field, and then copies the result into the <b>Budget Amount</b> field for the corresponding period.
Copy, Percent Increase	When you select this option, the <b>% Increase</b> field appears. In this field, enter the percentage by which the period amounts should be	General Ledger multiplies the amount in the <b>Inquiry Amount</b> field for each period by the percentage in the <b>% Increase</b> field, and then copies the result

	increased.	into the <b>Budget Amount</b> field for the corresponding period.
Copy, Prorated Spread	When you select this option, the <b>Spread Amount</b> field appears. In this field, enter the amount you want to prorate to the individual periods. <b>Note:</b> 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, and then use the percent increase budget method. If the rate is less than one, use a negative percent increase (calculated by subtracting the rate from 1).	<ul> <li>General Ledger performs a weighted distribution of amounts based on: <ul> <li>The period amount in the Inquiry Amount field.</li> <li>The sum of period amounts in all the Inquiry Amount fields.</li> <li>The amount you specify in the Spread Amount field.</li> </ul> </li> <li>The system uses the following equation to compute each period's budget amount: <ul> <li>(Period inquiry amounts x Spread amount for period) / Sum of amounts (all periods)</li> <li>In other words, a ratio (weight factor) is calculated by dividing each individual period's inquiry amounts for all periods. That weight factor is then multiplied by the spread amount.</li> </ul></li></ul>
Fixed Amount	When you select this option, the <b>Fixed Amount</b> field appears. In this field, enter a fixed amount.	General Ledger adds the fixed amount you specify to the <b>Budget Amount</b> field for each period.
Spread Amount	When you select this option, the <b>Spread Amount</b> field appears. In this field, enter an spread amount.	General Ledger distributes the spread amount you specify evenly across the <b>Budget</b> <b>Amount</b> fields for all periods.
------------------	--	---
		<b>Note:</b> If the amount cannot be divided evenly, the remainder is added into the last period.

Related Topics

Home > Adding and Maintaining Accounts > Budgets > Editing Budget Data

# **Editing Budget Data**

You can maintain up between one and five budget sets for each account, depending on your edition of Sage 300 ERP. If you are using Sage 300 Premium ERP, you can create up to five optional budgets for an account.

**Note:** You cannot add, change, or delete information contained in a locked budget set. (The Posting tab on the G/L Options screen tells you which budget sets, if any, are locked.)

#### Before you start

### To edit budget data:

- 1. Open General Ledger > G/L Accounts > Budget Maintenance.
- 2. In the **Account** field, select the account for which you are entering budget information.
- 3. Display the budget set you want to edit. More...
- 4. Enter data for each period in the budget set. More...

#### Tips:

- Click the Clear button to remove figures entered previously on the screen.
- Click the **Delete** button to remove the budget record completely. (This action will free up disk space.)
- Use the Fiscal Set Lookup section to look up current or previousyear actual or budget figures from any account. When you click the Go >>> button beside the Fiscal Set Lookup fields, the Inquiry Amount column displays amounts from your inquiry that can help you prepare the budget for the account you are working with.

You can also inquire on an account's rolled up amounts. Select the **Use Rolled Up Amounts** option, and then click the **Go >>** button to see rolled up budget figures. Budgets for the member accounts are rolled into the rollup account for inquiry purposes. If you have security authorization for the rollup account, you automatically have access to member accounts.

5. When you are satisfied with the budget data, click **Add** or **Save**.

You can continue to manipulate the amounts in the Budget Amount fields using various budget methods, or by manually changing the amounts.

6. When you are satisfied with the result, click **Add** or **Save**.

Related Topics

Home > Entering and Posting General Ledger Transactions

### Entering and Posting General Ledger Transactions

Use General Ledger Transactions screens to enter and post batches of journal entries, and to review and edit transaction information before posting.

**About Transaction Processing in General Ledger** 

Adding a New Batch

**Editing a Batch** 

**Deleting a Batch** 

**Adding a Journal Entry** 

**Posting Transaction Batches** 

**Drilling Down from Journal Entries to Source Transactions** 

**Reversing a Posted Batch or Journal Entry** 

**About Recurring Entries** 

**Setting Up Recurring Entries** 

**About Viewing Batch Information** 

**About Importing Batches** 

Home > Entering and Posting Transactions > About Transaction Processing in General Lede

### **About Transaction Processing in General Ledger**

A General Ledger batch is a group of journal entries, each of which contains at least two transaction details: 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.

## **Posting Batches**

When General Ledger posts a batch, all entries that cannot be posted are added to a new batch. Print the posting journal for a list of all posted transactions and all errors that the program encountered.

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 screen).

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 you 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 are not reported on the batch listing.

### **Posting Sequences and Entry Numbers**

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 screen, 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 screen 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 screen. If you do not create a new year first, posting creates an error batch for the reversing entries, which you can post later.

**Note:** Provisional posting does not post reversing entries across a fiscal year boundary—only within a fiscal year.

## **Intercompany Transactions (ICT) Batches**

**Important!** You can enter intercompany transactions only in the company for which you activated Intercompany Transactions. If you are working with a company for which Intercompany Transactions has not been activated, the ICT fields do not appear on G/L forms and reports.

If you use Sage 300 ERP Intercompany Transactions:

- Additional fields appear on the G/L Journal Entry screen, letting you identify the originating company for the batch and a destination company and route number for each transaction.
- You use the ICT A/P Post Batches screen to post intercompany batches.

**Note:** If Intercompany Transactions is activated for the open company, you can post only intercompany batches and transactions.

When you post an intercompany batch, Sage 300 ERP creates batches for the originating company and for the destination company in their respective General Ledgers. It also creates a posting journal in Intercompany Transactions that shows what happened.

If you selected Post G/L Batches for the originator and the destination companies in ICT Options, Sage 300 ERP will also post these batches for you in the remote General Ledgers.

The program generates descriptions for the batch, entry, and line for the originating and destination companies, as shown in the following examples:

• Batch description. The generated G/L batch description will be:

From ICT Company *companyID* (GI post seq >*nnn* batch *x*.

where *companyID* is the ID code of the originator, *nnn* is the sequence number, and *x* is the batch number.

• Entry description. The generated entry description will be the same as that in the ICT G/I entry.

- Line description. The generated line description will be the same as that in the ICT G/I line.
- Line comment. The generated line comment will be the same as that in the ICT G/I line.

Related Topics

Home > Entering and Posting Transactions > Adding a New Batch

## Adding a New Batch

Sage 300 ERP General Ledger is a batch-oriented accounting system. You group financial transactions together and enter them in batches before you post them to general ledger accounts. You use the G/L Journal Entry screen to add batches directly into General Ledger.

#### Before you start

**Important!** When creating a new batch, you must use the batch number assigned by the system.

To add a new batch, follow one of these procedures:

- 1. Open General Ledger > G/L Transactions > Journal Entry.
- 2. Click the New button beside the Batch field.
- 3. Enter a description for the batch.

Or

- 1. Open General Ledger > G/L Transactions > Batch List.
- 2. Click the **New** button.
- 3. When the Journal Entry screen appears, enter a batch description.

**Note:** You do not click the New button in the Journal Entry screen because a new batch has already been created.

• After creating a new batch

Home > <u>Entering and Posting Transactions</u> > Editing a Batch

## **Editing a Batch**

You use the Journal Entry screen to edit all types of General Ledger batches, whether they were created by another Sage 300 ERP subledger or imported from a non-Sage 300 ERP program, provided that they have not been posted or deleted, or set Ready to Post (on the Batch List screen). More...

**Note:** You can edit batches that have been provisionally posted.

Before you start

### To edit the contents of an existing batch:

1. Open General Ledger > G/L Transactions > Journal Entry.

**Tip:** Alternatively, if the Batch List screen is open, you can select the batch from the list, and then click **Open**.

2. In the **Batch Number** field, use the Finder or the navigation buttons to display the batch you want to edit, or type the batch number.

You can now select an entry from the batch.

3. In the **Entry Number** field, use the Finder or the navigation buttons to display the entry you want to edit, or type the entry number in the field.

The journal entry is now available for editing.

4. Edit the header information or the details for the selected entry, as needed.

Tips:

- To delete the entire entry, click **Delete**.
- To delete the existing details for the entry, click **Clear**.
- To view all the information for a single detail without needing to scroll, select the detail on the table, and then click **Detail**. (Click

**Close** when you want to return to the Journal Entry screen.)

- To view or edit optional field information for a detail, select the detail, and then click the Optional Fields zoom 

   button.
- 5. When you have finished making changes, click **Save**, and then click **Close**.

• After editing a batch

1 Related Topics

Home > <u>Entering and Posting Transactions</u> > Deleting a Batch

## **Deleting a Batch**

You can delete General Ledger batches that you have not yet posted.

**Tip:** You use the Clear History screen in the G/L Periodic Processing folder to clear posted batches.

### • Before you start

### To delete a batch, follow one of these procedures:

- 1. Open General Ledger > G/L Transactions > Journal Entry.
- 2. In the **Batch Number** field, use the Finder or the navigation buttons to display the batch you want to delete, or type the batch number.
- 3. Click Delete.

All transactions in the batch are deleted.

Or

- 1. Open General Ledger > G/L Transactions > Batch List.
- 2. Select (highlight) the batch you want to delete on the Batch List screen.

Clear the option **Show Posted And Deleted Batches** to limit the display to batches that have not been posted.

3. Click Delete.

### After deleting a batch

Related Topics

Home > <u>Entering and Posting Transactions</u> > Adding a Journal Entry

# **Adding a Journal Entry**

A journal entry in General Ledger is like a manual journal entry. The sum of the debits equals the sum of the credits. Each debit line and each credit line in a journal entry is called a detail. You use the G/L Journal Entry screen to maintain batches, journal entries, and journal entry details.

### To add a journal entry:

- 1. Open General Ledger > G/L Transactions > Journal Entry.
- 2. Beside the **Batch** field, click the New button.

General Ledger provides the next batch number, and moves to the Batch Description field.

- 3. Enter a description for the batch.
- 4. Enter header information for the entry, as follows:
  - a. Beside the **Entry Number** field, click the New **b** button.

General Ledger inserts the next entry number.

- b. Enter a description for the entry.
- c. If you use Sage 300 ERP Intercompany Transactions, use the Finder for the **Originator** field to select a company.

Transactions in an intercompany batch can have different originating companies.

**Note:** The Originator field appears only if you install and activate Intercompany Transactions.

- d. In the **Date** field, specify the date of the journal entry.
- e. Use the **Year/Period** field to specify the fiscal year and period to which to post the transaction. (The default fiscal year and period is determined by the date you entered in the Date field.)
- f. Enter the source code for the transaction, or use the Finder to

select it.

General Ledger displays the default source code from the Posting tab of the Options screen, but you can change the code.

g. Select **Normal** or **Quick** as the entry mode.

This option controls the number of fields visited when you are adding new transaction details.

- h. If the transaction should be reversed in the next fiscal period (for example, if the entry is an accrual), select the **Auto Reverse** option.
- 5. Enter debit and credit information in the detail table.

**Tip:** Click the **Detail** button to open the Journal Detail screen, where you can add and edit details without having to scroll to view all the information for a detail.

**Note:** If you have a multicurrency ledger and you are entering details for a multicurrency account, you can select the source currency, the rate type, and the rate for each detail. Each detail can use a different source currency, and you can override the displayed exchange rates as required.

 To view or edit optional fields for a selected detail, click the Optional Fields zoom 

 button, or press Shift+F9.

The Journal Entry Optional Fields screen appears.

You can add or delete optional fields for the detail. However, you can add only optional transaction fields that are defined for the account.

#### Note:

You can also change the value for the optional field, as follows:

• If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows a blank, you can also leave the value blank.

 If the optional field is not validated, you can select a defined value, or you can enter any value, providing your entry does not exceed the length specified for the optional field.

You click **Close** to return to the Journal Entry screen.

7. Click Add or Save.

• After adding journal entries

1 Related Topics

Home > <u>Entering and Posting Transactions</u> > Posting Transaction Batches

## **Posting Transaction Batches**

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 post them provisionally to test their effect.

You use the Post Batches screen to post all or a range of unposted batches.

You can also post individual batches using the G/L Batch List screen. However, you can post only one batch at a time using that screen. (You select the batch you want to post, and then click Post or Prov Post on the G/L Batch List.)

**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.

#### Before you start

#### To post transaction batches:

- 1. Open General Ledger > G/L Transactions > Post Batches.
- 2. Specify the batches to post by selecting **All Batches** or **Range**.

If you want to post a single batch, enter the same batch number for the beginning and end of the range.

3. Click **Post** to post batches permanently.

Click **Provisional Post** to post on a temporary basis.

If you decide not to post batches, click Close.

### After posting batches

Belated Topics

Home > <u>Entering and Posting Transactions</u> > Drilling Down from Journal Entries to Source Transactions

### Drilling Down from Journal Entries to Source Transactions

You can drill down from posted or unposted batches in General Ledger to view transactions in the subledgers where the source transactions were created.

### To drill down to a source transaction:

- 1. Open General Ledger > G/L Transactions > Journal Entry.
- 2. In the **Batch Number** field, select a batch that contains transactions created in another Sage 300 ERP ledger, such as Accounts Receivable or Purchase Orders.
- 3. In the **Entry Number** field, select the entry you want to view in the source ledger.
- 4. Click the **Drilldown** button beside the Entry Number field to display the original transaction in the source ledger.

Home > <u>Entering and Posting Transactions</u> > Reversing a Posted Batch or Journal Entry

### **Reversing a Posted Batch or Journal Entry**

General Ledger makes it easy to reverse any of the transactions in a posted batch.

### To reverse a posted batch or journal entry:

- 1. Open General Ledger > G/L Transactions > Batch List.
- 2. Double-click the posted batch that you want to reverse, or that contains the entry you want to reverse.
- 3. The G/L Journal Entry screen appears, displaying the batch.
- 4. If you want to reverse an individual entry in the batch, select the entry in the **Entry Number** field.
- 5. Click **Reverse**.

The Create Reversing Batch screen appears.

- 6. Select one of the Reverse options to specify which of the following you want to reverse:
  - The selected entry only.
  - The whole batch.
- 7. In the **Batch Number** field, specify the reversing batch to which you want to add the batch or entry you are reversing.

You can create a new reversing batch or select an existing reversing batch.

8. In the **Batch Description** field, enter a description for the reversing batch.

**Note:** If you created a new reversing batch, the default batch description is REVERSE BATCH, but you can change this.

9. Specify a description for each entry you are reversing. The method for doing this depends on what you are reversing:

• Whole batch. Select one of the Entry Descriptions options to

specify a method for generating descriptions for the entries in the batch:

- **Original.** Each entry in the reversing batch has the same entry description it had in the original batch.
- Original with Prefix. Each entry in the reversing batch has the same entry description it had in the original batch, preceded by the prefix you enter.
- New. Each entry in the reversing batch has the entry description you enter.
- **Individual entry.** In the **Entry Description** field, enter a description for the entry you are reversing.

10. Click **Process**.

• After reversing a posted batch or journal entry

Belated Topics

Home > Entering and Posting Transactions > About Recurring Entries
#### **About Recurring Entries**

You can set up and schedule journal entries for recurring transactions that vary little from period to period, such as periodic depreciation charges or loan repayments.

You use the G/L Recurring Entries screen to set up one or more recurring entry records. Later, you use the Create Recurring Entries Batch screen, in the Periodic Processing folder, to create a batch of recurring transactions.

You can also schedule reminders for users who are responsible for processing these entries periodically. When a recurring entry comes due, Sage 300 ERP reminds these users to create batches of recurring entries. (For information about scheduling reminders, see the System Manager help.)

Related Topics

Home > <u>Entering and Posting Transactions</u> > Setting Up Recurring Entries

### **Setting Up Recurring Entries**

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

Setting up a recurring entry is similar to recording a journal entry, except that the Recurring Entry screen contains additional fields for identification and timing of the recurring transaction.

#### To set up recurring entries:

- 1. Open General Ledger > G/L Setup > Recurring Entries.
- 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.

**Example:** You are creating a recurring entry for semi-annual amortization. Your code might be AMORT.

- 3. Enter header information to use for the recurring entries as follows:
  - a. In the **Entry Description** field, enter a description of the code, up to 60 characters long. Descriptions help to identify each code.
  - b. In the **Schedule Code** field, attach a processing schedule for your recurring entry.

Either click the Finder, and then select a schedule from the list, or click the Zoom 
button for the Schedule Code field, and then create a schedule for this recurring entry.

- c. In the **Start Date** field, enter the date that the recurring entry for this transaction begins. General Ledger checks the start date to determine if the recurring entry should be included in a batch.
- 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 and then enter an expiration date.
- e. To make this entry temporarily inactive, select the **Inactive** option.

You can activate the recurring entry later. When you change the

status, the start date is automatically updated to the current session date, but you can change the date.

- f. Enter a description for the entry (for example, "Monthly service charge").
- g. In the **Source Code** field, enter or select the source code to use with the recurring entries when they are generated (for example, GL-JE).
- h. If you need to reverse the transaction in the next fiscal period (for example, for some kinds of accruals), select **Auto Reverse**.
- i. Select **Normal** or **Quick Entry** as the entry mode. (Quick entry mode saves you some keystrokes if you are entering similar details. The program copies the reference and description for each detail line after the first.)
- J. If you have a multicurrency ledger, select the type of exchange rate to use for the recurring entries from the Exchange Rate list. More...
- 4. Enter transaction details in the table, or click the **Detail** button, and then enter the details in the separate Recurring Entry screen that appears.

The Optional Fields column (or the check box in the separate detail screen) indicates whether transaction optional fields are defined for the account used in a recurring entry detail. If optional fields are used, you can use the Recurring Entry Optional Fields screen to view or change the optional fields for the entry. More...

5. Click **Close** when you have finished adding recurring entries.

Home > <u>Entering and Posting Transactions</u> > About Viewing Batch Information

### **About Viewing Batch Information**

General Ledger has several screens that display batch and journal entry information:

- **G/L Batch List.** This screen 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
- 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 this report, see <u>G/L Batch Status Report</u>.

• **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 this report, see <u>G/L Batch Listing Report</u>.

• **Posting Journal.** This report lists transactions that have just been posted.

For more information about this report, see <u>G/L Posting Journals</u> <u>Report</u>.

**Tip:** You can also view posted transactions by printing the G/L Transaction Listing, by printing source journals, or by using the

Transaction History screen.

Belated Topics

Home > <u>Entering and Posting Transactions</u> > About Importing Batches

### **About Importing Batches**

You can use the **Import** command on the G/L Journal Entry File menu to transfer to General Ledger batches of transactions that were:

- Exported by Sage 300 ERP ledgers at other physical locations.
- Created by non-Sage 300 ERP programs.

After importing the transactions, you can edit, print and post them in Sage 300 ERP General Ledger.

Note: If the batch file does not contain valid data, it is not imported.

**Tip:** To see how the data records should be organized, we recommend that you export a record from Sage 300 ERP in the format that you want to import. (For more information on creating batches for importing, see the "Import Data into Sage 300 ERP" topic in the System Manager help.)

#### **Importing Batches from Another Location**

Generally, you use the Import feature to transfer Sage 300 ERP batches that are created in another location for posting to your General Ledger. (If your subledgers are in the same database as your General Ledger, they create batches directly in General Ledger.)

Import batches can be created off-site in one of two ways:

- By using the G/L Journal Entry screen in the remote site to create the batch. Then, you use the Export command on the Journal Entry screen's File menu to create a batch that can be imported by your General Ledger.
- By creating a General Ledger batch in a database that does not have General Ledger activated. For example, if you have a branch office database that contains Accounts Receivable or Accounts Payable ledgers—but no General ledger—Sage 300 ERP will create a G/L import batch file when you create a batch for posting to General Ledger.

Import batches created automatically by Sage 300 ERP are in CSV text format (comma separated values).

If you are exporting a batch manually (using the **File > Export** command in the Journal Entry screen), you can choose from a variety of formats. However, if you are creating the file for Sage 300 ERP, there is no reason to use another format.

#### Importing Batches from Non-Sage 300 ERP Programs

The only way to transfer batches created by non-Sage 300 ERP programs into General Ledger is to import them.

As with transactions generated by Sage 300 ERP subledgers, the source code attached to the detail indicates the transactions' source ledger and type. You must define your source codes in the source program, and then add them to General Ledger before you export transactions.

Related Topics

Home > Importing and Exporting General Ledger Data

### **Importing and Exporting General Ledger Data**

Import account records, transaction batches, and other records into General Ledger from files created by other programs, and export General Ledger data for use in other programs.

About Importing and Exporting G/L Data

**Importing Data to General Ledger** 

**Exporting General Ledger Data** 

**Creating a GIFI Export File** 

Home > Importing and Exporting General Ledger Data > About Importing and Exporting G/L Data

# About Importing and Exporting General Ledger Data

You can import account records, transaction batches, and other records into an Sage 300 ERP database from files created by other programs. You can also export data from a Sage 300 ERP database for use in other programs.

You can use this feature to speed up your initial ledger setup, especially if you are converting data from a non-Sage 300 ERP database to Sage 300 ERP General Ledger.

For example, you can:

- Export account data to a spreadsheet program, work with the data, then import it back into General Ledger as budget figures for a new fiscal year.
- Add a new department to your chart of accounts by exporting an existing department set, changing the department account number segment, then re-importing the file.

**Note:** If importing fails, the system creates a restart record. You must remove the restart record before you can perform another import successfully. You can remove the record either by correcting the error that caused the restart record in the first place (for example, an error in the file you are trying to import), or by deleting the record in the Restart Maintenance screen.

General Ledger lets you import information from a variety of file formats (such as CSV or spreadsheet files).

For more detailed information on importing data into Sage 300 ERP, including the required formats and contents of import files, see the System Manager help.

Home > Importing and Exporting General Ledger Data > Importing Data to General Ledger

#### **Importing Data to General Ledger**

Use the Import command to transfer data, such as account master information and transaction batches, from non-Sage 300 ERP programs to Sage 300 ERP General Ledger. Transferring this information to Sage 300 ERP is called importing.

**Example:** One common use of the Export/Import 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.

**Tip:** If you often import the same data, you can create a script to speed up the process. The fields selected when you create the script appear in the Import dialog box.

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

- 1. Open the screen for the data you want to import.
- 2. Click File > Import.

The Import dialog box appears. The information columns are dimmed until you select a file or database to import.

- 3. In the **Type** field, select the format of the data you are importing.
- 4. Select an action from the 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**.
- 5. Click the **Browse** button, and then specify one of the following, depending on the type of data you are importing:
  - Access database
  - Excel file

• A path or database (for a CSV import)

In the Import dialog box, the columns are no longer dimmed, and you can edit them. (For example, you can right-click on cells in the Contents column to change values.)

6. Click **OK** to import the data.

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

Home > Importing and Exporting General Ledger Data > Exporting General Ledger Data

### **Exporting General Ledger Data**

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 300 ERP databases is called exporting.

**Example:** One common use of the Export/Import 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.

#### • Before you start

#### To export General Ledger information, follow these general steps:

- 1. Open the screen for the data you want to export.
- 2. Click **File** > **Export**.
- 3. In the Export dialog box that appears, select a file format from the **Type** list.
- 4. Click **Browse**, and then specify the location and file to export to.
- 5. Click the plus signs beside items that have them to expand the list of fields.
- 6. If there are fields that you do not want to export, clear the checkbox for that field.

**Note:** Items with a star beside the check mark are key fields that you must export.

- 7. To change the criteria for exported data, click the Set Criteria button.
- 8. Click **OK** to begin the export.

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

Home > Importing and Exporting General Ledger Data > Creating a GIFI Export File

### **Creating a GIFI Export File**

General Ledger allows companies to export a General Index of Financial Information (GIFI) file as part of their electronic tax return for Canadian T2 Corporate Income Tax Returns.

General Ledger includes a GIFI macro in Excel that allows you to associate GIFI codes to each account in your chart of accounts.

#### To create a GIFI export file:

- 1. Start Excel.
- 2. Open Program Files > Sage 300 ERP > Macros > GIFI.XLS.
- 3. If a security warning appears saying that macros have been disabled, click **Enable Content**.
- 4. Click the Retrieve Accounts button.
- 5. At the Open Company prompt:
  - a. Enter your User ID and password, the code for the company database you want to export information from, and the session date.
  - b. Click OK.

This step clears the worksheet and retrieves account information from the database you specified.

- 6. For each account in the chart of accounts that does not have a GIFI Code, assign a GIFI code as follows:
  - a. Double-click the blank cell in column C to display a list of GIFI codes you can choose from.
  - b. Click the code you want to assign to the account.

**Important!** Make sure that you include all accounts from the chart of accounts.

7. When you have assigned GIFI codes to all the accounts in your chart of account, click the **Export** button.

A GIFI Export dialog box appears.

- 8. In the **Fiscal Year** field, enter the fiscal year for which you are filing income tax, and then click **OK**.
- 9. In the Save As dialog box:
  - a. Navigate to the location where you want to save the file.
  - b. In the **File Name** field, accept the default name or type a different file name.
  - c. Make sure that the file type is **GIFI file**.
  - d. Click Save.

A Ready status appears at the bottom of your Excel screen if the accounts in your file balance (that is, total assets equal total liabilities plus total equity).

A warning message appears if your accounts do not balance.

- 10. If you receive the warning message:
  - a. Click **OK**.
  - b. Check whether you have omitted one or more accounts from your chart of accounts.
  - c. Repeat steps 3 through 8.

When you reach step 5, make sure that you include all accounts from the chart of accounts.

11. Close the GIFI file, and exit Excel.

To include this file with your electronic tax return, open the T2 program, and retrieve the GIFI file.

Home > Looking Up Information in General Ledger

### **Looking Up Information in General Ledger**

Look up transactions, balances, account history, and other information in General Ledger.

**Looking Up Transactions Posted to General Ledger Accounts** 

**Viewing Chart of Accounts Information** 

Viewing G/L Account History

Viewing Source-Currency Balances for a Multicurrency Account

**Comparing Two Fiscal Sets** 

Home > <u>Looking Up Account and Transaction Information</u> > Looking Up Transactions Poste to General Ledger Accounts

### Looking Up Transactions Posted to General Ledger Accounts

Use the G/L Transaction History screen to display all transactions posted to selected account in a particular year and fiscal period (unless transactions were consolidated).

#### To look up transaction history for an account:

- 1. Open General Ledger > G/L Accounts > Transaction History..
- 2. If this is an Intercompany Transactions company, select the company code in the Company field.
- 3. In the **Account** field, enter or select the number of the account you want to inquire on.
- 4. In the **Period Ending** field, select the year and period for which you want to view transactions.
- 5. You can use filters to restrict the list to transactions with a particular source code or source currency (if you have a multicurrency ledger), as follows:
  - To view only one type of transaction, use the Finder in the **Source Code** field to select the source code you use for that type.
  - If General Ledger is multicurrency, and you selected a multicurrency account, use the Finder for the Currency field to select the currency of the transactions you will view.
  - If you selected a rollup account and you want to view transactions of rollup members, select the Use Rolled Up Amounts option, then click the Go >> button.

Results appear automatically in the detail table when you change any of these selection fields.

6. Double-click a transaction to view it in the Journal Entry screen.

**Tip:** You can drill down from the Journal Entry screen to view transactions sent from subledgers in the original entry screens.

Home > <u>Looking Up Account and Transaction Information</u> > Viewing Chart of Accounts Information

### **Viewing Chart of Accounts Information**

You can use the G/L Chart of Accounts screen to:

- List all the accounts in the general ledger, in account number order, beginning with the account you specify.
- View detailed information for a selected account.

#### To view Chart of Accounts information:

- 1. Open General Ledger > G/L Accounts > Chart of Accounts..
- 2. If you want to view your chart of accounts beginning with a certain account number (for example, to start the list from revenue and expense accounts) enter or select the account number in the **Starting Account** field.
- 3. To display balances as of a certain period end, specify the ending year and period in the **Period Ending** field.
- 4. To display only rolled- up balances (rather than individual balances for members of rollup accounts) select **Use Rolled Up Balances**.
- 5. Click the **Go >>** button.
- 6. View account information as follows:
  - Scroll through the list to view summary information for each account.
  - To view details for a particular account, double-click the account, or select it and then click **Open**.
  - To view transaction history for a selected account, click **Transactions**.
  - To compare fiscal sets for a selected account, click **Comparison**.
  - To view budget information for a selected account, click **Budget**.
  - To view the account history for a selected, click History.
  - To view all the source currencies that have been posted to a selected account in the selected period, click **Currency**.

Belated Topics

Home > Looking Up Account and Transaction Information > Viewing G/L Account History

### **Viewing G/L Account History**

Use the G/L Account History Inquiry screen to display balance and net change information for an account. More...

#### To view account history:

- 1. Open General Ledger > G/L Accounts > Account History Inquiry.
- 2. In the **Account** field, enter or select the account number you want to inquire on.
- 3. In the **Year** field, select the fiscal year for which you want to view account activity.
- 4. If your General Ledger and the selected account are multicurrency, select a currency and the currency type (**Source** or **Functional**) in which to display account balances.

#### Note:

If your functional currency is the euro and a reporting currency is defined in Common Services (on the Company Profile screen), you can select **Reporting**, **Source**, or **Functional** as the currency type.

If your functional currency is the euro and you have a single currency system you can choose **Functional** or **Reporting** as the currency type.

5. If the **Show Quantity** option is available, select it to view information for quantities posted to the account.

**Note:** You can select the **Show Quantity** option for a rollup account even if it does not use the Maintain Quantities option. General Ledger checks whether any of the member accounts maintain quantities. If they do, their quantities are rolled up along with their account balances, if you also select the Use Rolled Up Amounts option.

- 6. If you selected a rollup account and you want to see rolled-up amounts for the account, select the **Use Rolled Up Amounts** option.
- 7. Double-click a period to open the G/L Transaction History screen, where you can view detailed history for the account and period.

Belated Topics

Home > <u>Looking Up Account and Transaction Information</u> > Viewing Source-Currency Balances for a Multicurrency Account

#### Viewing Source-Currency Balances for a Multicurrency Account

In a multicurrency General Ledger, you can display source-currency and reporting-currency balances for multicurrency accounts. More...

#### To view source-currency account balances:

- 1. Open General Ledger > G/L Accounts > Source Currency Inquiry.
- 2. In the **Account** field, enter or select the number of the account you want to inquire on.
- 3. In the **Period Ending** field, select the year and period for which you want to view balances.
- 4. If you selected a rollup account and you want to include balances for member accounts, accounts, select the **Use Rolled Up Amounts** option.

Rolled-up amounts then appear in the Source Balance and Equivalent Balance columns.

5. To view detailed information for the account, period, and currency in the Transaction History screen, double-click the line for the currency.

Home > Looking Up Account and Transaction Information > Comparing Two Fiscal Sets
# **Comparing Two Fiscal Sets**

Use the G/L Fiscal Set Comparison screen to display account information for two fiscal sets, comparing the net changes or period balances. More...

### To compare two fiscal sets:

- 1. Open General Ledger > G/L Accounts > Fiscal Set Comparison.
- 2. In the **Account** field, enter an account number you want to view, or use the Finder to select one.

If you choose a rollup account, the Use Rolled Up Amounts option appears.

- 3. Select the **Use Rolled Up Amounts** option (if it appears), if you want to view rolled-up amounts for this account.
- 4. Select the type of comparison to perform:
  - Select Net Change to compare account activity between two fiscal sets.
  - Select **Balance** to view changes in the account balance for two fiscal sets.
- 5. Use the **Fiscal Set 1** and **Year** fields to select the type of fiscal set and the year for the first fiscal set of the pair you are comparing.
- 6. Use the **Fiscal Set 2** and **Year** fields to select the type of fiscal set and the year for the second fiscal set.
- 7. If General Ledger and the selected account are multicurrency:
  - In the Currency Type field, specify whether to display balances in the source currency amounts or in their functional currency equivalents.
  - In the **Currency** field, specify the currency of the balances or net changes that you want to view.

**Note:** Transactions can be posted to multicurrency accounts in various currencies. When you specify a source currency in the Currency field, the program displays only balances or net changes

for transactions posted to the account in that currency. You can choose to view source currency amounts or their functional currency equivalents.

8. Click the **Go** » button to display the accounts you have specified.

1 Related Topics

#### Home > Period-End Procedures

# **Period-End Procedures**

<u>Use General Ledger Periodic Processing screens to perform tasks that</u> are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

**Performing Period End Maintenance** 

**Performing Year End Processing** 

**About Consolidating Transactions** 

**Consolidating Transactions** 

**Clearing General Ledger History** 

**Creating an Allocation Batch** 

**Creating a Batch of Recurring Entries** 

**Creating a New Year** 

**Multicurrency Procedures** 

Home > <u>Period End Procedures</u> > Performing Period End Maintenance

# **Performing Period End Maintenance**

Use the G/L Period End Maintenance screen to:

- Delete unneeded accounts, transaction details, and fiscal sets.
- Reset the current batch number to 1.

**Warning!** Period-end maintenance permanently deletes information from General Ledger. Before performing period-end maintenance, back up your data.

You can perform period-end maintenance after creating a new year at the end of a fiscal year, or as needed.

Before you start

#### To perform period-end maintenance:

- 1. Open General Ledger > G/L Periodic Processing > Period End Maintenance.
- 2. Select the procedures you want to perform:
  - 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 screen. (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 screen.
  - **Reset Batch Number.** Use this option to set the batch number back to 1.

### 3. Click **Process**.

Related Topics

Home > <u>Period End Procedures</u> > Performing Year End Processing

# **Performing Year End Processing**

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 should follow at year end.

#### Before you start

### To perform year-end processing:

- Open General Ledger > G/L Periodic Processing > Create New Year.
  - a. Click Process.
  - b. When processing has finished, click **Close**.
- 2. Open General Ledger > G/L Reports > Batch Status.
  - a. Print the Batch Status report for the transactions created by the Create New Year screen.
  - b. Click Close.
- 3. Open General Ledger > G/L Reports > Posting Journals.
  - a. Print the posting journal created for the transactions created by the Create New Year screen.
  - b. Click Close.
- 4. Open General Ledger > G/L Periodic Processing > Period End Maintenance.
  - a. Select Delete Inactive Accounts, Delete Transaction Detail History, Delete Fiscal Set History.
  - b. Click **Process** to clear 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 screen.
  - c. When processing has finished, click **Close**.

5. Back up your data.

Related Topics

Home > <u>Period End Procedures</u> > About Consolidating Transactions

### **About Consolidating Transactions**

Use the G/L Consolidate Posted Transactions screen to reduce detail in reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

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.

**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.

### **About Source Journals and Consolidation**

If you consolidate details, either during posting or at period end using the Consolidate Posted Transactions screen, the source journal cannot print the batch number with the consolidated details.

The journal also cannot print the posting sequence number of consolidated transactions.

To include consolidated transactions on a source journal, when you print the source journal, you must specify a blank as the starting batch or posting sequence number on the Ranges tab of the Source Journal Report screen.

# **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.

To determine how a transaction was consolidated, check its description and posting sequence number.

- A transaction created by the Consolidate Posted Transactions screen 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.

# **Consolidating during 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 screen 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.

1 Related Topics

Home > <u>Period End Procedures</u> > Consolidating Transactions

# **Consolidating Transactions**

Use the G/L Consolidate Posted Transactions screen to reduce detail in reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

**Important!** When you consolidate transactions, you lose any optional field information that was posted with the transactions.

#### Before you start

### To consolidate transactions:

- 1. Open General Ledger > G/L Periodic Processing > Consolidate Posted Transactions.
- 2. In the **Consolidate for** field, specify how to select accounts for consolidation.

You can by account number or by segment.

- 3. In the **From** and **To** fields, specify the range of account numbers or segments for which to consolidate posted transactions.
- 4. In the **Through Period Ending** field, specify the last fiscal year and period through which to consolidate transactions.
- 5. Use the **Consolidate By** fields to specify whether 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.

6. Click **Process**.

Belated Topics

Home > <u>Period End Procedures</u> > Clearing General Ledger History

# **Clearing General Ledger History**

Use the G/L Clear History screen to:

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

**Warning!** Information and statistics that match the criteria you specify are deleted permanently.

Clear history at the end of a fiscal year or as needed.

Before you start

### To clear history:

- 1. Open General Ledger > G/L Periodic Processing > Clear History.
- 2. If you want to clear printed posting journals, select **Clear Printed Posting Journals** and specify the posting sequence number through which to clear history.

**Important!** After clearing posting journals, you can no longer print them. Make sure you have copies of all posting journals before you continue.

- 3. If you want to clear deleted and posted batches, select **Clear Deleted And Posted Batches** and specify the batch number through which to clear history.
- 4. Click Process.

General Ledger clears all records that match the criteria you specified. If you cleared deleted and posted batches, those batches are removed from the G/L Batch List and from the G/L Batch Status report. Belated Topics

Home > <u>Period End Procedures</u> > Creating an Allocation Batch

# **Creating an Allocation Batch**

Use the G/L Create Allocation Batch screen to create a batch of transactions that allocates balances in accounts that use the **Auto Allocation** option to other accounts, and creates the offsetting details.

General Ledger calculates the amounts to distribute to each account based on the information entered on the Allocation tab on the G/L Accounts screen for the source accounts.

### Before you start

### To create an allocation batch:

- 1. Open General Ledger > G/L Periodic Processing > Create Allocation Batch.
- 2. In the **Batch Description** field, enter a brief description for the batch using up to 60 characters.
- 3. In the **Create Batch For** field, specify whether to use the full account number or one of the account segments to select accounts from which to reallocate balances.
- 4. Use the **From** and **To** fields to specify the range of account numbers or account number segments.
- 5. If you use optional fields, check or change the optional field information that will be included with the generated transactions. More...
- 6. Specify the journal entry date and the fiscal year and period to which to post each entry.
- 7. In the **Allocation Method** field, specify whether to allocate account balances, quantities, or both the balances and the quantities.

If you allocate account quantities, also specify the range of fiscal periods for determining the net changes in quantity.

8. Click **Process** to generate the batch.

• After creating an allocation batch

Belated Topics

Home > <u>Period End Procedures</u> > Creating a Batch of Recurring Entries

# **Creating a Batch of Recurring Entries**

Use the G/L Create Recurring Entries Batch screen to create a journal entry batch consisting of a single recurring entry or a range of recurring entries.

### To create a batch of recurring entries:

- 1. Open General Ledger > G/L Periodic Processing > Create Recurring Entries Batch.
- 2. In the **Run Date** field, enter that date to determine which recurring entries are due to be processed. It includes all entries up to the date specified.
- 3. Use the **From Recurring Entry Code** and **To Recurring Entry Code** fields to specify range of codes for which to process recurring entries.

**Tip:** To process a single recurring entry code, enter the same code in both fields.

- 4. In the Method field, specify how to create the batch:
  - **Default**. If 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. If you select this method, a new batch is created.
  - Add to an Existing Batch. If you select this method, you use the adjacent field that appears to specify an existing open batch to which to add this batch. (The run date for the existing batch can be different than the batch you are creating.)
- 5. Click Process.

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

Belated Topics

Home > <u>Period End Procedures</u> > Creating a New Year

# **Creating a New Year**

At the end of a fiscal year, you use the Create New Year screen to create and post a batch of transactions to close income and expense accounts and enter the opening account balances for the new fiscal year.

**Note:** The Create New Year screen does not check account permissions.

If you use single-segment account numbers, all accounts are closed to the default closing account specified on the G/L Options screen. If you use multi-segment account numbers, you provide information on three separate screens to specify the retained earnings account to which an account is closed. More...

### Before you start

### To create a new year:

- 1. Open **Common Services > Fiscal Calendar**, and then:
  - a. Create a fiscal calendar for the next year.
  - b. Ensure that the closing period for the current year is not locked.
- Open General Ledger > G/L Periodic Processing > Create New Year.
- 3. Click **Proceed**.

Each transaction detail is assigned the source code GL-CL, and is posted to the closing period.

### After creating a new year

Home > Period End Procedures > Multicurrency Periodic Processes

# **Multicurrency Periodic Processes**

This section describes processes that you may need to perform in a multicurrency ledger at year end or period end.

**About Converting to Euro** 

**Switching the Currency Translation Method** 

**About Revaluation** 

**Creating a Revaluation Batch** 

Home > <u>Period End Procedures</u> > <u>Multicurrency Procedures</u> > About Converting to Euro

# **About Converting to Euro**

If your company is based or operating in the euro zone (that is, a member country of the European Monetary Union), and you want to maintain accounts and financial statements both in euro units and national currency units, the Company Profile screen in Common Services provides options that let you:

- Select the euro as your functional (home) currency
- Select your national currency as a reporting currency.

Sage 300 ERP supports the euro but does not provide a conversion utility to automate the transition from a previous functional currency to the euro. If you already have a Sage 300 ERP General Ledger in another currency, and you need to convert your functional currency to euro, you must set up a new general ledger by:

- 1. Printing your old general ledger in your home currency to ensure that you have all closing balances on hand.
- 2. Creating a new general ledger, selecting the euro as your functional currency and designating a reporting currency. Your new general ledger can be set up with any starting date for the fiscal year as long as you enter opening balances with detail lines later than January 1, 1999.
- 3. Using the closing balance from all financial reports to enter opening balances in euro.

You can add opening balances to the first period of the new fiscal year. If you convert to the euro immediately after closing a year, you need to transfer only balance sheet balances to the new general ledger. Home > <u>Period End Procedures</u> > <u>Multicurrency Procedures</u> > Switching the Currency Translation Method

# Switching the Accounting Method for Foreign Currency Translation

In this topic, we use an example to explain the procedure for switching the gain/loss accounting method for currency translation. More...

### **Example:**

• Sample Company Ltd is a multicurrency company. Its functional currency is Canadian dollars.

In the fiscal year 2019, Sample Company Ltd used the **Realized and Unrealized Gain/Loss** accounting method. The company revalues balances of monetary accounts once a year.

- There is only one US customer, and, as of December 31, 2019, their balance in USD is 1,000.00 with CAD equivalent of 1,500.00.
- Sample Company Ltd maintains a USD bank account, with a balance in the account of 5,000.00 as of December 31, 2019.

The CAD equivalent functional amount is 6,750.00.

• Sample Company Ltd wants to switch to the **Recognized Gain/Loss** accounting method as of January 1, 2020.

### • Before you start

### Steps to take in 2019:

1. In **Accounts Receivable**, revalue the balances of your accounts receivable.

Assume that the exchange rate on December 31, 2019 is 1 USD = 1.4000 CAD. Thus, when revaluation is performed in A/R, the following reversing G/L entry is created on December 31, 2019:

G/L Account	Source Currency	Functional Currency		
	Debit	Credit	Debit	Credit
-----------------------------	---------	--------	--------	--------
Receivables Control	0.00	0.00	0.00	100.00
Unrealized Exchange Loss	0.00	0.00	100.00	0.00
[(1.4000 x 1,000) - 1,500 =	100.00]			

- 2. In General Ledger:
  - a. Open **General Ledger** > **G/L Periodic Processing** > **Create Revaluation Batch**, and then revalue the balance of USD bank accounts, using 1 USD = 1.4000 CAD as the exchange rate for Year/Period 2019-12.

The G/L revaluation creates the following reversing entry on December 31, 2019:

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 × 1.4000) - 6,750 = 250.00]				

b. Open General Ledger > G/L Reports > Trial Balance Report, and then print the report.

The report shows the following entries:

G/L Account	Source Currency		Functional Currency	
	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			100.00	

Loss
------

c. Open General Ledger > G/L Periodic Processing > Create New Year, and then click Process.

#### Steps to take in 2020:

1. In **General Ledger**, post the reversing revaluation entries created by the 2019 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	
$[(5,000 \times 1.4000) - 6,750 = 250.00]$					

- 2. In **Common Services**:
  - a. Open **Company Profile**, and then click the **Options** tab.
  - b. In the Gain/Loss Accounting Method field, select Recognized Gain/Loss.
  - c. Click Save.
- 3. In General Ledger:
  - a. On the G/L Accounts screen, create new accounts for Recognized Exchange Gain and Recognized Exchange Loss.

- b. On the Revaluation Codes screen, modify existing revaluation codes or create new ones.
- c. Assign the new revaluation codes to the new exchange gain and loss accounts.

### 4. In Accounts Receivable:

- 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, 2020 is 1 USD = 1.6500 CAD. Thus, when revaluation is performed in Accounts Receivable, the following General Ledger entry is created on January 31, 2020:

G/L Account	Source Currency		<b>Functional Currency</b>		
	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) x 1,000 = -150.00]					

### 5. In General Ledger:

a. Revalue the balance of the USD Bank account using 1 USD = 1.6500 CAD as the exchange rate for Year/Period 2020-01. The General Ledger revaluation creates the following entry on January 31, 2020:

G/L Account	Source Currency		<b>Functional Currency</b>		
	Debit Credit		Debit	Credit	
USD Bank	0.00	0.00	1,500.00	0.00	
Exchange Gain	0.00	0.00	0.00	1,500.00	
[(5,000 x 1.650) - 6,750 = -1500.00]					

b. Print the Trial Balance report.

The multicurrency accounts display the following values for

January 31, 2020:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
USD Bank	5,000.00		8,250.00	
Receivables Control	1,000.00		1,650.00	
Unrealized Exchange Gain				0.00
Unrealized Exchange Loss			0.00	
Exchange Gain				1,650.00
Exchange Loss			0.00	
$[(5,000 + 1,000) \times 1.6500 - (1,500 + 6,750) = 1,650.00]$				

### Important!

- At the transaction date, each asset, liability, revenue, or expense arising from a foreign currency transaction of the recording entity should be translated into functional currency using the exchange rate in effect at the date of the transaction.
- At each balance sheet date, recorded balances of monetary assets and liabilities that are denominated in a currency other than the functional currency of the recording entity should be adjusted to reflect the current (spot) exchange rate. The resulting exchange gain or loss should be included (that is, recognized) in the net income for the current period.

Home > <u>Period End Procedures</u> > <u>Multicurrency Procedures</u> > About Revaluation

# **About Revaluation**

Use the G/L Create Revaluation Batch screen to revalue the functionalcurrency equivalents of each specified source-currency amount using the exchange rate you enter.

When you create a revaluation batch, General Ledger:

- Recalculates the functional-currency-equivalent values of sourcecurrency account balances at new exchange rates.
- Creates a transaction for the difference between the old functionalcurrency-equivalent and the new value, posting the difference to the account being revalued and to the unrealized exchange gain/loss accounts or to the recognized exchange gain/loss accounts.

The revaluation code assigned to an account determines:

- The rate type that is used to display the default exchange rate.
- The source code to assign to revaluation transactions.
- The exchange gain/loss accounts to which exchange differences are posted.

# **Revaluation Methods**

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

• Realized/Unrealized Gain/Loss Method. This method records transactions for the unrealized gains and losses in each fiscal period you revalue. Revaluation creates an automatically reversing entry for the difference between the original functional-currency equivalent balance and the revalued functional-currency equivalent balance in each fiscal period you revalue. Because the transactions automatically reverse, the effect of revaluation is completely backed out in the fiscal period following the last fiscal period you specify for revaluation.

### Note:

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

You must specify unrealized exchange gain and loss balance sheet accounts for a revaluation code before you can create a revaluation batch using that code.

• **Recognized Gain/Loss Method**. Under this method, revaluation transactions are considered permanent, so no reversing entries are created.

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

**Note:** You must specify recognized gain and loss income statement accounts for a revaluation code before you can create a revaluation batch using that code.

The program uses the session date to determine the default period

for revaluation. If you specify a range of periods, the system warns you to check your selection carefully, because the transactions will be revalued permanently.

As an extra precaution, the system does not allow you to use the Create Revaluation Batch screen if there are any unposted revaluation entries. You must delete or post any existing revaluation entries first.

**Note:** 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.)

# Forcing Revaluation of Multicurrency Account Balances

The Create Revaluation Batch screen provides an option that lets you force the revaluation of account balances, for example, before preparing financial statements.

When you revalue a currency without forcing revaluation, only accounts that satisfy all the following conditions are revalued:

- The account falls within the range of accounts you specify on the Create Revaluation Batch screen.
- The account posts to the selected currency. (That is, the currency is listed on the currency tab of the G/L Accounts screen.)
- Revaluation is set to **Yes** for the selected currency on the G/L Accounts screen.
- A revaluation code has been assigned to the account for the selected currency on the G/L Accounts screen.

When you force revaluation, only accounts that satisfy all the following conditions are revalued:

- The account falls within the range of accounts you specify on the Create Revaluation Batch screen.
- The account posts to the selected currency.
- Revaluation is set to **No** for the selected currency on the G/L Account screen.

If the currency is not listed (even if the account accepts posting from all currencies), the account is not revalued.

The default revaluation code you specify on the Create Revaluation Batch screen is used to revalue the accounts. Home > <u>Period End Procedures</u> > <u>Multicurrency Procedures</u> > Creating a Revaluation Batch

### **Creating a Revaluation Batch**

Use the G/L Create Revaluation Batch screen to revalue the functionalcurrency equivalents of each specified source-currency amount using the exchange rate you enter.

When you create a revaluation batch, General Ledger:

- Recalculates the functional-currency-equivalent values of sourcecurrency account balances at new exchange rates.
- Creates a transaction for the difference between the old functionalcurrency-equivalent and the new value, posting the difference to the account being revalued and to the unrealized exchange gain/loss accounts or to the recognized exchange gain/loss accounts.

The revaluation code assigned to an account determines:

- The rate type that is used to display the default exchange rate.
- The source code to assign to revaluation transactions.
- The exchange gain/loss accounts to which exchange differences are posted.

### Before you start

### To create a batch of revaluation transactions:

- 1. Open General Ledger > G/L Periodic Processing > Create Revaluation Batch.
- 2. In the **Batch Description** field, type a brief description for this revaluation (such as Currency devaluation 05/05/2019). You can use up to 60 characters for the description.
- 3. Tab to the first line in the table.
- 4. In the **Currency Code** field, type or select the code for the source currency that you are revaluing.
- 5. In the **Revalue By** field, specify how to select accounts for revaluation.

You can select accounts by account number or by segment.

- 6. In the **From** and **To** fields, specify a range of account numbers or segment codes to revalue.
- 7. If you use optional fields, check or change the optional fields assigned to the revaluation batch. More...

**Note:** Optional field information is included in the journal entry details only if the optional fields in the revaluation match the transaction optional fields assigned to the affected exchange gain/loss accounts.

- 8. Specify the **Revaluation Code**. The code you select determines the rate type to use when revaluing balances, as well as the source code and exchange gain or loss account to which to post the resulting transactions.
- 9. Use the **Fiscal Year**, **From Period**, and **To Period** fields to specify the fiscal year and the range of fiscal periods to include in the revaluation.
- 10. In the **J/E Date** field, enter the journal entry date. (The default date is the session date.)
- 11. In the **Revaluation Rate** and **Rate Date** fields, enter the exchange rate and date at which to revalue account balances.
- 12. Specify whether or not to force currency revaluation. More..
- 13. Enter as many currencies as you need to revalue, and then click **Process**.
- After creating a revaluation batch

# **Printing General Ledger Reports**

<u>Use General Ledger Reports screens to print reports of general ledger</u> <u>transactions and maintain your audit trail.</u>

**About General Ledger Reports** 

**About Reporting Currency** 

**General Ledger Reports** 

**Printing Tips** 

Home > <u>Printing Reports</u> > About General Ledger Reports

# **About 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 statements (such as balance sheets, income statements, and statements of changes in financial position).

For an introduction to Financial Reporter, which you use to print these statements, see <u>About Financial Reporter</u>.

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).

### Note:

- Posting journals are required reports that provide the audit trail for batches.
- You cannot print batch listings for deleted and 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.
- Source journals do not include comments or transactions that were consolidated on posting. If you need this additional information, print the posting journal.
- Batch listings are optional unless you select the Force Listing Of Batches option for General Ledger. If you use the Force Listing Of Batches option, you must print every batch before you can post it.

After you list a batch, its status will be Printed on the batch status report.

Belated Topics

Home > <u>Printing Reports</u> > About Reporting Currency

# **About Reporting Currency**

The reporting currency is a **Currency Type** option that appears in General Ledger to enable euro-based companies operating in a European Monetary Union member state to report transaction amounts and account balances in their national currency while using the euro as their functional (home) currency.

The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

Home > Printing Reports > General Ledger Reports

# **General Ledger Reports**

<u>Use General Ledger Reports screens to print reports of general ledger</u> <u>transactions and maintain your audit trail.</u>

**Account Groups Report** 

**Account Structures Report** 

**Batch Listing Report** 

**Batch Status Report** 

**Chart of Accounts Report** 

**Create Accounts Preview Report** 

**Optional Fields Report** 

**Options Report** 

**Posting Journals Report** 

**Recurring Entries Report** 

**Revaluation Codes Report** 

**Segment Codes Report** 

**Source Codes Report** 

**Source Journal Profiles Report** 

**Source Journals Report** 

**Transaction Details Optional Fields Report** 

**Transactions Listing Report** 

**Trial Balance Report** 

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Account Groups Report

# **Printing the G/L Account Groups Report**

The G/L Account Groups report lists account group codes, along with their descriptions, sort codes, and group categories.

#### Before you start

#### To print the G/L Account Groups report:

- 1. Open General Ledger > G/L Reports > Account Groups.
- 2. In the **Select By** field, specify whether to select and list account groups by account group or by sort code and account group. one of the following:
- 3. Use the **From** and **To** fields to specify the range of account groups or sort code and account group (depending on your choice in the Select By field) to include on the report.
- 4. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Account Structures Report

# **Printing the G/L Account Structures Report**

The G/L Account Structures 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.

Every account you define must have at least one structure code.

Before you start

### To print the Account Structures report:

- 1. There are two ways to open the Account Structures Report screen:
  - Open General Ledger > G/L Setup > Account Structures, and then click File > Print.
  - Open General Ledger > G/L Reports > Account Structures.
- 2. Use the **From Structure Code** and **To Structure Code** fields to specify the range of account structure codes to include on the report.
- 3. Click Print.

Related Topics

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Batch Listing Report

# **Printing the G/L Batch Listing Report**

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

Batch listings are optional unless you select the Force Listing Of Batches option for General Ledger. If you use the Force Listing Of Batches option, you must print every batch before you can post it.

#### Note:

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies. More...

#### Before you start

#### To print the Batch Listing report:

1. Open General Ledger > G/L Reports > Batch Listing.

**Tip:** You can also open the Batch Listing Report screen from the G/L Batch List screen. (Click **File** > **Print**.)

- 2. Use the **From** and **To** fields to specify batch selection criteria, as follows:
  - a. Specify a range of batch numbers.
  - b. Specify a range of source ledgers. More...
  - c. Specify a range of batch creation dates.

The default range includes all batches from the first day of the fiscal year to the session date.

- 3. In the Include section, specify optional information to include in the report. More...
- 4. Select the types of batches you want to print. More...
- 5. Select the status of the batches you want to print. More...

- 6. If your General Ledger is multicurrency, select **Functional** or **Source and Functional** in the Currency section.
- 7. If you selected Source and Functional for the currency, specify a paper size. More...
- 8. Click Print.

**Note:** The status of listed batches will be "Printed" on the batch status report.

• After printing the Batch Listing Report

Related Topics

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Batch Status Report

# **Printing the G/L Batch Status Report**

The G/L Batch Status 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.

#### Note:

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies. More...

#### Before you start

#### To print the Batch Status report:

1. Open General Ledger > G/L Reports > Batch Status.

**Tip:** You can also open the Batch Status Report screen from the G/L Batch List screen. (Click **File > Print Batch Status Report**.)

- 2. Use the From and To fields to specify batch selection criteria:
  - a. Specify a range of batch numbers. The default range includes all open batches.
  - b. Specify a range of source ledgers. More...
  - c. Specify a range of batch creation dates.

The default range includes all batches from the first day of the fiscal year to the session date.

- 3. Select the types of batches you want to print. More...
- 4. Select the status of the batches you want to print. More ...
- 5. Click Print.

#### • After printing the Batch Status Report

Belated Topics

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Chart of Accounts Report

# **Printing the G/L Chart of Accounts Report**

The Chart of Accounts Report lists all or a range of General Ledger accounts according to the selection criteria and the sort and format criteria you specify.

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.

Before you start

### To print the Chart of Accounts report:

- 1. Open General Ledger > G/L Reports > Chart of Accounts.
- 2. In the **Report Format** field, select one of the following formats from the list:
  - **Detail Short Form.** Shows basic setup information, including account number, description, status, account configuration, and consolidation and allocation options.
  - **Detail Long Form.** Prints short form information plus account groups and segment closed to.

You can also choose whether to include the optional account and transaction details fields (and their values) that are defined for each account.

- Valid Currencies. Shows the currencies that are valid for each multicurrency account, whether revaluation is allowed, and, if so, the revaluation code.
- Allocation. Shows the accounts to which balances are allocated, along with the percentages going to each account.
- **Control Account Subledgers.** Lists the control accounts in the general ledger, along with the subledgers that use them.
- **Fiscal Set Comparison.** Lets you compare the net changes in accounts for two fiscal sets. Your choices for comparison are

Actual, Budget 1 through Budget 5, Provisional, Quantity, and Provisional Quantity.

Fiscal set comparison options include Budget sets 2 through 5 only if you are using Sage 300 Premium ERP.

- Rollup Accounts. A report that shows all rollup accounts and their directly related rollup member accounts. You can also print a list of all rollup accounts related to a member account or to a group of member accounts.
- 3. If you selected Fiscal Set Comparison as the report format, on the screen that appears, specify the two sets of figures you want to compare:
  - a. In the **Compare Fiscal Set 1** and **Compare Fiscal Set 2** fields, specify the fiscal set data type.
  - b. Specify the year for each fiscal set you are comparing.
  - c. If General Ledger is multicurrency:
    - i. In the **Using** field, specify whether to display figures in **Functional** or **Source** currency
    - ii. In the **For Currency** field, specify the currency.

If the euro is your functional currency and you specified a reporting currency, you can select the Reporting Currency option. The report then prints amounts in the reporting currency (obtained from the reporting fiscal set).

4. To exclude accounts that have zero balances and that had no transactions in the specified period range, select **Exclude Accounts** with No Activity.

Note: You must select the same year in both the **From** field and the **To** field.

5. To print a set of common account groups, but not other account groups, select **Select Account Groups by Sort Code Range**.

Note: All account groups in the set must use the same sort code to

print in order of sort code.

- 6. To exclude inactive accounts, select **Exclude Inactive Accounts**.
- 7. If you use optional fields and you are printing the long form of the report, you can include optional field information on the report.

Click the **Include Optional Field** option to include this information on the report.

- 8. If you are printing the Rollup Accounts report, in the **Show** field, select **Members** or **Rollup Accounts**.
- 9. Select the sort order for the report, and a range of the item by which you are sorting. More...
- 10. Select accounts by specifying ranges of account groups, account sorted groups, account number segments (that you have not already been specified as the sort order), or the range of optional fields.
- 11. Click Print.

Related Topics

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Create Accounts Preview Report
# Printing the G/L Create Accounts Preview Report

You print this report when you are creating accounts by copying a set of model account using the Create Accounts screen, and you want to print a listing of the preview accounts before you generate them.

For more information, see <u>Creating Accounts Automatically</u>.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Optional Fields Report

# **Printing the G/L Optional Fields Report**

This report lists the optional account fields and the optional transaction fields you have defined for General Ledger.

Before you start

## To print the Optional Fields report:

- 1. Open General Ledger > G/L Reports > Optional Fields.
- 2. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Options Report

# **Printing the G/L Options Report**

The G/L Options report lists the options selected and information entered on the G/L Options screen, 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.
- Before you start

## To print the Options report:

1. Open General Ledger > G/L Reports > Options.

**Tip:** You can also open the Options Report screen by clicking **File** > **Print** on the G/L Options screen.

2. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Posting Journals Report

# **Printing the G/L Posting Journals Report**

Posting journals provide an audit trail report of all posted General Ledger transactions that you have not yet cleared from your system.

You can reprint journals as often as you need, until you clear them using the G/L Clear History screen.

In multicurrency ledgers, you can print both source-currency and functional-currency information on journals (on letter, ledger, or A4 paper).

#### Note:

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies. More...

#### Before you start

## To print posting journals:

- 1. Open General Ledger > G/L Reports > Posting Journals.
- 2. Select the type of journal you want to print. More...
- 3. Specify whether to order the report by posting sequence or account number.
- 4. Specify the range of posting sequences to include in the report.
- 5. Select **Reprint Previously Printed Journals** to print journals that have already been printed to a printer or file, or if you are printing the Posting Journal Errors report.
- 6. Select **Include Trans. Optional Fields** to print information from optional fields posted with transaction details.

**Note:** This option is not available for an ICT company.

7. If you are printing the journal for an ICT company, select a format from the **ICT Expansion field**. More...

**Note:** If you are *not* printing the journal for an ICT company, skip this step.

8. If you have a multicurrency ledger, in the Currency section, specify whether to print amounts in your functional currency or in both source and functional currency.

**Note:** If the euro is your functional currency and a reporting currency is specified for your system, you can select **Reporting** to print amounts in your reporting currency from the reporting fiscal set.

- 9. If you selected Source and Functional as the Currency option, specify a paper size.
- 10. Click Print.
- After printing posting journals

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Recurring Entries Report

# **Printing the G/L Recurring Entries Report**

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

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.

Before you start

#### To print the Recurring Entries report:

- 1. Open General Ledger > G/L Reports > Recurring Entries.
- 2. In the **From Recurring Entry Code** and **To Recurring Entry Code** fields, specify the range of recurring entry setup codes to include on the report.
- 3. If you want to print the schedule associated with each recurring charge, select **Include Schedules**.
- 4. If you want to include optional field information with each recurring entry detail that uses them, select **Include Trans. Optional Fields**.
- 5. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Revaluation Codes Report

## **Printing the G/L Revaluation Codes Report**

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

Before you start

#### To print the Revaluation Codes report:

1. Open General Ledger > G/L Reports > Revaluation Codes Report.

Tip: You can also click File > Print on the Revaluation Codes setup screen to open the report screen.

- 2. Specify the range of revaluation codes to include on the list.
- 3. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Segment Codes Report

## **Printing the G/L Segment Codes Report**

The G/L Segment Codes report lists information about a range of segment codes you specify.

Before you start

#### To print the G/L Segment Codes report:

1. Open General Ledger > G/L Reports > Segment Codes.

Tip: You can also click File > Print on the Segment Codes setup screen.

- 2. Specify whether include codes for all segments or a range of codes for a particular segment.
- 3. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Source Codes Report

## **Printing the G/L Source Codes Report**

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

Before you start

#### To print the Source Codes report:

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

Tip: You can also open this screen by click **File** > **Print** on the Source Codes setup screen.

- 2. Enter the range of source codes to include on the report.
- 3. Click **Print**.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Source Journal Profiles Report

## **Printing the G/L Source Journal Profiles Report**

This report lists information for a selected range of source journals.

Before you start

#### To print the Source Journal Profiles report:

1. Open General Ledger > G/L Reports > Source Journal Profiles.

**Tip:** You can also open this screen by clicking **File** > **Print** on the Source Journal Profiles setup screen.

- 2. Enter the range of source journal profiles to print.
- 3. Click **Print**.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Source Journals Report

# **Printing the G/L Source Journals Report**

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

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.

Before you start

#### To print the Source Journals report:

- 1. Open General Ledger > G/L Reports > Source Journals.
- 2. On the Journal tab:
  - a. In the **Profile** field, select the type of journal to print.
  - b. In the **Use Report** field, type a report format or use the Browse button to select it. More...

**Note:** You can select one of the report formats that are shipped with General Ledger, or you can choose a custom format that your company has created.

c. If your General Ledger is multicurrency, in the **Currency** field, select **Functional** or **Source and Functional**.

The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

**Note:** The Reporting option uses the letter-size report format (GLSJ01F) and prints debit and credit amounts from the reporting fiscal set.

- 3. On the Account tab:
  - a. Specify whether to sort the report by **Account Number**, by **Segment**, or by **Account Group**.
  - b. Specify a range of account numbers or segment codes.
  - c. If you want to select accounts by a range of sort codes, select **Select Account Groups By Sort Code Range**, and then specify the range.

**Note:** The Account Group option in the Sort By section changes to Account Sorted Group when you select this option.

- d. If you want to include optional field information that was posted with transaction details, select **Include Trans. Optional Fields**.
- e. In the segment table, specify the segment names and ranges of segment codes by which to select accounts.
- f. in the account optional fields table, enter a range of account optional fields by which to select accounts, or leave the table blank. (The table appears only if you use Transaction Analysis and Optional Field Creator.)
- 4. On the Ranges tab, specify ranges of fiscal periods, references, dates, posting sequences, batch numbers, (and source currencies, for a multicurrency ledger).

**Important!** If you print entries for consolidated transactions, you must enter 000000 in the **Batch Number From** field.

5. Click Print.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Transaction Details Optional Fields Report

# Printing the G/L Transaction Details Optional Fields Report

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

#### Before you start

## To print the Transaction Details Optional Fields report:

- 1. Open General Ledger > G/L Reports > Transaction Details Optional Fields.
- 2. Use the **Sort By** fields to specify the order in which to list information on the report. More...
- 3. If you are sorting the report by account number or by segment, in the adjacent **From** and **To** fields:
  - If you are sorting by account number, specify the range of accounts to include.
  - If you are sorting by account segment, specify which account segment to select by, and then specify a range of segment codes.
- 4. If your General Ledger is multicurrency, specify the report currency. More...
- 5. In the **From Period** and **To Period** fields, specify the year and range of fiscal periods for the report.

If you have created the next year, you can select the adjustment or closing periods.

 To select accounts by a range of sort codes, select Select Account Groups By Sort Code Range, and then in the From and To Sort Code -Account Group fields, specify the range of sort codes.

If you are sorting the report by account number or segment, and not by sort code range, select a range of account groups, or accept the default range to include all account groups.

7. In the segment table, select ranges of segment codes if you want to

restrict the report to accounts with particular segment codes.

8. In the optional fields tables, 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.

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Transactions Listing Report

# **Printing the G/L Transactions Listing Report**

The G/L Transactions Listing report lists the net changes, balances and transaction details for accounts in a range of fiscal periods you specify.

#### Before you start

## To print the G/L Transactions Listing report:

- 1. Open General Ledger > G/L Reports > Transactions Listing.
- 2. Specify the order in which to sort transactions. More...
- 3. Specify the range of fiscal periods to print.

**Note:** If you are printing period 12 details, select **ADJ** to include adjustment entries, or **CLS** to include adjustment and closing entries.

- 4. Indicate whether to print additional information on the report. More...
- 5. Select the currency in which to print the report. More...
- 6. Select other options to specify what information appears in the report, and how information is displayed. More...
- 7. If you want to include a specific range of segment codes and/or account optional fields, specify the ranges to include.
- 8. Click Print.

• After printing this report

Home > <u>Printing Reports</u> > <u>General Ledger Reports</u> > Trial Balance Report

## **Printing the G/L Trial Balance Report**

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.

#### Before you start

#### To print the Trial Balance report:

- 1. Open General Ledger > G/L Reports > Trial Balance.
- 2. Select the report format. More...
- 3. In the **Print** field, select the type of report to print.

You can select **Balances as of Year/Period** or **Net Changes for the Period**. If you selected Worksheet or Provisional Worksheet as the report format, you must print **Balances as of Year/Period**.

4. In the For Year/Period field, select the period end for the report.

**Note:** If you are printing a Net Changes report, you specify a range over which to compare balances.

- 5. Use the **Sort By** fields to specify how to sort information on the report. More...
- 6. If you want to list accounts that have zero balances and no postings in the current year, select **Include Accounts With No Activity**.
- 7. To print amounts and quantities for a rollup account, rolling up its member accounts into a single amount or quantity, select **Use Rolled Up Amounts**.

**Note:** The debits and credits on the report may not balance if any account is a member of more than one rollup group.

8. If you are printing net changes for the period and you do not want to include totals for net income or loss in your report, clear the **Include Net Income (Loss) Total for Listed Accounts** option.

**Note:** Skip this step if you are printing a worksheet or a provisional worksheet.

- 9. Specify whether 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**.

Home > Printing Reports > Printing Tips

# **Printing Tips**

Select report printing options and print destinations.

**Report Printing Options** 

**Selecting a Print Destination** 

**Selecting a Printer for Reports** 

Home > <u>Printing Reports</u> > <u>Printing Tips</u> > Report Printing Options

# **Report Printing Options**

You can print Sage 300 ERP data in a variety of reports to view key information. Printed reports also serve as a source of backup information in case your data is damaged on your computer.

Sage 300 ERP provides four destinations for printing reports. You can

- Print directly to a printer, (to laser printers on 8.5" x 11" paper, or to dot matrix printers) to obtain permanent copies of the information.
- Display the information on your screen, for a quick review.
- Print to a file that you can save, print later, or import into another program.
- Print to an e-mail to send to another user or office.

For instructions on specifying the print destination for Sage 300 ERP reports, see <u>Selecting a Print Destination</u>.

If you print reports to a physical printer, you can also specify a particular printer to use for printing a report. For instructions, see <u>Selecting a</u> <u>Printer for Reports</u>.

Home > <u>Printing Reports</u> > <u>Printing Tips</u> > Selecting a Print Destination

## **Selecting a Print Destination**

You can print Sage 300 ERP reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** You must be assigned to a security group that has authorization to change the print destination, or the only destination available will be a physical printer.

## To set the Sage 300 ERP print destination to Printer:

**Note:** These instructions assume that you have set up printers in Microsoft Windows.

- 1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
- 2. Select **Printer**, and then click **OK**.

When you next print from Sage 300 ERP, the report will be sent to the Windows default printer.

**Tip:** If you want to confirm the destination printer, page size, and orientation each time you print a report, on the Desktop, click **View** > **Preferences**, and then select **Confirm on print**.

#### To print to the screen (display reports on your monitor):

- 1. On the Sage 300 ERP Desktop menu, click File > Print Destination.
- 2. Click Preview.

**Note:** For Web-based clients, the Preview screen appears first when you click the **Print** button.

**Tip:** You can print a report displayed in the Preview window by clicking the **Print Report Solution**.

To print to a file:

- 1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
- 2. Click **File**, then enter the drive, directory, and file name, or use the **Browse** button to scroll through the list of directories and files to select the file you want to use.

**Note:** You can enter the name of a non-existent file or directory to be created by the system when you print. When you print to a file, the report is assigned a unique name, for example, CS1000.TXT.

## To print reports as attachments to e-mail messages:

- 1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
- 2. Select **E-mail** to create a file that can be attached to an e-mail.
- 3. Select either Adobe Acrobat (PDF) or Rich Text Format (RTF) as the file format for the e-mail attachment. More...
- 4. Click OK.

When you print using an e-mail destination Sage 300 ERP creates a PDF or RTF version of the report, opens your default e-mail program, and attaches the report file to a new e-mail message. More...

In Microsoft Windows, the default e-mail program is set in Internet Options, in the Control Panel.
Home > <u>Printing Reports</u> > <u>Printing Tips</u> > Selecting a Printer for Reports

# **Selecting a Printer for Reports**

When your print destination is Printer, Sage 300 ERP prints reports to the Windows default printer, unless you have assigned a specific printer to a report.

The ability to assign different printers to different reports at print time means that you are not limited to printing to the default printer. For example, you can use a different printer to print item labels than you use to print inventory worksheets.

#### To assign a specific report to a specific printer:

- 1. Open the report screen that you want to assign to a printer.
- 2. On the report screen, click **File** > **Print Setup**.

The program displays the Windows default printer, but you can change the printer for a specific report.

3. Select the **Specific Printer** option, and then select from the list the printer to use for this report.

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

- 4. Select a paper source if you want to use a particular paper tray or paper stock for this report.
- 5. Click **OK** to close the Print Setup screen.

#### To clear the assigned printer for a specific report:

- 1. On the Sage 300 ERP desktop, select (highlight) the icon for the report.
- 2. On the Desktop Object menu, click **Restore Defaults**, or right-click the report icon, and then click **Restore Defaults** on the list that appears.
- 3. In the Restore Defaults dialog box, select the **Print Settings** option, then click **OK**.

The print setup for that report is reverted to the desktop default.

#### To have the program prompt you to specify a printer and print options each time you print:

On the Sage 300 ERP Desktop View menu, click **Preferences** > **Confirm On Print**.

Belated Topics

Home > Financial Reporter

# **Financial Reporter**

Financial Reporter is a powerful reporting tool that you can use to manipulate, format, graph, and print general ledger data. You can use Financial Reporter to create financial statements and statement specifications in Microsoft Excel that display data from Sage 300 ERP General Ledger.

**About Financial Reporter** 

**Information Included On Financial Statements** 

**Sample Financial Statements** 

**Printing Financial Statements** 

**Designing Financial Statements** 

**Financial Reporter Tutorial** 

**Troubleshooting** 

Home > <u>Financial Reporter</u> > About Financial Reporter

# **About Financial Reporter**

Financial Reporter is a powerful reporting tool that you can use to manipulate, format, graph, and print general ledger data. You can use Financial Reporter to create financial statements and statement specifications in Microsoft Excel that display data from Sage 300 ERP General Ledger.

Financial Reporter includes the following screens for working with financial statements:

• **G/L Print Financial Statements.** You use the G/L Print Financial Statements screen to print financial statements.

**Note:** All Sage 300 ERP financial statements are Excel spreadsheet files that contain the functions required to read general ledger data.

You can print using one of the sample statements that come with General Ledger, or you can use a custom report specification that you create using the G/L Statement Designer.

For more information about the sample statements that are included with General Ledger, see <u>Sample Financial Statements</u>.

For instructions on printing financial statements, see <u>G/L Print</u> <u>Financial Statements Screen</u>.

• **G/L Statement Designer.** The G/L Statement Designer is an add-in program that works with Microsoft Excel. You use it to create customized statement specifications, and you can use it to generate the statements.

When you open the Statement Designer from the Financial Reporter folder, and then click **Start**, Excel opens with the Financial Reporter functions automatically loaded. These functions let you retrieve and work with data from your Sage 300 ERP company database.

Note:

The spreadsheet add-in is available only when you start Excel from the Statement Designer screen inSage 300 ERP.

Microsoft Excel is not included with Sage 300 ERP General Ledger. If you want to use Excel to create financial statements, you must purchase it separately. (You can install Excel before or after installing General Ledger.)

For more information, see <u>G/L Statement Designer</u>.

After you create a report using the Statement Designer, you can print it at any time using the Print Financial Statements screen or using the FR View command from the FR menu in Excel.

**Note:** There are some differences when printing a statement using the Print Financial Statements screen compared with using the Statement Designer. For more information, see <u>About Printing</u> <u>Financial Statements</u>

**Important!** You must purchase and install Microsoft Excel separately before you can use the Statement Designer.

# **Key Financial Reporter Concepts**

Financial Reporter is based upon a few simple concepts:

• Excel Worksheets with Financial Reporter functions. Financial statements are Microsoft Excel spreadsheets that use special functions to extract data from the Sage 300 ERP company database.

You can place Financial Reporter functions anywhere in a spreadsheet. The spreadsheet program looks up the General Ledger values when it recalculates the spreadsheet. For information on Financial Reporter functions, see <u>Financial Reporter Functions</u>.

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

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

Statement specifications allow you to assign default functions and formulas to columns of the spreadsheet, and to specify whether 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 do not have to use them. You can view an account balance just by inserting a formula in a single cell, and then recalculating the worksheet.

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

For more information about financial statement specifications, see <u>About Financial Statement Specifications</u>.

• Flexible Data Selection. 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).

#### Note:

- When designing statements, keep in mind that a generalized financial statement can be printed with the actual or provisionallyposted amounts of any particular department or division. However, the transaction-related commands, FRTRN, FRTRNA, FRTRNDR, and FRTRNCR, do not handle provisional amounts. If you use these commands, only actual amounts are included in the report.
- If you include 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.
- When creating a financial report, you can enter formulas that allow you to drill down to associated transactions in the resulting report.

# **Producing Financial Statements**

Producing financial statements from General Ledger data involves three broad processes:

- 1. Designing the chart of accounts.
- 2. Creating a financial statement specification.
- 3. Printing the financial statement.

### **Designing the Chart of Accounts**

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

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

For more information on designing the chart of accounts, see <u>About</u> <u>Designing Your General Ledger</u>.

### **Creating a Financial Statement Specification**

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

Financial Reporter includes several sample report specifications that you can use to print standard financial statements.

If you want to create special statements for your company, we suggest that you customize one of these standard statements.

For an overview and a few short lessons on creating financial statements, see the <u>Financial Reporter Tutorial</u>.

For more detailed information on creating specifications, see <u>Designing</u> <u>Financial Statements</u>.

### **Printing Financial Statements**

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

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

For more information about printing financial statements, see <u>About</u> <u>Printing Financial Statements</u>.

Related Topics

Home > Financial Reporter > Information Included On Financial Statements

# **Information Included On Financial Statements**

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

- Current or historical balances for a single account or range of accounts.
- Net changes for a fiscal period, quarter, half-year, or year.
- Balances or net changes in functional currency or any of the source currencies defined in a multicurrency ledger.
- Balances or net changes in the reporting currency (if you specified the euro as your functional currency and selected a reporting currency in the Company Profile).
- Comparative figures from complete or to-date time periods.
- Budget figures from fiscal sets.
- Quantities.
- Company information, such as the name, address, telephone number, and company contact.
- The start and end dates of a given fiscal period.
- The exchange rate, given a particular currency, rate type, functional currency, and date.

Note: Accounts with zero balances are not included on the report.

You can select a variety of options for printing a financial statement, including:

- The fiscal year and period.
- Whether to print separate reports for each individual segment or account group, or a single consolidated report.
- Whether to include provisionally posted transactions and rollup amounts.

# **Data Selection Criteria**

Financial Reporter not only gives you access to data, it allows you to select data at print time using a number of powerful features.

The first set of criteria you can use is in the report specification itself.

• You can restrict the accounts specified on a financial report by using selection criteria.

For example, you can select only those accounts in a specified range that have ACCTTYPE="Income" AND ACTIVESW="Yes".

Alternatively, you can select only those accounts with a debit or credit balance.

· You can exclude report lines based on their contents.

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

• You can use the FRPOST, FRTRN, FRTRNA, FRTRNDR, FRTRNCR commands to select by posted fields. For more information, see <u>Financial Reporter Functions</u>.

# **Consolidating Accounts**

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

Related Topics

Home > <u>Financial Reporter</u> > Sample Financial Statements

# **Sample Financial Statements**

Financial statements are Microsoft Excel spreadsheets that use special functions to extract data from the Sage 300 ERP company database.

General Ledger includes the following standard financial statements. English-language statements are located in the ENG subfolder of the General Ledger program folder. If are using another supported language version of Sage 300 ERP, you'll find your statements in a languagespecific folder. For example, French statements are located in the FRA subfolder and work with French-language Excel.

- Balance Sheets
- Income Statements
- <u>Financial Analysis Statements</u>
- <u>Financial Forecasts</u>

#### Important!

The sample statements are designed for Sage 300 ERP sample data, and retrieve data using standard account groups.

To use the statements with your own data, you must either:

- Assign the same standard account groups to your accounts.
- Customize the sample statements to match the account groups that you have set up for your company.

To modify a sample statement, first copy the file and then save it with a new file name.

# **Balance Sheets**

General Ledger includes standard balance sheet statements and summaries.

The sample summaries include:

- A regular size balance sheet that summarizes the company's assets, liabilities, and equity at a specific point in time.
- A common size balance sheet, which includes a regular size balance sheet, and separate reports listing asset line items as a percentage of total assets, and liability line items as a percentage of total liabilities.
- Common size balance sheets that also include graphical summaries, statements for specified periods, comparisons of current and previous year amounts, and comparisons of current year and budget amounts.

**Note:** All sample balance sheets include the profit or loss for the period.

Balance Sheet Statements

Balance Sheet Summaries

### **Income Statements**

General Ledger includes standard income statements and income statement summaries.

The sample summaries include:

- A regular size income statement that summarizes the company's profit or loss for a specified period.
- A common size income statement, which includes a regular size income statement, and separate reports listing line items as a percentage of sales revenue.
- Common size income statements that also include graphical summaries, statements for specified periods, comparisons of current and previous year amounts, and comparisons of current year and budget amounts.

**Tip:** You can use Excel formulas and functions to display amounts as percents or ratios.

- Standard Income Statements
- Income Statement Summaries

# **Financial Analysis Statements**

Analysis statements display financial ratios used by financial managers to evaluate a company's performance.

• Financial Ratios

# **Financial Forecasts**

Use financial forecasting you to assess your current operating performance, and project how your business will perform in the future.

**Forecast.xls** creates a forecasted income statement and balance sheet. The statements include actuals for the current and previous years, and projected amounts for the next three years based on the percentage of sales revenue growth.

**Note:** The forecasting method assumes that certain expenses, assets, and liabilities maintain a constant relationship to the level of sales. To perform what-if analysis, enter projected percentages for revenue growth and other line items in the **Adjustments** area of the statement specification.

Related Topics

Home > Financial Reporter > Printing Financial Statements

# **Printing Financial Statements**

Use the G/L Print Financial Statements screen to print financial statements included with Sage 300 ERP, or to print custom statements designed using the Statement Designer.

Note: For information about using the Statement Designer to print financial statements, see About Generating Reports from Specifications and G/L Statement Designer.

**About Printing Financial Statements** 

About the Spec Range

About the Report Range and the Print Range

**About Verifying Account Data** 

**Printing a Financial Report** 

**Setting the Spec Range** 

Home > <u>Financial Reporter</u> > <u>Printing Financial Statements</u> > About Printing Financial Statements

## **About Printing Financial Statements**

**Important!** Printing using the Statement Designer is not the same as printing using the Print Financial Statements screen.

When you print using the Statement Designer:

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

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.

This means that you can update the report simply by recalculating the spreadsheet.

Note: 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.

When you print a set of statements using the G/L Print Financial Statements screen, Financial Reporter:

- Repeats the report generation process for each account segment.
- Prints a series of separate statements.

For instructions, see **Printing a Financial Statement**.

**Tip:** Keep financial ratios and graphs in a formula sheet. (The most common type of "formula-only" report is one that keeps financial ratios.)

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.

# **Printing Reports With and Without a Spec Range**

If a spreadsheet has formulas only (with no Spec range), you cannot use FR View to calculate and print the report. Instead:

- You press F9 to calculate the values of the formulas.
- Financial Reporter recalculates the spreadsheet when you print the report.
- If you do not want to print the whole spreadsheet, you can use Excel's **Set Print Area** command to define the area you wish to print.

If the spreadsheet has a defined Spec range, Financial Reporter automatically regenerates the financial statement before printing it. All the columns included the Spec range are included on the printed statement, except columns A, B, C, and D.

# **Preparing to Print Reports**

If report information extends beyond the right edge of the spreadsheet print area, it may be cut off.

You can modify a report specification to make sure that report information is not truncated by:

- Widening the spreadsheet column that contains the extra-wide result.
- Redefining the Spec range to include the columns over which the information extends.

This 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.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Printing Financial Statements</u> > About the Spec Range

## About the Spec Range

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.

Before you can generate a report from a report specification, you must define the Spec range for your spreadsheet.

**Note:** The Spec range is already defined in all financial report specifications that come with Financial Reporter.

#### To check for a Spec range:

- 1. On Excel's ribbon, click **Formulas** > **Name Manager**.
- 2. If "Spec" is not listed in the Name Manager window, click **New**, and then define the Spec range.

# Layout of the Spec Range

	Columns with control information (A - D)					Columns that form the statement template (E - H)			
	A	В	С	D	E	F	G	Н	
1	Specifica	tion name: Quikbal2							
2									
3	. This spec	cification file will produce a balance sheet with columns for							
4		e current year balance and the previous year balance as at the current fiscal period.							
5			0,000,000,000,00						
6					Sample Company Limited				
7						Balance Sheet			
8					August 31, 2019 and August 31, 2018				
9									
10							Unaudi	ited	
11									
12						ASSETS			
13	<b>NACCTGR</b>	OUP	Z	D(AC	CCT)	-	0.00	0.00	
14									
15							Current	Previous	
16							Year	Year	
17					Curre	ent assets:			
18	%%	ACCTGRPCOD = "01" OR /	ACCTGRPC	OD =	"02" O	R\	1 1		
19				_		Total current assets	0.00	0.00	
20									
21					Fixed	assets:			
22	%%	ACCTGRPCOD = "05"		_		Λ	1 1		
23	%%	ACCTGRPCOD = "06"		Т		Less accumulated depreciation	<u> -  -</u>		
24							0.00	0.00	
25									
26					Othe	r assets:			
27	%%	ACCTGRPCOD = "07"		-		Λ	1 1		
28							0.00	0.00	
29							0.00	0.00	
30	-								
31				-		LIABILITY AND SHA	REHOLDER'S EQUIT	ſY	
32	-								
33						entliabilities:			
34	%%	ACCTGRPCOD = "08" OR /	RACCTGRPCOD = "09" OR \				<u>\-</u> \-		
35						Total current liabilities	0.00	0.00	

The first four columns of the Spec range (A through D) are reserved for control information for Financial Reporter.

The other columns form a template that determines the appearance of the report and the type of data that it retrieves.

**Note:** A specification can begin in any column of a worksheet, but the first column of the Spec range must be the first column of the specification. We always refer to the first column of the specification as column A. (There is no reason why you should start a specification anywhere else.)

# **Redefining the Spec Range**

If you want to redefine the spec range in your worksheet after generating a report, use the **FR Clear** command to clear up the report area, and then make your changes to the spec range.

Related Topics

Home > <u>Financial Reporter</u> > <u>Printing Financial Statements</u> > About the Report Range and tl Print Range

## About the Report Range and the Print Range

The Report range is generated from the Spec range when you print the financial report. It contains data that is generated by the report, as well as data extracted from the General Ledger.

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

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

When you print the report, Financial Reporter prints all but the first four columns of the Report range (omitting the audit information).

The area it prints is called the Print range.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Printing Financial Statements</u> > About Verifying Account Data
#### **About Verifying Account Data**

You can use two methods in Financial Reporter to test account information to decide whether it should appear in a report.

• Use a formula in column C to test the contents of a line. You can specify conditions for excluding generated lines from a report based on the contents of the line.

For more information, see About Columns in Report Specifications.

• Use FR functions with spreadsheet functions. Financial Reporter functions can replace parameters of spreadsheet functions, so you can test the contents of fields before printing the report, or manipulate them as you wish.

#### **Example:**

To specify that a balance is printed only if it exceeds 6000, use =IF(FRAMT("BALP", "1000")>6000, FRAMT("BALP", "1000")

To print the average value of two accounts, use =AVERAGE(FRAMT("BALP", "1000"), FRAMT("BALP", "ID000"), "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP", "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP", "FRAMT("BALP")), "FRAMT("BALP"), "FRAMT("BALP"), "FRAMT("BALP"), "FRAMT("BALP"), "FRAMT("BALP")), "FRAMT("BALP"), "FRAMT("BAL

Related Topics

Home > <u>Financial Reporter</u> > <u>Printing Financial Statements</u> > Printing a Financial Report

## **Printing a Financial Statement**

To print a financial statement in Financial Reporter, you can use either of the following methods:

- Use the G/L Print Financial Statements screen to specify print options and print the financial statement.
- Open a financial statement specification in the Statement Designer, use FR View to generate the statement, and then print.

The following procedure describes how to use the G/L Print Financial Statements screen. For information about using the Statement Designer to print financial statements, see <u>About Generating Reports from</u> <u>Specifications</u> and <u>G/L Statement Designer</u>.

#### To print a financial statement:

- 1. Open General Ledger > Financial Reporter > Print Financial Statements.
- 2. Click **Browse**, and then select a financial statement file.

For a list of sample financial statements included with Sage 300 ERP, see <u>Sample Financial Statements</u>.

- 3. Under **Fiscal Option**, specify the year and period for which to create the statement.
- 4. Under **Report Type**, specify whether to include actual or provisional amounts in the report. More...
- 5. Under **Report As**, specify whether to print a single, consolidated report, or to print separate reports for different account number segments.

**Note:** The **Separate** option is available only after you select **Segment** in the **Sort By** area of the screen, and then enter the range of segments. (This option is not available if you select the **Account** segment.)

- 6. Under Include, select the Report Options and/or DrillDown Information options as needed. More...
- 7. Under **Sort By**, specify the order in which to sort records in the printed financial statement. More...
- 8. Specify account groups or sort code groups to include. More...
- 9. In the table, specify optional ranges of segments. If you selected **Separate** under **Report As** in step 5, you can double-click the Report As column to select **Separate** or **Consolidated**.
- 10. Select a print destination.
- 11. Click Print.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Printing Financial Statements</u> > Setting the Spec Range

#### **Setting the Spec Range**

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.

Before you can generate a report from a report specification, you must define the Spec range for your spreadsheet.

#### To define the Spec range in a Financial Reporter spreadsheet:

- 1. With the statement spreadsheet open in Excel, select the complete report specification, from the first row and column to the last row and column.
- 2. On the Excel Ribbon, click **Formulas > Define Name**.
- 3. Type Spec as the range name, then click **OK**.

**Important!** You must type exactly these letters, although the capitalization doesn't matter.

**Note:** You do not define a Report range for the spreadsheet. Financial Reporter defines the Report range when it generates the report from a specification.

Home > Financial Reporter > Designing Financial Statements

## **Designing Financial Statements**

You define a financial statement using a report specification. The specification tells Financial Reporter what data is included on the statement, and how it should be formatted.

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

Note: Financial Reporter includes a set of standard report specifications that are compatible with any chart of accounts that uses the standard account group classifications and user-defined account groups. You can print financial statements using these standard reports, or you can customize them.

**About Financial Report Specifications** 

**About Formatting Financial Statements** 

**About Generating Reports from Specifications** 

**About Optional Fields in Financial Statements** 

**About Rounding on Balance Sheets** 

About Page Layout

**Consolidating Multiple Financial Statements** 

**Specifying Column and Row Contents** 

**Retrieving G/L Account Information** 

FR Menu Commands

**Financial Reporter Functions** 

Account and Transaction Fields

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > About Financial Report Specifications

#### **About Financial Statement Specifications**

A financial statement specification is a structured description of a statement you want to produce. Financial Reporter creates a report based on the statement specification and the options you select when you 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.

#### Note:

You do not need to create a statement specification to extract and print information. You can extract and print balances from General Ledger by placing a few formulas in a spreadsheet, recalculating the spreadsheet, and then printing from Excel.

You can also save the spreadsheet, and then use General Ledger's Print Financial Statements screen to print the values in future. If the worksheet does not contain a statement specification, Financial Reporter simply recalculates the spreadsheet, and prints it out.

## Layout of a Report Specification

Spreadsheets that contain statement specifications have two separate regions:

- The Spec range is the region containing the report specification.
- The **Report range** is the region containing the financial statement produced from the report specification.

The Report range 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.

**Tip:** Statements that are not generated from specifications have no Spec range, but you can set a print range to restrict the size of the worksheet for printing.

The statement specification and the report it creates both reside in a single worksheet.

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

If you opt to create a separate report for each account segment when you generate the report, Financial Reporter inserts a separate worksheet for each segment into a new workbook.

## Rules for Defining the Spec Range, Report Range, and Print Range

The following principles apply to the ranges in a financial statement specification:

• The Spec range can occupy any columns. A specification can 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.

For more information about the Spec range, see <u>About the Spec</u> <u>Range</u> and <u>Setting the Spec Range</u>.

- The Report range is created when generating the report. The Report range is generated from the Spec range when you print the financial report. It contains data that is generated by the report, as well as data extracted from the General Ledger.
- The Report range starts in column E. The first four columns of the Spec range (A through D) are reserved for control information for Financial Reporter. All other columns form a template that determines the appearance of the report and the kinds of data that will appear.
- The Print range starts in column E. The control information in the first four columns of the specification is replaced by audit information in the report range when you use the FR View command.

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

• The Print range is set by the Spec range.

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > About Formatting Financial Statements

#### **About Formatting Financial Statements**

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

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, currency format, right alignment, and so on), and then apply the style to spreadsheet cells.

## **Adding Title Lines**

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

You can specify up to five lines that will appear at the top of each tab of a financial statement.

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

If you have defined more than one set of title lines, Financial Reporter uses the last set in the specification.

#### Example:

The Universal Corporation Balance Sheet As of October 31, 1999					
	<b>Current Balance</b>				
Petty cash	274.57				
Bank account	8,437.54				
Bank account, CAD dollars	4,372.96				
Total:	13,085.07				

If you want the title to appear only on the first tab of the report, leave the first column for these rows blank. The rows are transferred "as is" to the beginning of the Report range.

**Note:** If you use the Financial Reporter \T line, you cannot separately mark a group of cells as title lines. Title lines must be consecutive, and cannot be split by a tab break.

## Adding Explanatory Comments (..)

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

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:

Speci	fication name	: INCS1		
This s	pecification	ile will produc	ce a statement of earn	ings with one
colum	n of figures s	howing curren	it year to date results.	

## **Grid Lines and Other Report Formatting**

You specify all formatting for financial reports in the Financial Statement Designer's using Microsoft Excel formatting commands.

For example:

- To select the character font, bold type, left or right alignment, number appearance, cell borders and patterns, you use the commands in the **Font** and **Alignment** groups (on the **Home** tab of the Excel ribbon).
- To turn the spreadsheet grid on or off for printing, and turn on or off the row and column labels, you select options in the **Show** group (on the **View** tab of the Excel ribbon).
- 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 is applied to the rows and columns of the generated report.

To see the effect of all tab formatting in the Financial Report Designer, click **File** > **Print** to see a preview after you have used FR View to generate the report.

## **Hiding Columns and Rows**

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

#### To hide a column, you can do either of the following:

- Right-click the column, select **Column Width**, and then set width to 0.
- Click and drag the edge of the column until its width is 0.

#### To hide a row, you can do either of the following:

- Right-click the row, select **Row Height**, and then set height to 0.
- Click and drag the top or bottom edge of the row until its height is 0.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > About Generating Reports from Specifications

#### **About Generating Reports from Specifications**

If you print a financial statement using the G/L Print Financial Statements screen, you do not see the report specification. Instead, Financial Reporter opens the financial specification in Microsoft Excel, processes the specification commands in the Spec range of the spreadsheet, and prints the report.

In contrast, if the spreadsheet contains no Spec range, Financial Reporter recalculates the spreadsheet for the ranges of accounts, account groups, or segments specified on the G/L Print Financial Statements screen, and then prints the whole spreadsheet, or the print area defined in the spreadsheet.

Depending on the print destination you specify on the G/L Print Financial Statements screen, you can:

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

# Generating Statements Using the Financial Statement Designer

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

To generate the final report, use FR View. For details on using FR View, see <u>FR Menu Commands</u>.

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

- Audit information. If you select this option, Financial Reporter lists 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 enter D in column D of the report).
- Formulas. If you select this option, Financial Reporter inserts 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.

**Important!** Spreadsheets with formulas are much larger than standard report specifications. Generating statements that include formulas also takes longer, because Excel calculates the value of each formula as it generates them.

After you generate a report, you can preview it by clicking **File** > **Print** in Excel.

#### **About Using Selection Criteria**

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.

**Important!** Accounts must meet restrictions and criteria specified on the FR View screen.

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

For more information, see <u>About Selection Criteria for Filtering Accounts</u>.

## **Overriding Account Ranges**

You can override FR View screen ranges in two ways:

- By specifying segment codes that are outside the ranges defined on the FR View screen.
- By using the \$ prefix in individual account number references.

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

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

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.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > About Optional Fields in Financial Statements

## **About Optional Fields in Financial Reports**

You can print account optional fields and transaction optional fields detail using Financial Reporter.

• You can retrieve account optional fields using FRACCT or FRPOST.

**Note:** A field name for an account optional field is the original optional field name with the prefix A. You must include the period following the letter A.

• You retrieve transaction optional fields using FRPOST.

**Note:** A field name for a transaction optional field is the original optional field name with the prefix T. You must include the period following the letter T.

If an FR command retrieves data from more than one transaction, you can consolidate optional field data for Amount, Integer, and Number optional field types in the following ways:

• You can print the optional field value of the first retrieved record that has optional field values.

If the field specified in the first parameter of the FRACCT or FRPOST command is an amount, integer, or number field, and is appended with U, only the first optional field value is reported.

• You can print a consolidated total that sums up all values from the retrieved optional fields.

If the specified field name is not appended by anything or is appended by C, a consolidated total is printed.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > About Rounding on Balance Sheets

#### **About Rounding on Balance Sheets**

If you have spent much time working with financial statements, you know that balance sheets do not 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, and 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, and 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, and 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).

	А	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				1	Λ.
6					Total assets:	=SUM(F5)
7						
8					Liabilities	
9	3000:3899				A	A N
10					Total liabilities	=SUM(F9)
11	3900:3999			Т		A N
12					Equity	=SUM(F11,F14)
13					Total liabilities & equity	=F6
14						=F6-F10-F11

This specification performs the following actions:

 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.)
- 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.)
- Sums the difference between the balances and the equity amount. (Row 12.)
- 8. Displays the balance for total liabilities and equity. Since this balance must match assets, the specification uses the same total. (Row 13.)

**Note:** 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 the previous example:

- 1. It more accurately reflects an unrounded balance sheet, because the final balance is derived by summing unrounded balances, instead of by summing rounded ones.
- 2. 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 will nott balance if you leave out an account.

Before generating the final report, you must hide column F, as well as rows 6, 9, and 10. (See the final report example, below.) For information about hiding columns and rows, see <u>About Formatting Financial</u> <u>Statements</u>.

	A	В	С	D	E	F	G
1	<b>WACCT</b>			Т		=FRAMT("BALP")	=ROUND(\$F1,-3)
2					<b>Description</b>		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

This specification 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:** 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. Adds the difference between the totals to the last range of accounts (in row 7 of the spreadsheet).

By adding the rounding difference to the last group of figures, we have forced the figures in column G to equal the total in G8.

You handle the credit side of the balance sheet using a similar approach, summing all liabilities with owner equity, and then deciding where to put the difference between the sums of the rounded and unrounded balances.

The generated statement includes rows and columns that would be hidden on the final report (shown in bold):

Description		Current Balance
Cash	37,657.35	38,000
Receivables	89,576.73	90,000
	356,526.85	357,000
Fixed assets		356,000
Total assets:		484,000
		485,000
		(1,000)

Rows and Columns Hidden on Report

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > About Page Layout

## **About 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 treats the page break as an "As is" row. and inserts 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 not very useful for 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.

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > Consolidating Multiple Financial Statements

### **Consolidating the Financial Statements of Multiple Companies in Microsoft Excel**

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

#### To consolidate financial statements:

- 1. In Sage 300 ERP, open the largest company.
- 2. Open General Ledger > Financial Reporter > Statement Designer, and then click Start.
- 3. Open the financial statement that you want to consolidate, and save it as a new workbook.

**Tip:** Save the workbook with a name that identifies it as a consolidated statement.

- 4. Review column C of the financial statement specification to make sure it does not suppress blank links. (You use a Z to suppress blank lines.)
- 5. Turn on manual calculation in Excel. More...

You can recalculate values at any time by pressing the F9 key.

- 6. For each company that you want to consolidate, copy the worksheet for the company to the workbook in which you are consolidating statements. More...
- 7. Rename each worksheet for the company it represents, saving the workbook frequently. (To rename the worksheet, right-click the worksheet tab, and then click **Rename**.)
- 8. When you have created one worksheet for each company, click the sheet for the company you opened in Sage 300 ERP, and then use FR View to generate the financial statement.

For more information about FR View, see <u>FR Menu Commands</u>.

9. Right-click the tab for the first sheet in the workbook, click Insert, and

then click **Worksheet** insert a blank worksheet, which you will use to create the consolidated statement.

10. Right-click the new worksheet, click **Rename**, and then type a name for the worksheet.

**Note:** These instructions use **Consol.** as the name for this worksheet.

- 11. Generate and save statements for each additional company you want to consolidate. More...
- 12. Open the **Consol.** worksheet you created, and then open a new window for each worksheet, arranging them so they are all in view and their contents are aligned. More...
- 13. In the worksheet that contains the most accounts, select and copy the print area.
- 14. In the **Consol.** worksheet, right-click cell A1, and then select **Paste Special** > **Values**.
- 15. Without deleting any blank lines, use Excel to format the statement as needed.

**Note:** You may have to insert lines for accounts that appear in one ledger, but not in others.

- 16. Clear all amounts from the report.
- 17. Sum the accounts for like accounts across all worksheets, so that totals for all companies appear in place of the amounts you erased in the previous step.

Related Topics

<u>Home > Financial Reporter > Designing Financial Statements > Specifying Column and Row</u> <u>Contents</u>

### **Specifying Column and Row Contents**

The first four columns of a financial statement specification (usually columns A through D) contain important control information. Learn about information specified in these columns.

**About Calculated Columns** 

**About Default Column Specifications** 

**Report Specification Columns** 

**Sample Default Column Specifications** 

**Totaling and Subtotaling Columns** 

Home > Financial Reporter > Designing Financial Statements > Specifying Column and Row Contents > About Calculated Columns

## **About 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.

8	A	В	С	D	E	F	G	Н
1	W				=FRACCT("ACCTDESC")	=FRAMT("BALP")	<pre>FRAMT("BALP.L1")</pre>	=(F1/G1)
2						Current	Last Year	Curr/
3						Balance	Balance	LYear
4	1100:1300				1	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

Financial Reporter can use exchange rates maintained in Sage 300 ERP, so you can create financial reports in any currency you maintain, using the exchange rates from any fiscal period.

To retrieve exchange rate information, you use the FRRATE function to get exchange rate information. For more information, and for examples of how to use this function, see <u>FRRATE Function</u>.

**Note:** 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.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Specifying Column and Row</u> <u>Contents</u> > About Default Column Specifications

## **About Default Column Specifications**

In a financial statement specification, default column specifications are defined in the first line, and then used with a range of accounts in the last line.

The following example illustrates default column specifications and specification lines that apply to a range of accounts:

	A I	В	С	D	E	F	G	Н	Ι
0			7	т			=FRAMTA("	=FRAMTA(	=FRAMTA
9	11		4	1	8	9 9	NETP")	"NETQ")	("NETYTD
10					5		Current	Quarter	Year
11							Period	To Date	To Date
12	="6000:6999"			D	=FRACCT("ACCTDESC")		١	1	V.

The line starting with two backslashes  $\backslash \backslash$  in column A contains default column specifications. These default column specifications are in effect until you define a new set of defaults.

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

Note:

- You can follow  $\setminus$  with or + to print the inverse or the absolute value of the formula result.
- Remember that the actual report area starts from column E.

#### Advantages of Using Default Column Specifications

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.

### **Example 1: Using Formulas to Place Values**

In this example, you require one formula to print each piece of information:

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

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

# Example 2: Using Default Column Specifications to Place Values

In this example, you use a default column specification to place values:

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

This example demonstrates how 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.

#### Note:

- The default column specifications line begins with two backslashes (\\).
- The default column specification assigns a particular formula to the backslash (\). In our example, the formulas have used only Financial Reporter functions.

Alternatively, you could assign a value to  $\setminus$ , or make use of spreadsheet functions in your formulas. You can follow  $\setminus$  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 the first example, 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.

- You can use %% to specify all accounts in the ledger. For more information, see <u>About Account Number References</u>.
- 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

The following example illustrates default values for columns B, C, and D, as well as for the printed columns of the report:

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

Note that you do not have to specify a backslash ( $\)$  in columns B, C or D to inherit the defaults. If you want anything but the default values, you must specify the information you want to display.

Financial Reporter evaluates the last line of the above specification and performs 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 ⊤ in column D specifies that a single total line will be generated from the account range, rather than one line for each account to list the details.

**Note:** If you leave column D blank, or specify a D, Financial Reporter lists all details.

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

Financial Reporter looks only at the numbers on a line to decide if zerosuppression should take place. 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 N in column C on the line that you want to print.

For details on specifying selection criteria and suppressing lines, see <u>About Consolidating Account Ranges</u>, <u>About Excluding Lines from</u> <u>Reports</u>, and <u>About Selection Criteria for Filtering Accounts</u>.

For more information about Financial Reporter functions, see <u>Financial</u> <u>Reporter Functions</u>.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Specifying Column and Row</u> <u>Contents</u> > Report Specification Columns

#### **About Columns in Report Specifications**

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 (columns A through D) contain important control information.

**Note:** You can begin a specification in any column, as long as the Spec range begins with the same column.

## **Sample Report Specification**

In this example, row 1 is a default row. To use the default formulas in subsequent rows, place a backslash in the appropriate spreadsheet cells.

	A	В	С	D	E	F
1	77				=FRACCT("ACCTDESC")	=FRAMT("BALP")
2					Account Description	Current Balance
3	1020:1400				1	λ

## Column A

The contents of column A of each row (the first column of the Spec range) determine the purpose of all columns in the row. There are five possible types of rows in a report specification:

- **Comment row.** If column A starts with . . (two periods), the row is a comment row.
- "As is" row. If column A is blank, the row is part of the report and will appear "as is" on the final report.
- **Default row.** 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 row. If column A starts with \T, the row is used to define 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 row. Rows that start with account number references are called "body specification rows."

#### Note:

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

## Columns B, C and D

Columns B, C and D filter accounts specified in column A (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 to restrict the range of accounts in column A to a particular account group (or to an account type or account name).

Column B can also refer to the filter for posted transactions, if Column D refers to listing by posted transaction details or by posted transaction consolidated details.

For more information, see <u>About Selection Criteria for Filtering</u> <u>Accounts</u>.

- Column C can remove any lines from the report that have zero balances (use Z to omit zero-balance lines) or meet a condition such as "balances less than \$1,000".
- Column D can consolidate the balances of the range of accounts, consolidate by account segment, list each account separately, consolidate all values from retrieved optional fields, or print the optional field value of the first retrieved record. This can also be consolidated by transaction date and posting sequence.

Use T to generate a single total line for an account range. If you leave column D blank, or specify a D, Financial Reporter will list the details for each account in the range.

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
ľ		

Column D Constants

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.

**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, the spec must 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

Sorting Order

#### Note:

- 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), Financial Reporter does not generate the transaction details of the spec line.
- If the consolidation value in column D is P(POSTTRAN), the sorting order must be POSTTRAN.
- If the consolidation value in column D is P(POSTDATE), the sorting order must be POSTDATE.
- If the consolidation value in column D is P(POSTSEQ), the sorting order must be 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.
- Use T to generate a single total line for an account range. If you leave column D blank, or specify a D, Financial Reporter lists the details for each account in the range.

# Column E

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

- =FR("CONAME"), a Financial Reporter function that displays 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:** You use formatting commands in Excel to underline these column headings.

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

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

The backslash ( $\backslash$ ) in the three columns on the right indicates that each cell value will be generated from the default formula set for the column. (Financial Reporter inserts the account reference in column A into any default formula that requires the account reference parameter. For example, the default formula for column G is =FRAMTA("NETP"). FRAMTA is a Financial Reporter function that prints the account period balances or net amounts from the account fiscal sets. In this case, the formula specifies the net amount for the current period.)

When 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:

```
=SUM(G12) =SUM(H12) =SUM(I12)
```

**Note:** You use formatting commands in Excel to format cells with top and bottom borders.

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

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Specifying Column and Row</u> <u>Contents</u> > Sample Default Column Specifications

## **Sample Default Column Specifications**

The following examples illustrate standard financial report formats and the column specifications you use to produce these reports.

### **Example 1: Balance This Period and Last Period**

This example produces a comparative balance sheet.

- Column E lists the current balance.
- 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.
- 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.

8	F	G	Н		J
1		=FRAMTA("BALP")	=G1/G4%	=FRAMTA("BALP.L1")	=11/14%
2		Current Year	<u>% of Total</u>	Previous Year	<u>% of Total</u>
3		1	1	1	1
4		=SUM(G3)		=SUM(13)	

**Note:** The formulas in columns H and J illustrate 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.

#### **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.
- Column F lists the expenses year-to-date.

	A	В	С	D	E	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.

	F	G	Н		J
9		=SUM(G8)		=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)	

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

### **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.
- Column H lists the expense for the corresponding period in the previous year.
- Columns J and K list the year-to-date expenses.
- Columns I and L compare each amount as a percentage of the amount in the previous year.



**Note:** 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 that are used in row 21. Financial Reporter recalculates these cell references for the generated report.

# 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.
- Column D indicates that each time the account number changes, 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.
- Column G provides the balance of accounts that meet the criterion of Department B.

8	A	В	С	D	E	F	G
1	\\ACCT	2		D(ACCT)	=FRACCT("ACCTDESC")	=FRAMT("BALP","","(ACSEGVAL02 = ""A"")")	=FRAMT("BALP","","(ACSEGVAL02 = ""B"")")
2						Department A	Department B
3	="1000:2999"				1	1	1

B Related Topics
Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Specifying Column and Row</u> <u>Contents</u> > Totaling and Subtotaling Columns

# **About Totals and Subtotals**

Financial statements contain columns of figures that 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 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 such as =SUM(B3:B5) in each of the "total" cells. This formula would add together the values in cells B3, B4 and B5, and display the total in B6.

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 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.

In the following 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.

A	В	С	D	E	F
W				=FRACCT("ACCTDESC")	=FRAMT("BALP")
					Current Balance
1100:1300				V	1
				Total:	=SUM(F3)

#### Note:

Excel does not allow you to specify a negative range of cells as a parameter of SUM. For example, the following SUM formula will not work in Excel: =SUM(-G10:G14).

You can fix the formula by moving the minus sign like this: = - SUM(G10:G14).

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

1 Related Topics

<u>Home > Financial Reporter > Designing Financial Statements > Retrieving General Ledger</u> <u>Account Information</u>

# **Retrieving General Ledger Account Information**

In the Statement Designer, you use Excel formulas to retrieve company account record information, fiscal set values, and company information from General Ledger, and to display this information in financial statements.

**Using Formulas to Retrieve G/L Account Information** 

**About Account Number References** 

**About Account Order in Financial Reports** 

**About Consolidating Account Ranges** 

**About Excluding Lines from Reports** 

**About Selection Criteria for Filtering Accounts** 

**About Wildcard Characters in Account Numbers** 

**Account Reference Syntax and Examples** 

**Expression Syntax for Selection Criteria** 

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > Using Formulas to Retrieve G/L Account Information

## Using Formulas to Retrieve General Ledger Account Information

In the Financial Statement Designer, you use Excel formulas to insert account record information or fiscal set values anywhere in a financial statement.

#### **Example:**

FRACCT ("ACCTDESC", "1000-333") inserts the account description from account 1000-333 (for example, "Cost of goods sold").

FRAMT ("ABALP.2019", "1000-333") inserts the actual balance of account 1000-333 for the current fiscal period for the year 2019.

You can also insert company information in a financial statement. For example, FR("Coname") inserts the name of the currently open company.

The easiest way to insert Sage 300 ERP financial information is by using the FR Paste function, which you can use to create a formula quickly. For more information, see <u>About FR Paste</u>.

To specify balances and quantities, you use the following syntax:

Formula	Sage 300 ERP Financial Information	Notes
PBALP	Account balance	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.
PBALP	Provisional balance	

Financial Information Syntax

QABALP	Actual quantity	
QPBALP	Provisional quantity	You can specify budget sets according to the edition of Sage 300 ERP you use:
		<ul> <li>Sage 300 Standard ERP includes budget sets 1 and 2</li> <li>Sage 300 Advanced ERPincludes budget sets 1, 2, and 3</li> </ul>
		<ul> <li>Sage 300 Premium ERP) includes the numbers 1 to 5 for the budget sets (for example, 1BALP or 2BALP)</li> </ul>

**Tip:** You can construct your financial statements by placing a Financial Reporter function at each point where you want to print financial information. However, identifying each item individually can be a time-consuming and unnecessarily rigid way to create a statement. Developing a statement specification with default formulas for each column, indicating the group of accounts to which the column formulas will apply, is a more flexible and efficient way to create your statement.

Related Topics

Home > Financial Reporter > Designing Financial Statements > Retrieving G/L Account Information > About Account Number References

### **About Account Number References**

An account number reference specifies the accounts from which you want to retrieve General Ledger data.

**Tip:** In the Statement Designer, use FR Paste to specify accounts and account ranges without manually entering formulas. For more information, see <u>About FR Paste</u>.

## **Specifying Accounts and Ranges of Accounts**

You can specify a single account number, or a range of account numbers in consolidated (single-row) or detailed (one row per account) format.

#### **Example:**

```
The formula =FRAMT ("BALP", "1200:1500") retrieves data from a range of accounts into a single spreadsheet cell.
```

When specifying account groups, you can use these formulas:

- \\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.

#### **Example:**

Column A of a specification row specifies account data to use for the row:

A	В	С	D
%-1000~1100			

In this example, % is a wildcard character that takes the place of one or more characters. For more information, see <u>About Wildcard Characters</u> in <u>Account Numbers</u>.

In column D, you can enter D to specify that each account is listed separately, or T to specify that each account is totaled on a single line.

For more information, see Account Reference Syntax and Examples.

### **Account References and Performance**

Financial Reporter can generate reports faster when it does not have to look up information for a substantial number of extra accounts. For this reason, check that the account processing order in the report matches the way you specify account references.

For more information, see <u>About Account Order in Financial Statements</u>.

# **Restricting Account Selection**

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, Financial Reporter also provides a mechanism for specifying a report range, and for including accounts which lie outside that range.

The easiest way to add account numbers to a financial statement is using FR Paste. For more information, see <u>About FR Paste</u>.

#### **Specifying Account Structures**

To restrict account number selection to a particular account structure, use a formula such as aaaa[ACCT], bbbb~ccccc-A[MANU], which specifies an individual account number and a range of account numbers. The square brackets indicate the account structure codes used by the account numbers.

#### Specifying a Segment to Override a Segment Range

You can override a segment range specified on the Print Financial Statements screen by including the segment values you want on the line in the column A account number reference.

**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 as follows:  $4000 \sim 4999 - A$ ,  $4000 \sim 4999 - B$ ,  $4000 \sim 4999 - C$ ,  $4000 \sim 4999 - D$ . In this example, you would print reports specifying a segment range of A, of B, and so on.

#### **Turning off Report-level Account Range Filtering**

A \$ prefix turns off report-level account range filtering for the particular account number reference. If you use a \$ 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 Financial Reporter print settings.

You can also use the \$ prefix with the %% wildcard characters 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.)

#### 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.

For example:

- 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.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > About Account Order in Financial Reports

## **About Account Order in Financial Statements**

In financial statements, Financial Reporter lists ranges of accounts in the order set in the financial report specification or (if not set in the specification) in the order you specify when printing.

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.

#### Example:

If your accounts have two segments, the account reference  $100 \sim 120 - A \sim B$  generates two possible account listings, depending on the sort order you specify:

- If accounts are sorted by segment 1, they are listed like this:
  - 100-A
  - 100-B
  - 120-A
  - 120-B
- If accounts are sorted by segment 2, they are listed like this:
  - 100-A
  - 120-A
  - 100-B
  - 120-B

## Specifying Order at Print Time or in the Default Row Specification

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).

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

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

- \\ACCTID (account number order)
- \\ACCT (account segment order)
- \\ACCTGROUP (account group order)
- \\ACSEGVALn (account segment #n order)
- \\Segment\_desc (to list accounts by the segment with description Segment\_desc. For example, \\REGION)

The order you specify determines:

- The order in which accounts in expanded account references are printed.
- The ease (and, consequently, the speed) with which the accounts can be retrieved by 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 Financial Reporter processes accounts in order by the account segment, it will only have to process accounts 1000 through 1100 (specified like this).

	1	

Α	В	С	D
NACCT			
%-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, 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.

Α	В	С	D
\\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

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

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.

#### Example:

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

**Note:** If the account reference specifies a range using a colon :, this reference will be processed in account number order unless you set an order for the reference using the | character (no matter what order is set in the Print dialog box or in the default row specification).

As you can see from these examples, the way you reference accounts can have a substantial impact on performance.

For information on specifying account references, see <u>About Account</u> <u>Number References</u>. Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > About Consolidating Account Ranges

# **About Consolidating Account Ranges**

You can perform two extremely useful operations on a group of accounts. You can:

- 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.

# Grouped, Separate, or Summarized Data

You can generate separate lines for each account in an account range, consolidating the account reference in a single line, consolidating account data by account group, or you can consolidate 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.

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

Column D Valid Values

	date.
P(POSTSEQ)	Consolidates by transaction consolidated by posting sequence.

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

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

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

FR requires a correct sorting order in Column D in order to list details by transaction through field consolidation, as follows:

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

Sorting Order for Consolidating Transactions

#### Important!

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

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

#### **Displaying Account Balances on Separate Lines**

Specifying **D** in column D lists each of the accounts between 1100 and 1200 on separate lines.

A	В	С	D	E	F
W				=FRACCT("ACCTDESC")	=FRAMT("BALP")
					Current Balance
1100:1200			D	V	1

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

#### **Displaying Account Totals on a Single Line**

Specifying 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

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

	<b>Current Balance</b>
Liquid assets	13,085.07

# Displaying Accounts in Segment Order, Consolidated by Segment

Specifying **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

	Current Balance
Petty cash	274.57
Bank account	12,810.50
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.

D(ACCT) 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.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > About Excluding Lines from Reports

## **About Excluding Lines from Reports**

You can specify conditions to exclude 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 with zero values. To specify zero-line suppression, you type Z in column C. Financial Reporter suppresses all lines with a value of zero.

If you do not want to suppress zeros on an individual line, but you specified Z in the default specification, type N in column C of the line you want printed.

• Using logical value formulas to include and exclude lines. You can place a logical value formula (TRUE/FALSE) in column C. If the formula in column C returns TRUE, Financial Reporter does not print the line. If the formula returns FALSE, the line is printed.

For example, =G12 < F12 \* 10% will check if the value in column F is less than 10% of the value in column G. If the statement is true, the line will be omitted from the report.

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

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > About Selection Criteria for Filtering Accounts

## **About Selection Criteria for Filtering Accounts**

You use the selection criteria feature in Financial Reporter to include account figures in a report based on settings in the General Ledger account master.

For example, you could use the selection criteria expression ACCTTYPE = "B" AND ACTIVESW = "ACTIVE" to select all accounts with an account type of "B" (for balance sheet) and an active switch set to currently active.

When you place a selection criteria expression in a formula or on a statement line, Financial Reporter:

- 1. Looks up the account identified by the account number in column A of the line (or by a formula).
- 2. Checks to see that the account master information matches the selection criteria you have specified.

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), or in formulas that retrieve account balances, net amounts and quantities from posted transactions, or net amounts from General Ledger.

#### Tips:

- The easiest way to define selection criteria is to use FR Paste. For more information, see <u>About FR Paste</u>.
- Generally, you should not use selection criteria if you can achieve the same result with a more selective account number reference.
- You can improve report performance by being more precise in your account references to restrict the number of initial account lookups.
- You can choose report criteria variables you select from the Preview Financial Reporter screen while you are in a worksheet. Financial Reporter recalculates FR commands according to the criteria you have saved. (For example, if you have created two workbooks for

different years, you can switch between the workbooks without losing the value of FR commands after running FR View.)

# **Using Selection Criteria in Column B**

You can use selection criteria in column B of a specification to restrict the accounts selected from the Account Code reference specified in column A.

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

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

**Note:** You do not need to type \ on lines for which you want to use the default selection criteria.
## **Using Selection Criteria in Formulas**

You can also use 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 General Ledger.

If you paste an 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.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > About Wildcard Characters in Account Numbers

## **About Wildcard Characters in Account Numbers**

You can use two wildcard characters when specifying account numbers:

- The underline character, \_, is a placeholder for one character.
- The percent character, %, is a placeholder for one or more characters.

#### Example:

Using Wildcard Characters		
Account number specification	Description	
A123%[sc]	Specifies all single segment account numbers starting with the characters "A123."	
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).	

Note: You cannot use the Finder with FR Paste to insert wildcard

characters. You must type in the wildcard characters yourself.

#### "%%" is Not a Wildcard Character

Although %% resembles a wildcard 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.)

#### **Example:**

In this example, account number selection is based solely on the account group specified in column B.

Α	В
%%	ACCTGRPCOD=1
%%	ACCTGRPCOD=2
%%	ACCTGRPCOD=3

Financial Reporter will list all Current assets, then all Fixed assets, and, finally, all Other assets.

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

**Tip:** To get the best performance from Financial Reporter, you should use specific account references, and specify account processing orders that complement the references. For more information, see <u>About</u> <u>Account Order in Financial Statements</u>.

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, such as 1000:1099, 1100~1199-B, 1250-A.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > Account Reference Syntax and Examples

## **Account Reference Syntax and Examples**

Account number references can use the following symbols:

#### Account Reference Symbols

Symbol	Description
Hyphen -	An account segment separator defined on the G/L Options screen in General Ledger. (The hyphen is the default separator.)
Colon:	Separates account numbers in a range.
Tilde ~	Separates segment codes in a segment range.

**Note:** All examples assume that segment 1 is the account segment and segment 2 is the department segment.

## **Standard Account References**

Standard Account References

Format	Description	Examples
aaaaaaaa or aaaa-aaaa	A specific General Ledger account number composed of one or two segments. Account numbers can	100 - C Account 100, department C.
	be entered with or without the segment separator However, if you are specifying ranges of accounts, we suggest you include separators to remove ambiguity from your specifications.	
aaaa- A:bbbb-B	A range of General Ledger accounts and departments. When creating a search statement from the information you enter, Financial Reporter adds Zs to the last number in the range. In other words, it searches for account numbers between "aaaa-A " and "bbbb- BZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	<ul> <li>100:200</li> <li>Accounts between 100 and 200 (from any department)</li> <li>100-A:200-F</li> <li>Accounts with an account segment value between 100 and 200, and with a Department segment value between A and F (for any order other than ACCTID order).</li> </ul>

		If the order is ACCTID, account 150-H will be included because it falls between 100-A and 200- F. However, for non- ACCTID order, Financial Reporter takes only those accounts that fall within both ranges ( the range of accounts and the range of departments), so that 100 - A : 200 - F is the same as $100 - 200 -$ A - F (shown below). If the order is ACCTID, the constraint is ACCTID => 100-A and ACCTID <= 200-F.
aaaa%% or aaaa:aaaa	A range of General Ledger account numbers. (The wildcard notation %% is a simpler way of specifying all accounts with the same segment.)	100%% or 100 : 100 All accounts that start with 100, regardless of account structure.
aaaa~bbbb-A	A range of General Ledger account numbers with a fixed second segment. Financial Reporter retrieves information	<ul> <li>100~200 - F</li> <li>Accounts in department</li> <li>F with an account</li> <li>segment value between</li> <li>100 and 200, and with a</li> <li>department segment</li> </ul>

	from each account within the range that includes the second segment code.	code of F. • 100~200 - A~F Accounts with an account segment code between 100 and 200, and with a department segment code from A to F.
aaaa~bbbb	A range of General Ledger account segment codes. Financial Reporter retrieves all accounts matching the account segment you specify, no matter how many segments are in the number, and no matter where the account segment is in the account structure. This allows you to specify a range for one segment (rather than a range of complete account numbers), and is particularly useful when the account segment is not the first segment in the account number.	4000~8000 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. For example, results will include 10-4000, 20-5000, and 10- 6000 if those accounts exist in General Ledger.
aaaa[ACCT],	An individual account number and a range of	

bbbb~cccc- A[MANU]	account numbers. The square brackets indicate the account structure codes used by the account numbers.	
aaaa-%, bbbb~cccc- A~B, gggg-D	A set of ranges and individual accounts with each specification separated by a comma.	

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Retrieving G/L Account</u> <u>Information</u> > Expression Syntax for Selection Criteria

### **About Expression Syntax for Selection Criteria**

The easiest way to create a selection criteria expression is to use FR Paste. For more information, see <u>About FR Paste</u>.

You can also enter expressions directly into spreadsheet cells.

A simple criteria expression looks like this:

ACCTTYPE = "I"

A more complex one looks like this:

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 account master fields only. For more information, see <u>Account Master Fields</u>.

## Left-to-Right Evaluation

Selection criteria expressions are evaluated strictly from left to right unless brackets are added. In other words, the above example will be evaluated as:

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

The expression will select all accounts that contain the word "sale" in their description, and it will select all income statement accounts that also store quantities.

**Note:** Criteria are case-sensitive, so a description with "Sale" will be excluded.

## **Brackets**

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

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

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

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

## Spaces

You use spaces to separate field names, operators and constants in expressions. For this reason, if you are comparing a string that includes spaces, you must enclose the entire string in quotation marks.

## **Quotation Marks**

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

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

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

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

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

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

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

# LIKE

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

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

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

## **Optional Fields**

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

A.ACCTCLASS = "Sales"

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

T.QUANTITY <= 0

For more information, see <u>About Optional Fields in Financial Reports</u>.

Related Topics

Home > Financial Reporter > Designing Financial Statements > FR Menu Commands

## FR Menu Commands

When you use the Statement Designer to open a Microsoft Excel worksheet, an **Add-Ins** tab appears on the Excel ribbon. On this tab, the **FR** menu displays commands you can use to create and edit financial reports and specifications.

FR Menu Commands

About FR Drilldown

About FR Paste

**About the Fiscal Designator** 

**Using FR Paste to Insert Information in Financial Reports** 

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>FR Menu Commands</u> > FR Menu Commands

## **FR Menu Commands**

When you use the Statement Designer to open a Microsoft Excel worksheet, an **Add-Ins** tab appears on the Excel ribbon. On this tab, the **FR** menu displays commands you can use to create and edit financial reports and specifications.

Command	Description	Notes
FR Clear	Clears the report range from a previously generated financial statement.	<ul> <li>You usually use FR Clear before saving a final version of a specification after developing and testing it.</li> <li>You do not need to use FR Clear before using FR View to generate a report. However, by clearing the report range first, you save a smaller spreadsheet and one that will take less time to load whenever you print the financial report.</li> </ul>
FR Drilldown	Drill down to transactions after generating a financial statement that contains formulas for transactions.	For more information, see <u>About FR</u> <u>Drilldown</u> .
FR Help	View help for the Financial Statement Designer.	
FR Options	Specify whether the opening budget or opening quantity for	• Use Budget Opening Balance. Select this option to display the budget amount carried forward

#### FR Menu Commands

	an account on a financial statement should be carried forward from the previous year.	from the previous year. • Use Quantity Opening Balance. Select this option to display quantities carried forward for accounts that use the Maintain Quantities option. Note: If you change a selection, run FR View to update your report.
FR Paste	Inserts Financial Reporter functions, account numbers, and selection criteria.	For more information, see <u>About FR</u> <u>Paste</u> and <u>Using FR Paste to Insert</u> <u>Information in Financial Reports</u> .
FR View	Opens the G/L Financial Statement Designer screen, which you use to generate financial statements from report specifications.	For more information, see <u>G/L</u> <u>Statement Designer</u> .

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>FR Menu Commands</u> > Abou FR Drilldown

## **About FR Drilldown**

On the G/L Print Financial Statements and Statement Designer screens, you can select the **DrillDown Information** option to add drilldown link comments to the generated report.

Drilldown instructions are stored in the comment object of a cell. After generating a report, you can right-click a results cell, and then click **FR DrillDown** to view transaction details.

**Note:** The recipient of an e-mailed report must be using the same database, with General Ledger activated, if they want to drill down to underlying transactions in the report.

**Warning!** A spreadsheet containing a large number of drilldown links may be slow to open, or fail to open, in the Statement Designer and in Microsoft Excel.

When you use the Statement Designer to open a Microsoft Excel worksheet, an **Add-Ins** tab appears on the Excel ribbon. On this tab, the **FR** menu displays commands you can use to create and edit financial reports and specifications. The **FR Drilldown** command appears on this menu. You use it to view original transactions after a report has been generated in the Financial Statement Designer.

**Note:** You must use the **FR View** command to generate a report before you can use **FR DrillDown**.

## FR DrillDown Example

The sample spreadsheet **quickinc4.xls** uses the transaction function FRTRNA to demonstrate drilldown. In the sample spreadsheet, the formula FRTRNA("NETYTD)" produces a statement of earnings with one column of figures showing current year-to-date results. The comment displayed explains how to drill down to the transaction.

To see how FR Drilldown works, perform the following steps in the sample spreadsheet **quickinc4.xls**:

- 1. On the Excel ribbon, on the **Add-Ins** tab, click **FR** > **FR View**.
- 2. Click **OK** to run FR View.

The report is generated. Results cells where FR DrillDown is available appear with a red mark in the top right corner of the cell.

3. Right-click a report cell, and then then click **FR DrillDown**.

The original transaction details appear in a new window.

## Formulas that Support FR Drilldown

FR DrillDown works only with formulas that contain the following transaction functions:

- FRTRN
- FRTRNA
- FRTRNCR
- FRTRNDR

FR DrillDown is not available for formulas that contain edited versions of the following transaction functions:

- FRTRN
- FRTRNA
- FRTRNCR
- FRTRNDR

The following are examples of edited commands:

- =FRTRN("NETP")+100
- =ROUND(FRTRN("NETP"), 0)

For information about other menu commands in the Financial Statement Designer, see <u>FR Menu Commands</u>.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>FR Menu Commands</u> > Abou FR Paste

## **About FR Paste**

When you use the Statement Designer to open a Microsoft Excel worksheet, an **Add-Ins** tab appears on the Excel ribbon. On this tab, the **FR** menu displays commands you can use to create and edit financial reports and specifications.

The **FR Paste** command appears on this menu. You use it to paste formulas into spreadsheet cells to retrieve and display the following General Ledger data:

- Account numbers. For more information, see <u>About Account</u> <u>Number References</u>.
- Account selection criteria (query-by-example expressions). For more information, see <u>About Selection Criteria for Filtering Accounts</u>.
- Financial Reporter functions. For more information, see <u>Financial</u> <u>Reporter Functions</u>.
- Rolled up amounts.

#### Note:

- On the FR Paste Function screen, use the Rolled Up Amounts option to specify whether or not to paste rolled up balances or quantities into reports for rollup accounts. This option is available for FRAMT, FRAMTA, FRCREDIT, and FRDEBIT only.
- Take care when creating the rollup group to avoid ending up with doubled amounts in the final report.
- Select the **Rollup Members Account** option to include balances or quantities for rollup member accounts whose balances or quantities are also being rolled up to their rollup account in the same paste function in the report.

For information about other menu commands in the Financial Statement Designer, see <u>FR Menu Commands</u>.

### Pasting Single Values and Default Column Specifications

The following 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 you 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, the formula for a single cell might be =FRAMT("BALP", "1000"), whereas a default column formula would be =FRAMT("BALP").

For instructions on using FR Paste, see <u>Using FR Paste to Insert</u> <u>Information in Financial Reports</u>.

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>FR Menu Commands</u> > Abouthe Fiscal Designator

## About the Fiscal Designator

When you use the Statement Designer to open a Microsoft Excel worksheet, an **Add-Ins** tab appears on the Excel ribbon. On this tab, the **FR** menu displays commands you can use to create and edit financial reports and specifications.

The **FR Paste** command appears on this menu. On the FR Paste Function screen, the Fiscal Designator is a drop-down list that appears for the FRAMT, FRAMTA, FRDEBIT, FRCREDIT, FRTRN, FRTRNA, FRTRNCR, and FRTRNDR functions. The list shows the fiscal set options you can select:

- Budget sets 1, 2, 3, 4, and 5
- A. Actual monetary figures
- P. Provisionally-posted monetary figures
- Q. Quantities (either actual or provisional)
- QA. Actual quantities
- QP. Provisionally-posted quantities

#### Note:

The FRTRN, FRTRNA, FRTRNCR, and FRTRNDR functions include only the following options:

- A. Actual monetary figures
- Q. Quantities (either actual or provisional)
- QA. Actual quantities

Whether actual or provisional figures or quantities appear depends on the default you select on the Preview Financial Statements screen at the time you print a report.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>FR Menu Commands</u> > Usin FR Paste to Insert Information in Financial Reports
# Using FR Paste to Insert Information in Financial Reports

When you use the Statement Designer to open a Microsoft Excel worksheet, an **Add-Ins** tab appears on the Excel ribbon. On this tab, the **FR** menu displays commands you can use to create and edit financial reports and specifications.

The **FR Paste** command appears on this menu. You use it to paste formulas into spreadsheet cells to retrieve and display General Ledger data. For more information, see <u>About FR Paste</u>.

#### To insert information using FR Paste:

- 1. In the Statement Designer, select the cell where you want to insert General Ledger data.
- 2. On the Excel ribbon, on the **Add-Ins** tab, click **FR** > **FR Paste**.

The FR Paste Function window appears. Below the **Functions** list and available selections, a cell reference (such as Cell \$A\$1:) and formula (such as FRACCT("")) appear. As you select options, this area is updated to display the current formula.

In the bottom left corner of the screen, the function builds as you select options.

3. From the **Functions** list, select a function, account reference, or selection criteria expression.

When you select a function, available options and parameters for the function appear to the right of the list. Depending on your selection, these may include account numbers, account ranges, selection criteria, currency type, and other options.

4. Specify options for the function, account reference, or expression. For more information, see <u>Financial Reporter Functions</u>.

If you are specifying account numbers, you can specify individual account numbers or a range of account numbers.

- 5. If you want to filter an account or account range by specific criteria, click the **Selection Criteria** button, and then specify criteria to use.
- 6. When you have created the formula, paste it into your report or specification.
  - a. To paste the formula into the selected cell (listed in the bottom left of the screen), click **Paste**.
  - b. To select a different cell, click **Next Row**, **Prev Row**, **Next Column**, or **Prev Column** to navigate to the desired cell, and then click **Paste**.

The formula you created is pasted into the financial report or specification.

Related Topics

Home > Financial Reporter > Designing Financial Statements > Financial Reporter Function

# **Financial Reporter Functions**

<u>Use Financial Reporter functions to retrieve data from General Ledger,</u> <u>including transaction and optional field information.</u>

**Financial Reporter Functions** 

**Financial Reporter Function Notation** 

**FRACCT Function** 

**FRAMTA Function** 

**FRAMT Function** 

**FRCREDIT Function** 

**FRDEBIT Function** 

**FRFISCAL Function** 

**FRPOST Function** 

**FRRATE Function** 

**FRSDESC Function** 

**FRTRNA Function** 

**FRTRNCR Function** 

**FRTRNDR Function** 

**FRTRN Function** 

**FR Function** 

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> Financial Reporter Functions

# **Financial Reporter Functions**

Accounts in General Ledger (G/L) contain two main types of data:

- **Master information**: Account name, account type, and other information regarding the account.
- Fiscal set values: Balances and net amounts for each general ledger account.

You can use the following functions in Financial Reporter to retrieve data from General Ledger, including transaction and optional field information.

Function	Data Retrieved
FR Function	G/L Option data, company data, and statement print options
FRACCT Function	Account data, including account optional fields
FRAMT Function , FRAMTA Function , FRCREDIT Function , FRDEBIT Function	Fiscal set data
FRFISCAL Function	Fiscal calendar dates
FRPOST Function	Accounts and transaction detail data, and account and transaction optional field data from posted transactions
FRRATE Function	Exchange rates
FRSDESC Function	Segment code descriptions
ERTRN Function, ERTRNA Function, ERTRNCR Function, FRTRNDR Function	Transaction detail data including net totals, and account and transaction optional fields (but not provisional amounts)

**Tip:** In Excel, use **FR Paste** (available from the Financial Statement Designer's FR menu) to insert a Financial Reporter function into a

financial statement. From the FR Paste screen, you can select the function, its arguments, and additional report options. For more information, see <u>About FR Paste</u>.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> Financial Reporter Function Notation

# **Financial Reporter Function Notation**

Financial Reporter functions use the following typographic conventions:

Convention	Description	
UPPERCASE	Function names are in uppercase letters.	
()	Function arguments are listed in parentheses.	
,	<ul> <li>All arguments are separated by a comma.</li> <li>Most argument parameters are text, so are either: <ul> <li>In quotation marks</li> <li>A reference to a spreadsheet cell that contains a text value, or a formula that returns a text value</li> </ul> </li> <li>Note: Excel will return a "#VALUE!" error if you specify</li> </ul>	
	an argument that does not exist.	

#### **Example:**

FRACT(field name, account number)
FRACCT(field name, account number, criteria,
format)

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRACCT Function

# **FRACCT** Function

This function retrieves data from G/L account records, including account optional fields. It cannot retrieve data from transaction optional fields.

# Syntax

FRACCT(field name, account reference, criteria, formatted)

**Note:** The function returns a blank if the account reference is missing, the account does not exist, or if no accounts exist in the specified range.

# Arguments

Argument	Description
field name	The name of a field from the G/L account record, including account optional fields.
	<b>Tip:</b> Account optional fields have an "A." prefix.
account reference	A string specifying a single account or a range of accounts. See <u>About Account Number References</u> . <b>Note:</b>
	<ul> <li>For a range of accounts, the function returns<i>only</i>the data that is common to all accounts.</li> <li>If the account does not exist, FRACCT returns a hyphen (-).</li> </ul>
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. See <u>About Selection Criteria for Filtering Accounts</u> .
formatted ( <i>Optional</i> )	Indicates whether the return value should be formatted according to the presentation defined in the view. If omitted, the default is "Formatted." Use one of the following constructs:
	<ul> <li>"FORMATTED", "F", or "FMT"</li> <li>"UNFORMATTED", "U", or "UNFMT"</li> </ul>

• Field names for G/L account data

# Examples

Statement	Return Value
=FRACCT("ACCTDESC","1000-333")	"Cost of goods sold"
=FRACCT("QTYSW","1000-333","F')	"Yes"
=FRACCT("ACCTTYPE", "1000-333","FMT")	"Income"
=FRACCT("A.ACCTCLASS","4000")	"Sales"
=FRACCT("ACCTDESC","1000-333:1000-400")	Prints a description that includes only those words that are common to each account in the account range.
	For example, if the accounts in the range have the following descriptions, the word "Receivable" would be the return value.
	<ul> <li>Accounts Receivable: customers</li> <li>Accounts Receivable:</li> </ul>

	employees	
	• Receivable:	
	over 90	
	days	

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRAMTA Function

# **FRAMTA Function**

This function is similar to <u>FRAMT Function</u>. It has the same arguments as FRAMT, and returns the same data. The difference is that the sign of the return value is dependent on the account type for FRAMT, but not for FRAMTA.

FRAMTA returns all debit balances as positive numbers, and all credit balances as negative numbers, making it easy to sum a range of accounts without regard for the account type. By contrast, FRAMT returns debit balances in credit accounts as negative numbers and credit balances in credit accounts as positive numbers.

# Syntax

FRAMTA(field name, account reference, criteria, currency)

**Note:** The function returns 0 if the account reference is missing, the account does not exist, or if no accounts exist in the specified range.

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	<ul> <li>R. Rollup amounts. R must be the first character and can be used with other prefixes</li> </ul>
	<b>Tip:</b> In Excel, if you use the FR PASTE screen to add the FRAMT function to a statement, select the <b>Use Rolled Up Amounts</b> check box.
	• P. Provisional amounts
	<ul> <li>Q. Quantities (either actual or provisional, depending on the report type)</li> </ul>
	• <b>QA.</b> Actual quantities
	• <b>QP.</b> Provisional quantities
	<ul> <li>1 to 5. Budget set number</li> </ul>
	The number of available budget sets varies by product edition.
	2 in Sage 300 Standard ERP
	<ul> <li>3 in Sage 300 Advanced ERP</li> <li>5 in Sage 300 Premium ERP</li> </ul>
	<b>Note:</b> If no prefix is supplied, the default report setting is used (either actual or provisional, depending on the type of report). Similarly, if the fiscal prefix is "Q" or "RQ," actual or provisional quantities are returned, depending on the type of report.

	<ul> <li>The fiscal year suffix can be:</li> <li>YYYY. A specific fiscal year, such as 2010</li> <li>Ln.n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> <li>Nn.n years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next</li> <li>Note: If no suffix is supplied, the current fiscal year is used.</li> <li>Example: For the field name argument <i>ABALP.2008</i>, <i>ABALP</i> is the combination of fiscal set prefix and field name referencing the actual balance for the current period, and</li> </ul>
account reference	A string specifying a single account or a range of accounts. See About Account Number References.
criteria (Optional)	An expression that imposes selection criteria on the accounts and account optional fields. The account reference and expression together determine the accounts and account optional fields that will be included in the calculation. See <u>About Selection Criteria for Filtering Accounts</u> .
currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type (also known as the currency code qualifier).
	<ul> <li>The currency type can be:</li> <li>S. Source currency</li> <li>E. Functional equivalent of the source amount</li> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>

• **R.** Reporting currency total (includes reporting equivalents of all source amounts)

**Note:** This option is only available if you select the Euro as your functional currency and specify a different reporting currency in **Company Profile**.

**Note:** If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

# Examples

The following examples show the differences between the return values for the FRAMT and FRAMTA functions.

AccountType	Value	FRAMT Return Value	FRAMTA Return Value
Debit	100 DR	100	100
Debit	100 CR	-100	-100
Credit	100 CR	100	-100
Credit	100 DR	-100	100

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRAMT Function

# **FRAMT** Function

This function retrieves actual, budget, and quantity balances and net amounts from General Ledger accounts for a specified period.

All amounts returned by FRAMT respect the account type. Debit balances in debit accounts and credit balances in credit accounts are returned as positive numbers; credit balances in debit accounts and debit balances in credit accounts are returned as negative numbers.

Although FRAMT is similar to <u>FRAMTA Function</u>, FRAMTA returns all debit balances as positive numbers and all credit balances as negative numbers regardless if the account is a debit or credit type.

FRAMT is also similar to <u>FRTRN Function</u>, but FRAMT retrieves totals from account history, whereas FRTRN retrieves totals from transaction history.

# Syntax

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

**Note:** The function returns 0 if the account reference is missing, the account does not exist, or if no accounts exist in the specified range.

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	<ul> <li>R. Rollup amounts. R must be the first character and can be used with other prefixes</li> </ul>
	<b>Tip:</b> In Excel, if you use the FR PASTE screen to add the FRAMT function to a statement, select the <b>Use Rolled Up Amounts</b> check box.
	• P. Provisional amounts
	<ul> <li>Q. Quantities (either actual or provisional, depending on the report type)</li> </ul>
	• <b>QA.</b> Actual quantities
	• <b>QP.</b> Provisional quantities
	<ul> <li>1 to 5. Budget set number</li> </ul>
	The number of available budget sets varies by product edition.
	2 in Sage 300 Standard ERP
	<ul> <li>3 in Sage 300 Advanced ERP</li> <li>5 in Sage 300 Premium ERP</li> </ul>
	<b>Note:</b> If no prefix is supplied, the default report setting is used (either actual or provisional, depending on the type of report). Similarly, if the fiscal prefix is "Q" or "RQ," actual or provisional quantities are returned, depending on the type of report.

	<ul> <li>The fiscal year suffix can be:</li> <li>YYYY. A specific fiscal year, such as 2010</li> <li>Ln.n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> <li>Nn.n years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next</li> <li>Note: If no suffix is supplied, the current fiscal year is used.</li> <li>Example: For the field name argument <i>ABALP.2008</i>, <i>ABALP</i> is the combination of fiscal set prefix and field name referencing the actual balance for the current period, and</li> </ul>
account reference	A string specifying a single account or a range of accounts. See About Account Number References.
criteria (Optional)	An expression that imposes selection criteria on the accounts and account optional fields. The account reference and expression together determine the accounts and account optional fields that will be included in the calculation. See <u>About Selection Criteria for Filtering Accounts</u> .
currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type (also known as the currency code qualifier).
	<ul> <li>The currency type can be:</li> <li>S. Source currency</li> <li>E. Functional equivalent of the source amount</li> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>

• **R.** Reporting currency total (includes reporting equivalents of all source amounts)

**Note:** This option is only available if you select the Euro as your functional currency and specify a different reporting currency in **Company Profile**.

**Note:** If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

# Examples

Statement	Return Value
=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.2010","1000%%", "(ACCTTYPE="B")")	The total actual balance for all balance sheet accounts with account numbers starting with "1000" for the year 2010

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRCREDIT Function

# **FRCREDIT** Function

This function is the same as <u>FRAMT Function</u>, except that it returns values for *only those accounts that have credit amounts (balances or net changes)*—regardless of whether the account is a debit or credit account.

**Note:** This function can retrieve budget and provisional amounts, calculate balances, and include rollup amounts and rollup members accounts.

# Syntax

FRCREDIT(field name, account reference, criteria, currency)

**Tip:** Use the criteria argument to restrict this function to credit (CR) account types.

FRCREDIT returns the credit value of the account, with the following exceptions:

- Returns blank if the value of a debit account is zero or a debit amount
- Returns 0 if the value of a credit account is zero
- Returns "0" if the account reference is missing or if a specified account cannot be found

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	<ul> <li>R. Rollup amounts. R must be the first character and can be used with other prefixes</li> </ul>
	<b>Tip:</b> In Excel, if you use the FR PASTE screen to add the FRAMT function to a statement, select the <b>Use Rolled Up Amounts</b> check box.
	• P. Provisional amounts
	<ul> <li>Q. Quantities (either actual or provisional, depending on the report type)</li> </ul>
	• <b>QA.</b> Actual quantities
	• <b>QP.</b> Provisional quantities
	<ul> <li>1 to 5. Budget set number</li> </ul>
	The number of available budget sets varies by product edition.
	2 in Sage 300 Standard ERP
	<ul> <li>3 in Sage 300 Advanced ERP</li> <li>5 in Sage 300 Premium ERP</li> </ul>
	<b>Note:</b> If no prefix is supplied, the default report setting is used (either actual or provisional, depending on the type of report). Similarly, if the fiscal prefix is "Q" or "RQ," actual or provisional quantities are returned, depending on the type of report.

	<ul> <li>The fiscal year suffix can be:</li> <li>YYYY. A specific fiscal year, such as 2010</li> <li>Ln.n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> <li>Nn.n years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next</li> <li>Note: If no suffix is supplied, the current fiscal year is used.</li> <li>Example: For the field name argument <i>ABALP.2008</i>, <i>ABALP</i> is the combination of fiscal set prefix and field name referencing the actual balance for the current period, and</li> </ul>		
account reference	A string specifying a single account or a range of accounts. See About Account Number References.		
criteria (Optional)	An expression that imposes selection criteria on the accounts and account optional fields. The account reference and expression together determine the accounts and account optional fields that will be included in the calculation. See About Selection Criteria for Filtering Accounts.		
currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type (also known as the currency code qualifier).		
	<ul> <li>The currency type can be:</li> <li>S. Source currency</li> <li>E. Functional equivalent of the source amount</li> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>		

• **R.** Reporting currency total (includes reporting equivalents of all source amounts)

**Note:** This option is only available if you select the Euro as your functional currency and specify a different reporting currency in **Company Profile**.

**Note:** If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

# Examples

The following examples show the differences between the return values for the FRAMT and FRCREDIT functions.

Account Type	Value	FRAMT Return Value	FRCREDIT Return Value
Credit	100 CR	100	100
Credit	0	0	0
Debit	0	0	blank
Debit	100 CR	-100	100
Debit	100 DR	100	blank

1 Related Topics
Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRDEBIT Function

### **FRDEBIT** Function

This function is the same as <u>FRAMT Function</u>, except that it returns values for *only those accounts that have debit amounts (balances or net changes)*—regardless of whether the account is a debit or credit account.

**Note:** This function can retrieve budget and provisional amounts, calculate balances, and include rollup amounts and rollup members accounts.

## Syntax

FRDEBIT(field name,account reference, criteria, currency)

**Tip:** Use the criteria argument to restrict this function to debit (DR) account types.

FRDEBIT returns the debit value of the account, with the following exceptions:

- Returns blank if the value of a credit account is zero or a credit amount
- Returns 0 if the value of a debit account is zero
- Returns "0" if the account reference is missing or if a specified
   account cannot be found

## Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	<ul> <li>R. Rollup amounts. R must be the first character and can be used with other prefixes</li> </ul>
	<b>Tip:</b> In Excel, if you use the FR PASTE screen to add the FRAMT function to a statement, select the <b>Use Rolled Up Amounts</b> check box.
	• P. Provisional amounts
	<ul> <li>Q. Quantities (either actual or provisional, depending on the report type)</li> </ul>
	• <b>QA.</b> Actual quantities
	• <b>QP.</b> Provisional quantities
	<ul> <li>1 to 5. Budget set number</li> </ul>
	The number of available budget sets varies by product edition.
	2 in Sage 300 Standard ERP
	<ul> <li>3 in Sage 300 Advanced ERP</li> <li>5 in Sage 300 Premium ERP</li> </ul>
	<b>Note:</b> If no prefix is supplied, the default report setting is used (either actual or provisional, depending on the type of report). Similarly, if the fiscal prefix is "Q" or "RQ," actual or provisional quantities are returned, depending on the type of report.

	<ul> <li>The fiscal year suffix can be:</li> <li>YYYY. A specific fiscal year, such as 2010</li> <li>Ln.n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> <li>Nn.n years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next</li> <li>Note: If no suffix is supplied, the current fiscal year is used.</li> <li>Example: For the field name argument <i>ABALP.2008</i>, <i>ABALP</i> is the combination of fiscal set prefix and field name referencing the actual balance for the current period, and</li> </ul>
account reference	A string specifying a single account or a range of accounts. See About Account Number References.
criteria (Optional)	An expression that imposes selection criteria on the accounts and account optional fields. The account reference and expression together determine the accounts and account optional fields that will be included in the calculation. See <u>About Selection Criteria for Filtering Accounts</u> .
currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type (also known as the currency code qualifier).
	<ul> <li>The currency type can be:</li> <li>S. Source currency</li> <li>E. Functional equivalent of the source amount</li> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>

• **R.** Reporting currency total (includes reporting equivalents of all source amounts)

**Note:** This option is only available if you select the Euro as your functional currency and specify a different reporting currency in **Company Profile**.

**Note:** If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

## Examples

The following examples show the differences between the return values for the FRAMT and FRDEBIT functions.

Account Type	Value	FRAMT Return Value	FRDEBIT Return Value
Debit	100 DR	100	100
Debit	0	0	0
Credit	0	0	
Credit	100 DR	-100	100
Credit	100 CR	100	blank

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRFISCAL Function

#### **FRFISCAL** Function

This function returns a date (as a string) from the fiscal calendar in Common Services.

#### Syntax

FRFISCAL(option, fiscal year, fiscal period, formatted)

## Arguments

Argument	Description		
option	<ul> <li>The period or quarter date.</li> <li>Valid parameters are: <ul> <li>Start: Start date of the period</li> <li>End: End date of the period</li> <li>QStart: Start date of the quarter</li> <li>QEnd: End data of the quarter</li> </ul> </li> </ul>		
fiscal year ( <i>Optional</i> )	<ul> <li>Valid parameters are:</li> <li>YYYY: A specific 4-digit fiscal year, such as 2010</li> <li>Ln:nyears ago, relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> <li>Nn:nyears in the future, relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next</li> <li>If not specified, assumed to be the current year.</li> </ul>		
fiscal period ( <i>Optional</i> )	Fiscal period number from 1 to 12. If not specified, the current period is used. Note: This field is an integer so is not enclosed in quotation marks.		
formatted ( <i>Optional</i> )	Indicates whether the return value should be formatted according to the presentation defined in the view. If omitted, the default is "Formatted." Use one of the following constructs: • "FORMATTED", "F", or "FMT" • "UNFORMATTED", "U", or "UNFMT"		

- H			

## Examples

Statement	Return Value
=FRFISCAL("Start")	11/01/2009
=FRFISCAL("Start","","O","U")	20081101
=FRFISCAL("Start","L1", VALUE(FR("Period")),"F")	11/01/2008

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRPOST Function

### **FRPOST Function**

This function retrieves account and transaction detail information from posted G/L transactions. It can also retrieve transaction optional fields 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 FRPOST (or FRACCT Function) is derived from more than one transaction, and if the result is from an optional field of type Integer, Number, or Amount, you can print a consolidated total that sums up all values from the retrieved optional fields or print the value of the first retrieved record that has an optional field value.

- If an optional field name is specified as is, or [C] is appended to the field name, a consolidated total is printed.
- If [U] is appended to the specified optional field name, only the first optional field value is reported.

## Syntax

FRPOST(field name, account reference, criteria, formatted)

The function can retrieve data from all G/L account fields and account optional fields defined for <u>FRACCT Function</u>, It can also reference transaction optional fields defined in G/L Setup, and the following G/L transaction fields:

Transaction Field Name	Description
DEFCURNCOD	Default currency code
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

ļ	
SCURNAMT	Journal source currency amount
RATETYPE	Currency Rate Table type
RATEDATE	Date of currency rate selected
CONVRATE	Currency rate for conversion
RATEOPER	Currency rate operator

## Arguments

Argument	Description		
field name	The name of a field from the G/L account record, including account and transaction optional fields.		
	Note:		
	<ul> <li>Account optional fields have an A. prefix</li> </ul>		
	${\scriptstyle \bullet}$ Transaction optional fields have a T ${\scriptstyle \bullet}$ prefix		
account reference	A string specifying a single account or a range of accounts. See <u>About Account Number References</u> .		
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. See <u>About Selection Criteria for Filtering Accounts</u> .		
formatted ( <i>Optional</i> )	Indicates whether the return value should be formatted according to the presentation defined in the view. If omitted, the default is "Formatted." Use one of the following constructs: • "FORMATTED", "F", or "FMT"		
	<ul> <li>"UNFORMATTED", "U", or "UNFMT"</li> </ul>		

#### Examples

Statement	Return Value
=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:** Account numbers and transaction date are shown in the examples; however, this information can be set in the report specification—the account number in column A, and other criteria, such as the transaction date, in column B.

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRRATE Function

#### **FRRATE** Function

This function returns the exchange rate, as a multiplier, for converting amounts from source to functional currency. If the exchange rate is defined as a divisor, Sage 300 ERP provides its reciprocal.

#### Syntax

FRRATE(functional currency, source currency, rate type, rate date, option)

# Arguments

Argument	Description	
functional currency	Functional (home) currency code	
source currency	Source currency code	
rate type	Rate type code	
rate date (Optional)	If the period end date is not specified, Financial Reporter will use:	
	<ul> <li>The period end date defined in the report specification</li> <li>The session date, if the report is not generated from a report specification</li> </ul>	
	The date is specified as DATE(YYYY, MM, DD). Note that the DATE() spreadsheet function returns the serial number of the date.	
option ( <i>Optional</i> )	This argument is only required for handling exchange rate for euro-member currencies that use the Euro Conversior Rates table, such as francs or schillings.	
	Use one of the following parameters to choose which part of the currency exchange rate (from euro-member currency to non-euro-member currency) you want the function to provide:	
	• <b>RF</b> returns the floating portion value of the exchange rate—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.	
	• <b>RC</b> returns the composite exchange rate—the effective rate between a non-euro currency and a euro-member	

currency. This is the default if no value is specified.
Note:

For non-euro currencies, RC will look up the rate in the Currency Rate table.
If the source and functional currencies are both euromember currencies, RC will return the rate from the Euro Conversion Rates table.
If the functional currency is the euro, and the source is not a euro-member currency, RC will return the effective exchange rate between the two currencies.

## Examples

Some of the following example use the spreadsheet function DATEVALUE. This function converts a textual representation of a date (such as the date string returned by FRFISCA) to a serial number, which FRRATE accepts.

Statement	Return Value
=FRRATE("USD","CAD","AV")	.75
=FRRATE("USD","CAD","SP", DATE(2009,10,31))	.75
=FRRATE("USD","CAD","SP", DATEVALUE(FRFISCAL("Start")))	.75
=FRRATE("ATS","EUR","AV", DATEVALUE(FRFISCAL("Start")),"RC")	13.760300
=FRRATE("USD","ATS","AV", DATEVALUE(FRFISCAL("Start")),"RF") <b>Note:</b> This function returns the floating exchange component between the Austrian schilling and the US dollar. In this case, this is the euro to US dollar exchange rate.	.88274

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRSDESC Function

### **FRSDESC** Function

This function returns the account segment name from the General Ledger segment codes table, given a segment number and code.

#### Syntax

FRSDESC(segment number, segment code)

## Arguments

Argument	Description
segment number	G/L segment number, from 1 to 10
segment code	G/L segment code

### Examples

In the following examples, segment 1 is the department segment. The third example shows how to use the FR function to return the segment code for the current report.

Statement	Return Value
=FRSDESC(1,"USEAST")	Eastern United States
=FRSDESC(1,"SALES")	Sales Department
=FRSDESC(1,FR("CurAcSegVal1"))	Sales Department

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRTRNA Function

#### **FRTRNA** Function

This function retrieves net amounts and net quantities from posted transactions for the period that you specify. It retrieves actual values and summary totals (by both account and transaction fields), and allows drill down to associated transactions.

Like <u>FRAMTA Function</u>, it displays debit amounts as positive numbers and credit amounts as negative numbers.

**Note:** FRTRNA does not calculate balances, and does not include provisionally posted transactions.

#### Syntax

FRTRNA(field name, account reference, criteria, currency)

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	• <b>Q.</b> Quantities
	• <b>QA.</b> Actual quantities
	<b>Note:</b> If no prefix is supplied, the default report setting is used (actual).
	The fiscal year suffix can be:
	• YYYY. A specific fiscal year, such as 2010
	<ul> <li>Ln. n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> </ul>
	• <b>Nn.</b> <i>n</i> years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next
	<b>Note:</b> If no suffix is supplied, the current fiscal year is used.
account reference	A string specifying a single account or a range of accounts. See <u>About Account Number References</u> .
criteria ( <i>Optional</i> )	An expression that imposes selection criteria on the accounts and on transaction fields, including account and transaction optional fields. The account reference and expression together determine the accounts and additional data that will be included in the calculation. See <u>About</u> <u>Selection Criteria for Filtering Accounts</u> .

currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type.
	The currency type can be:
	• S. Source currency
	• E. Equivalent source amount in the functional currency
	<ul> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>
	• R. Reporting currency total
	<ul> <li>If the currency code is functional, R includes reporting equivalents of all source amounts.</li> </ul>
	<ul> <li>If the currency code is not functional, R provides equivalent amounts in the reporting currency.</li> </ul>
	<b>Note:</b> If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

Related Topics
Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRTRNCR Function

## **FRTRNCR** Function

This function is similar to <u>FRCREDIT Function</u>, and retrieves net totals (credit amounts only) from transactions. It retrieves actual values and summary totals (by both account and transaction fields), and allows drill down to associated transactions.

**Note:** This function cannot retrieve budget or provisional amounts, calculate balances, or include rollup amounts or totals.

## Syntax

FRTRNCR(field name, account reference, criteria, currency)

**Tip:** Use the criteria argument to restrict this function to credit (CR) transactions.

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	• <b>Q.</b> Quantities
	• <b>QA.</b> Actual quantities
	<b>Note:</b> If no prefix is supplied, the default report setting is used (actual).
	The fiscal year suffix can be:
	• YYYY. A specific fiscal year, such as 2010
	<ul> <li>Ln. n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> </ul>
	• <b>Nn.</b> <i>n</i> years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next
	<b>Note:</b> If no suffix is supplied, the current fiscal year is used.
account reference	A string specifying a single account or a range of accounts. See <u>About Account Number References</u> .
criteria ( <i>Optional</i> )	An expression that imposes selection criteria on the accounts and on transaction fields, including account and transaction optional fields. The account reference and expression together determine the accounts and additional data that will be included in the calculation. See <u>About</u> <u>Selection Criteria for Filtering Accounts</u> .

currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type.
	The currency type can be:
	• S. Source currency
	• E. Equivalent source amount in the functional currency
	<ul> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>
	• R. Reporting currency total
	<ul> <li>If the currency code is functional, R includes reporting equivalents of all source amounts.</li> </ul>
	<ul> <li>If the currency code is not functional, R provides equivalent amounts in the reporting currency.</li> </ul>
	<b>Note:</b> If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRTRNDR Function

## **FRTRNDR** Function

This function is similar to <u>FRDEBIT Function</u>, and retrieves net totals (debit amounts only) from transactions. It retrieves actual values and summary totals (by both account and transaction fields), and allows drill down to associated transactions.

**Note:** This function cannot retrieve budget or provisional amounts, calculate balances, or include rollup amounts or totals.

## Syntax

FRTRNDR(field name, account reference, criteria, currency)

**Tip:** Use the criteria argument to restrict this function to debit (DR) transactions.

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	• <b>Q.</b> Quantities
	• <b>QA.</b> Actual quantities
	<b>Note:</b> If no prefix is supplied, the default report setting is used (actual).
	The fiscal year suffix can be:
	• YYYY. A specific fiscal year, such as 2010
	<ul> <li>Ln. n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> </ul>
	• <b>Nn.</b> <i>n</i> years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next
	<b>Note:</b> If no suffix is supplied, the current fiscal year is used.
account reference	A string specifying a single account or a range of accounts. See <u>About Account Number References</u> .
criteria ( <i>Optional</i> )	An expression that imposes selection criteria on the accounts and on transaction fields, including account and transaction optional fields. The account reference and expression together determine the accounts and additional data that will be included in the calculation. See <u>About</u> <u>Selection Criteria for Filtering Accounts</u> .

currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type.
	The currency type can be:
	• S. Source currency
	• E. Equivalent source amount in the functional currency
	<ul> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>
	• R. Reporting currency total
	<ul> <li>If the currency code is functional, R includes reporting equivalents of all source amounts.</li> </ul>
	<ul> <li>If the currency code is not functional, R provides equivalent amounts in the reporting currency.</li> </ul>
	<b>Note:</b> If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

Related Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FRTRN Function

# **FRTRN Function**

This function retrieves net amounts and net quantities from posted transactions for a specified period. It retrieves actual values and summary totals (by both account and transaction fields), and allows drill down to associated transactions.

FRTRN is similar to <u>FRAMT Function</u>, but FRTRN retrieves totals from transaction history, whereas FRAMT retrieves totals from account history.

**Note:** This function cannot retrieve budget or provisional amounts, calculate balances, or include rollup amounts or totals.

## Syntax

FRTRN(field name, account reference, criteria, currency)

**Note:** FRTRN returns 0 if no transactions are retrieved from transaction history.

# Arguments

Argument	Description
field name	The name of a field from the General Ledger fiscal sets with an optional <b>fiscal designator prefix</b> and optional <b>fiscal</b> <b>year suffix</b> (separated from the field name with a period).
	The fiscal designator prefix can be:
	• A. Actual amount
	• <b>Q.</b> Quantities
	• <b>QA.</b> Actual quantities
	<b>Note:</b> If no prefix is supplied, the default report setting is used (actual).
	The fiscal year suffix can be:
	• YYYY. A specific fiscal year, such as 2010
	<ul> <li>Ln. n years ago relative to the current fiscal year; for example, L1 is last year, and L2 is 2 years ago</li> </ul>
	• <b>Nn.</b> <i>n</i> years in the future relative to the current fiscal year; for example, N1 is next year, and N2 is the year after next
	<b>Note:</b> If no suffix is supplied, the current fiscal year is used.
account reference	A string specifying a single account or a range of accounts. See <u>About Account Number References</u> .
criteria ( <i>Optional</i> )	An expression that imposes selection criteria on the accounts and on transaction fields, including account and transaction optional fields. The account reference and expression together determine the accounts and additional data that will be included in the calculation. See <u>About</u> <u>Selection Criteria for Filtering Accounts</u> .

currency ( <i>Optional</i> )	A string containing the currency reference. A currency reference has the form " <i>CCC.T</i> ," where <i>CCC</i> is a 3-character currency code (for example, CAD for Canadian dollars, or USD for US dollars), and <i>T</i> is the currency type.
	The currency type can be:
	• S. Source currency
	• E. Equivalent source amount in the functional currency
	<ul> <li>F. Functional currency total (including functional equivalents of all source amounts)</li> </ul>
	• R. Reporting currency total
	<ul> <li>If the currency code is functional, R includes reporting equivalents of all source amounts.</li> </ul>
	<ul> <li>If the currency code is not functional, R provides equivalent amounts in the reporting currency.</li> </ul>
	<b>Note:</b> If no currency is supplied, functional (home) currency is used.

• Fiscal Set Field Names

# Examples

Statement	Return Value
=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

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Financial Reporter Function</u> FR Function

## **FR** Function

This function can retrieve G/L Option, company, and fiscal calendar data; runtime parameter values; and statement print options.

## Syntax

FR(option, formatted)

# Arguments

Argument	Description
option	The name of a field from the Company Profile,Fiscal Calendar, or G/L Options screens; or a specified runtime parameter or print option.
formatted ( <i>Optional</i> )	Indicates whether the return value should be formatted according to the presentation defined in the view. If omitted, the default is "Formatted." Use one of the following constructs:
	<ul> <li>"FORMATTED", "F", or "FMT"</li> <li>"UNFORMATTED", "U", or "UNFMT"</li> </ul>

Option can be one of the following:

- G/L Options fields
- Runtime parameters and print options

# Examples

Statement	Return Value
=FR("Coname")	The Garden Inc.
=FR("End")	4/30/02

Belated Topics

<u>Home > Financial Reporter > Designing Financial Statements > Account Master and</u> <u>Transaction Fields</u>

## **Account Master and Transaction Fields**

Use selection criteria expressions with account master fields and account optional fields (defined in G/L Setup), and with transaction fields and transaction optional fields (defined using FRPOST).

**Account Master Fields** 

**Transaction Fields** 

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Account and Transaction</u> <u>Fields</u> > Account Master Fields

## **Account Master Fields**

You can use a selection criteria expression with any of the fields in the general ledger account master (listed below).

Many 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 always supplies 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.

**Note:** If a field's value is text, you must enclose field values in quotation marks. If the text contains a space, it is best to enclose values in a second set of quotation marks: ACCTDESC = ""Accounts Receivable%"".

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.

Name	Field Contents
ACCTID	Account number, including all segments.
CREATEDATE	Date the account was created. Dates are specified as "yyyymmdd".

The following table shows G/L account data field names:

ACCTDESC	Account description.
ACCTTYPE	Account type I, B or R for income statement, balance sheet, or retained earnings account.
ACCTBAL	1 for normal debit; 2 for normal credit.
ACTIVESW	"ACTIVE" or "INACTIVE".
CONSLDSW	"Do not consolidate journals" or 0 if transactions are not consolidated; "Consolidate journals" or 1 if transactions are consolidated on posting
QTYSW	"Yes" or 1 if quantities are used with account; "No" or 0 if not.
UOM	The unit of measure if quantities are used.
ALLOCSW	If account can be reallocated: "Yes" or 1 is yes; "No" or 0 is no.
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.
DEFCURNCOD	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.

Rollup switch. If unformatted, 1 if account is a rollup account, 0 if not. If formatted, "Yes" or "No".

Belated Topics

Home > <u>Financial Reporter</u> > <u>Designing Financial Statements</u> > <u>Account and Transaction</u> <u>Fields</u> > Transaction Fields

# **Transaction Fields**

Transaction fields include account master fields and account optional fields defined in G/L Setup, and the following transaction fields and transaction optional fields defined in FRPOST.

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.

For more information, see <u>Account Master Fields</u> and <u>FRPOST Function</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
CONVRATE	Currency Rate for Conversion
RATEOPER	Currency Rate Operator

Related Topics

Home > Financial Reporter > Financial Reporter Tutorial

# **Financial Reporter Tutorial**

In this tutorial, you will learn:

- 1. <u>How to use the Financial Statement Designer to construct financial</u> <u>statements.</u>
- 2. <u>How specification files generate financial statements.</u>
- 3. How to use tools such as FR Paste and FR View.

Before you create new statements or modify existing specification files (such as those included with General Ledger), read and perform the exercises in this tutorial to familiarize yourself with the product.

#### Note:

- <u>The lessons in this tutorial use sample data included with System</u> <u>Manager. For information about how to install and refresh sample</u> <u>data, see the System Manager help and documentation.</u>
- <u>The lessons in this tutorial assume that you are using Microsoft</u> <u>Excel 2007 or later.</u>

#### **Overview**

Lesson 1: Using Formulas to Retrieve G/L Data

Lesson 2: Using FR Paste to Insert Formulas

Lesson 3: Creating a Financial Report Specification

Home > Financial Reporter > Financial Reporter Tutorial > Overview

## **Financial Reporter Tutorial**

In this tutorial, you will learn:

- 1. How to use the Financial Statement Designer to construct financial statements.
- 2. How specification files generate financial statements.
- 3. How to use tools such as FR Paste and FR View.

Before you create new statements or modify existing specification files (such as those included with General Ledger), read and perform the exercises in this tutorial to familiarize yourself with the product.

#### Note:

- The lessons in this tutorial use sample data included with System Manager. For information about how to install and refresh sample data, see the System Manager help and documentation.
- The lessons in this tutorial assume that you are using Microsoft Excel 2007 or later.

#### **About the Statement Designer**

You use the Financial Statement Designer to create, edit, and test financial statements and financial statement specifications. It provides add-in programs that you use in Microsoft Excel to retrieve and manipulate Sage 300 ERP data.

**Note:** Financial Reporter relies on the capabilities of Microsoft Excel to create financial statements using Sage 300 ERP data. For more information about using Excel, refer to the Excel help or documentation.

The Financial Statement Designer can interpret a "report specification" (a set of instructions for creating a report) and generate a financial report. When you open the Financial Statement Designer, Sage 300 ERP opens an Excel spreadsheet using a macro that adds Financial Reporter commands and functions.

For more information, see <u>G/L Statement Designer</u>.
#### **About Report Specification Files**

A report specification file is a spreadsheet with specific commands and functions that Financial Reporter uses to produce a financial statement. For example, it can specify the following information:

- Data to include in each column of a financial statement.
- Which accounts will be reported in each row or group of row.
- Print layout for the statement.

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

Next topic: Lesson 1: Using Formulas to Retrieve G/L Data

Home > <u>Financial Reporter</u> > <u>Financial Reporter Tutorial</u> > Lesson 1: Using Formulas to Retrieve G/L Data

#### Lesson 1: Using Formulas to Retrieve G/L Data

This lesson introduces Statement Designer functions and demonstrates how to construct basic statements that extract financial data from your general ledger.

- Before you start
- Exercise 1: Adding Basic Account Information
- Exercise 2: Adding Column Totals and Formatting Columns

• After creating your financial statement

Next topic: Lesson 2: Using FR Paste to Insert Formulas

Home > <u>Financial Reporter</u> > <u>Financial Reporter Tutorial</u> > Lesson 2: Using FR Paste to Inse Formulas

#### Lesson 2: Using FR Paste to Insert Formulas

This lesson introduces FR Paste, an extremely useful command that you can use to quickly create formulas, look up account numbers, or define account selection criteria.

• Exercise 1: Applying the FRACCT Function

• Exercise 2: Applying the FRAMT Function

Next topic: Lesson 3: Creating a Financial Report Specification

Home > <u>Financial Reporter</u> > <u>Financial Reporter Tutorial</u> > Lesson 3: Creating a Financial Report Specification

# Lesson 3: Creating a Financial Report Specification

This lesson introduces the FR Paste Function screen, and demonstrates how to use it to create a financial report specification and then generate a report that compares current assets to current liabilities in the sample General Ledger.

- Exercise 1: Adding a Comment
- Exercise 2: Creating a Default Specification Row
- Exercise 3: Adding Column Headings
- Exercise 4: Adding Account Reference Lines to the Statement
- Exercise 5: Setting the Spec Range for the Statement
- Exercise 6: Generating the Statement
- More Suggested Exercises

Home > Financial Reporter > Troubleshooting Financial Reporter

# **Troubleshooting Financial Reporter**

Find frequently asked questions, troubleshooting tips, and information on error messages you may encounter when using Financial Reporter.

FAQ and Troubleshooting

**Error Messages** 

Home > <u>Financial Reporter</u> > <u>Troubleshooting</u> > FAQ and Troubleshooting

### **Financial Reporter FAQ and Troubleshooting**

#### How Do I...

• Create an FR report with drilldown that doesn't show the FR code

- Enlarge the Spec range
- Exclude accounts from a range in FR
- Generate reports from specifications
- Turn off comments when Drilldown is selected

• Print recurring column headings at the top of each page when the report has multiple pages

Set grid lines and tab breaks

• Set the Spec range

# Troubleshooting

• I'm getting error messages

Nothing happens when I click OK on the Financial Statement Generator

• I can't view some account descriptions in financial reports

• The report date appears in short date format even when Excel cell format is set to long date

• The bottom of the report is missing when printed

Belated Topics

Home > <u>Financial Reporter</u> > <u>Troubleshooting</u> > Error Messages

### **Financial Reporter Error Messages**

Financial Reporter error messages fall into two general categories:

- Error messages printed on financial statements. These messages report problems in formulas and report specifications, such as an account reference with too many account code segments. If Financial Reporter encounters a problem when generating a financial statement, it inserts a message in the report, and then continues to generate (and print) the rest of the statement.
- Error messages displayed by Financial Reporter. This messages appear when you attempt to open Financial Reporter screens, or when report generation is canceled, and may appear under the following conditions:
  - If Sage 300 ERP cannot start Microsoft Excel.
  - If the computer runs out of memory (RAM).
  - If Financial Reporter cannot continue to generate the report. (For example, this may happen if the text or formula in a specification cell is too long.)

The following tables describe these error messages and possible solutions.

#### **Error Messages Printed on Financial Statements**

Message	Description
"Invalid account reference in cell. <cell l="" location=""> : <cell value<br="">V&gt;"</cell></cell>	The account reference you entered in column A is incorrect because it does not match the requirements for column A cells.
"Invalid selection criteria in cell. <cell l="" location=""> : <cell value<br="">V&gt;"</cell></cell>	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).
"Invalid zero-suppression formula in cell. <cell l="" location=""> : <cell value<br="">V&gt;"</cell></cell>	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.
"Invalid detail level in cell. <cell l="" location=""> : <cell value<br="">V&gt;"</cell></cell>	You entered an incorrect consolidation switch in this cell. Follow the criteria in column D for consolidating account ranges.
"Invalid formula or expression in cell. <cell l="" location=""> : <cell value<br="">V&gt;"</cell></cell>	This is a general message indicating that a formula or expression at the stated cell location cannot be interrupted by FR in generation.

Error Messages Printed on Financial Statements

\_

Invalid specification line type in cell. <cell l="" location=""> : <cell value<br="">V&gt;</cell></cell>	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. Report generation has been stopped.
"Invalid consolidation of posted transactions on specification in row <row r="">. Consolidated details cannot be generated using the combination of detail level and sorting order."</row>	The specified consolidation method for posted transactions on the spec lines in row R must match with a specific sorting order.

For more information, see <u>About Columns in Report Specifications</u>.

#### Error Messages when Starting G/L Statement Designer or Running Print Financial Statements

Error Messages When Starting G/L Statement Designer or Running Print Financial Statements

Message	Description
"Error in creating Excel object."	Make sure Microsoft Excel is 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. 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.

# Error Messages when Starting Financial Reporter

Description Message "cmdStart : <error message>" If you receive error messages that are in this format, you may need to reinstall Microsoft Excel, or General Ledger, or System Manager. After reinstalling, restart the system, and then check to see if the problem has disappeared. If the problem cannot be resolved by reinstalling these programs, contact your system administrator. "Initializing FR Error (< error id>J): Failure to start Statement Failure in starting Statement Designer. Designer." "Initializing FR Error (<error id>): Failure to start Print Financial Failure in starting Print Financial Statements. Statements." "Internal error," "Insufficient Write down the message, exit memory," or "System error." applications and Windows, restart your computer, and then try the task again. "Incorrect procedure." Most error messages pertaining to incorrect procedures arise when other tasks have locked the system

Error Messages when Starting Financial Reporter

	or company database. Wait for the other task to complete, and then try again.
--	---

Belated Topics

# **General Ledger Screen Guides**

Financial Reporter

**Accounts** 

Periodic Processing

**Reports** 

<u>Setup</u>

**Transactions** 

Home > Screen Guides > Financial Reporter Screens

# **Financial Reporter Screens**

Use the G/L Print Financial Statements screen to print financial statements, and use the G/L Statement Designer to create custom financial statement specifications.

**Print Financial Statements** 

**Statement Designer** 

Home > <u>Screen Guides</u> > <u>Financial Reporter</u> > Print Financial Statements

#### **G/L Print Financial Statements Screen**

- To open this screen
- Fields and controls
- Pop-up screens
- Related tasks

#### **Overview**

Use the G/L Print Financial Statements screen to print standard or custom financial statements for your general ledger data.

You can select one of several statement specifications included with General Ledger to print a standard financial statement.

You can also select a statement specification that you have created and saved using the Financial Statement Designer.

The Print Financial Statements screen displays a variety of options that you can use to print a report.

**Important!** Printing using the Statement Designer is not the same as printing using the Print Financial Statements screen.

For more information, see <u>About Printing Financial Statements</u>.

Related Topics

Home > <u>Screen Guides</u> > <u>Financial Reporter</u> > Statement Designer

# **G/L Statement Designer**

• To open this screen

Related tasks

#### **Overview**

Use the Statement Designer to create or edit a report specification for generating financial statements.

When you open the Statement Designer screen and then click the **Start** button, Sage 300 ERP starts Microsoft Excel with the Financial Reporter add-in.

**Important!** This add-in is available only when you start Excel from the Statement Designer.

The Financial Reporter add-in is a set of commands that you select from the **FR** menu on the Microsoft Excel ribbon. For more information, see <u>FR Menu Commands</u>.

**Tip:** Turn on manual calculation in Excel so that formulas are not updated automatically. You can recalculate FR commands at any time by pressing the F9 key.

#### Using the Statement Designer to Design Financial Statements

For information on using the Statement Designer to create custom financial statements, see <u>Designing Financial Statements</u>.

For a series of short lessons on using the Statement Designer, see <u>Financial Reporter Tutorial</u>.

For information on the fields that you can use in financial statements, see:

- <u>Account Master Fields</u>
- <u>Transaction Fields</u>

# Including Information in Printed Financial Statements

You can include the following options when printing financial statements from the G/L Financial Statement Designer by clicking FR > FR View on the menu bar:

- Report Options
- Audit Information
- Formulas
- DrillDown Information

# **Report Options**

When you select **Report Options**, the first page of the financial statement displays the following information:

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

### **Including DrillDown Information**

On the G/L Print Financial Statements and Statement Designer screens, you can select the **DrillDown Information** option to add drilldown link comments to the generated report.

For more information, see <u>About FR Drilldown</u>.

# **Including Audit Information**

The **Audit Information** option is available only when using FR View in the Statement Designer—it is not available on the G/L Print Financial Statements screen.

When you select **Audit Information**, the statement includes information from the control information columns of the spreadsheet (columns A through D), as well as the report columns that are usually printed.

# **Including Formulas**

The **Formulas** option is available only when using FR View in the Statement Designer—it is not available on the G/L Print Financial Statements screen.

Usually, when you generate a report from a financial report specification, Financial Reporter inserts balances and net amounts from the database into the generated financial report. However, if you select **Formulas**, Financial Reporter creates 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).

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

**Note:** Spreadsheets with formulas are much larger than standard report specifications—and they are less flexible.

Financial Reporter automatically refreshes General Ledger data the next time you load the linked spreadsheet in the Statement Designer. You can also use the G/L Print Financial Statements screen to recalculate and print the report.

If you want to change the report (for example, by adding new accounts in the chart), you must regenerate the report to incorporate the changes in your statement.

#### Tips:

- To save the linked spreadsheet, save the file under another name, and then remove the report specification from the renamed spreadsheet.
- Keep financial ratios in a formula sheet.

Belated Topics

Home > Screen Guides > Accounts Screens
#### **Accounts Screens**

<u>Use General Ledger Accounts screens to set up and maintain the</u> <u>General Ledger accounts that make up your chart of accounts.</u>

**Account History Inquiry** 

**Account Permissions** 

**Accounts** 

**Budget Maintenance** 

**Chart of Accounts** 

**Create Accounts** 

**Fiscal Set Comparison** 

**Source Currency Inquiry** 

**Transaction History** 

Home > <u>Screen Guides</u> > <u>Accounts</u> > Account History Inquiry

## **G/L Account History Inquiry Screen**

• To open this screen

Related tasks

Use the G/L Account History Inquiry screen to 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).

#### **Rollup Accounts**

If the account you select is a rollup account, you can view each account separately or roll up the balances. Rolled up amounts appear in the Net Change and Balance columns when you select the **Use Rolled Up Amounts** option.

Related Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Account Permissions

#### **G/L Account Permissions Screen**

**Important!** G/L Account Permissions is part of G/L Security, an option that you select on the Account tab of the G/L Options screen. The G/L Account Permissions icon appears in the G/L Accounts folder only after you select the **Use G/L Security** option, and then close and reopen the company database.

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Account Permissions screen to:

Define account access permissions for individual Sage 300 ERP users.

**Note:** Depending on the **Default Access** setting (on the Account tab of the G/L Options screen), you use the Account Permissions screen mainly to grant access to accounts, or to restrict access.

Belated Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Accounts

## **G/L Accounts Screen**

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Accounts screen to:

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

Depending on the options you select, this screen can include several tabs of information about the general ledger account you are adding or displaying.

#### Note:

- To see multicurrency options, you must purchase and install Sage 300 ERP Multicurrency.
- To use optional fields, you must purchase and activate Sage 300 ERP Transaction Analysis and Optional Field Creator.
- To maintain quantity and currency information for an account, you must select the options for the company in the G/L Options screen.

## **Allocation Tab**

This tab appears when you select the **Auto Allocation** option on the Detail tab for an account.

Options you select on the Allocation tab determine how General Ledger distributes the balance of an account when you run Create Allocation Batch (in the G/L Periodic Processing folder).

## **Currency Tab**

This tab is available only if the **Multicurrency** option is selected:

- On the Company Profile screen in Common Services.
- On the G/L Options screen.
- For the account on the Detail tab of this screen.

The Currency tab lets you specify which currencies are valid for the account.

## **Details Tab**

The Detail tab appears when you open the G/L Accounts screen, and it contains the key information that every account requires.

Options you select on this tab determine whether certain other tabs appear for the account.

## **Optional Fields Tab**

The Optional Fields tab appears only if you use Transaction Analysis and Optional Field Creator.

You can use this tab to assign an unlimited number of optional fields to the account to store additional information that your company wants to track.

Any optional fields that are set up for automatic insertion on accounts appear on the tab, along with their default values.

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.

## **Rollup Tab**

This tab appears when you select the **Rollup** option on the Detail tab. Use it to:

• Create relationships between accounts that can be used for classification, budgeting, and reporting.

Creating a relationship between accounts lets you consolidate (roll up) account balances and quantities (if the account maintains quantities) 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.

# Subledger Tab

This tab appears when you select the **Control Account** option on the Detail tab.

Use the Subledgers tab to specify which subledgers use the account as a control account.

## **Transaction Optional Fields Tab**

The Transaction Optional Fields tab appears only if you use Transaction Analysis and Optional Field Creator.

You can use this tab to add an unlimited number of optional fields for additional information that you want to include with transactions processed for a selected account.

Transaction details that use the account will include the optional fields on this tab, whether you enter the transactions through Journal Entry, Create Allocation Batch, Create Revaluation Batch, or the Create Recurring Entries Batch screen, or you create them for General Ledger in a Sage 300 ERP subledger. If you use exactly the same optional fields in the subleders, optional field information passes from the subledgers to General Ledger.

Related Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Budget Maintenance

## **G/L Budget Maintenance Screen**

Open General Ledger > G/L Accounts > Budget Maintenance.

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Budget Maintenance screen to:

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

You can maintain up between one and five budget sets for each account, depending on your edition of Sage 300 ERP. If you are using Sage 300 Premium ERP, you can create up to five optional budgets for an account.

**Note:** You cannot add, change, or delete information contained in a locked budget set. (The Posting tab on the G/L Options screen tells you which budget sets, if any, are locked.)

Belated Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Chart of Accounts

## **G/L Chart of Accounts Screen**

• To open this screen

Related tasks

Use the G/L Chart of Accounts screen to:

- List all the accounts in the general ledger, in account number order, beginning with the account you specify.
- View detailed information for a selected account. More...
- Print the chart of accounts.
- List rolled up account balances (instead of viewing individual accounts).

Related Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Create Accounts

#### **G/L Create Accounts Screen**

- To open this screen
- Fields and controls
- Pop-up screens
- Related tasks

Use the G/L Create Accounts screen to create accounts automatically based on the characteristics of an existing set of accounts. You can generate new accounts for:

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

1 Related Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Fiscal Set Comparison

## **G/L Fiscal Set Comparison Screen**

• To open this screen

Related tasks

Use the G/L Fiscal Set Comparison screen to 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 reporting currency (this option is only available if the euro is your functional currency and you specified a reporting currency on the Company Profile screen 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.

Related Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Source Currency Inquiry

# **G/L Source Currency Inquiry Screen**

• To open this screen

Related tasks

Use the G/L Source Currency Inquiry screen to:

- 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.

**Note:** If the euro is your functional currency and you specified a reporting currency, this screen displays a column with amounts shown in the reporting currency.

- Display source-currency account balances for rollup accounts. Rolled up amounts appear in the Source Balance and Equivalent Balance columns when you select the **Use Rolled Up Amounts** option.
- Drill down to Transaction History to show individual transactions.

Related Topics

Home > <u>Screen Guides</u> > <u>Accounts</u> > Transaction History

## **G/L Transaction History Screen**

- To open this screen
- Pop-up screens
- Related tasks

**Note:** For an Intercompany Transactions company this screen is called ICT G/L Transaction History Inquiry and has an extra field, labeled Company.

Use the G/L Transaction History screen to:

• Display all transactions posted to selected account in a particular year and fiscal period (unless transactions were consolidated).

**Tip:** You can use filters to restrict the list to transactions with a particular source code or source currency (if you have a multicurrency ledger).

Information displayed for each transaction 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.

The **Reporting** option is available only in multicurrency ledgers 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 Members field appears in the table and displays the rollup member or rollup account to which the transaction was posted.

1 Related Topics
Home > Screen Guides > Periodic Processing Screens

## **Periodic Processing Screens**

<u>Use General Ledger Periodic Processing screens to perform tasks that</u> are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

**Clear History** 

**Consolidate Posted Transactions** 

**Create Allocation Batch** 

**Create New Year** 

**Create Recurring Entries Batch** 

**Create Revaluation Batch** 

Period End Maintenance

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Clear History

# **G/L Clear History Screen**

• To open this screen

Use the G/L Clear History screen to:

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

**Warning!** Information and statistics that match the criteria you specify are deleted permanently.

Clear history at the end of a fiscal year or as needed.

1 Related Topics

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Consolidate Posted Transactions

## **G/L Consolidate Posted Transactions Screen**

• To open this screen

Use the G/L Consolidate Posted Transactions screen to reduce detail in reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

For information about general considerations and the effects of consolidation, see <u>About Consolidating Transactions</u>.

Related Topics

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Create Allocation Batch

# **G/L Create Allocation Batch Screen**

• To open this screen

Use the G/L Create Allocation Batch screen to create a batch of transactions that allocates balances in accounts that use the **Auto Allocation** option to other accounts, and creates the offsetting details.

General Ledger calculates the amounts to distribute to each account based on the information entered on the Allocation tab on the G/L Accounts screen for the source accounts.

Related Topics

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Create New Year

#### **G/L Create New Year Screen**

• To open this screen

Use the G/L Create New Year screen to:

• Create and post a batch of transactions to close income and expense accounts and enter the opening account balances for the new fiscal year.

**Note:** 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.

• Change the current fiscal year to the next year.

## **Single- and Multi-Segment Account Numbers**

If you use single-segment account numbers, all accounts are closed to the default closing account specified on the G/L Options screen. If you use multi-segment account numbers, you provide information on three separate screens to specify the retained earnings account to which an account is closed. More...

### **Posting to Closed Years**

After creating a new year, you may continue to post transactions to the year you have just closed. Whenever you post to a closed year, General Ledger will also create all appropriate closing entries to update retained earnings.

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

Related Topics

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Create Recurring Entries Batch

# **G/L Create Recurring Entries Batch Screen**

• To open this screen

Use the G/L Create Recurring Entries Batch screen to create a journal entry batch consisting of a single recurring entry 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. For information about using the Reminder List, see the System Manager help.

Related Topics

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Create Revaluation Batch

## **G/L Create Revaluation Batch Screen**

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Create Revaluation Batch screen to revalue the functionalcurrency equivalents of each specified source-currency amount using the exchange rate you enter.

When you create a revaluation batch, General Ledger:

- Recalculates the functional-currency-equivalent values of sourcecurrency account balances at new exchange rates.
- Creates a transaction for the difference between the old functionalcurrency-equivalent and the new value, posting the difference to the account being revalued and to the unrealized exchange gain/loss accounts or to the recognized exchange gain/loss accounts.

The revaluation code assigned to an account determines:

- The rate type that is used to display the default exchange rate.
- The source code to assign to revaluation transactions.
- The exchange gain/loss accounts to which exchange differences are posted.

For more information, see <u>About Revaluation</u>.

Related Topics

Related Topics

Home > <u>Screen Guides</u> > <u>Periodic Processing</u> > Period End Maintenance

## **G/L Period End Maintenance Screen**

• To open this screen

Use the G/L Period End Maintenance screen to:

- Delete unneeded accounts, transaction details, and fiscal sets.
- Reset the current batch number to 1.

**Warning!** Period-end maintenance permanently deletes information from General Ledger. Before performing period-end maintenance, back up your data.

You can perform period-end maintenance after creating a new year at the end of a fiscal year, or as needed.

#### Note:

- All period-end maintenance activities are optional, and can be done at any time.
- If G/L Security is turned on, note that period-end functions do not check account permissions. For example, you can delete inactive accounts, even if you do not have account permission.

Related Topics

Home > Screen Guides > Reports Screens

#### **Reports Screens**

<u>Use General Ledger Reports screens to print reports of general ledger</u> <u>transactions and maintain your audit trail.</u>

**Account Groups** 

**Account Structures** 

**Batch Listing** 

**Batch Status** 

**Chart of Accounts** 

**Optional Fields** 

**Options** 

**Posting Journals** 

**Recurring Entries** 

**Revaluation Codes** 

**Segment Code Report** 

**Source Codes Report** 

**Source Journal Profiles** 

**Source Journals Report** 

**Transaction Details Optional Fields** 

**Transactions Listing** 

**Trial Balance** 

Home > <u>Screen Guides</u> > <u>Reports</u> > Account Groups

# **G/L Account Groups Report**

• To open this screen

The G/L Account Groups report lists account group codes, along with their descriptions, sort codes, and group categories.

The printed report includes columns for:

- Sort Code
- Account Group ID
- Description

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Account Structures

# **G/L Account Structures Report**

• To open this screen

The G/L Account Structures 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.

Every account you define must have at least one structure code.

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Batch Listing

# **G/L Batch Listing Report**

• To open this screen

The G/L Batch Listing report lists posted and unposted batches of general ledger transactions.

To enforce a strict audit trail, select the **Force Listing Of Batches** option on the G/L Options screen. This option prevents you from posting batches that are unlisted.

#### Note:

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies. More...
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 printed.
- Whether the report includes batches that have already been listed.
- Batch type. More...
- Batch status. More...
- Account description.

#### **Report Body**

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, the batch total, and the account description. More...

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.

Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Batch Status

# **G/L Batch Status Report**

• To open this screen

The G/L Batch Status 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.

## When to Print

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.

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 the report 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.

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Chart of Accounts

## **G/L Chart of Accounts Report**

• To open this screen

The Chart of Accounts Report lists all or a range of General Ledger accounts according to the selection criteria and the sort and format criteria you specify.

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.

The following information is 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. More...
- 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.

1 Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Optional Fields

# **G/L Optional Fields Report**

• To open this screen

The G/L Optional Fields report lists separately the optional fields set up for accounts and transaction details.

## When to Print

Print this report whenever you need a listing of all the optional fields set up for General Ledger.

For each optional field code, the following information is printed on the report:

- Description
- Default value
- Whether the optional field is required
- Whether the optional field is set for automatic insertion in new accounts

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Options

## **G/L Options Report**

• To open this screen

The G/L Options report lists the options selected and information entered on the G/L Options screen, 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.

Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Posting Journals

# **G/L Posting Journals Report**

• To open this screen

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.

If you selected the **Allow Provisional Posting** option on the G/L Options screen, you can post provisional transactions.

You can 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 G/L Create New Year screen also produces a posting journal that shows the entries generated to close revenue and expense accounts.

The report includes the range of posting sequences in the report, and the sorting order (either by posting sequence or account number).

The following information is listed 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.

After printing, 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, and 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. Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Recurring Entries

# **G/L Recurring Entries Report**

• To open this screen

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

The following information is printed on the report:

- Recurring entries by code
- Which account(s) codes pertain to
- Type and frequency of schedule
- Optional fields entered with transaction details, if you choose to include them

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Revaluation Codes

## **G/L Revaluation Codes Report**

• To open this screen

The G/L Revaluation Codes report lists each of the revaluation codes in a range you specify, along with the description and other information entered to define the code on the G/L Revaluation Codes screen.

**Note:** You define revaluation codes only if you have a multicurrency ledger and if you plan to revalue source-currency amounts automatically using the G/L Create Revaluation Batch screen.

The following information is printed on the report:

- The range of revaluation codes selected for the report.
- The revaluation code and description.
- The rate type you want the G/L Create Revaluation Batch screen to use as a default for generating revaluation transactions.
- The source code to be assigned to details generated by the G/L Create Revaluation Batch screen using the revaluation code.
- The accounts to which the exchange gains and losses are posted.

Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Segment Code Report

## **G/L Segment Codes Report**

• To open this screen

The G/L Segment Codes report lists information about a range of segment codes you specify.

For each segment, the following information is printed on the report:

- All or a range of codes defined for the segment.
- The code descriptions, and the numbers and descriptions, of the retained earnings accounts to which the segment codes are closed.

Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Source Codes Report
## **G/L Source Codes Report**

• To open this screen

Related tasks

The G/L Source Codes report lists a range of source codes, along with the description entered on the G/L Source Codes screen for each code.

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 G/L Source Journal report.

## **Information Printed on This Report**

The following information is 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.

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Source Journal Profiles

## **G/L Source Journal Profiles Report**

• To open this screen

Related tasks

This report lists all or a range of the source journal definitions that have been added to General Ledger.

Source journals allow you to list posted transactions that were entered with particular source codes. The source journal lists the source codes included in the journal, as well as the default report used to print the journal.

## **Information Printed on This Report**

The following information is printed on the report:

- The range of journal profiles in the report.
- The journal names.
- The source codes included in the report.

Belated Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Source Journals Report

## **G/L Source Journals Report**

• To open this screen

Related tasks

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.

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.

You specify the source codes that appear in a report in the source journal profile. When you print the source journal, you specify the following settings:

- 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.

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 This Report**

The following information is 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, or in reporting currency only.

**Note:** The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

1 Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Transaction Details Optional Fields

## **G/L Transaction Details Optional Fields Report**

• To open this screen

Related tasks

Use the G/L Transaction Details Optional Fields report to 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.

## **Information Printed on This Report**

The following information is 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.
- The following transaction information about posted transaction details that meet the specified criteria:
  - Posting sequence
  - Batch number
  - Year and period
  - Optional field codes and values
  - Debit or credit amount
  - Quantity
  - Unit of measure
- The total of the details posted to each account.
- In multicurrency ledgers, amounts in both source and functional currency, or in functional currency only.

Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Transactions Listing

## **G/L Transactions Listing Report**

• To open this screen

Related tasks

The G/L Transactions Listing report lists the net changes, balances and transaction details for accounts in a range of fiscal periods you specify.

### When to Print

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 screen.)
- You can consolidate transactions after posting using the Consolidate Posted Transactions screen.

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 This Report**

The following information is 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.

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:

- If you select the **Sort Transactions By Transaction Date** option, all transactions are sorted by date within the accounting periods.
- 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.

Related Topics

Home > <u>Screen Guides</u> > <u>Reports</u> > Trial Balance

# **G/L Trial Balance Report**

• To open this screen

Related tasks

The G/L 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.

## **Report Formats**

You can print seven different trial balance report formats. More...

The report format is a single-spaced listing of the accounts and their balances.

The worksheet format is a double-spaced listing of General Ledger accounts, including columns for you to make the adjusting entries.

**Tip:** The worksheet format is particularly useful at month end and year end.

You can also print a shorter version of the report or worksheet that omits accounts with no activity.

#### Note:

- The Provisional formats are available only if the **Allow Provisional Posting** option is selected on the Posting tab of the G/L Options screen.
- The Quantity Report format is only available if the Maintain Quantities option is selected on the Account tab of the G/L Options screen.
- All reports except worksheets can be printed with balances as of year/period or net changes .

## **Information Printed on This Report**

The following information is 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.

Related Topics

Home > Screen Guides > Setup Screens

#### **Setup Screens**

Use General Ledger Setup screens to set up accounts, options, and security authorizations that determine how General Ledger processes transactions and interacts with other Sage 300 ERP modules.

**Account Groups** 

**Account Structures** 

**Optional Fields** 

**Options** 

**Recurring Entries** 

**Revaluation Codes** 

**Segment Codes** 

Source Codes

**Source Journal Profiles** 

Home > <u>Screen Guides</u> > <u>Setup</u> > Account Groups

## **Account Groups**

• To open this screen

Related tasks

You use account groups to classify account balances:

- On the financial statements that come with Financial Reporter.
- In the Income Statement and Balance Sheet snapshots that you view in the Sage 300 ERP portal.

Belated Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Account Structures

## **G/L Account Structures Screen**

- To open this screen
- Fields and controls
- Related tasks

You use the Account Structures screen to define account structure codes that are used to format account numbers.

The structure specifies:

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

You must assign an account structure to each account that you add to General Ledger. (You specify which account structure an account uses when you add the account using the G/L Accounts screen.)

For more information, see <u>About Account Structures</u>.

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Optional Fields

## **G/L Optional Fields Screen**

- To open this screen
- Fields and controls
- Related tasks
If you use Transaction Analysis and Optional Field Creator, use the G/L Optional Fields screen to define optional fields for use in General Ledger.

You can 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.

**Note:** If the G/L Optional Fields screen is open, other users cannot run any processes in General Ledger. Also, you can modify optional field records only when all other users have left General Ledger, and all other General Ledger screens are closed.

After you define optional account fields and optional transaction fields for General Ledger, you can use the G/L Accounts screen to assign them to specific accounts.

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

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Options

# **G/L Options Screen**

- To open this screen
- Fields and controls
- Related tasks

After setting up your general ledger, you use the G/L Options screen to:

- Add or change the contact name, telephone number, and fax number for your general ledger.
- Specify account settings, such as multicurrency, account groups, and 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.
- Specify options for posting, budget sets, history, and statistics.
- Set up account segments.

# Account Tab

On this tab, you specify settings that determine how accounts are processed in General Ledger.

Generally, you change account settings only after year-end closing.

# **Company Tab**

On this tab, you specify the contact name, telephone number, and fax number for 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 screen in Common Services.

**Note:** The **Multicurrency** option appears on this tab only if you select the **Multicurrency** option on the Company Profile in Common Services.

# **Posting Tab**

On this tab, you specify General Ledger posting options. You can change the options specified here at any time.

You can:

- View and change the default budgeting, batch-editing, and posting settings for General Ledger.
- View the posting information that is maintained by General Ledger.
- Specify a source code to use as the default for journal entries.

This tab also displays statistical information about batch posting activity for the current fiscal year.

# Segments Tab

On this tab, you identify account number segments to specify which portions of the account number can be used to close the income and expense accounts at year end.

You can:

- Specify the structure code that appears as the default when you add new accounts.
- Specify during setup which segment in your account numbers represents the 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.

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Recurring Entries

# **G/L Recurring Entries Screen**

- To open this screen
- Fields and controls
- Related tasks

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

On this screen, you can:

- Add, edit, and delete recurring journal entries.
- Enter transaction details for an entry.
- Specify an existing schedule or create a new one to specify when recurring entries are processed.
- View current credit and debit totals for your entry, along with the amount (if any) by which the entry is out of balance.

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Revaluation Codes

## **G/L Revaluation Codes Screen**

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Revaluation Codes screen to set up revaluation codes. You assign these codes to multicurrency accounts to specify how to revalue functional currency balances when exchange rates change.

**Note:** Because you can assign only one rate type to each revaluation code, you must create a separate revaluation code for every rate type you use.

After you set up revaluation codes, you can use the G/L Accounts screen to assign these codes on an account basis to each of the currencies that can be posted to an account.

For more information, see <u>About Revaluation</u>.

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Segment Codes

# **G/L Segment Codes Screen**

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Segment Codes screen to:

- Enter a list of valid segment codes for each of the segments you use in account numbers (other than the account segment).
- Assign a separate closing 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.

If you close income and expense accounts at year end by department, you could specify a separate closing account for each department code you add.

For more information, see <u>About Segment Codes</u>.

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Source Codes

### **G/L Source Codes Screen**

• To open this screen

Related tasks

Use the G/L Source Codes screen to add new source codes and descriptions, change descriptions, and delete codes that are no longer needed.

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 define source codes before you enter and post accounting transactions.

For more information, see <u>About Source Codes</u>.

**Tip:** For each source code you use, enter a description that you will recognize later, such as "Accounts Payable checks."

Related Topics

Home > <u>Screen Guides</u> > <u>Setup</u> > Source Journal Profiles

#### **G/L Source Journal Profiles Screen**

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Source journal Profiles screen to:

- 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.

## **Predefined Source Journal Definitions**

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.

Belated Topics

Home > Screen Guides > Transactions Screens

## **Transactions Screens**

Use General Ledger Transactions screens to enter and post batches of journal entries, and to review and edit transaction information before posting.

**Batch List** 

**Journal Entry** 

**Post Batches** 

Home > <u>Screen Guides</u> > <u>Transactions</u> > Batch List

#### **G/L Batch List Screen**

• To open this screen

Related tasks

The G/L Batch List screen posted and unposted General Ledger and intercompany batches. Use this screen to:

- Create a new batch
- View the transactions in a batch
- Select a batch for editing, deleting, printing, posting, or provisional posting.

**Note:** Provisional posting is not available for Sage 300 ERP Intercompany Transactions (ICT) companies.

- Print batch listings and batch status reports
- Print posting journals (double-click the Posting Sequence column)
- Print posting error reports (double-click the Number of Errors column)

**Tip:** If other users are posting batches or editing batch information, click the **Refresh** button to see changes.

## **Viewing Batches and Batch Information**

You can use the following fields and options on this screen to specify batches to view:

- **Batch Number.** Select a batch number to highlight the row for that batch in the table.
- Source Ledger. View batches from a single subledger.
- Show Posted and Deleted Batches. View or hide posted and deleted batches.

Batch information appears in the table. More...

## **Setting Batches Ready To Post**

Double-click the Ready To Post column when:

- You are finished editing a batch and want to prevent further changes.
- You are ready to post the batch of transactions.

#### Note:

- Batches that are set **Ready to Post** cannot be edited.
- You cannot use the G/L Post Batches screen to post batches that are not set **Ready to Post**.
- On the G/L Batch List screen, you can select a batch, and then click the **Post** button to post a single batch, even if the batch has not been set **Ready to Post**.
- You cannot post to an account if the **Post To Account** field on the G/L Accounts screen is set to **Prohibited** for that account.

Belated Topics

Home > <u>Screen Guides</u> > <u>Transactions</u> > Journal Entry

# **G/L Journal Entry Screen**

- To open this screen
- Fields and controls
- Related tasks

Use the G/L Journal Entry screen to:

- Create new batches
- Add journal entries to existing batches
- Change and delete journal entries
- View and reverse posted batches or entries
- Add intercompany transactions for a Sage 300 ERP Intercompany Transactions (ICT) company.
- Drill down on posted and unposted entries that originated in other Sage 300 ERP ledgers to view source transactions.

For more information about General Ledger journal entries and batches, see <u>About Transaction Processing in General Ledger</u>.

# **Customizing the G/L Journal Entry Screen**

You can customize the information on the G/L Journal Entry screen as follows:

- Drag columns in the transaction list to arrange them in the order in which you want to view or enter information.
- Click File > Customize to hide fields.
- Click Settings > Auto Clear to streamline data entry by creating a new entry when you click Add.
- If you want to use the G/L Journal Detail entry screen to view and edit an entry (instead of viewing and editing the entry in the table), select the entry, and then press F9

## **Editing Journal Entries and Batches**

The following conditions apply when editing journal entries and batches:

• You cannot edit entries in batches that are set **Ready to Post** (see the **Status** field at the upper right side of the screen).

**Note:** You use the G/L Batch List screen to set batches **Ready to Post**.

- You cannot edit entries in batches that have been deleted or posted. However, you can automatically create a reversing entry in a new batch.
- You can edit batches that have been provisionally posted, and then post the revised batches.
- 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 screen.

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

1 Related Topics

• Fields and controls
Home > <u>Screen Guides</u> > <u>Transactions</u> > Post Batches

## **G/L Post Batches Screen**

- To open this screen
- Related tasks

Use the G/L Post Batches screen to:

• Post batches of transactions to General Ledger.

**Note:** You cannot post to accounts for which the **Post To Account** field on the G/L Accounts screen is set to **Prohibited**.

- Post batches of intercompany transactions to the respective originating company and destination company general ledgers (if you use Sage 300 ERP Intercompany Transactions).
- Provisionally (temporarily) post transactions to General Ledger so you can test their effects on your ledger before posting them permanently.

For more information about posting batches and processing transactions, see <u>About Transaction Processing in General Ledger</u>.

Related Topics

## Glossary

## # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### 1099 Form

#

## Α

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 Allocated Tips Allocation Account Annual Maximum Annualization Assets Audit Trail Authentication Method Automatic Reversal

## Β

**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** 

# С

**Calculation Base** 

**Calculation Methods** 

Calculator

Capture

Cardholder

Carrying Over Vacation, Sick, and Compensatory Time Accruals

Carry-Over

Cash Advance

**Cash Benefit** 

Cash Flow Statement

Cash Method

Category (Payroll)

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** 

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

CVC

CVV

# D

Database Database ID **Date Matching** Debit **Decimal Places** Deduction **Default Closing Account Default Currency Default Hours Default Rate Type Default Source Code Delimiter Character** Depreciation Detail and Consolidated Posting Options **Detailed Batch** Details **Direct Labor Costs Distribution Accounts Distribution Code Distribution Set** Dividend Drilldown

## Ε

Earning/Deduction

**Earning/Deduction Frequencies** 

Earning/Deduction Type

Earnings

**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** 

**Expiration Date** 

Exporting

## F

Factory Overhead

Federal and State Taxes

**Financial Statements** 

Finder

**Fiscal Calendar** 

**Fiscal Periods** 

**Fiscal Sets** 

**Fiscal Year** 

**Fixed Assets** 

**Fixed Price project** 

**FOB** Point

Foreign-Currency Bank

**Functional Currency** 

**Functional Currency Code** 

**Functional-Currency Equivalent** 

**Future Order** 

## G

G/L Batch General Ledger Account GIFI Gross Pay Gross Profit on Sales

## H History

## l

Importing Income Income Statement Integration Access Pack Integrity Check Intercompany Transactions Company Inventory Invoice Type Journal Journal Entry

J

# K

### L

Labor Hours Percentage Complete Accounting Method

LanPak

Ledger

Level

Liabilities

Local and Other Custom Taxes

Long-Term Liabilities

## Μ

Macro Maintain Quantities Manual Check Matching Concept Merchant Merchant ID Miscellaneous Charge Multicurrency Accounting Multicurrency Bank Multicurrency Fiscal Sets Multicurrency G/L Account

## Ν

Net Pay Normal (Account) Balance Number of Fiscal Periods

## 0

Optional Fields Original Invoice Override Segments (Payroll) Overtime Rate Multiplier Overtime Schedule Owner Equity

### Ρ

Partnership

Pay Factors

Payroll Class Codes

**Payroll Distribution Accounts** 

PCI

Period Minimum and Period Maximum

**Periods Per Year** 

**Picking Slip** 

Posting

Posting to Previous Years

**Pre-authorization** 

**Preferred Stock** 

Prepaid Expenses

**Price List** 

Processing Code

Profile ID

Profit

**Profit and Loss Statement** 

**Profit Center** 

Project Percentage Complete Accounting Method

Project Type

**Provisional Fiscal Sets** 

**Provisional Posting** 

**Provisional Posting Journal** 

# Q

Quantities in G/L Accounts Quantity Fiscal Sets Quarter With 4 Periods Quote

# R

Rate Type **Rate Operation Rates** Realization **Realized Exchange Gain or Loss Reallocation Account Recognized Exchange Gain or Loss** Reconcile (Bank) Record **Record of Employment Recurring Transaction** Refund **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 **Rollup Account** 

## S

Sage Virtual Terminal

Salary and Wages

Salary and Wages Payable Account

Sale

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

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 **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

# Т

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 Fee** 

Transaction Rate Type

**Trial Balance** 

# U

UI Profile ID Unrealized Exchange Gain or Loss User Authorization User Record Vacation Time

Void

V

### W

Wage Bracket Table Wage Garnishment Web Desktop Withdrawal Workers' Compensation Code Worksheet

# X

## Y

Years of Fiscal Sets

Years of Transaction Detail

## **Changes 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 300 ERP 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 300 ERP 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 modified the standard set of account groups that comes with Sage 300 ERP 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 300 ERP Portal, all your 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 G/L Account Groups screen appears only if the Use Account Groups

option is selected on the G/L Options screen.

#### New Group Categories

Group categories organize your accounting information especially for presentation in the Sage 300 ERP 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 G/L Account Groups setup screen.)
- b. Ensure that all general ledger accounts are assigned to appropriate account groups. (Assign account groups to group categories using the G/L Account Groups setup screen.)

### Rollup Accounts for All Editions

Rollup accounts are now available for all editions of Sage 300 ERP. Previously, rollup accounts were available only for Sage 300 Premium ERP.

### • 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 300 ERP Portal.

The new Accpac Inquiry authorization allows users to query General Ledger data using Inquiry in the Sage 300 ERP Portal. If they also have Export General Ledger Data authorization, they can print or export the results of these queries.

## **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.5, see <u>Changes in General</u> <u>Ledger 5.6</u>.
- If you are upgrading from version 5.4, see <u>Changes in General</u> <u>Ledger 5.5</u>.
- If you are upgrading from version 5.3, see <u>Changes in General</u> <u>Ledger 5.4</u>.

## **Changes in General Ledger 5.6**

Sage 300 ERP 5.6 includes enhancements to the G/L Trial Balance and G/L Transaction Listing reports.

- <u>G/L Trial Balance Report</u>—You can now print reports that show net changes for a specific period.
- <u>G/L Transactions Listing Report</u>—The report includes the new options Include Balances And Net Changes and Include Posting Sequence And Batch-Entry Numbers. You can also sort all transactions by date within the accounting periods in the G/L Transactions Listing reports.
### **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.4, see <u>Changes in General</u> <u>Ledger 5.5</u>.
- If you are upgrading from version 5.3, see <u>Changes in General</u> <u>Ledger 5.4</u>.

### **Changes in General Ledger 5.5**

General Ledger 5.5 includes the following new features and improvements:

## • The most sophisticated treatment of currency revaluation on the market.

With this version, exchange gains and losses are treated as permanent or temporary, depending on the exchange Gain/Loss Accounting Method specified for your Sage 300 ERP system in the company profile.

Under the Recognized Gain/Loss accounting method, fluctuations in exchange rates are considered to be permanent. Exchange gains and losses are recognized when foreign currency monetary items are revalued or settled using the exchange rate in effect.

The Revaluation process:

- Calculates new functional-currency values for each specified source currency using the specified exchange rates.
- Creates a batch with revaluation transactions that will adjust the original functional-currency values to new functional-currency values for the specified account(s).
- Uses posting dates to select open documents for revaluation, so that revaluation adjustments are posted to G/L accounts in the correct fiscal year/period.

**Note:** Exchange gains and losses are included in the determination of net income for the current period. They appear on the income statement, and they are taxable immediately. They are not automatically reversed in the next fiscal period.

When you select the Recognized Gain/Loss method, new labels for G/L account fields appear on the G/L Revaluation screen, as follows:

• Unrealized Exchange Gain Account changes to Exchange Gain Account.

# • Unrealized Exchange Loss Account changes to Exchange Loss Account.

To revalue a G/L account, you *must* assign revaluation codes for each currency used in the account.

- Before upgrading to version 5.5, or later, from an earlier version, you should process and post your revaluation batches prior to upgrading General Ledger. You cannot activate General Ledger if you have unprocessed revaluation transactions.
- If you decide to switch to the Recognized Gain/Loss accounting method, later, you should post any batches you created under the Unrealized and Realized Gain/Loss accounting method.

For steps for changing the accounting method, see <u>Switching the</u> <u>Accounting Method for Foreign Currency Translation</u>.

The most sophisticated treatment of currency revaluation on the market.

 Keep more segments, account structures, budgets, and years of history.

	Sage 300 Standard ERP	Sage 300 Advanced ERP	Sage 300 Premium ERP
Account Segments	up to 3 accounts 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

Information Stored by Product Edition

#### Custom account groups.

Sage 300 Standard ERP lets you define custom account groups. This feature was previously supported in only Sage 300 Advanced ERP and Sage 300 Premium ERP.

#### • No separate license for G/L Security.

You do not need a separate license for G/L Security. (See <u>About</u> <u>General Ledger 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 G/L Account Permissions screen, which becomes available in the G/L Accounts folder, to assign permissions.

#### Rollup accounts.

If you use Sage 300 Premium ERP, you can designate an account as a rollup account to which you can add member accounts. You can create multiple levels of account relationships. For more information, see <u>About Rollup Accounts</u>.

The following reports have been updated to include rollup information:

### G/L Chart of Accounts Report

- The Rollup Accounts report is an additional selection in the Report Format field on the Chart of Accounts report; it displays all rollup accounts and their directly-related rollup member accounts.
- The Rollup Accounts/Rollup Accounts report on the Chart of Accounts report displays the member accounts only if it has parent rollup accounts.
- The Fiscal Set Comparison Report has an option to include rolled up amounts.
- G/L Transactions Listing Report
- G/L Trial Balance Report
  - Rollup commands in FRAMT, FRAMTA, FRDEBIT, FRCREDIT. The rollup command has a prefix of R (for example, FRAMT("RBALP").
  - New consolidation switch: RD (for rollup account detail) to show only the top-level rollup accounts within the selected range.

The following screens let you display rollup amounts:

- G/L Account History Inquiry Screen
- G/L Source Currency Inquiry Screen
- G/L Transaction History Screen
- G/L Fiscal Set Comparison Screen
- G/L Budget Maintenance Screen

For instructions on creating rollup accounts, see <u>Adding a Rollup</u> <u>Account</u>.

• New Financial Reporter reports.

Balance Sheet summaries

• Financial Analysis statements

Income Statement summaries

See <u>Sample Financial Statements</u> for further information about these new reports.

#### • Enhanced multi-user entry and posting.

- You cannot post a batch if it is being edited by another user, or if data is being imported or generated for the batch.
- Batches can be posted concurrently.
- Multiple users can now add entries in the same batch. If multiple users add the same entry at the same time, General Ledger attempts to assign the entries to separate batches.

# • Separate security authorizations for Journal Posting and Journal Entry.

To enable clearer separation of duties, when a user is assigned Journal Posting rights only, the system will not automatically assign Journal Entry rights to them.

### • New batch options for recurring entries.

The <u>G/L Create Recurring Entries Batch Screen</u> has been enhanced to include options for creating the recurring entries in a new batch or appending to an existing batch.

#### • New Dashboard security authorization.

Dashboard security authorization lets you customize the dashboard website. 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 help for information about using dashboards.

## **Upgrading from an Earlier Version?**

• If you are upgrading from version 5.3, see <u>Changes in General</u> <u>Ledger 5.4</u>.

### **Changes in General Ledger 5.4**

General Ledger 5.5 includes the following new features and improvements:

Changes to product and edition names.

ACCPAC Advantage Series General Ledger is now Sage Accpac ERP General Ledger.

- The Enterprise Edition is now Sage Accpac ERP 500.
- The Corporate Edition is now Sage Accpac ERP 200.
- The Small Business Edition is now Sage Accpac ERP 100.
- Changes to General Ledger account groups.
  - You can now create an unlimited number of your own account groups to assign to General Ledger accounts.
  - You can change the descriptions of the standard account groups that are shipped with G/L to personalize them for your own business.
  - You can now delete account groups you created or delete any of the standard ones shipped with G/L that you are not using.
  - There is a new standard blank account group, with the description, "Unclassified Account Group", with Sort Code ZZZZZZZZZZZZ. If you do not wish to specify the account group when creating an account, you can choose this.
  - When you convert from ACCPAC Plus for DOS, if you do not select the **Use Account Groups** option on the G/L Conversion window, all accounts converted will have a blank account group, which is the default account group. However, the existing 16 account groups from 01 to 16 will still be created.
  - If you want to print a set of common account groups but not other account groups in reports, you can now 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.
  - You can sort statements by Account Sorted Group and select

account groups by Sort Code Range in:

- The G/L Print Financial Statements report, and in
- The FR View function of the G/L Statement Designer.

### • Enhancements to General Ledger reports.

- You can now exclude accounts with no activity when printing the G/L Chart of Accounts report.
- You can sort the following reports by the sort code of account groups when you select the option, "Select Account Groups by Sort Code Range":
  - Chart of Accounts report
  - o Trial Balance report
  - Transactions Listing report
  - Source Journal report
  - Transaction Details Optional Fields report
- The G/L Batch Listing report now includes the General Ledger Account Description, and, for a multicurrency database, if you select Functional Currency, you can also include Reference and Description details and Comments.

This is also the case when you select the Source and Functional currency option; however, if you then select the Letter/A4 paper type, you cannot include Reference, Description, and Comments details, as those options will not be available.

### • Improved consolidation in Financial Reporter.

FR can consolidate by **\\acctgroup** (account group) and by **\\acctgroupsort** (account sorted group).

### Improvements to optional fields.

- 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.)
- Optional fields now appear in the list of fields displayed when you use Finders.

#### • Preview new year.

You can view the year to be created on the G/L Create New Year screen.

#### Automatic refresh of information on Inquiry screens.

We have removed the Go button from the G/L Account History Inquiry, Source Currency Inquiry, and Transaction History forms. General Ledger displays results automatically when you change any input field.

### **Print for Financial Statements Screen**

• To open this screen

Related tasks

### **Overview**

Use the G/L Print for Financial Statements screen when printing statements in Financial Reporter to:

- Specify the printer on which to print the statement.
- Select the size of paper that best accommodates the statement.
- Specify the orientation of the statement (portrait or landscape).
- Specify the number of copies to print.

1 Related Topics

### **G/L Create Accounts Preview Screen**

• To open this screen

Related tasks

### **Overview**

Use the G/L Create Accounts Preview screen to:

- Display a list of accounts that the program will add to your chart of accounts when you click **Process** on the G/L Create Accounts screen.
- Change the accounts before you add them permanently to your chart of accounts.

**Note:** If you have not yet processed an account, No appears in the Processed field.

Related Topics

## **G/L Journal Entry Inquiry Screen**

- To open this screen
- Fields and controls
- Related tasks

### **Overview**

**Note:** When you inquire on a journal entry from the G/L Transaction History screen, the G/L Journal Entry screen appears, displaying the details of the selected transaction.

Look up the details of a transaction selected on the G/L Transaction History screen.

Belated Topics