



Microsoft Dynamics® GP
Advanced Financial Analysis

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Introduction

Advanced Financial Analysis is a basic reporting tool that you can use to create and modify financial statements. It is included when you purchase Microsoft Dynamics® GP, so it's economical to use if you don't have extensive reporting needs.

The four standard financial statements created in Microsoft Dynamics GP—Balance Sheet, Profit and Loss Statement, Statement of Retained Earnings, and Statement of Cash Flows—can be modified using Advanced Financial Analysis. You also can create your own custom reports.

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

What's in this manual

This manual is designed to give you an understanding of how to use the features of Advanced Financial Analysis, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Advanced Financial Analysis, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

This manual is designed to help you use and understand Advanced Financial Analysis.

The manual is divided into the following parts:

- [Part 1, Overview](#), includes information about the windows you can use to create reports and modify financial statements.
- [Part 2, Report definition](#), describes how to create customized reports and define financial statements.
- [Part 3, Reports](#), provides information about customized accounting and financial management reports that you can create. This part of the documentation also includes examples.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Part 1: Overview

You can use Advanced Financial Analysis to create new report layouts and modify those layouts or existing financial statements. You also can copy the report layouts and then customized them.

This part of the documentation describes the windows you can use to customize the existing financial statements or to create new reports.

The following information is discussed:

- [Chapter 1, “Overview and setup,”](#) includes an overview of Advanced Financial Analysis, and describes how to set it up.
- [Chapter 2, “Advanced Financial Report Layout window,”](#) explains the main elements of the Advanced Financial Report Layout window.

Chapter 1: Overview and setup

This information is divided into the following sections:

- [Overview of Advanced Financial Analysis](#)
- [Setting up Advanced Financial Analysis](#)
- [Modifying a financial statement](#)

Overview of Advanced Financial Analysis

You can use Advanced Financial Analysis to create reports and to modify financial statements, such as a Balance Sheet, Statement of Cash Flows, Profit and Loss Statement, and Statement of Retained Earnings.

You can use the Quick Financial Setup window to make simple modifications. A procedure for using the Quick Financial Setup window is included in this document. Refer to [Modifying a financial statement](#) on page 9 for more information.

You also can use the Advanced Financial Report Layout window to create new reports or to complete more substantial changes to them. Most of this documentation is focused on the Advanced Financial Report Layout window, and how you can use it to create and modify reports. Refer to [Chapter 2, “Advanced Financial Report Layout window.”](#) for more information.

Setting up Advanced Financial Analysis

Advanced Financial Analysis requires no additional setup beyond the setup procedures you’ve completed for General Ledger.

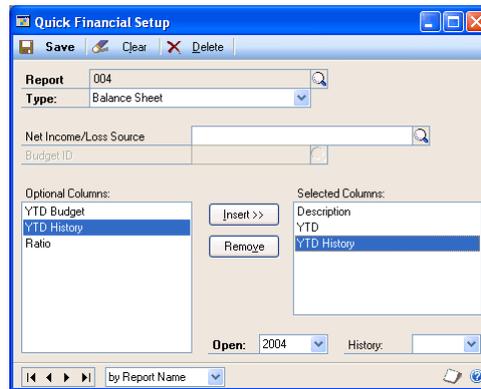
If you haven’t set up printers yet, you should do so before using Advanced Financial Analysis. Reports created using Advanced Financial Analysis—like those created in other Microsoft Dynamics GP modules—are printed according to the page setup and the printer specifications made for the operating system you’re using.

Modifying a financial statement

Use the Quick Financial Setup window to modify financial statements that are included with your accounting system.

To modify a financial statement:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)



2. Enter or select a financial statement name.
3. To add an additional column to a financial statement, select a column name from the Optional Columns list and choose Insert to add the column name to the Selected Columns.



With the Quick Financial Setup window, you can add optional columns only below a required column.

The order of the optional columns in the Selected Columns list is the order they will be printed on the statement.

4. To remove an optional column from a financial statement, select a column name from the Selected Columns list and choose Remove.
5. Add other information as needed.
 - If you've included a year-to-date budget column or a current budget column, enter a budget ID.
 - If you've included a column for year-to-date and history, enter or select an open year and a historical year.
6. Choose Save to save the changes you've made to the report.

Chapter 2: Advanced Financial Report Layout window

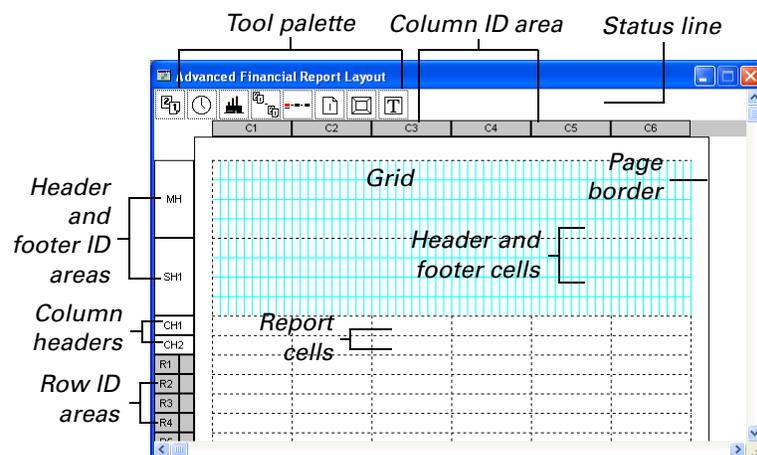
The window you'll probably use most often is the Advanced Financial Report Layout window. You'll use this window to create new reports or to customize existing financial statements.

This information is divided into the following sections:

- [Advanced Financial Report Layout window components](#)
- [Advanced Financial Report Layout tool palette](#)
- [Advanced Financial Report Layout Extras menu](#)

Advanced Financial Report Layout window components

The following illustration shows the components of the Advanced Financial Report Layout window. A description of each component is included below the illustration.



Tool palette Use the icons in the tool palette to place fields in the headers, footers, subheaders, and subfooters of a report.

Header ID and footer ID areas These include the main header (MH), subheader (SH), subfooter (SF), and main footer (MF). When you choose a header or footer ID, the Financial Page Definition window opens, and you can select the number and location of headers and footers.

Column headers When you enter these, they will appear in the column header cells. Up to six lines of column headers can be selected in the Financial Page Definition window.

Row ID area Select rows here or open the Financial Row Definition window to define a row.

Column ID area Select columns here or open the Financial Column Definition window to define a column.

Status lines These display specific information about a selected item. For example, if you select a header or footer field, the top status line will display the field type. The second status line will display the field location using global coordinates. If you select a row or column, the top status line will display the row or column type. The second status line will display the row description you've entered in the Financial Row Definition window or the comment you've entered in the Financial Column Definition window.

Grid Use this in the headers and footers to precisely position fields by aligning them with the grid.

Header and footer cells These provide a destination for the fields you select from the tool palette. You can define a main header, a main footer, and up to five subheaders and five subfooters.

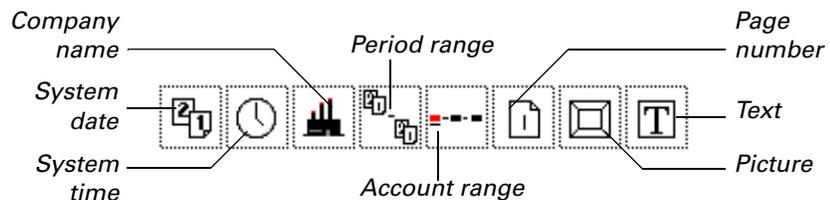
Cell guides These divide rows and columns into individual cells.

Report cells As you define these, information will be added to the report cells. When you're creating the report, account and currency formats are displayed in the report cells. The actual data will appear on the report when it is printed.

Alignment marks Use these to align data in cells. When you define alignment marks, columns will be divided with vertical lines. Each column can have up to four alignment marks. Use the Financial Column Definition window to define the number of alignment marks in columns.

Advanced Financial Report Layout tool palette

The tool palette in the Advanced Financial Report Layout window includes icons that you can use to create customized headers and footers. You also can add accompanying text to most headers and footers. The following illustration shows the tool palette. A description of each icon is included below the illustration. To place any of these icons on the report, select an icon and drag it onto the report.



Company Name Use this icon to add your company name to headers and footers. The company name that you entered in the Company Setup window will be displayed.

System Date Use this icon to add the system date to headers or footers. The format of the date will depend on how you've set up the date format option for your computer, using the computer operating system software.

System Time Use this icon to add the system time to headers and footers. The system time displays hours, minutes, and seconds.

Period Range Use this icon to add a period range to headers or footers. You can select a single- or double-period format. You also can enter a period range as a header on a comparative financial statement, and the Period Range field might display “For the period ending 1/31/02.”

Account Range Use this icon to add an account range to headers or footers. You can select a segment name, an account range restriction, or a combination of both. For example, you can add an account range to the header of a divisional financial statement, and when the report is printed, the Account Range field might display “For Division A to Division D.”

Page Number Use this icon to add the page number to header or footers.

Text Use this icon to add text to headers or footers.

Picture Use this icon to add a picture to headers or footers. You can enter several pictures in the Financial Report Picture window, then select the picture you would like to use in each Picture Field.

Advanced Financial Report Layout Extras menu

The Extras menu in the Advanced Financial Report Layout window contains items in the Options submenu that determine how information is displayed in the window. When you’re creating a report in the Advanced Financial Report Layout window, you can change the options you’ve displayed. If you activate an item by choosing it, a check mark will appear. If you unmark an item, it won’t be active.



Part 2: Report definition

This part of the documentation includes information that will help you to create customized reports and define financial statements using Advanced Financial Analysis.

The following information is discussed:

- [Chapter 3, “Financial statements and reports,”](#) describes how to copy a report and modify an existing financial statement.
- [Chapter 4, “Headers and footers,”](#) describes how to define the number, location, and text for report headers and footers.
- [Chapter 5, “Columns,”](#) describes how to add and customize report columns.
- [Chapter 6, “Rows,”](#) describes how to define an unlimited number of rows for your report.
- [Chapter 7, “Calculations,”](#) describes how to set up information that is calculated and printed on reports.
- [Chapter 8, “Formats,”](#) includes information about the rules that apply to cells, based on the type of row and column that are intersecting.
- [Chapter 9, “Customization,”](#) includes information about customizing reports. For example, you can add or remove rows or columns, resize them, or change the alignment of the information in them.

Chapter 3: Financial statements and reports

Some basic financial statements—a Balance Sheet, a Profit and Loss Statement, a Statement of Retained Earnings, and a Statement of Cash Flows—are included with your accounting program and are displayed in the Quick Financial Setup window. You can use Advanced Financial Analysis to customize financial statements, or to create and customize reports.



Refer to [Chapter 9, “Customization.”](#) for more information about customizing. Refer to your General Ledger documentation for more information about creating new financial statements.

This information is divided into the following sections:

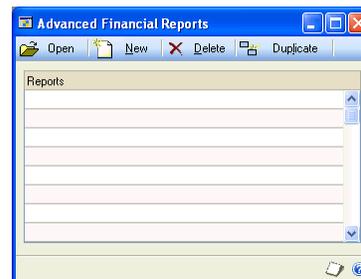
- [Copying existing financial statements](#)
- [Report design](#)
- [Creating a new report](#)
- [Modifying reports](#)

Copying existing financial statements

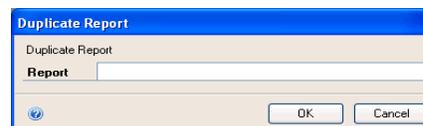
You can copy an existing report using the Duplicate Report window. You might do this to create an exact duplicate of the report, or to use as a template for creating a new report.

To copy an existing financial statement:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)



2. Select a report from the Advanced Financial Reports window and choose Duplicate to open the Duplicate Report window.



3. Enter a name for the duplicated report and choose OK. The duplicated report will contain the same attributes and information as the report you copied, but will be saved in the Advanced Financial Reports window under the name you enter.

Report design

Before you create a new report, consider how the report should be laid out. For example, decide which headers and footers you'll need, how the columns and rows should appear to use pictures, or other items in your layout. You might review an existing document with a similar layout to help determine how your report will look.

To create an extra wide report, you can print it in landscape mode or use a wide-carriage printer. For additional information about page and printer setup, refer to your documentation for your operating system and for your printer.

Creating a new report

Use the Advanced Financial Report Definition window to create new reports or to modify financial statements such as the Balance Sheet, Profit and Loss Statement, Statement of Retained Earnings, or a Statement of Cash Flows.

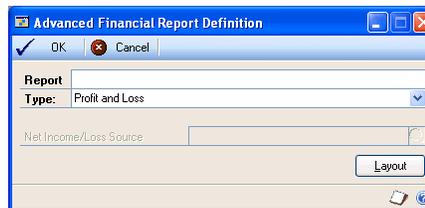
If you're creating a different Balance Sheet, Statement of Retained Earnings, or Statement of Cash Flows, you can select a Profit and Loss Statement in the Net Income/Loss Source field to specify a profit and loss amount. The statement you select will be used to calculate the net income or loss used in the financial statement you're creating.

If you select Other in the Report Type field, you can include a net profit row on the report. If you enter a net income/loss source, the net income/loss amount from that report will be used in the net profit row on the new report.

If you don't enter a net income/loss source, the net income/loss amount in a net profit row will be calculated using the account range, account category, beginning balance range, beginning balance category, and prior period adjustment rows that you can include in the report layout.

To create a new report:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Choose New. The Advanced Financial Report Definition window will open.



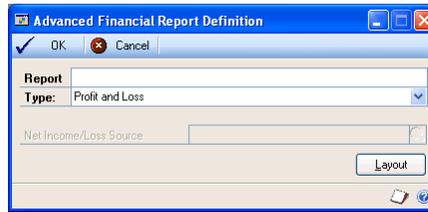
3. Enter a report name and select a report type.
4. Choose Layout to open the Advanced Financial Report Layout window to define the new report.
5. Enter header, footer, column, and row information for your report.
6. Choose File >> Save to save your changes.

Modifying reports

You can copy existing reports and modify them to meet your specific business needs, or you can copy a report to analyze how to set up a new report.

To modify an existing report:

1. Open the Advanced Financial Reports window. (Reports >> Financial >> Advanced Financial)
2. Highlight the report name and choose Open. The Advanced Financial Report Definition window opens, displaying information about the report.

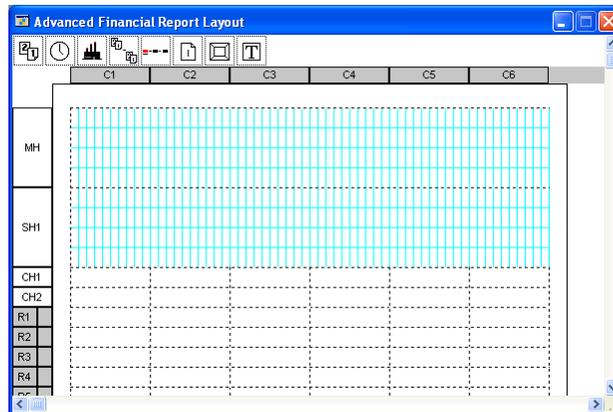


3. You can change the report type, if needed.



You can change the report type, but we recommend that you use the report type that appears in the window.

4. Choose Layout to open the Advanced Financial Report Layout window.



5. Make changes in the window, as needed.

You can change information for headers, footers, rows, and columns. You also can add calculated fields to the report.



Refer to [Chapter 2, "Advanced Financial Report Layout window,"](#) for more information about the options available in the Advanced Financial Report Layout window. Refer to [Chapter 9, "Customization,"](#) for more information about customizing reports.

6. When you've finished making changes, choose File >> Save to save the report.

Chapter 4: Headers and footers

Headers and footers are used to add information to the tops and bottoms of pages and will be printed on the pages you specify. You can use the information in this chapter to define headers and footers for your report or financial statement.

This information is divided into the following sections:

- [Defining header and footer areas](#)
- [Modifying text in headers and footers](#)
- [Header and footer printed appearance](#)

Defining header and footer areas

Your first step in modifying a new financial statement or creating a new report is to select the number and location for the headers and footers. Use the Financial Page Definition window to define header and footer areas. You can define a main header, a main footer, and up to five subheaders and subfooters. You also can define up to six lines of column headers.

If you're modifying a financial statement created in the Quick Financial Setup window, the system date, company name, page number, report name, account range, period range, and two lines of column headers will be displayed in the main header and subheader. You can change the information in these fields or delete it.

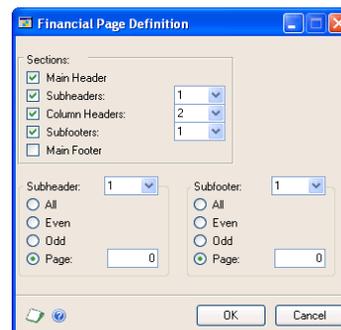
Not all of the definitions you make for headers and footers will appear on the screen. Many of the types of definitions are displayed only when you print the reports and financial statements. For more information, refer to [Description column format](#) on page 52.



Before beginning this procedure, you should have chosen the report to modify and opened it in the Advanced Financial Report Layout window. Refer to [Modifying reports](#) on page 19 for more information.

To define header and footer areas:

1. Open the Advanced Financial Reports Layout window for the report you're modifying.
2. Choose a header or footer ID, such as MH (Main Header), to open the Financial Page Definition window.



3. Select the elements to include on your report—main header, subheaders, column headers, subfooters, and main footer. You can select the number of subheaders, column headers, and subfooters from the list.



A main header, one subheader, and two lines of column headers will appear as default entries for all reports.

Each subheader or subfooter you select will be represented by a number in the Subheader and Subfooter lists. The number will indicate the position of the subheader or subfooter on the report.

4. Select subheader and subfooter numbers to indicate which pages the subheader or subfooter should appear on—all pages, even or odd numbered pages, or a specific page. If you don't specify where a subheader or subfooter should appear, it will appear on all pages.
5. Choose OK to save your changes and close the Financial Page Definition window.

The headers and footers you've selected will be displayed in the Advanced Financial Report Layout window, and the grid will be displayed in the header and footer. Choose Options >> Grid to hide it.

6. Use icons in the tool palette to define the headers and footers. For example, you can drag the clock icon to the header area to add the system time to the header or footer of your report.

For more information about using the tool palette, refer to [Advanced Financial Report Layout tool palette](#) on page 12.

7. If needed, change the text labels for the fields you've added to the headers and footers. Refer to [Modifying text in headers and footers](#) on page 22 for more information.
8. Choose File >> Save to save your changes.

Modifying text in headers and footers

When you've positioned fields in the headers and footers of your report, you can change the information and add text to the fields.

To add text that will appear to the left of a field, in place of the word "Text" in each format, you can open a window that corresponds with the field and enter text.



Before beginning this procedure, you should have opened the report you're modifying in the Advanced Financial Report Layout window, and added one or more fields to the headers or footers of the report.

To modify text in headers and footers:

1. In the header or footer area of the Advanced Financial Report Layout window, double-click the field that has the label you want to change.

For example, if you add the Time field to the header of your report and then double-click the Time field in the Advanced Financial Report Layout window,

the Time Format window opens. You can use that window to modify the label for the time field.

Different windows will open, depending on the field you double-click. Refer to the table for more information.

Field	Window
System Date	Opens the Date Format window, where you can edit the text label for the date field in the headers or footers of your report.
System Time	Opens the Time Format window, where you can edit the text label for the time field in the headers or footers of your report. Time information is displayed in hours, minutes, and seconds, and is determined at the time of printing the report.
Company Name	Opens the Company Name Format window, where you can edit the text label for the company name field in the headers or footers of your report.
Period Range	Opens the Period Range Format window, where you can edit the text of the field. You also can select the format of the period range information, including a single-period or double-period format. The single-period format is the default setting. The period range is determined by the periods you've included in the report columns.
Account Range	Opens the Account Range Format window, where you can select one of six formats for the account range. You might use this field in a header for a department or divisional financial statement. If you select a format that uses segment numbers, your selections in the Ranges field in the Financial Statement Report Options window will be entered in place of <Seg Number> when you print the report. Your selection in the Segment field in the Account Range Format window will determine which segment number will be used. The description of the segment will be used if you've entered one in the Account Segment Setup window. If you haven't entered a segment description, the segment number will be used. For example, if you've defined segment 100 as North Store, "North Store" will be printed. If you haven't entered a description, "100" will be printed. If you select a format that uses segment IDs, you also can enter text that will appear in place of the word "text" in each format. The Segment Number format (Text <Seg Number>) will be the default format when you use an Account Range field in a header or footer.
Page Number	Opens the Page Number Format window, where you can enter text that will appear to the left of the page number.
Picture	Opens the Pictures window, where you can select a picture to include in a header or footer.
Text field	Opens the Text Format window, where you can enter text that will appear in a header or footer.

2. Make your entries in the formatting window that opens.
3. Choose OK to save your changes and close the formatting window.
4. Continue, repeating steps 1 through 3 until you've formatted each field in the header and footer of the report.
5. Choose Save in the Advanced Financial Report Layout window to save your header and footer changes.

Header and footer printed appearance

When you print reports and financial statements, main headers are displayed only on the top of the first page, and main footers are displayed only on the bottom of the first page. Subheaders aren't displayed on the first page, and subfooters aren't displayed on the last page.

Chapter 5: Columns

When you create a new report—or modify an existing financial statement—you must define each column. You also can enter column headers and account range restrictions for columns if you’re creating a departmental or a divisional report.

If you’re modifying a financial statement created in the Quick Financial Setup window, you can add columns for ratios, budgets, or historical information.



It’s easier to define columns before you define rows. However, if you’re planning to use a row in a column calculation, you’ll need to define the row before it can be used in the expression.

This information is divided into the following sections:

- [Overview of column types](#)
- [Space column](#)
- [Account column](#)
- [Description column](#)
- [Period range column](#)
- [Year-to-date column](#)
- [Variable Year-to-Date column](#)
- [User-defined calculation column](#)
- [Text column](#)
- [Entering column information](#)
- [Column headers](#)
- [Entering column headers](#)
- [Account segment restrictions](#)
- [Wildcard characters in segment restrictions](#)

Overview of column types

There are eight types of columns. You can include up to 40 columns on reports and financial statements.

When you select a printer and printer settings, the margins for your report will be set up. To include additional columns, change your printer selections and the margins will adapt accordingly.



To change the printer settings, close the Advanced Financial Report Layout window, change the printer settings, and then reopen the layout window.

Use the Financial Column Definition window to select columns to include on a report. Some column types require that you enter additional information. A description of each column type and additional information you can use to enter column information is discussed. Refer to the following topics:

- [Space column](#) on page 26
- [Account column](#) on page 26
- [Description column](#) on page 26
- [Period range column](#) on page 26
- [Year-to-date column](#) on page 27
- [Variable Year-to-Date column](#) on page 28
- [User-defined calculation column](#) on page 28
- [Text column](#) on page 29

Space column

Space columns appear as blank columns. You can use a blank column to separate other report columns.

Additional information isn't required for space columns. However, if you enter a comment, it will be displayed on the lower status line when you select the column.

Account column

You can use an account column type to include a column of accounts on a financial statement. Accounts from your chart of accounts will appear in the column.

Additional information isn't required for account columns. However, if you enter a comment, it will be displayed on the lower status line when you select the column.

Description column

When you print a report, you can choose to print the row description you've entered in the Financial Statement Report Options window. You also can print account descriptions from the Account Maintenance window.

The information displayed in a description column in the Advanced Financial Report Layout window is not always what will appear on the printed report. If the data in a description column appears in angle brackets (< >), it might change when you print the report. For more information, refer to [Description column format](#) on page 52.

Additional information isn't required for description columns. However, if you enter a comment, it will be displayed on the lower status line when you select the column.

Period range column

A period range column will include the account balance for the selected periods. You can include this column type on a quarterly financial statement to define columns for each quarter using a period range.



If you define rows for beginning balance ranges or beginning balance categories, beginning balances will appear in the cells instead of period balances.

Balance For Mark Year or Budget to specify if information displayed should be from a current year, a historical year, or from a budget. If you select a historical year, a current year, or a budget, enter a year or a budget ID.

Period and To Select Current Period or Other Period. If you select Other Period, enter a starting period and an ending period.



If you include a period range column on a Balance Sheet, balances from the beginning of the fiscal year to the end of the range you select will be printed in place of the period range. Balance Sheets and Statements of Retained Earnings always calculate balances from the beginning of a fiscal year.

Rounding Method Select a rounding amount—None, One, Hundreds, Thousands, or Millions. Amounts will be rounded accordingly.

Display Mark Thousands Separator if the symbol that separates thousands should appear in numerical values and mark Symbol if a percent sign or a currency symbol should appear in the cells in the column. You also must select the type of symbol to use.



For intersecting rows and columns, a currency symbol will appear only in the cells where you've selected the currency symbol in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, "Formats."](#)

Ranges button Choose Ranges if amounts for specific account segments should appear in the column. The Account Segment Ranges window will open. Refer to online help for more information about the Account Segment Ranges window.

Comment If you enter a comment, it will be displayed on the lower status line when you select the column.

Year-to-date column

A year-to-date column based on the user date can be used on any financial statement to show year-to-date balances for accounts.



If you define rows for beginning balance ranges or beginning balance categories, beginning balances will appear in the cells instead of year-to-date balances.

Balance For Mark Year or Budget to specify if information displayed should be from a current year, a historical year, or from a budget. If you select a historical year, a current year, or a budget, enter a year or a budget ID.

Display Mark Thousands Separator if the symbol that separates thousands should appear in numerical values and mark Symbol if a percent sign or a currency symbol should appear in the cells in the column. You also must select the type of symbol to use.



For intersecting rows and columns, a currency symbol will appear only in the cells where you've selected the currency symbol in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, "Formats."](#)

Rounding Method Select a rounding amount—None, One, Hundreds, Thousands, or Millions.

Ranges button Choose Ranges if amounts for specific account segments should appear in the column. The Account Segment Ranges window will open. Refer to help for more information about the Account Segment Ranges window.

Comment If you enter a comment, it will be displayed on the lower status line when you select the column.

Variable Year-to-Date column

If you select Variable Year-to-Date, you also can select an ending period that will determine the account balances of accounts. Each time you print the report you can select a different ending period and use the same report as a basis for creating similar reports with different ending periods.



If you define rows for beginning balance ranges or beginning balance categories, beginning balances will appear in the cells instead of variable year-to-date balances.

Balance For Mark Year or Budget to specify if information displayed should be from a current year, a historical year, or from a budget. If you select a historical year, a current year, or a budget, enter a year or a budget ID.

Display Mark Thousands Separator if the symbol that separates thousands should appear in numerical values and mark Symbol if a percent sign or a currency symbol should appear in the cells in the column. You also must select the type of symbol to use.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, "Formats."](#)

To Select Current Period or Other Period. If you select Other Period, you must enter an ending period.

Rounding Method Select a rounding amount—None, One, Hundreds, Thousands, or Millions.

Ranges button Choose Ranges if amounts for specific account segments should appear in the column. The Account Segment Ranges window will open. Refer to online help for more information about the Account Segment Ranges window.

Comment If you enter a comment, it will be displayed on the lower status line when you select the column.

User-defined calculation column

If you select user-defined calculation, you can enter a calculation using columns, rows, constants, or unit accounts. You can use a user-defined calculation column to add columns for ratios, variances, or conversions.

To Select Current Period or Other Period. If you select Other Period, you must enter an ending period.

Rounding Method Select a rounding amount—None, One, Hundreds, Thousands, or Millions.

Balance For Mark Year or Budget to specify if information displayed should be from a current year, a historical year, or a budget. If you select a historical year, a current year, or a budget, enter a year or a budget ID.

Display Mark Thousands Separator if the symbol that separates thousands should appear in numerical values and mark Symbol if a percent sign or a currency symbol should appear in the cells in the column. You also must select the type of symbol to use.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, "Formats."](#)

Expression You can enter a calculation using the Financial Column Expression Entry and Financial Row Expression Entry windows, the unit accounts lookup list, and the mathematical symbols in the Financial Column Definition window.

For more information about entering a calculation, refer to [Chapter 7, "Calculations."](#)

Comment If you enter a comment, it will be displayed on the lower status line when you select the column.

Text column

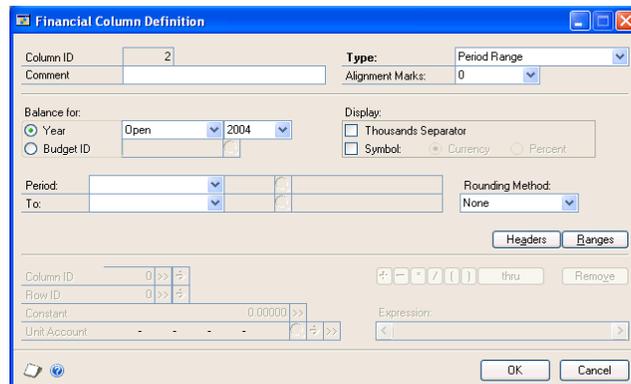
The text you enter in the Text field will be displayed in the column. The text will appear where the intersecting rows are defined as account range, account category, beginning balance range, beginning balance category, and prior period adjustment. For more information, refer to [Chapter 8, "Formats."](#)

Entering column information

Use the Financial Column Definition window to select and define column headers for a financial statement or report. For more information about the column types you can use, refer to [Overview of column types](#) on page 25.

To enter column information:

1. Open the Advanced Financial Report Layout window. (Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select a column ID to open the Financial Column Definition window.



3. Select a column type in the Type field and enter required information.

4. Choose OK to save your changes. The Advanced Financial Report Layout window will be displayed.
5. Choose File >> Save to save the report.

Column headers

Use the following information about each header format as a guide when you enter headers in the Column Header Format window. The text that you enter will appear in place of the terms displayed in brackets < > in the Advanced Financial Report Layout window.

Text You can enter text that will appear in place of the word “Text” in the layout window. To enter two words, such as “Sales Ratio” on two lines, define a text column header and enter “Sales,” and choose Insert. Then define another text column header, enter “Ratio,” and choose Insert.

Text <Historical Year> You can enter text in the first Text field and the historical year you’ve selected in the Financial Column Definition window will appear in place of <Historical Year>. For example, if you enter “For” and select 2001 as the historical year, the header would appear as “For 2001.”

Text <Budget ID> You can enter text in the first Text field, and the budget ID you’ve selected in the Financial Column Definition window will appear in place of <Budget ID>. For example, if you enter “Budget values from” and select Budget 1 as the budget ID, the header would appear as “Budget values from Budget 1.”

Text <Period> You can enter text in the first Text field, and the ending date for the period you selected in the Financial Column Definition window will appear in place of <Period>. For example, if you enter “As of” and select Period 6 as the starting and the ending period, the header would appear as “As of 6/30/01” if the fiscal-year periods follow a calendar year.

Text <Beginning Period> Text <Ending Period> You can enter text in the first and second Text fields. The text you enter, the starting date of the period you select in the Financial Column Definition window, and the ending date you select will be displayed.

Text <Seg Number> You can enter text in the first Text field, and the account segment restriction you select for the column in the Account Segment Ranges window will appear in place of <Seg Number>. The account segment you select in the Segment field in the Account Range Format window will determine which segment number will be used. For example, if you enter “Segment” as the text and select segment 100 to 200 as the account restriction, the header would appear as “Segment 200.”

Text <Seg ID> You can enter text in the first Text field and select an account segment. For example, if you enter “For accounts representing” as the text and select the account segment representing Division, the header would appear as “For accounts representing Division.”

Text <Seg ID> <Seg Number> You can enter text in the first Text field and select an account segment. The account segment you select for the column in the Account Segment Ranges window will appear in place of <Seg Number>. For example, if you enter “For” as the text and select Division and segment 100 to 200, the header would appear as “For Division 200.”

Text <Beginning Seg Number> Text <Ending Seg Number> You can enter text in the first and second Text fields and select an account segment. The starting account segment restriction you select for the column in the Account Segment Ranges window will appear in place of <Beginning Seg Number> and the ending account segment restriction you select will appear in place of <Ending Seg Number>. Your selection in the Segment field in the Account Range Format window will determine which segment number will be used. The segment description will be used if you’ve entered one in the Account Segment Setup window. If you haven’t entered a segment description, the segment number will be displayed. For example, if you enter “For,” “To,” Division, and 200 to 300, the header would appear as “For 200 to 300.”

Text <Seg ID> <Beginning Seg Number> Text <Ending Seg Number> You can enter text in the first and second Text fields and select a format using a segment ID and segment numbers. The starting account segment restriction you select for the column in the Account Segment Ranges window will appear in place of <Beginning Seg Number> and the ending account segment restriction you select will appear in place of <Ending Seg Number>. The segment description will be used if you’ve entered one in the Account Segment Setup window. If you haven’t entered a segment description, the segment number will be displayed. For example, if you enter “For,” “To,” Location, and 200 to 500, the header would appear as “For Location 200 to 500.”

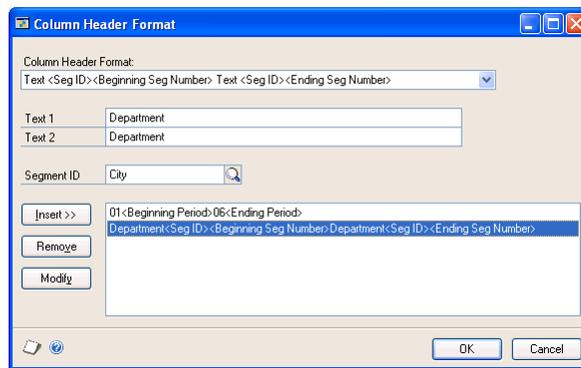
Text <Seg ID> <Beginning Seg Number> Text <Seg ID> <Ending Seg Number> You can enter text in the first and second Text fields and select an account segment. The starting account segment restriction you selected for the column in the Account Segment Ranges window will appear in place of <Beginning Seg Number>, and the ending account segment restriction you’ve selected will appear in place of <Ending Seg Number>. The segment description will be used if you’ve entered one in the Account Segment Setup window. If you haven’t entered a segment description, the segment number will be displayed. For example, if you enter “For,” “To,” Department, and 100 to 400, the header would appear as “For Department 100 to Department 400.”

Entering column headers

Use the Column Header Format window to enter column headers that identify the values entered in each column.

To enter column headers:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select a header and open the Financial Column Definition window.
(Definition >> Column)
3. Choose Headers. The Column Header Format window will open.



4. Select a header format from the list and enter text or select an account segment that will be substituted for <Seg ID> in the column header type.



If you've opened a financial statement created in the Quick Financial Setup window, column headers will already have been defined. You can enter column headers only for any new columns or change the column headers for existing columns.

5. Choose Insert and the header will appear below the highlighted column header in the list.
6. Define other headers and insert them into the list.
7. To modify a header, highlight the line and change the header format, text, or segment. Choose Modify.
8. Choose OK to save your changes.

Account segment restrictions

You can use the Account Segment Ranges window to enter segment restrictions for accounts to include in Period Range, Year-to-Date, Variable Year-to-Date, or Beginning Balance column types. The following information describes how to specify a range of account segments for budget calculations or report columns.

For example, to create a departmental or divisional Profit and Loss Statement, you could enter the following segment restrictions to restrict the accounts that will be included to those for a single department or division.

Column 1	Description
Column 2	Period range of Period 1 to Period 1; Account segment range of Department 100 to 100.
Column 3	Period range of Period 1 to Period 1; Account segment range of Department 200 to 200.
Column 4	Period range of Period 1 to Period 1; Account segment range of Department 300 to 300.
Column 5	User-defined calculation to total the three periods. You'd enter this calculation: C2 + C3 + C4.

The information in the Profit and Loss Statement would look like this:

Description	Department 100 Period
Sales	\$1,351,974.32
Sales Returns and Discounts	\$64,380.56
Cost of Goods Sold	\$561,501.29

Description	Department 200 Period
Sales	\$908,875.68
Sales Returns and Discounts	\$58,528.23
Cost of Goods Sold	\$498,159.77

Description	Department 300 Period
Sales	\$211,125.12
Sales Returns and Discounts	\$5,852.21
Cost of Goods Sold	\$560.41

Description	All Departments Period
Sales	\$2,471,975.12
Sales Returns and Discounts	\$128,761.00
Cost of Goods Sold	\$1,060,221.47

Wildcard characters in segment restrictions

You can save time when you're entering segment restrictions for a column by using wildcard characters in the Account Segment Ranges window. Wildcard characters indicate that any character can be substituted in that position.

To enter wildcard characters in a range restriction for a segment ID, replace the characters in the restriction with question marks. For example, if your company uses a three-segment account format of three characters each, your entry might look like this: 100-??-000

All accounts that have 100 as the first segment and 000 as the third segment would be included on the report.

You also can use wildcard characters in the Account Segment Ranges window to define a range of accounts. For example, if your company uses the first account segment to represent divisions, you could enter ranges to select different combinations of divisions using wildcard characters. If you enter From ?00 to 200, your entry in the Account Segment Ranges window would include all accounts for the divisions with segments that end in 00 and are equal to or smaller than 200.

Chapter 6: Rows

If you're creating a new report using Advanced Financial Analysis, you'll need to define each row. You can define a row as a page break, total, account range or category, beginning balance range or category, net profit, or an underline.

If you're modifying a report created in the Quick Financial Setup window, you can add rows to include summary totals, prior period adjustments, single or double underlines, or headers. If rows on financial statements created in the Quick Financial Setup window already have rows defined, you'll need to define new rows only. You also can make changes to existing rows.

This information is divided into the following sections:

- [Overview of row types](#)
- [Space row](#)
- [Account range row or beginning balance row](#)
- [Account category or beginning balance category row](#)
- [Total row](#)
- [Rounding difference row](#)
- [Net profit row](#)
- [Prior period adjustment row](#)
- [Header row](#)
- [Single or double underline row](#)
- [Page break row](#)
- [Entering row information](#)
- [Using wildcard characters in a row](#)
- [Marking rows for rollups](#)

Overview of row types

There are 14 types of rows you can use on reports and financial statements, and you can include an unlimited number of rows on them. Depending on the row type you select to define, you might need to enter additional row information. A description of each row type and additional information you can use to enter row information in the Financial Row Definition window is discussed.

Refer to the following topics for more information.

- [Space row](#) on page 35
- [Account range row or beginning balance row](#) on page 36
- [Account category or beginning balance category row](#) on page 37
- [Total row](#) on page 39
- [Rounding difference row](#) on page 40
- [Net profit row](#) on page 41
- [Prior period adjustment row](#) on page 42
- [Header row](#) on page 42
- [Single or double underline row](#) on page 43
- [Page break row](#) on page 43

Space row

Space rows will be blank on a report. You can add a blank row between groups of accounts, such as current assets and fixed assets.

Account range row or beginning balance row

You can use account range rows or beginning balance range rows to define rows that will include balances for a range of accounts. Account range rows will include amounts for the account range you specify. Use a beginning balance range row type to include the beginning balances for a range of accounts.

If you select a beginning balance range row and you're printing a report for the first month of the fiscal year, the beginning balance amount will be drawn from the beginning balance period in the Account Summary window. When you print a report at any other time during the year, the beginning balance will be calculated through the end of the starting period you've entered. For example, if the fiscal year follows the calendar year and you've set up 12 fiscal periods, the beginning balance will be drawn from the Account Summary window if you enter Period 1 as the starting period. If you enter Period 7 as the starting period, the beginning balance will be calculated through the end of June.



If you later define columns for year-to-date amounts, variable year-to-date amounts, or period balances, beginning balances will appear in a row defined as a beginning balance range row type, instead.

When you print a financial statement that contains an Account Range or Beginning Balance Range row, you can select detail (the amounts for each account in the range will appear on a separate line), or summary (the total of all accounts in the range will appear in a single row).

Description You can enter a row description such as "Sales accounts" and it will appear on the lower status line when you select the row. If a description column is included, the row description also will appear in angle brackets (< >) in the cell where the description column and the row intersect. When the data appears in angle brackets, it might change when the report is printed. If you don't enter a row description, the cell where the description column and the row intersect will appear as <Account Range> or <Beginning Balance Range>.

When you print a summarized financial statement, you can select to print the row description or the account description that was entered in the Account Maintenance window for the first account in the range. Printing a detailed financial statement and the account descriptions will be used.

Account You can enter a beginning and ending account to indicate a range of accounts. There are two options for entering accounts—entering each account in a separate row or entering a range of accounts in a single row. If you enter accounts in ranges, there will be fewer rows in the report and it will be printed more quickly.

For example, you might have the following four accounts:

- 000-1100-00
- 000-1101-00
- 000-1120-00
- 000-1130-00

Four rows can be entered where the same account as the beginning and ending account was entered. A single account would be included in each row.

You must define rows for each of the other three accounts. You also can enter a range of accounts in the row.

When you print the financial statement in detail, each of the four accounts in the range will appear on a separate line. If you print in summary, the sum of the amounts of the four accounts in the range will appear in a single row.

To enter a range that includes all remaining accounts or that will include accounts added in the future, enter uppercase Zs in the ending account. For example, you can enter ZZZ-1130-ZZ. Numbers appear before letters in a range, so 1 would come before C.

Cash Flow Section You can select Statement of Cash Flows as your report type and then specify how the amounts for the accounts in the section will be calculated. Select one of the following sections of the Statement of Cash Flows:

- Operating – The operating section contains transaction amounts for acquiring, selling and delivering goods for sale, along with providing services.
- Investing – The investing section includes transaction amounts related to loans and collecting on those loans, acquiring and selling investments, and acquiring and selling property and equipment.
- Financing – The financing section includes transaction amounts for obtaining resources from owners and providing owners with a return on their investments, along with obtaining resources from creditors and repaying the amounts that have been borrowed.

Currency Symbol You can select to print a currency symbol on all amounts, the first amount, or no amounts. Currency symbols will appear accordingly on a detailed report. If you select All Amounts or First Amount and print a summarized report, the amounts in the row will include currency symbols. If you select None and print either a detailed or a summarized report, currency symbols won't be displayed.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, "Formats."](#)

Account category or beginning balance category row

You can use Account Category rows or Beginning Balance Category rows to define rows that will include the balances for all accounts assigned to the selected category.

Account Category rows include the amounts for all accounts assigned to the Cash category. Beginning Balance Category rows include the beginning balances of all accounts in the Inventory category. You can print the financial statement in detail (the amounts for each account in the category will appear on a separate line), or summary (the total of all accounts in the category will appear in a single row).



If you define rows using account categories, any new accounts you add to the category will be included automatically on the report.

If you select a Beginning Balance Category row and you're printing a report for the first month of the fiscal year, the beginning balance amount will be drawn from the Beginning Balance period in the Account Summary window. You can print a report at any other time during the year, and the beginning balance will be calculated through the end of the starting period you've entered. For example, if the fiscal year follows the calendar year and you've set up 12 fiscal periods, the beginning balance

will be drawn from the Account Summary window if you enter Beginning Balance as the starting period. Enter Period 7 as the starting period, and the beginning balance will be calculated through the end of June.



If you later define columns for year-to-date amounts, variable year-to-date amounts, or period balances, beginning balances will appear in the beginning balance category row of the column instead.

Description You can enter a row description or accept the account category as the default. The row description will appear on the lower status line when you select the row. You can include a description column, and the row description also will appear in angle brackets (< >) in the cell where the description column and the row intersect. When the data appears in angle brackets, it might change when the report is printed. If you don't enter a row description, the cell where the description column and the row intersect will appear as <Account Category> or <Beginning Balance Category>.

When you print a summarized financial statement, you can select to print the row description or the account description that you entered in the Account Maintenance window for the first account in the category. If you print a detailed financial statement, the account description for each account will be used.

Category You can enter or select an account category. The row will include the balances of all accounts in the selected category.

Cash Flow Section You can select Statement of Cash Flows as your report type and then specify how the amounts for the accounts in the section will be calculated. Select one of the following sections of the Statement of Cash Flows:

- Operating – The operating section contains transaction amounts for acquiring, selling, and delivering goods for sale, along with providing services.
- Investing – The investing section includes transaction amounts related to loans and collecting on those loans, acquiring and selling investments, as well as acquiring and selling property and equipment.
- Financing – The financing section includes transaction amounts for obtaining resources from owners and providing owners with a return on their investments, along with obtaining resources from creditors and repaying the amounts that have been borrowed.

Currency Symbol You can select to print a currency symbol on all amounts, the first amount, or no amounts. Currency symbols will appear accordingly on a detailed report. If you select All Amounts or First Amount and print a summarized report, the amounts in the row will include currency symbols. If you select None and print either a detailed or a summarized report, currency symbols won't be displayed.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, "Formats."](#)

Total row

You can select Total as the row type and enter a calculation using other rows. Use this row type to enter a calculation that will total previously defined rows.

Description You can enter a row description such as “Total Sales.” The row description will appear on the lower status line. Include a description column, and the row description also will appear in the cell where the description column and the row intersect. For more information, refer to [Chapter 8, “Formats.”](#)

Typical Balance You can mark Debit or Credit, depending on the typical balance of the row. For example, the typical balance for asset accounts would be a debit, and the typical balance for liability accounts would be a credit. If the actual balance of the row is different than the typical balance you’ve selected, the amount will appear as a negative amount.

Currency Symbol You can select to print a currency symbol on all amounts, the first amount, or no amounts. If you select All Amounts or First Amount, the amounts in the row will include currency symbols. If you select None, currency symbols won’t appear.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, “Formats.”](#)

Expression You can include an unlimited number of rows that contain totaling expressions on a single report. You can create lengthy financial statements with an unlimited number of nested totals.

You can enter a totaling expression in the Financial Row Definition window by using the buttons in the Totaling Expression section of the window shown in the following illustration.

The screenshot shows a software interface for defining a row. At the top, there is a 'Row ID' field containing the number '0', followed by a right-pointing arrow and a double-right-pointing arrow. To the right of these is a '+' button and a 'thru' button. Below this is an 'Expression:' label followed by a text input field with left and right arrow buttons. To the right of the input field is a 'Remove' button.

You can open the Financial Row Expression Entry window, where you can select rows for use in the calculation. In the Financial Row Expression Entry window, select only rows above the row that is being defined. For example, if Row 4 is being defined, only rows 1, 2, and 3 can be used in the expression.

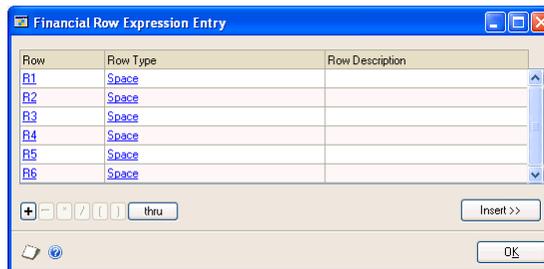
If you know which rows to include in your calculation and don’t need to select them in the Financial Row Expression Entry window, enter a row number and select the row insertion button (») next to your entry. As you make selections, the expression will appear.

A calculation can have up to 100 tokens or items. Parentheses are not counted. The digits representing row IDs count as a single token. For example, this expression (R2 + R3) contains three tokens: R2, +, and R3. For more information about calculation, refer to [Chapter 7, “Calculations.”](#)

You can use a totaling row on a financial statement to total the Current Assets section of a Balance Sheet. For example, if Row 15 contains amounts from the Cash account category, row 16 contains Accounts Receivable amounts, and row 17 contains Inventory amounts, the calculation you can enter to determine total current assets on a Balance Sheet would be rows 15 through 17.

To enter the expression described above, open the Financial Row Expression Entry window. Highlight row 15 and choose Insert. Choose Thru, then highlight row 17, and choose Insert. Choose OK to redisplay the Financial Row Definition window.

The following illustration shows where to make entries in the Financial Row Expression Entry window.



If you know which rows to include in the calculation and don't need to select them from the Financial Row Expression Entry window, enter the expression without using the Financial Row Expression Entry window, as shown below.



Enter 15 in the field next to the row expansion button and then choose Insert. Choose Thru and then enter 17 in the field next to the row expansion button. Choose Insert.

Rounding difference row

If you select to round column amounts, you can enter a rounding difference row. This row will be used to record the difference between the actual amounts and the rounded amounts.

We recommend defining a rounding difference row directly below a totaling row. Enter the same expression for both the rounding difference and the totaling rows. The rounding difference will appear in the rounding difference row, and the total will appear in the totaling row. Enter a third row that will calculate the actual total, the sum of the rounding difference, and the totaling rows.

Description You can enter a row description, such as "Rounding Difference." The row description will appear on the lower status line when you select the row and in the cell where the description column and the row intersect.

Currency Symbol You can select to print a currency symbol on all amounts, the first amount, or no amounts. If you select All Amounts or First Amount, the amounts in the row will include currency symbols. If you select None, currency symbols will never appear in the row.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, “Formats.”](#)

Expression You can enter an expression using the row lookup list and the mathematical symbols in the Financial Row Definition window. The amount displayed will be the rounding difference of the calculation, not the total of the expression.

For example, you can define account category rows for Cash, Accounts Receivable and Inventory. Then you can define a Total Current Assets row and choose to round the year-to-date column.

You can add a row for the rounding difference below the Total Current Assets row. Enter the same calculation in both the total and rounding difference rows. The total row would display the total and the rounding difference row would display the difference that was disregarded in the calculation due to rounding.

Net profit row

A row designated as net profit will include net income or net loss amounts from the Profit and Loss Statement you select in the Advanced Financial Report Definition window if the report is a Balance Sheet, Statement of Retained Earnings, or a Statement of Cash Flows. If the report is a Profit and Loss Statement, the net profit will be calculated using the account range, account category, beginning balance range, beginning balance category, and prior period adjustment rows included above the net profit row.

If you create a report other than a Profit and Loss Statement, a net profit row is not required. However, you can include a net profit row. If you enter a net income/loss source in the Advanced Financial Report Definition window, the net income/loss amount from that report will be used in the net profit row on the report. If you do not enter a net income/loss source, the net income/loss will be calculated using the account range, account category, beginning balance range, beginning balance category, and prior period adjustment rows included above the net profit row. The Profit and Loss Statement must be printed prior to printing the Balance Sheet to prevent a zero net profit from pulling into the Balance Sheet.



To use a Profit and Loss Statement that was created or edited using Advanced Financial Analysis as the basis for the net profit on another statement, such as a Balance Sheet, you'll need to include a net profit row to designate the row that should be used for the net profit on the second statement.

Description You can enter a row description such as “Net Profit.” The row description will appear on the lower status line when you select the row and in the cell where the description column and the row intersect.

Typical Balance You can mark either Debit or Credit. A net profit row typically has a credit balance if you expect the income of your business to increase this year. If the actual balance of the row is different than the typical balance you select, the amount will appear as a negative amount.

Currency Symbol You can select to print a currency symbol on all amounts, the first amount, or no amounts. If you select All Amounts or First Amount, the amounts in the row will include currency symbols. If you select None, currency symbols will never appear in the row.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, “Formats.”](#)

Prior period adjustment row

You can use this row type to enter and save a prior period adjustment. Prior period adjustments typically are used on a Statement of Retained Earnings to show an adjustment to the beginning balance of one or more retained earnings accounts.

Description You can enter a row description. The row description will appear on the lower status line when you select the row. You can include a description column, and the row description will appear in angle brackets (< >) in the cell where the description column and the row intersect. When the data appears in angle brackets, it might change when the report is printed. If you don't enter a row description, the cell where the description column and the row intersect will appear as <Prior Period Adjustment>.

Currency Symbol You can select to print a currency symbol on all amounts, the first amount, or no amounts. Currency symbols will appear accordingly.



For intersecting rows and columns, a currency symbol will appear only in the cells where it has been selected in both the Financial Row Definition and Financial Column Definition windows. For more information, refer to [Chapter 8, “Formats.”](#)

Adjustments You can choose to open the Prior Period Adjustment window, where you can enter the description and amount of the adjustment. The description will appear in the column defined as Description and the amount will appear in the first current-year column. Other cells in the row will contain zeros. When you print the financial statement, the prior period adjustment row will be printed in detail and will display each prior period adjustment on a separate line, no matter what the selected level of detail is.

Header row

You can use this row type to enter a header within the body of a report. For example, you can use this row type to enter an “Assets” header for the first section of a Balance Sheet.

Description You can enter text for the header. The header that you enter will appear in the column designated as a description column. If you don't define a description column, the header won't appear on the report. The header will appear on the lower status line when the row is selected.

In the Header row, mark Align Center to center the header over the row.

Single or double underline row

You can define report rows to add single or double underlines. For example, you can place a single underline row either before or after a totaling row or add a double underline row below a grand total. Single or double underlines will appear only in columns with amounts; they won't appear in text columns. If you select Single Underline or Double Underline, additional row information is not needed.

Page break row

The page break row type inserts a page break in the report. Asterisks will appear in the cells of the row, and you can't enter any data. Use page break rows to indicate where new pages of the report should begin. If you select Page Break, you won't need to enter additional row information.



Don't enter page breaks by defining rows because page breaks and printer settings will determine where new pages will begin.

Entering row information

Use the Financial Row Definition window to define an unlimited number of rows in the financial statements and reports.

To enter row information:

1. Open the Advanced Financial Reports window. (Reports >> Financial >> Advanced Financial)
2. Select a report. The Advanced Financial Report Definition window will open.
3. Choose Layout. The Advanced Financial Report Layout window will open.
4. Double-click a row ID to open the Financial Row Definition window.

5. In the Financial Row Definition window, select a row type. For more information about the rows you can define, refer to [Overview of row types](#) on page 35.
6. Choose File >> Save to save the changes.

Using wildcard characters in a row

You can save time when defining a range of accounts in an account range row or a beginning balance row by entering wildcard characters in the starting and ending range in the Financial Row Definition window. Wildcard characters indicate that any character can be substituted in a position.

To use wildcard characters, enter a question mark in place of the characters to replace. For example, if a company uses an account format of three segments of three characters each, an entry might look like this: 100-???-000 to 100-???-000. All accounts that have 100 as the first segment and 000 as the third segment would be included on the report.

You can use wildcard characters in a row to define a range of accounts. If a company uses the second account segment to represent account types, you can enter ranges that include all accounts of a specific account type. For example, assume a company uses three account segments, and the second segment represents the account type. If 5100 is used to designate all accounts for salaries and wages and you entered ???-5100-??? to ???-5122-???, an entry in the Financial Row Definition window would look like the following illustration.

<u>Account</u>	?? -5100 -?? - -	<input type="button" value="Q"/> →	To:	?? -5122 -?? - -	<input type="button" value="Q"/> →
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The row would include all accounts for salaries and wages. The first and last segments would be ignored.

Marking rows for rollups

To roll up the amount from a row into the row directly above it, you can select the rollup marking area in the row ID area in the Advanced Financial Report Layout window. If you also mark the row above the row being marked, the rollup will continue to the next above row that is not marked to roll up.



Only rows defined as account ranges, account categories, beginning balance ranges or beginning balance categories can be marked to roll up.

You can print a report with detail, detail with rollups, summary, summary with rollups, or no detail.

- If you select Detail, separate rows will be printed for each account in a range or category, and any rollup marks included will be ignored.
- If you select Detail With Rollups, a detailed report will be printed with your own levels of summary indicated by the rollups.
- If you select Summary, a summarized financial statement will be printed where the amounts from an account range or category will appear in a single row.
- If you select Summary With Rollups, a summarized report with modifications will be printed. This means the summarized account range and category rows might be rolled up.

Chapter 7: Calculations

You can set up calculations based on the information contained in a report and the totals of the calculations will be printed on reports. You can use simple calculations, such as adding two values, or define more complex calculations.

This information is divided into the following sections:

- [Columns in calculations](#)
- [Rows in calculations](#)
- [Constants in calculations](#)
- [Unit accounts in calculations](#)
- [Combined calculations](#)
- [Entering calculations](#)

Columns in calculations

To include columns for current year-to-date balances on a financial statement—such as a Profit and Loss Statement—a column must be defined to calculate the variance.

For example, if column 2 contains the current year-to-date amounts and column 3 contains the previous year-to-date balances of the previous year, the variance calculation— $C2 - C3$ —must be entered in column 4.

Rows in calculations

To include information such as a sales ratio based on net sales for the current period on a report, define a net sales row, a column for the current period, and a column to calculate the sales ratio percentage.

For example, if row 5 contains the net sales total and column 2 contains the current-period balances, the calculation would be $(C2/R5) * 100$. Multiply the quotient of C2 and R5 by 100 in order to convert the decimal to a percentage.



If you include a row in the calculation, you can enter only the total, rounding difference, and net profit rows you've already defined using the Financial Row Definition window.

Constants in calculations

To create a financial statement that displays the amounts in thousands, the calculation must divide the columns by the constant 1,000.

For example, you can set up the report using the Quick Financial Setup window, then add user-defined columns where each column is divided by 1,000. Then hide the original columns so only the columns where the balances are shown in thousands are displayed.

The following Balance Sheet includes user-defined columns divided by 1,000.

Column	Text
Column 1	Description column
Column 2	Year-to-date column for the current year (hidden)
Column 3	User-defined calculation column dividing column 2 by 1,000: C2/1,000
Column 4	Year-to-date column for a historical year (hidden)
Column 5	User-defined calculation column dividing column 4 by 1,000: C4/1,000

The hidden columns would contain these amounts:

Column 2	Column 4
Year-to-date balances	Historical year-to-date balances
\$123,737.63	\$104,150.34
\$16,975.28	\$17,355.23
\$1,733,340.98	\$1,645,318.27

Therefore, the report would only show columns 1, 3, and 5. They are the columns that are user-defined.

Unit accounts in calculations

A unit account tracks statistical or non-financial quantities, such as the number of customers with past-due balances, the number of invoices generated over a specific period of time, or administrative expense per employee.

To create a report that shows administrative expense per employee with columns for current-year balances for all administrative expense accounts and the administrative expense per employee, you can define rows for all the administrative expense accounts and use the unit account for the total number of employees in the calculation. If column 2 contains the current-year balances for all expense accounts and 000-9100-00 is the unit account for the total number of employees, the calculation that must be entered is C2/000-9100-00.

When you include an account in the calculation, you can enter a starting period and an ending period to determine the balance of the account and whether you will use current year, historical year, or budget amounts. If a historical year, a current year, or a budget is being used, you must enter a year or a budget ID.

Combined calculations

You can create a report that uses a combination of column, row, unit account, and constant definitions. To create a report that shows administrative expenses per employee in thousands of dollars, include columns for the description, period ranges for each period, and the total of all periods.

The following descriptions and tables show how to set up the report.

You should define rows for all the administrative expense accounts. Use the unit account for the total number of employees, 000-9100-00, in the calculation. Set up the following columns:

Column	Description
Column 1	Description
Column 2*	Period Range of Period 1 to Period 1
Column 3	User-defined calculation dividing column 2 by 1,000: C2/1,000
Column 4*	Period Range of Period 2 to Period 2
Column 5	User-defined calculation dividing column 4 by 1,000: C4/1,000
Column 6	User-defined calculation adding columns 2 and 4. Divide by 1,000: (C2 + C4)/1,000
Column 7	User-defined calculation adding columns 2 and 4, and dividing the sum by the unit account. Then divide by 1,000: ((C2 + C4)/000-9100-00)/1,000
* Hidden columns	

The header and row information for the hidden columns (Column 2 and Column 4) might have the following values:

Column 2	Column 4
Period 1 balances	Period 2 balances
\$10,025.23	\$9,089.34
\$20,352.78	\$30,621.86
\$10,657.10	\$10,594.96

The report might look like this:

Column 1	Column 3	Column 5	Column 6	Column 7
Description	Period 1 in thousands	Period 2 in thousands	Total in thousands	Administrative Expense per employee in thousands
Supplies/Rental	\$10.03	\$9.09	\$19.11	\$1.59
Supplies/Hardware	20.35	30.62	50.97	4.25
Supplies/Software	10.66	10.59	21.25	1.77

Entering calculations

You can enter column calculations only in a user-defined calculation column. Use the Financial Column Definition and the Financial Column Expression Entry windows to define a column calculation.

Any calculation can have up to 100 tokens, or items. Parentheses are not counted, and digits representing column or row IDs will be counted as a single token. For example, the following expression—(C2 + C3) -R5—contains five tokens: C2, +, C3, -, and R5.

If you include a column in the calculation, you can enter user-defined columns only to the left of the column being defined. For example, to define column 5, the only user-defined columns that can be used in the calculation are columns 1, 2, 3, and 4. Any other financial column you've defined in the expression also can be used. If you are including a row in the calculation, you can enter only total, rounding difference, and net profit rows that have been defined using the Financial Row Definition window.

To enter calculations:

1. Open the Advanced Financial Report Definition window.
(Reports >> Financial >> Advanced Financial)
2. Select a report and choose Open.
3. Select a column in the Advanced Financial Report Layout window.
4. Choose Definition >> Column to open the Financial Column Definition window.
5. Select User-Defined Calculation as the calculation type.
6. Choose the Column ID expansion button to open the Financial Column Expression Entry window, or the Row ID expansion button to open the Financial Row Expression Entry window.
7. Use the Financial Column Expression Entry and Financial Row Expression Entry windows to select columns or rows to use in the calculation. Selections will appear in the Expression field.

Or, if you know which rows and columns to include in your calculation, enter a row or column number, or a constant in the appropriate field, and choose Insert.

8. Choose OK in the Financial Column Expression Entry and Financial Row Expression Entry windows to save changes.
9. Choose File >> Save to save the report.

Chapter 8: Formats

The format of a row or column depends on the format of the column or row that intersects with it.

This information is divided into the following sections:

- [Row and column formats](#)
- [Description column format](#)

Row and column formats

When you create a report, the information displayed in the cells in the Advanced Financial Report Layout window might change depending upon the column types and row types that intersect. Refer to the following tables for more information about the information that appears in the cells when column types and row types intersect.

Column type is Space

Refer to the table for information about the format of the cell when the column type is Space.

Row type	Cell format
Space	Space
Page break	Page break
Single Underline	Space
Double Underline	Space
General Header	Space
Account Range	Space
Account Category	Space
Beginning Balance Range	Space
Beginning Balance Category	Space
Total	Space
Rounding Difference	Space
Net Profit	Space
Prior Period Adjustment	Space

Column type is Text

Refer to the table for information about the format of the cell when the column type is Text.

Row type	Cell format
Space	Space
Page break	Page break
Single Underline	Space
Double Underline	Space
General Header	Space
Account Range	Text
Account Category	Text
Beginning Balance Range	Text

Row type	Cell format
Beginning Balance Category	Text
Total	Space
Rounding Difference	Space
Net Profit	Space
Prior Period Adjustment	Text

Column type is Account

Refer to the table for information about the format of the cell when the column type is Account.

Row type	Cell format
Space	Space
Page break	Page break
Single Underline	Space
Double Underline	Space
General Header	Space
Account Range	Account
Account Category	Account
Beginning Balance Range	Account
Beginning Balance Category	Account
Total	Space
Rounding Difference	Space
Net Profit	Space
Prior Period Adjustment	Space
If you're printing a Balance Sheet or a Statement of Retained Earnings, balances from the beginning of the fiscal year to the end of the range that you've selected are printed in place of the period range.	

Column type is Variable Year-to-Date

Refer to the table for information about the format of the cell when the column type is Variable Year-to-Date.

Row type	Cell format
Space	Space
Page break	Page break
Single Underline	Single line
Double Underline	Double line
General Header	Space
Account Range	Variable Year-to-date amounts
Account Category	Variable Year-to-date amounts
Beginning Balance Range	Beginning balance amounts
Beginning Balance Category	Beginning balance amounts
Total	Total amounts
Rounding Difference	Rounding difference amounts
Net Profit	Net profits amounts
Prior Period Adjustment	Prior period adjustment description*
*Prior period adjustments appear only in the first open year column.	

Column type is Beginning Balance

Refer to the table for information about the format of the cell when the column type is Beginning Balance.

Row type	Cell format
Space	Space
Page break	Page break
Single Underline	Single line
Double Underline	Double line
General Header	Space
Account Range	Beginning balance amounts
Account Category	Beginning balance amounts
Beginning Balance Range	Beginning balance amounts
Beginning Balance Category	Beginning balance amounts
Total	Total amounts
Rounding Difference	Rounding difference amounts
Net Profit	Net profit amounts
Prior Period Adjustment*	Prior period adjustment amounts
*Prior period adjustments appear only in the first open year column.	

Column type is User-Defined Calculation

Refer to the table for information about the format of the cell when the column type is User-Defined Calculation.

Row type	Cell format
Space	Space
Page break	Page break
Single Underline	Single line
Double Underline	Double line
General Header	Space
Account Range	Calculation amounts (\$ or %)
Account Category	Calculation amounts (\$ or %)
Beginning Balance Range	Calculation amounts (\$ or %)
Beginning Balance Category	Calculation amounts (\$ or %)
Total	Calculation amounts (\$ or %)
Rounding Difference	Rounding difference of calculation amounts (\$ or %)
Net Profit	Calculation amounts (\$ or %)
Prior Period Adjustment	Calculation amounts (\$ or %)

Description column format

The information displayed in the description column in the Advanced Financial Report Layout window might not always appear on a printed report. The information displayed is designed to make defining reports easier. If the data in a description column appears in angle brackets (< >) in the Advanced Financial Report Layout window, it changes when the report is printed. The following chart lists the information displayed in a description column and how the information differs from what appears on the printed report.

Row type	Displayed information	Printed information
Space	Space	Space
Page Break	Page break	Page break
Single Underline	Space	Space
Double Underline	Space	Space
General Header	Header (description**)	Header (description**)
Account Range	<Description>** or <Account Range>	Account description*
Account Category	<Description>** or <Account Category>	Account description*
Beginning Balance Range	<Description>** or <Beginning Balance Range>	Account description*
Beginning Balance Category	<Description>** or <Beginning Balance Category>	Account description*
Total	Description**	Description
Rounding Difference	Description**	Description
Net Profit	Description**	Description
Rounding Difference	Description**	Description
<p>*The account description could be the account category, row description, or account description, depending on your selection for the level of printing detail. **Description refers to the row description that you've entered in the Description field of the Financial Row Definition window.</p>		

Chapter 9: Customization

When you're revising reports, you can move information, edit existing columns and rows, insert new columns or rows, or alter the appearance of your report.

This information is divided into the following sections:

- [*Inserting and removing columns or rows*](#)
- [*Copying and pasting report information*](#)
- [*Hiding and displaying columns*](#)
- [*Resizing columns, rows, headers, or footers*](#)
- [*Changing alignment, font, and style*](#)

Inserting and removing columns or rows

When you modify existing reports or create new reports, you can add or delete columns and rows to alter the appearance of your report. Columns and rows can be inserted to add information or white space to a report. To modify columns and rows, use the Advanced Financial Report Layout window.

To insert a column to the left of an existing column:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column located to the right of where the new column should appear.
3. Choose Edit >> Insert to insert the new column.

To insert a column to the right of an existing column:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column located to the left of where the new column should appear.
3. Press TAB to insert the new column.

To insert a row above an existing row:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the existing row below where the new row should appear.
3. Choose Edit >> Insert to insert the new row.

To insert a row below an existing row:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the existing row above where the new row should appear.
3. Press TAB to insert the new column.

To move a column or row:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column or row to move.
3. Choose Edit >> Cut to cut the column or row.
4. Select the column to the left of where the information is to be pasted or the row above where the information is to be pasted.
5. Choose Edit >> Paste to paste the column or row.

To clear a column or a row:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column or row to be cleared.
3. Choose Edit >> Clear to clear the data from the column or row.

To delete a column or a row:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column or row to be deleted.
3. Choose Edit >> Delete to delete the column or row.

Copying and pasting report information

You can move information from one location to another using the Copy and Paste commands. The Copy command duplicates selected information, while the Paste command pastes the copied information at a position you select with your cursor. To copy and paste information, use the Advanced Financial Report Layout window.

To copy and paste row or column information:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column or row to be copied.
3. Choose Edit >> Copy to copy the information.
4. Select the column to the left of where the information is to be pasted or the row above where the information is to be pasted.
5. Choose Edit >> Paste to paste the information.

To copy or paste a header or a footer field:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the field to be copied.
3. Choose Edit >> Copy to copy the header or footer field.
4. Select the location where the new field is to appear. A plus sign appears to mark the location.
5. Choose Edit >> Paste to paste the header or footer field.

Hiding and displaying columns

On many reports, you perform calculations that you do not want to show on the report. You can hide the columns to prevent the calculations from appearing. (You can't hide rows.) To hide columns, use the Advanced Financial Report Layout window.

To hide a column:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column to hide.
3. Choose Options >> Hide to hide the column.

To display a hidden column:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Open the Unhide window.
(Options >> Unhide)
3. Specify the columns to show.

Resizing columns, rows, headers, or footers

The size of headers, footers, columns, and rows appear in the Advanced Financial Report Layout window as they are printed. You can increase or decrease the width of columns, the height of rows, headers, or footers, or the size of fields in the headers and footers. To resize columns, rows, headers, or footers, use the Advanced Financial Report Layout window.



To automatically resize header and footer fields when you change the font or style, mark the [Resize Field in the Character window](#). Refer to [Changing alignment, font, and style](#) on page 57 for more information.

Width of a column You can change the width of a column by dragging the right border of the column ID. The column width increases if you drag the border to the right and decreases if you drag the border to the left. The Advanced Financial Report Layout window displays the width in pixels in the status lines when you place the pointer on the column ID.

The appearance of data in the column is determined by the size of the column. A column narrower than the data causes information to be hidden, while a column wider than the data causes extra white space to appear.

Height of a row, a header, or a footer You can change the height of a row, header, or footer by dragging the bottom border of the row ID, header ID, footer ID, or column header ID. The height increases if you drag the bottom border down and decreases if you drag the bottom border up. The Advanced Financial Report Layout window displays the height in pixels in the status lines when you place the pointer on the row ID, header ID, footer ID, or column header ID.



If you position a field on the bottom border of a header or footer, you can not decrease the size of the header or footer without first moving the field.

Size of a field in a header or a footer You can change the size of a field in a header or footer by dragging the corner of the field. The height and width increase if you drag the corner away from the field and decrease if you drag the corner toward the field.



If you use a Picture icon in a header or footer, change the size of the Picture field to adjust the size of the picture.

Changing alignment, font, and style

When you are modifying reports, you can change the appearance of your report by changing the alignment, font, or style of text or numeric values. It is possible to change the appearance of columns, rows, and fields in a header or a footer for added emphasis or to improve readability. To alter the appearance of your report, use the Advanced Financial Report Layout window.

The following tables lists the default alignments for several report objects.

Report object	Alignment
Column header	Center
Report cell containing text	Left
Report cell containing a numeric value	Right
Report cell containing a single or double underline	Right

To change the alignment of a column header, a header, or a footer:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column header or the field in the header or footer.
3. Open the Character window.
(Options >> Character)
4. Select the appropriate alignment and close the window.



Changes made to the alignment of header or footer fields cause the alignment of the field to change within the field and on the page.

To change the alignment of a report cell:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column where the alignment should change and choose Definition >> Column to open the Financial Column Definition window.
3. Select the number of alignment marks to place in the column. You can have up to four alignment marks in each column.
4. Move the alignment marks by placing the pointer on the alignment mark and dragging it to a new location in the column. Any data aligned with the alignment mark also moves.

If you select data in any cell, the data shifts within the alignment marks. Numeric values and underlines shift to the right, and text shifts to the left.

To change font, size, and style:

1. Open the Advanced Financial Report Layout window.
(Reports >> Financial >> Advanced Financial >> select a report >> Open >> Layout)
2. Select the column, the row, or the field in the header or footer to change. When you select a column, only the column header can change.
3. Open the Character window.
(Options >> Character)
4. Select a font, a type size, or a type style.

Part 3: Reports

You can use Advanced Financial Analysis to create reports and modify financial statements to help you analyze the financial standing of your business. This part of the documentation provides information about some of the customized accounting and financial management reports that you can create. The documentation includes several examples.

The following information is discussed:

- [Chapter 10, “Summaries of report types,”](#) describes the types of reports that you can create and how to print financial statements.
- [Chapter 11, “Balance Sheet,”](#) explains how to create reports from the Balance Sheet report type and from the Profit and Loss Statement report type included in Advanced Financial Analysis.
- [Chapter 12, “Profit and Loss Statement,”](#) explains how you can create a Profit and Loss statement that provides information about the profit or loss of your business per employee. Information about creating a Profit and Loss statement with current and future quarter information also is included.
- [Chapter 13, “Retained Earnings and Cash Flows,”](#) explains how to create reports from the Statement of Retained Earnings and the Statement of Cash Flows report types included in Advanced Financial Analysis.
- [Chapter 14, “Other reports,”](#) includes information about other reports you can create and modify.

Chapter 10: Summaries of report types

Advanced Financial Analysis provides several general report types to help you create reports that record and analyze the financial standing of your company. Types are included to customize reports for your company, such as a Balance Sheet, a Profit and Loss Statement, a Statement of Retained Earnings, and a Statement of Cash Flows. An additional report type enables you to create more general forms of reports that you can use to measure the financial success of your company.

This information is divided into the following sections:

- [Balance Sheet](#)
- [Profit and Loss Statement](#)
- [Statement of Retained Earnings](#)
- [Statement of Cash Flows](#)
- [Other report types](#)
- [Printing financial statements and reports](#)

Balance Sheet

A Balance Sheet reports the assets and debts of your company, as well as the capital invested in your company. You should print a Balance Sheet whenever you print the Profit and Loss Statement, usually on the last day of the month or fiscal year.

A default Balance Sheet report, based on the Balance Sheet report type, is provided with Advanced Financial Analysis. The following table lists the required and optional columns for the Balance Sheet.

Required columns	Optional columns
Description	YTD Budget
YTD	YTD History
	Ratio

You can use the Quick Financial Setup window to create or modify the Balance Sheet and add one or more of the optional columns to the report, and then modify the layout of the Balance Sheet. For examples of modifications you can make to a Balance Sheet, refer to [Chapter 11, "Balance Sheet."](#) To print the Balance Sheet, refer to [Printing financial statements and reports](#) on page 63.

Profit and Loss Statement

A Profit and Loss Statement reports the profitability of your company over a defined period of time. You should print this report at the end of each accounting cycle and save it with your permanent records.

A default Profit and Loss Statement report, based on the Profit and Loss Statement report type, is provided with Advanced Financial Analysis. The following table lists the required and optional columns for the Profit and Loss Statement.

Required columns	Optional columns
Description	Current Budget
Current Period	YTD Budget
YTD	Current History
	YTD History
	Ratio

You can use the Quick Financial Setup window to create or modify the Profit and Loss Statement and add one or more of the optional columns to the report and then modify the layout of the Profit and Loss Statement.

To print the Profit and Loss Statement, refer to [Printing financial statements and reports](#) on page 63.

Statement of Retained Earnings

The Statement of Retained Earnings is a supplement to the Balance Sheet and the Profit and Loss Statement. The Statement of Retained Earnings recalculates the retained earnings accounts for the reporting period by including the net income or the net loss.

A default Statement of Retained Earnings report, based on the Statement of Retained Earnings, is provided with Advanced Financial Analysis. The following table lists the required and optional columns for the Statement of Retained Earnings.

Required columns	Optional columns
Description	YTD Budget
YTD	YTD History

You can use the Quick Financial Setup window to create or modify the Statement of Retained Earnings and add one or more of the optional columns to the report and then modify the layout of the Statement of Retained Earnings. For examples of modifications you can make to a Statement of Retained Earnings, refer to [Chapter 13, "Retained Earnings and Cash Flows."](#)

To print the Statement of Retained Earnings, refer to [Printing financial statements and reports](#) on page 63.

Statement of Cash Flows

The Statement of Cash Flows provides information about the cash receipts and cash payments of your company over a defined period of time.

A default Statement of Cash Flows report, based on the Statement of Cash Flows report type, is provided with Advanced Financial Analysis. The following table lists the required and optional columns for the Statement of Cash Flows.

Required columns	Optional columns
Description	Current Budget
Current Period	YTD Budget
YTD	Current History
	YTD History

You can use the Quick Financial Setup window to create or modify the Statement of Cash Flows and add one or more of the optional columns to the report and then modify the layout of the Statement of Cash Flows. For examples of modifications you can make to a Statement of Cash Flows, refer to [Chapter 13, “Retained Earnings and Cash Flows.”](#)

To print the Statement of Cash Flows, refer to [Printing financial statements and reports](#) on page 63.

Other report types

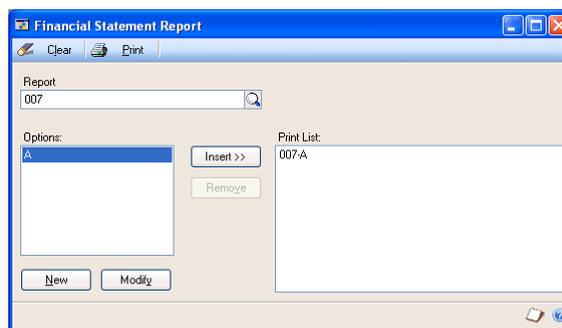
You can use the Other report type to create original reports. This report type does not contain any required fields, so you can create reports specific to your financial needs. To create a report using the Other report type, you must use the Advanced Financial Reports window.

Printing financial statements and reports

Use the Financial Statement Report Options window to print a Balance Sheet, a Profit and Loss Statement, a Statement of Retained Earnings, a Statement of Cash Flows, or other reports. You can create report options for any of the reports.

To print a financial statement or report:

1. Open the Financial Statement Report window.
(Reports >> Financial >> Financial Statements)



2. Select a report from the Reports list and choose New to open the Financial Statement Report Options window.
3. To create a report option, enter or select an option name. Refer to your General Ledger documentation for more information about report options.
4. Select the print format.
5. Choose Destination. Select a printing destination and choose OK.
6. Choose Print in the Financial Statement Report window.

Chapter 11: Balance Sheet

A Balance Sheet reports the assets and debts of your company, as well as the capital invested in your company. You should print a Balance Sheet whenever you print a Profit and Loss Statement. While Advanced Financial Analysis contains a Balance Sheet report, you can modify the Balance Sheet to reflect the unique needs of your company.

This information is divided into the following sections:

- [*Balance Sheet with rollups*](#)
- [*Historical Balance Sheet*](#)

Balance Sheet with rollups

By adding rollups to a Balance Sheet, you can add the amounts from multiple rows and print the total in a previous row. When you print the report, you can print separate rows for each account in a range or category or print with your rollups to provide customized levels of summary.

You can use the Quick Financial Setup window to create a Balance Sheet with rollups. To modify the layout of the report, use the Advanced Financial Report Layout window.

To create a Balance Sheet with rollups:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)
2. Enter Balance Sheet with rollups in the Report text box and select Balance Sheet as the report type.
3. Choose Save.

To modify a Balance Sheet with rollups:

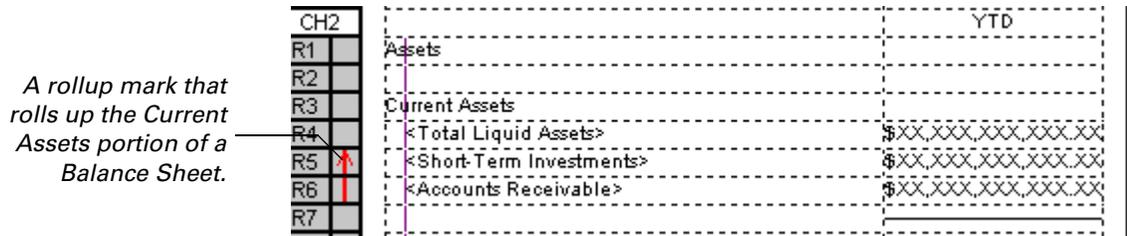
1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Select Balance Sheet with rollups from the list of reports and choose Open. The Advanced Financial Report Definition window will open.
3. Choose Layout to open the Advanced Financial Report Layout window.
4. Modify or create the necessary rows. You must delete several rows from the template Balance Sheet with rollups; only the account range, account category, beginning balance range, and beginning balance category row types can be rolled up.
5. After you have finished modifying rows, add rollup marks to the rows that contain the amounts to roll up to a previous row.

For more information about modifying rows, refer to [Chapter 9, "Customization."](#)

6. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

The following illustration provides an example of a layout for a Balance Sheet with Rollups.



Historical Balance Sheet

You should compare the current financial information of your company with historical information. To compare your current assets, debts, and capital with past assets, debts, and capital, create a historical Balance Sheet.

You can use the Quick Financial Setup window to create a historical Balance Sheet. To modify the layout of the report, use the Advanced Financial Report Layout window.

The following table provides an example of the type of column information that you can use to create the historical Balance Sheet.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Year-to-Date	Current YTD	Set the year to current year. Display the thousands separator and the currency symbol.
C3	User-Defined Calculation	Percent of Assets	Insert the formula C2/R66 * 100. This formula calculates the percentage of total assets, located in R66, provided by the balances in C2. Display the percent symbol.
C4	Year-to-Date	<Year> YTD	Set the year to historical year 2000. Display the thousands separator and the currency symbol.
C5	User-Defined Calculation	Percent of Assets	Insert the formula C4/R66 * 100. This formula calculates the percentage of total assets, located in R66, provided by the balances in C4. Display the percent symbol.
C6	Variable Year-to-Date	<Year> YTD	Set the year to historical year 1999. Set the To list to Current Period. Display the thousands separator and the currency symbol.
C7	User-Defined Calculation	Percent of Assets	Insert the formula C6/R66 * 100. This formula calculates the percentage of total assets, located in R66, provided by the balances in C6. Display the percent symbol.

To create a historical Balance Sheet:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)
2. Enter Historical Balance Sheet in the Report text box and select Balance Sheet as the report type.

3. Add optional columns to the Selected Columns list.

For the historical Balance Sheet, you must select YTD History and Ratio from the Optional Columns list. Moving YTD History enables you to add historical financial information to the report. Adding Ratio to the Selected Columns list enables you to use percent of assets ratios in the report.

4. Choose Save.

To modify a historical Balance Sheet:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Select Historical Balance Sheet from the list of reports and choose Open. The Advanced Financial Report Definition window will open.
3. Choose Layout to open the Advanced Financial Report Layout window.
4. Modify or create the necessary columns.

For more information about modifying columns, refer to [Chapter 9, "Customization."](#)

5. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

Chapter 12: Profit and Loss Statement

A Profit and Loss Statement reports the profitability of your company over a defined period of time. You should print this report at the end of each accounting cycle and save it with your permanent records. While Advanced Financial Analysis contains a Profit and Loss Statement report type, you can modify the Profit and Loss Statement to reflect the unique needs of your company.

This information is divided into the following sections:

- [Departmental Profit and Loss Statement with Employee Calculation](#)
- [Quarterly Profit and Loss Statement with Future Quarter](#)

Departmental Profit and Loss Statement with Employee Calculation

To analyze the profitability of divisions, you can create a Departmental Profit and Loss Statement with Employee Calculation. Within the report, you can add multiple columns to calculate the revenues and expenses per employee.

You can use the Quick Financial Setup window to create a Departmental Profit and Loss Statement with Employee Calculation. To modify the layout of the report, use the Advanced Financial Report Layout window.

The following table provides an example of the type of column information that you can use to create the Departmental Profit and Loss Statement with Employee Calculation using sample data.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Year-to-Date	Department Name	Set the year to the current year. Set the Account Segment Range to Department 100 To 100. Display the thousands separator and the currency symbol.
C3	User-Defined Calculation	Per Employee	Insert the formula C2/100-9020-00. This formula calculates the revenues and expenses per employee for all employees in Department 100. Display the thousands separators and the currency symbol.
C4	Year-to-Date	Department Name	Set the year to the current year. Set the Account Segment Range to Department 200 To 200. Display the thousands separator and the currency symbol.
C5	User-Defined Calculation	Per Employee	Insert the formula C4/200-9020-00. This formula calculates the revenues and expenses per employee for all employees in Department 200. Display the thousands separators and the currency symbol.
C6	User-Defined Calculation	Total	Insert the formula C2 + C4. This formula calculates the total balances for both departments.
C7	User-Defined Calculation	No Heading (hidden column)	Insert the formula 100-9020-00 + 200-9020-00. This formula calculates the total employee counts for both departments. Choose Options >> Hide to hide this column.
C8	User-Defined Calculation	Per Employee	Insert the formula C6/C7. This formula calculates the revenues and expenses per employee for both departments.

To create a Departmental Profit and Loss Statement with Employee Calculation:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)
2. Enter Depart. P/L with Employee Calc in the Report text box and select Profit and Loss Statement as the report type.
3. Choose Save.

To modify a Departmental Profit and Loss Statement with Employee Calculation:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Select Depart. P/L with Employee Calc from the list of reports and choose Open. The Advanced Financial Report Definition window will open.
3. Choose Layout to open the Advanced Financial Report Layout window.
4. Modify or create the necessary columns.

For more information about modifying columns, refer to [Chapter 9, "Customization."](#)

5. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

Quarterly Profit and Loss Statement with Future Quarter

To compare the profitability of a company on a quarterly basis, create a Quarterly Profit and Loss Statement with Future Quarter. Adding one future quarter enables you to compare the current revenues and expenses of your company with the amounts budgeted for the next quarter in the fiscal year.

You can use the Quick Financial Setup window to create a Quarterly Profit and Loss Statement with Future Quarter. To modify the layout of the report, use the Advanced Financial Report Layout window.

The following table provides an example of the type of column information that you can use to create the Quarterly Profit and Loss Statement with Future Quarter.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Period Range	Text <Beginning Period> Text <Ending Period>	Set the Period Range from Period 1 to Period 1. Set the year to the current year. Display the thousands separator and the currency symbol.
C3	Period Range	Text <Beginning Period> Text <Ending Period>	Set the Period Range from Period 2 to Period 2. Set the year to the current year. Display the thousands separator and the currency symbol.
C4	Period Range	Text <Beginning Period> Text <Ending Period>	Set the Period Range from Period 3 to Period 3. Set the year to the current year. Display the thousands separator and the currency symbol.
C5	Period Range	Text <Beginning Period> Text <Ending Period>	Set the Period Range from Period 4 to Period 4. Set the year to the current year. Display the thousands separators and the currency symbol.
C6	Year-to-Date	Year-to-Date	Set the year to the current year. Display the thousands separator and the currency symbol.
C7	Period Range	Text <Beginning Period> Text <Ending Period>	Set the Period Range to the future quarter, Period 5 to Period 5. Set the year to the current year. Display the thousands separators and the currency symbol.
C8	Account	Account Number	

To create a Quarterly Profit and Loss Statement with Future Quarter:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)
2. Enter Quarterly P/L with FQ in the Report text box and select Profit and Loss Statement as the report type.
3. Choose Save.

To modify a Quarterly Profit and Loss Statement with Future Quarter:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Select Quarterly P/L with FQ from the list of reports and choose Open. The Advanced Financial Report Definition window will open.
3. Choose Layout to open the Advanced Financial Report Layout window.
4. Modify or create the necessary columns.

For more information about modifying columns, refer to [Chapter 9, "Customization."](#)

5. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

Chapter 13: Retained Earnings and Cash Flows

Two additional reports types enable you to further analyze the financial standing of your company: the Statement of Retained Earnings, and the Statement of Cash Flows. The Statement of Retained Earnings recalculates the retained earnings accounts for the reporting period by including the net income or the net loss. The Statement of Cash Flows provides information about the cash receipts and cash payments of your company over a defined period of time.

This information is divided into the following sections:

- [*Historical Statement of Retained Earnings*](#)
- [*Monthly Statement of Cash Flows*](#)

Historical Statement of Retained Earnings

To analyze whether the equity of your company has increased, create a Historical Statement of Retained Earnings. A Historical Statement of Retained Earnings for multiple years compares retained earnings amounts for the current year to retained earnings amounts in previous years.

You can use the Quick Financial Setup window to create a Historical Statement of Retained Earnings. To modify the layout of the report, use the Advanced Financial Report Layout window.

The following table provides an example of the type of column information that you can use to create the Historical Statement of Retained Earnings using sample data.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Year-to-Date	Current YTD	Set the year to the current year. Display the thousands separator and the currency symbol.
C3	Year-to-Date	<Year> YTD	Set the year to historical year 2000. Display the thousands separator and the currency symbol.
C4	Year-to-Date	<Year> YTD	Set the year to historical year 1999. Display the thousands separator and the currency symbol.
C5	Year-to-Date	<Year> YTD	Set the year to historical year 1998. Display the thousands separator and the currency symbol.
C6	Year-to-Date	<Year> YTD	Set the year to historical year 1997. Display the thousands separator and the currency symbol.
C7	Year-to-Date	<Year> YTD	Set the year to historical year 1996. Display the thousands separator and the currency symbol.

To create an Historical Statement of Retained Earnings:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)
2. Enter Historical Retained Earnings in the Report text box and select Statement of Retained Earnings as the report type.
3. Add optional columns to the Selected Columns list.

For the Historical Statement of Retained Earnings, you need to select YTD History from the Optional Columns list. Moving YTD History enables you to add historical financial information to the report.

4. Choose Save.

To modify a Historical Statement of Retained Earnings:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Select Historical Retained Earnings from the list of reports and choose Open. The Advanced Financial Report Definition window will open.
3. Choose Layout to open the Advanced Financial Report Layout window.
4. Modify or create the necessary columns.

For more information about modifying columns, refer to [Chapter 9, "Customization."](#)

5. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

Monthly Statement of Cash Flows

A Monthly Statement of Cash Flows provides information about the cash receipts and payments of your company over a defined period of time. The report enables you to compare the cash balance of the company at the beginning of the month to the cash balance at the end of the month.

You can use the Quick Financial Setup window to create a Monthly Statement of Cash Flows. To modify the layout of the report, use the Advanced Financial Report Layout window.

The following table provides an example of the type of column information that you can use to create the Monthly Statement of Cash Flows using sample data.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Period Range	January	Set the Period Range from Period 1 to Period 1. Display the thousands separator and the currency symbol.
C3	Period Range	February	Set the Period Range from Period 2 to Period 2. Display the thousands separator and the currency symbol.
C4	Period Range	March	Set the Period Range from Period 3 to Period 3. Display the thousands separator and the currency symbol.
C5	Period Range	April	Set the Period Range from Period 4 to Period 4. Display the thousands separator and the currency symbol.
C6	Period Range	May	Set the Period Range from Period 5 to Period 5. Display the thousands separator and the currency symbol.
C7	Period Range	June	Set the Period Range from Period 6 to Period 6. Display the thousands separator and the currency symbol.
C8	Period Range	July	Set the Period Range from Period 7 to Period 7. Display the thousands separator and the currency symbol.
C9	Period Range	August	Set the Period Range from Period 8 to Period 8. Display the thousands separator and the currency symbol.
C10	Period Range	September	Set the Period Range from Period 9 to Period 9. Display the thousands separator and the currency symbol.
C11	Period Range	October	Set the Period Range from Period 10 to Period 10. Display the thousands separator and the currency symbol.
C12	Period Range	November	Set the Period Range from Period 11 to Period 11. Display the thousands separator and the currency symbol.
C13	Period Range	December	Set the Period Range from Period 12 to Period 12. Display the thousands separator and the currency symbol.
C14	Year-to-Date	Total	Set the year to the current year. Display the thousands separator and the currency symbol.

To create a Monthly Statement of Cash Flows:

1. Open the Quick Financial Setup window.
(Reports >> Financial >> Quick Financial)
2. Enter Monthly Cash Flows in the Report text box and select Statement of Cash Flows as the report type.
3. Choose Save.

To modify a Monthly Statement of Cash Flows:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Select Monthly Cash Flows from the list of reports and choose Open. The Advanced Financial Report Definition window will open.
3. Choose Layout to open the Advanced Financial Report Layout window.
4. Modify or create the necessary columns.

For more information about modifying columns, refer to [Chapter 9, "Customization."](#)

5. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

Chapter 14: Other reports

You can use the Other report type to create original reports that meet the needs of your company. The examples provided in this part of the documentation are not the only possible reports that you can create using the Other report type.

This information is divided into the following sections:

- [*Itemized Fixed Assets Schedule*](#)
- [*Sales per Employee*](#)

Itemized Fixed Assets Schedule

You can create an Itemized Fixed Assets Schedule to record the gradual transfer of the cost of an asset into an expense. By creating an Itemized Fixed Assets Schedule, you can review the net book value of your fixed assets over a period of time.

Use the Advanced Financial Report Definition window to create an Itemized Fixed Assets Schedule.

The following table provides an example of the type of column information that you can use to create an Itemized Fixed Assets Schedule using sample data.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Year-to-Date	YTD	Set the year to the current year. Set one alignment mark. Display the thousands separator and the currency symbol. When you've finished defining the rows, shift the amounts in the assets and accumulated depreciations rows to the left of the alignment mark.

The following table provides an example of the type of row information that you can use to create an Itemized Fixed Assets Schedule.

Row	Row type	Row description	Row information entered
R1	Header	Fixed Assets	
R2	Account Range	Furniture and Fixtures	Set the Account Range from 000-1500-00 to 000-1500-00. Display the currency symbol on the first amount.
R3	Account Range	Accumulated Depreciation - Furniture and Fixtures	Set the Account Range from 000-1505-00 to 000-1505-00. Display the currency symbol on the first amount.
R4	Single Underline		
R5	Total	Book Value	Insert the formula R2 + R3. Display the currency amount on the first amount. This formula calculates the book value of furniture and fixtures.
R6	Space		
R7	Account Range	Computer Equipment	Set the Account Range from 000-1510-00 to 000-1510-00. Display the currency symbol on the first amount.
R8	Account Range	Accumulated Depreciation - Computer Equipment	Set the Account Range from 000-1515-00 to 000-1515-00. Display the currency symbol on the first amount.
R9	Single Underline		
R10	Total	Book Value	Insert the formula R7 + R8. Display the currency amount on the first amount. This formula calculates the book value of computer equipment.
R11	Space		
R12	Account Range	Machinery & Equipment	Set the Account Range from 000-1520-00 to 000-1520-00. Display the currency symbol on the first amount.
R13	Account Range	Accumulated Depreciation - Machinery & Equipment	Set the Account Range from 000-1525-00 to 000-1525-00. Display the currency symbol on the first amount.
R14	Single Underline		
R15	Total	Book Value	Insert the formula R12 + R13. Display the currency symbol on the first amount. This formula calculates the book value of machinery and equipment.
R16	Space		
R17	Account Range	Fleet Vehicles	Set the Account Range from 000-1530-00 to 000-1530-00. Display the currency symbol on the first amount.
R18	Account Range	Accumulated Depreciation - Fleet Vehicles	Set the Account Range from 000-1535-00 to 000-1535-00. Display the currency symbol on the first amount.
R19	Single Underline		
R20	Total	Book Value	Insert the formula R17 + R18. Display the currency symbol on the first amount. This formula calculates the book value of fleet vehicles.
R21	Space		
R22	Single Underline		
R23	Total	Total Net Book Value	Insert the formula R5 + R10 + R15 + R20. Display the currency symbol on the first amount. This formula calculates the book value of all assets accounts.
R24	Double Underline		

To create an Itemized Fixed Assets Schedule:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Choose New to open the Advanced Financial Report Definition window.
3. Enter Itemized Fixed Assets in the Report text box and select Other as the report type.
4. Choose Layout to open the Advanced Financial Report Layout window.
5. Modify or create the necessary rows and columns.

For more information about modifying columns and rows, refer to [Chapter 9, "Customization."](#)

6. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

Sales per Employee

A Sales per Employee report displays the amount of your total sales divided by your total number of employees. You can use this report to analyze the profitability and productivity of your company on a per-employee basis. Use this report to see how your business compares to industry standards.

Use the Advanced Financial Report Definition window to create a Sales per Employee report.

The following table provides an example of the type of column information that you can use to create the Sales per Employee report.

Column	Column type	Column heading	Column information entered
C1	Description	No Heading	
C2	Period Range	Current Period	Set the Period Range to the Current Period. Display the thousands separator and the currency symbol.
C3	User-Defined Calculation	No Heading (hidden column)	Insert the formula 100-9020-00 + 200-9020-00 + 300-9020-00 + 400-9020-00 + 500-9020-00 + 600-9020-00. This formula calculates the employee costs for each department. Choose Options >> Hide to hide this column.
C4	User-Defined Calculation	Current Per Employee	Insert the formula C2/C3. This formula calculates sales per employee for the current period balances. Display the thousands separator and the currency symbol.
C5	Space		
C6	Text		****
C7	Year-to-Date	Current YTD	Set the year to the current year. Display the thousands separator and the currency symbol.
C8	User-Defined Calculation	YTD Per Employee	Insert the formula C6/C3. This formula calculates sales per employee for the current YTD balances. Display the thousands separator and the currency symbol.

The following table provides an example of the type of row information that you can use to create the Sales per Employee report.

Row	Row type	Row description	Row information entered
R1	Header	Sales	Set the alignment of the header to center.
R2	Account Category	Sales Category	Display the currency symbol on the first amount.
R3	Single Underline		
R4	Total	Gross Sales	Insert the formula R2. This formula calculates the total of all accounts in the Sales category. Set the typical balance to credit. Display the currency symbol on the first amount.
R5	Space		
R6	Header	Sales Returns and Discounts	Set the alignment of the header to center.
R7	Account Category	Sales Returns and Discounts	Display the currency symbol on the first amount.
R8	Single Underline		
R9	Total	Total Sales Returns and Discounts	Insert the formula R7. This formula calculates the total of all accounts in the Sales Returns and Discounts category. Set the typical balance to credit. Display the currency symbol on the first amount.
R10	Single Underline		
R11	Total	Net Sales	Insert the formula R4 + R9. This formula calculates the net sales amount. Set the typical balance to credit. Display the currency symbol on the first amount.
R12	Double Underline		

To create a Sales per Employee report:

1. Open the Advanced Financial Reports window.
(Reports >> Financial >> Advanced Financial)
2. Choose New to open the Advanced Financial Report window.
3. Enter Sales per Employee in the Report text box and select Other as the report type.
4. Choose Layout to open the Advanced Financial Report Layout window.
5. Modify or create the necessary rows and columns.

For more information about modifying columns and rows, refer to [Chapter 9, "Customization."](#)

6. Choose File >> Save to save the layout.

To print the report, refer to [Printing financial statements and reports](#) on page 63.

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