



2009 REGIONAL USERS MEETINGS

Financials



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About Financial Reporting

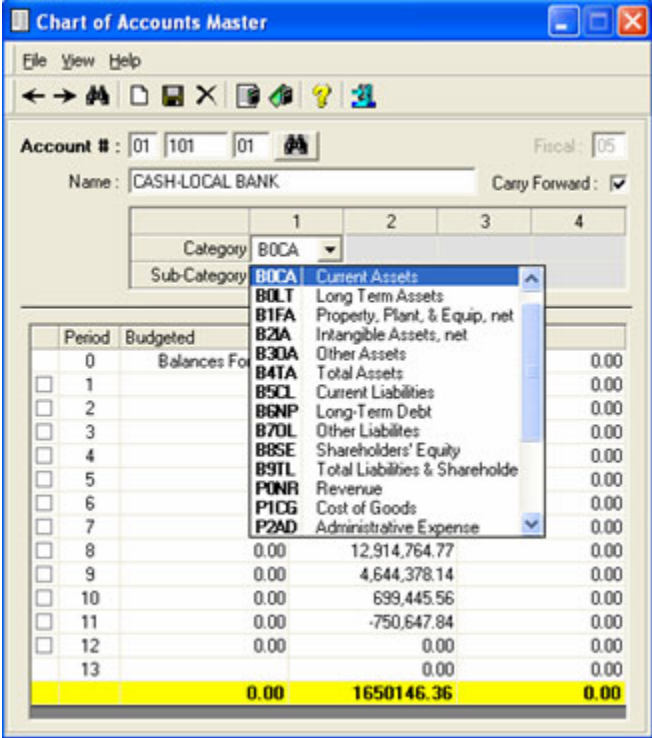
Financial statements provide you with the information necessary for making complex financial decisions. The Financial Reports window lets you create customized financial statements or alter the provided financial statements to better suit your needs. There are some sample financial reports provided later in this handout.

This handout provides a brief overview of how the new graphical features work as well as some sample reports. To get the most up-to-date documentation, read your DDMS online help. Online help is not only available as part of your software but is updated periodically on our web site. And remember when using the online help program, context-sensitive help is always at your fingertips. For a specific box definition, simply place your cursor in the box and press F1.

Categories for Chart of Accounts

Your DDMS system has default categories assigned. However, you can change these default categories, as needed. Categories are pre-defined as well as pre-assigned. Simply click the drop-down arrow in the Category box and select a category for this account, as shown in Figure 1. As you can see in this figure, balance sheet accounts start with the letter B and profit and loss statements begin with a P.

Figure 1: The Category List Box



You can make changes to categories and subcategories. From the Chart of Accounts Master window, click View then select Category. You can search for the category or subcategory to change using the search feature then simply highlight the text to make your changes.

Subcategories for Chart of Accounts

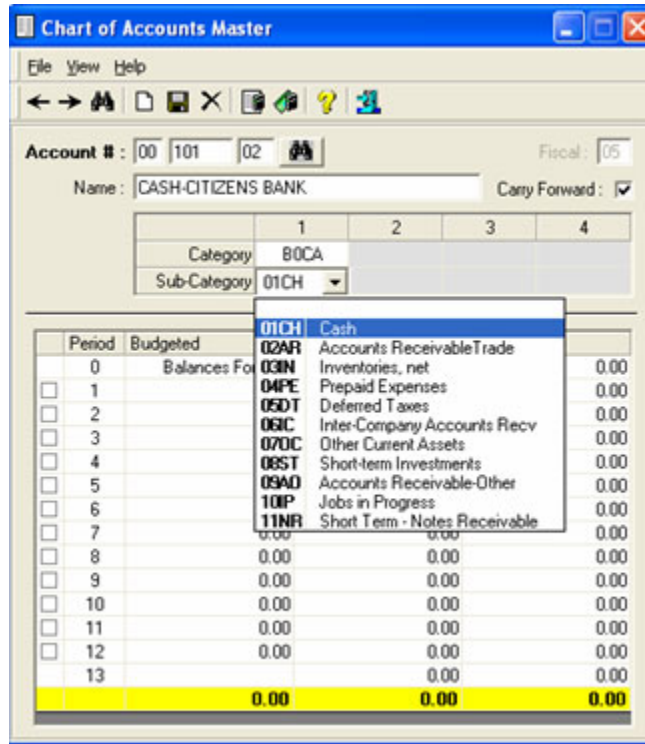
You can assign subcategories to your chart of accounts. These subcategories are pre-defined and are based on the category that you selected. For example, since we selected Current Assets as the category, only subcategories of Current Assets are listed.

Simply click the drop-down arrow in the Sub-Category box and select a subcategory for this account, as shown in Figure 2.

Building Financial Reports

In the Financial Reports window, you can create a new report, load a saved report, or delete a saved report. There are currently two reports available: Balance Sheet and Profit and Loss. To load a saved report, or to change a saved report, use the drop down arrow in the Load Saved Report Limits and Options box to select the report to use. In this handout, we create a new report.

Figure 2: The Sub-Category List Box



Balance Sheet



- 1 From the General Ledger main menu, double-click
- 2 In the Report box, use the drop down arrow to select Balance Sheet.
- 3 Use the Report Options tab to specify what information should appear on the report. See Figure 3.
 - 3.1 Use the drop down arrow in the As Of box to select the period for this report. You can select from periods 1-12.
 - 3.2 You can select any of the following columns to appear on the report.

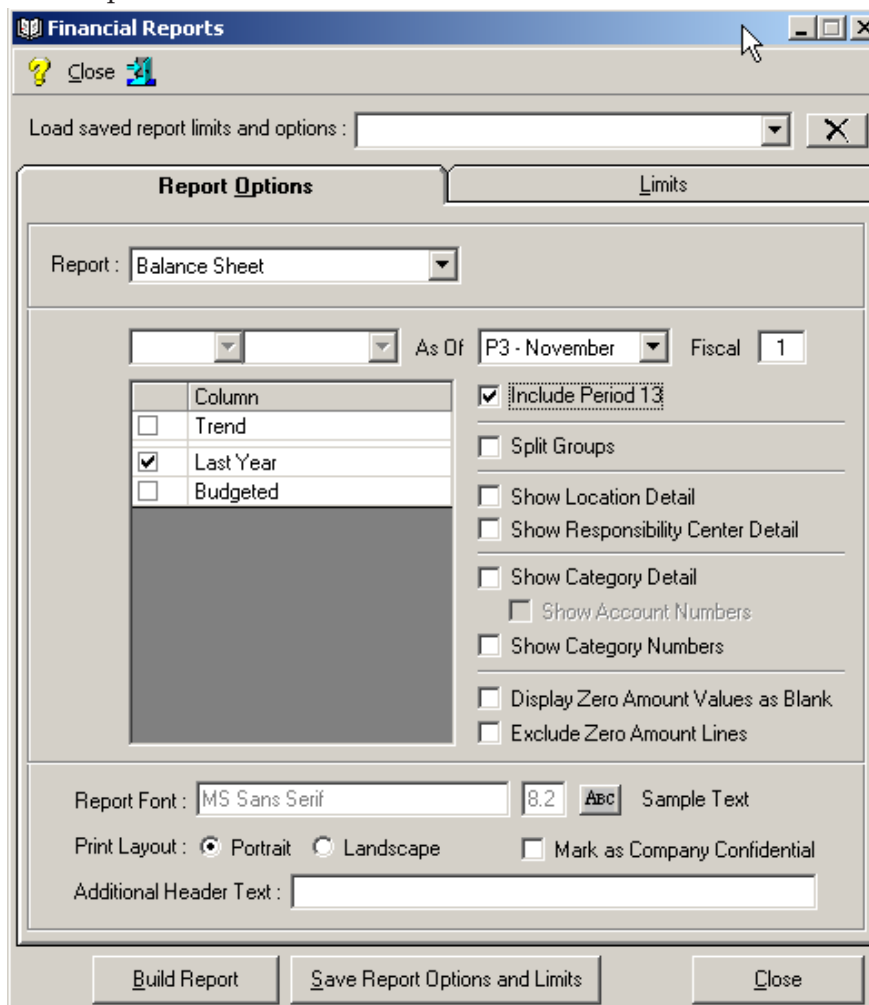


Figure 3: Using the Report Options Tab to Build a Balance Sheet

Trend (Selecting to run a trend report changes the format of your report.)

Last Year

Budgeted

3.3 You can also select any of the following to appear on the report:

Include Period 13: If you have adjustments to post to the previous year, but not to any particular month, you can post to period 13. Check this box to include period 13 on this report. Clear this box to not include period 13 on this report.

Split Groups: Check this box to split report date groups on this report. Clear this box to not split report date groups on this report.

Show Location Detail: Check this box to print location detail on this report. If you limit this report by location, each location begins a new report. You set location limits in the Limits tab by selecting Company then entering the limits in the corresponding boxes. Clear this box to not have location detail.

Show Responsibility Center Detail: Check this box to print responsibility center detail on this report. If you limit this report by responsibility centers, each responsibility center begins a new report. You set responsibility center limits in the Limits tab by selecting Responsibility Center then entering the limits in the corresponding boxes. Clear this box to not have responsibility center detail on this report. (This is an authorized feature.)

Show Category Detail: Check this box to print category detail on this report. This prints the account name on the report. You set category and subcategory location limits in the Limits tab by selecting Category then selecting the limits in the corresponding boxes. Clear this box to not include category detail on this report. A summation of the subcategories is calculated instead.

Note: For more information on categories, see the heading **Categories for Chart of Accounts**.

Show Account Numbers: This option is available if you select to show category detail. If you check this box, the report shows the G/L number assigned to the category detail.

Show Category Numbers: Check this box to print category numbers on this report. This prints the account number on the report. Clear this box to not have category numbers on this report.

Note: For more information on categories, see the heading **Categories for Chart of Accounts**.

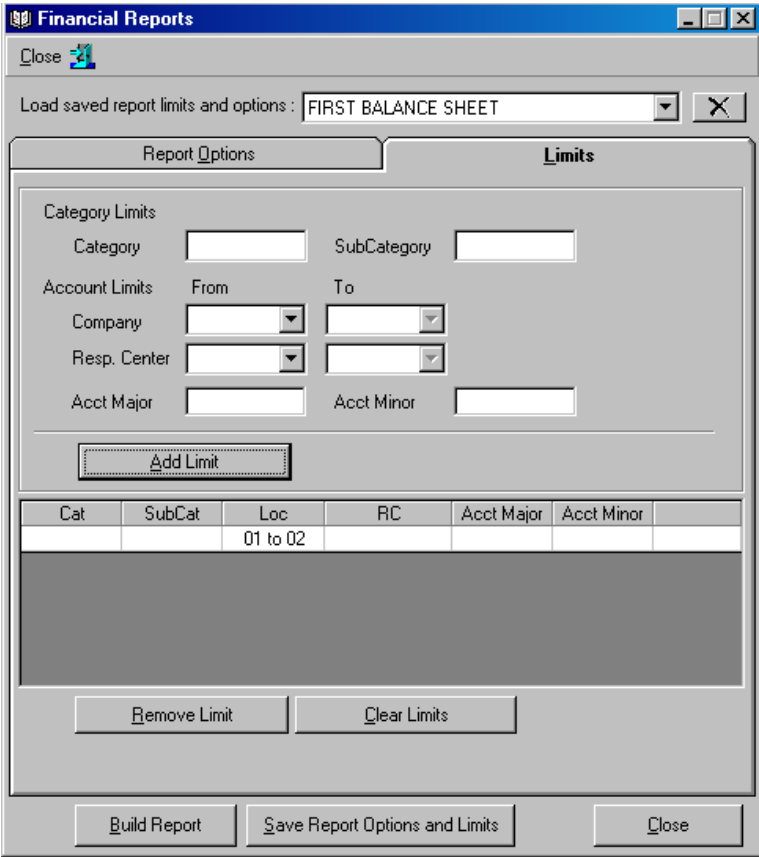
Display Zero Amount Values as Blank: Check this box to display zero amount values as blank lines on the report. To not display zero amount values as blank lines on the report, clear this box. Only amounts greater than zero display.

Exclude Zero Amount Lines: Check this box to exclude zero amount lines from printing on the report. Only rows with a valid amount print on the report. To print zero amount lines, clear this box.

3.4 You can also select a report font and size, print layout, and additional header text for this report. You can also mark the report as confidential.

To change the report font and size, click .

Figure 4: Using the Limits Tab to Build a Balance Sheet



To change the print layout, select Portrait or Landscape. (If your report has more than 2 additional columns, select Landscape.)

Enter additional header text in the Additional Header Text box. This text prints in the upper left corner of the report underneath the company name and regular report header.

To mark this report as confidential, check the Mark as Company Confidential box. This information prints in the lower right section of the report.

4 Use the Limits tab to set limits. See Figure 4.

- 4.1** To add limits by category, click the Category box. Use the drop down menu to select the category to use to set limits for this report. (The available categories are based on the report that you selected.)

Note: For more information on categories, see the heading **Categories for Chart of Accounts**.

- 4.2** To add limits by subcategory, click the SubCategory box. Use the drop down menu to select the subcategory to use to set limits for this report. (Only subcategories for the selected category are available. You must enter a category to select a subcategory.)

Note: For more information on subcategories, see the heading **Subcategories for Chart of Accounts**.

- 4.3** In the Company From/To boxes, you can set limits for this report by Company. Enter the From and To range in the boxes.
 - 4.4** In the Resp Center From/To boxes, you can set limits for this report by Responsibility Center. Enter the From and To range in the Resp Center boxes. (This is an authorized feature.)
 - 4.5** In the Acct Major box, enter the G/L account major number to use to limit this report.
 - 4.6** In the Acct Minor box, enter the G/L account minor number to use to limit this report.
- 5** When you set limits in the Limits tab, click the Add Limit button to save your limits for this report. The limits appear in the bottom section of the tab.

To remove a limit, select the limit to delete and click the Remove Limit button.

- 6 After you have finished setting up the report, click the Build Report button to build the report. The report opens on screen. You can preview the report before printing or export the report to a file. You can save the report as an Excel, html, or text file.

To save the report, click the Save Report Options and Limits button.

Note: If you changed an existing report or created a new one, the Save Settings As dialog box opens. Enter the report name and click OK.

- 7 When you are finished, click Close in the Financial Reports window. See the sample financial reports later in this handout.

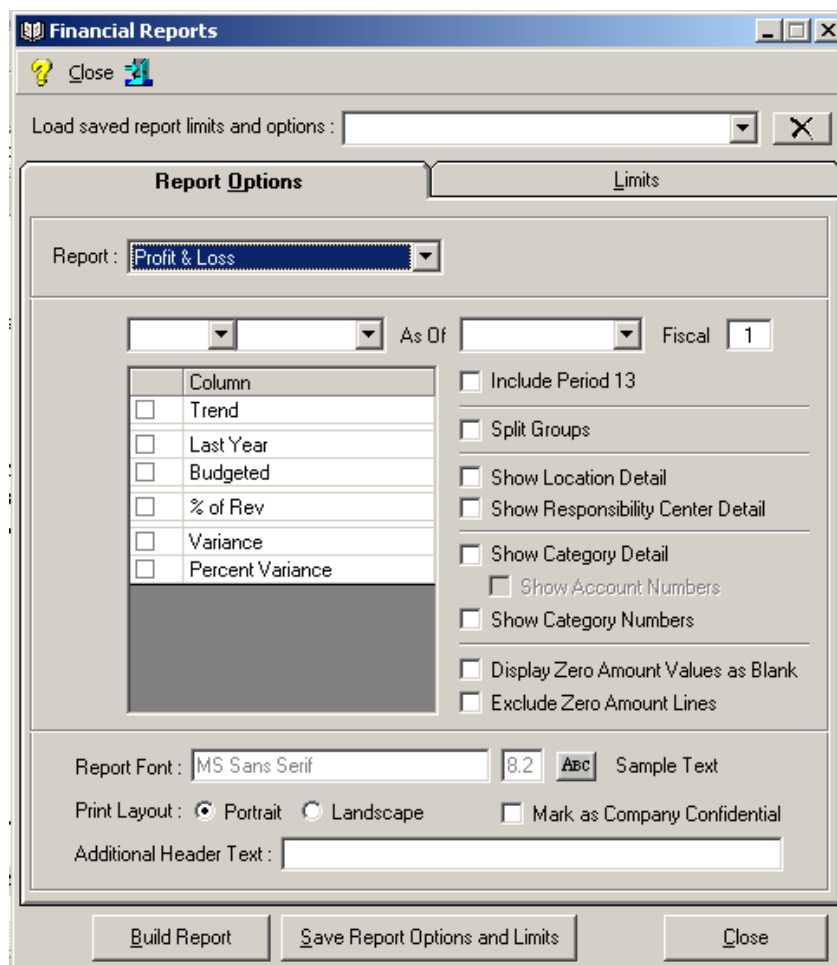


Figure 5: Using the Report Options Tab to Build a Profit & Loss Report

Profit and Loss Report



- 1 From the General Ledger main menu, double-click
- 2 In the Report box, use the drop down arrow to select Profit & Loss.
- 3 Use the Report Options tab to specify what information should appear on the report. See Figure 5.
 - 3.1 Use the first limit box to specify what period to include on the report. Use the drop down arrow to select Period, Quarter, or YTD.
 - 3.2 Use the second box to select the second column on the report. Use the drop down arrow to select To Quarter or To YTD.
 - 3.3 Use the drop down arrow in the As Of box to select the period for this report. You can select from periods 1-12.
 - 3.4 You can select any of the following columns to appear on the report.
 - Trend (Selecting to run a trend report changes the format of your report.)
 - Last Year
 - Budgeted
 - % of Rev
 - Variance (This column appears when you add the budget and last year columns. They compare this current year and period. The variance is the difference between this and last year, or this year and the budget.)
 - Percent Variance (The percent variance shows that difference as a percent.)
 - 3.5 You can also select any of the following to appear on the report:
 - Include Period 13:** If you have adjustments to post to the previous year, but not to any particular month, you can post to period 13. Check this box to include period 13 on this report. Clear this box to not include period 13 on this report.
 - Split Groups:** Check this box to split report date groups on this report. Clear this box to not include split report date groups on this report.

Show Location Detail: Check this box to print location detail on this report. If you limit this report by location, each location begins a new report. You set location limits in the Limits tab by selecting Company then entering the limits in the corresponding boxes. Clear this box to not include location detail.

Show Responsibility Center Detail: Check this box to print responsibility center detail on this report. If you limit this report by responsibility centers, each responsibility center begins a new report. You set responsibility center limits in the Limits tab by selecting Responsibility Center then entering the limits in the corresponding boxes. Clear this box to not include responsibility center detail on this report. (This is an authorized feature.)

Show Category Detail: Check this box to print category detail on this report. This prints the account name on the report. You set category and subcategory location limits in the Limits tab by selecting Category then selecting the limits in the corresponding boxes. Clear this box to not include category detail on this report. A summation of the subcategories is calculated instead.

Note: For more information on categories, see the heading **Categories for Chart of Accounts**.

Show Account Numbers: This option is available if you select to show category detail. If you check this box, the report shows the G/L number assigned to the category detail.

Show Category Numbers: Check this box to print category numbers on this report. This prints the account number on the report. Clear this box to not print category numbers on this report.

Note: For more information on categories, see the heading **Categories for Chart of Accounts**.

Display Zero Amount Values as Blank: Check this box to display zero amount values as blank lines on the report. To not display zero amount values as blank lines on the report, clear this box. Only amounts greater than zero display.

Exclude Zero Amount Lines: Check this box to exclude zero amount lines from printing on the report. Only rows with a valid amount prints on the report. To print zero amount lines, clear this box.

- 3.6** You can also select a report font and size, print layout, and additional header text for this report. You can also mark the report as confidential.

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To change the report font and size, click .

To change the print layout, select Portrait or Landscape. (If your report has more than 2 additional columns, select Landscape.)

Enter additional header text in the Additional Header Text box. This text prints in the upper left corner of the report underneath the company name and regular report header.

To mark this report as confidential, check the Mark as Company Confidential box. This information prints in the lower right section of the report.

- 4 Use the Limits tab to set limits. See Figure 6.



The screenshot shows a window titled "Financial Reports" with a "Limits" tab selected. The window has a "Close" button and a dropdown menu for "Load saved report limits and options" set to "PROFIT & LOSS QUARTER 2003". The "Limits" tab contains the following sections:

- Category Limits:** Fields for "Category" and "SubCategory".
- Account Limits:** Fields for "From" and "To" with dropdown menus for "Company" and "Resp. Center".
- Fields for "Acct Major" and "Acct Minor".
- An "Add Limit" button.
- A table with columns: Cat, SubCat, Loc, RC, Acct Major, Acct Minor.
- "Remove Limit" and "Clear Limits" buttons.
- "Build Report", "Save Report Options and Limits", and "Close" buttons at the bottom.

Figure 6: Using the Limits Tab to Build a Profit & Loss Report

- 4.1 To add limits by category, click the Category box. Use the drop down menu to select the category to use to set limits for this report. (The available categories are based on the report that you selected.)

Note: For more information on categories, see the heading **Categories for Chart of Accounts**.

- 4.2 To add limits by subcategory, click the SubCategory box. Use the drop down menu to select the subcategory to use to set limits for this report. (Only subcategories for the selected category are available. You must enter a category to select a subcategory.)

Note: For more information on subcategories, see the heading **Subcategories for Chart of Accounts**.

- 4.3 In the Company From/To boxes, you can set limits for this report by Company. Enter the From and To range in the boxes.

- 4.4 In the Resp Center From/To boxes, you can set limits for this report by Responsibility Center. Enter the From and To range in the Resp Center boxes. (This is an authorized feature.)

- 4.5 In the Acct Major box, enter the G/L account major number to use to limit this report.

- 4.6 In the Acct Minor box, enter the G/L account minor number to use to limit this report.

- 5 When you set limits in the Limits tab, click the Add Limit button to save your limits for this report. The limits appear in the bottom section of the tab.

To remove a limit, select the limit to delete and click the Remove Limit button.

- 6 After you have finished setting up the report, click the Build Report button to build the report. The report opens on screen. You can preview the report before printing or export the report to a file. You can save the report as an Excel, html, or text file.

To save the report, click the Save Report Options and Limits button.

Note: If you changed an existing report or created a new one, the Save Settings As dialog box opens. Enter the report name and click OK.

- 7 To print the report, click Print Preview.

- 8 In the Print Preview window, you can print the report, export the report to a file, or change the report.

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To make changes to the report, click Page Setup. You can make changes to the margins, headers, and footers.

To export this report to a file, click . The Select Save File box opens.

You can save this report as an Excel file or a text file. Select the folder to export the file to and type the name in the File Name box.

You can print this report by clicking .

- 9 Click Close to close this dialog box at any time.
- 10 When you are finished, click Close in the Financial Reports window. See the sample financial reports on the following pages.

Sample Balance Sheets

D.D.M.S. INC. Balance Sheet Statement 06/03/04
P.O.BOX 507 As of January 31, 2003 14:19:44
KELLER TX 76248

	Year To Date Current
ASSETS	
Current Assets	
Cash	15,200.00
Accounts Receivable	200.00
Prepaid Expenses	550.00
Other Current Assets	1,000.00
Total Current Assets	16,950.00
Property, Plant & Equipment	
Equipment	4,960.00
Total Property, Plant & Equipment, net	4,960.00
TOTAL ASSETS	21,910.00
LIABILITIES AND STOCKHOLDER'S EQUITY	
Current Liabilities	
Accounts Payable	2,500.00
Other Current Liabilities	7,050.00
Total Current Liabilities	9,550.00
Other Liabilities	-500.00
Shareholder's Equity	
Common Stock	10,000.00
Retained Earnings	2,860.00
Total Shareholder's Equity	12,860.00
TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY	21,910.00

Profit & Loss Statement

D.D.M.S. INC. Comparative Profit & Loss Statement 06/01/04		
P.O.BOX 507 As of January 31, 2003 16:48:46		
KELLER TX 76248		
	Month	Quarter
	Current	Current
Revenue		
Sales	10,600.00	10,600.00
Less: Sales Discount	0.00	0.00
Total Revenue, Net	10,600.00	10,600.00
Cost of Goods Sold		
Shipping/Freight	0.00	0.00
Packaging	0.00	0.00
Delivery Expenses	0.00	0.00
Total Cost of Goods	2,150.00	2,150.00
Gross Profit	8,450.00	8,450.00
Expenses		
Advertising & Selling Expenses	1,500.00	1,500.00
Amortization and Deprecation	40.00	40.00
Automobile Expenses	0.00	0.00
Bad Debt Expense	0.00	0.00
Bank Fees	0.00	0.00
Credit and Collection Expenses	0.00	0.00
Computer Software	0.00	0.00
Conferences and Seminars	0.00	0.00
Contract Labor	0.00	0.00
Contributions and Donations	0.00	0.00
Directors Fees	0.00	0.00
Dues and Subscriptions	0.00	0.00
Education and Training	0.00	0.00
Employee Benefits	0.00	0.00
Freight	0.00	0.00
Insurance	50.00	50.00
Interest	50.00	50.00

Profit & Loss Statement

(continued from previous page)

Lease - Building	900.00	900.00
Lease - Equipment	0.00	0.00
Meals and Entertainment	0.00	0.00
Miscellaneous Expenses	0.00	0.00
Payroll - Officers' Salaries	0.00	0.00
Payroll - Salaries and Wages	5,200.00	5,200.00
Payroll Taxes	0.00	0.00
Postage	0.00	0.00
Printing Expenses	0.00	0.00
Professional Services	0.00	0.00
Repair & Maintenance - Building	0.00	0.00
Repair & Maintenance - Computers	0.00	0.00
Repair & Maintenance - Equipment	0.00	0.00
State and Local Taxes	0.00	0.00
Supplies - Computer	0.00	0.00
Supplies - Office	0.00	0.00
Supplies - Warehouse	0.00	0.00
Telephone	0.00	0.00
Travel	0.00	0.00
Uniform Expenses	0.00	0.00
Utilities	0.00	0.00
Total Expenses	7,740.00	7,740.00
Operating Income	710.00	710.00
Provision for Income Taxes	0.00	0.00
Net Income	710.00	710.00

Profit & Loss Statement (Detailed)

D.D.M.S. INC. Comparative Profit & Loss Statement 06/02/04		
P.O.BOX 507 As of January 31, 2003 07:30:23		
KELLER TX 76248		
	Month	Quarter
	Current	Current
Revenue		
Sales		
SALES-DEPT 1	10,600.00	10,600.00
SALES-DEPT 2	0.00	0.00
Less: Sales Discount		
Total Revenue, Net	10,600.00	10,600.00
Cost of Goods Sold		
COST OF SALES-DEPT 1	2,150.00	2,150.00
Shipping/Freight		
Packaging		
Delivery Expenses		
Total Cost of Goods	2,150.00	2,150.00
Gross Profit	8,450.00	8,450.00
Expenses		
Advertising & Selling Expenses		
ADVERTISING	1,500.00	1,500.00
Amortization and Deprecation		
DEPRECIATION EXPENSE	40.00	40.00
Automobile Expenses		
Bad Debt Expense		
Bank Fees		
Credit and Collection Expenses		
Computer Software		
Conferences and Seminars		
Contract Labor		
Contributions and Donations		
Directors Fees		
Dues and Subscriptions		

Profit & Loss Statement (Detailed)

(continued from previous page)

Education and Training		
EDUCATION AND TRAINING	0.00	0.00
Employee Benefits		
Freight		
Insurance		
INSURANCE	50.00	50.00
Interest		
INTEREST EXPENSE	50.00	50.00
Lease - Building		
RENT OR OWNERSHIP EXPENSES	900.00	900.00
Lease - Equipment		
Meals and Entertainment		
Miscellaneous Expenses		
Payroll - Officers' Salaries		
Payroll - Salaries and Wages		
SALARIES EXPENSE	5,200.00	5,200.00
Payroll Taxes		
Postage		
Printing Expenses		
Professional Services		
Repair & Maintenance - Building		
Repair & Maintenance - Computers		
Repair & Maintenance - Equipment		
State and Local Taxes		
Supplies - Computer		
Supplies - Office		
Supplies - Warehouse		
Telephone		
Travel		
Uniform Expenses		
Utilities		
UTILITIES	0.00	0.00
Total Expenses	7,740.00	7,740.00
Operating Income	710.00	710.00
Provision for Income Taxes		
Net Income	710.00	710.00