

CHAPTER 19: BUILDING FINANCIAL REPORT TABLES

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Introduction

This chapter explains how to add print lines, sum lines, and calculation lines to a financial table. The first section in this chapter, **Section 1: Beginning the Procedure**, explains the beginning steps to creating a table. The second section, **Section 2: Adding a Print Command Line**, explains how to add a line of text that you want to print on the financial table. **Section 3: Entering a SUM Line** explains how to add a sum line to the table. The last section, **Section 4: Entering a Calculation Line** explains how to add a line of calculation to the table.

Section 1: Beginning the Procedure

To create a new financial table or add to an existing table, go to the (WD) G/L Financial Report Table screen.

In the TABLE field, enter the financial table name. You can enter up to 10 characters. If you do not completely fill the field, press TAB.

Note: When naming the file, the only special characters you can use are slashes and dashes.

In the VOLUME field, enter the volume serial of the unit where the table is located. If you are creating a new table, enter the volume serial where you want the table to be located.

If you are adding to an existing table, go to the heading **Selecting the Action Code**.

If you are adding a new table, the following prompt appears, as shown in Figure 19-1:

CREATING A NEW FILE CONTINUE Y/N ?N

If you do not want to create a new financial table with this file name, type:

N

The cursor returns to the TABLE field so that you can begin again.

If you are creating a new financial table with this file name on the specified unit, type:

```

09:44:52          (WD) G/L FINANCIAL REPORT TABLE REV. (05/30/95)          11/07/97
-----
TABLE FINANCIAL  VOLUME W1 ACTION [A] (A-ADD, C-CHG, D-DEL, I-INQ, R-RENUMBER)
-----
F - +, -, X, /, %, <, -, >, P-PRINT, O-PRINT OPTION, T-TOP OF FORM, U-UPDATE, S-SUMMARY
LN - LINES, CHR - CHARACTER POSITION T-(0-3) WHERE 1-BUDGET, 2-YEAR, 3-LAST
-----
NAME - G/L NUMBER, SUM1-SUM40, PER1-PER40 -----
COMPANYS      UPDATE      T NAME        T NAME - NAME  T NAME - NAME
FROM          TO          PERIOD      [-] [-] [-]
F LN CHR DESCRIPTION TEXT                CHR T NAME - NAME  LINE  SUB
-----
                                                    [-] [-] [-]
                                                    2
-----
CREATING A NEW FILE          CONTINUE Y/N ?N
    
```

Figure 19-1. The CREATING A NEW FILE Prompt

```

09:45:10          (WD) G/L FINANCIAL REPORT TABLE REV. (05/30/95)          11/07/97
-----
TABLE FINANCIAL VOLUME W1 ACTION [A] (A-ADD, C-CHG, D-DEL, I-INQ, R-RENUMBER)
-----
F - +, -, X, /, %, <, -, >, P-PRINT, O-PRINT OPTION, T-TOP OF FORM, U-UPDATE, S-SUMMARY
LN - LINES, CHR - CHARACTER POSITION T-(0-3) WHERE 1-BUDGET, 2-YEAR, 3-LAST
-----
NAME - G/L NUMBER, SUM1-SUM40, PER1-PER40 -----
COMPANYS UPDATE T NAME T NAME - NAME T NAME - NAME
FROM TO PERIOD [-] - [-] [-]
F LN CHR DESCRIPTION TEXT CHR T NAME - NAME LINE SUB
-----

```

ENTER STARTING LINE NUMBER ? 1

Figure 19-2. The ENTER STARTING LINE NUMBER Prompt

Y

Selecting the Action Code

When the cursor moves to the ACTION field, select the [A] Add action code.

Specifying the Company

The cursor moves to the COMPANYS FROM field. In this field and the corresponding TO field, you specify the profit center(s) for this table.

To enter a profit center for only one location, enter the same location in both the FROM field and corresponding TO field.

Note: You must specify a location. If you do not specify a location, no figures will print. (This number can be changed at any time.)

To enter a range of profit center locations, enter the beginning of the range in the FROM field and enter the end of the range in the TO field.

The cursor moves to the PERIOD field. Press TAB and leave this field blank. This field is reserved for future use.

The following prompt appears, as shown in Figure 19-2:

ENTER STARTING LINE NUMBER ?

If you are creating a new table, press TAB to accept the default of 1. For instructions on adding a print line, go to **Section 2: Adding a Print Command Line**. For instructions on adding a calculation line, go to **Section 4: Entering a Calculation Line**. For instructions on adding a SUM line, go to **Section 3: Entering a SUM Line**.

If you are adding to an existing file, enter the line number that you want to **add after**.

If you entered an existing line number, that line will be displayed along with the following prompt:

ADD AFTER THIS LINE ?

If you do not want to add a line after the displayed line, type:

N

The next existing command line is displayed and the system repeats the ADD AFTER THIS LINE prompt.

Note: When you specify the starting line number, the line number is displayed in the LINE field. The system uses the LINE and SUB fields to number each command line as a unique record within the file. As command lines are entered, they are automatically assigned a line number. These are incremented sequentially. If command lines are added between existing lines, the new command lines will be assigned the line number of the command line that the new ones are being added after, along with a sub-number. Line and sub-numbers are deleted when command lines are deleted. When command lines are deleted, the line number, and sub-number if it exists, are deleted, leaving gaps in the number sequence. Periodically, the command lines should be renumbered to remove the sub-numbers and gaps. If sub-numbers exist and you do not renumber, these lines will not print and the account total will not be correct. For details on renumbering, go to **Chapter 20: Maintaining Financial Report Tables**.

If you want to add a line after the displayed line, press RETURN or type:

Y

The cursor moves to the F field on the blank command line below the displayed command line. For instructions on adding a print line, go to **Section 2: Adding a Print Command Line**. For instructions on adding a SUM line, go to **Section 3: Entering a SUM Line**. For instructions on adding a calculation line, go to **Section 4: Entering a Calculation Line**.

Section 2: Adding a Print Command Line

This section explains how to add a print line to a new table or to an existing table. You use the print command line to print headings, titles, text, and figures. The fields in the Print line are shown in Figure 19-3.

After you enter the starting line number in the (WD) Financial Report Table, the cursor moves to the F field.

In this field, you enter the function of this line. Since you are creating a print line, specify one of the following codes:

- P** Print text and figures specified in the other fields of this command line. Use this to print titles, headings, and figures. The line will print regardless of whether the specified account has any postings.
- O** Print text and figures specified in the other fields of this command line, provided the accounts specified have postings. If the accounts specified do not have any postings, the line will be suppressed. Do not use this for headings, titles, and so on, since they do not have any accounts specified and will not print.
- T** Top of Form. Move the paper to the top of the form. You use this code to break to a new page. Always enter this as the last command line of a table. If a table goes beyond one page, printing will occur on the paper perforations, unless the Top-of-Form command is used. If you enter this response in the F field, you cannot make any other entry on this line, and the cursor will move down to the next command line.

```

09:45:10          (WD) G/L FINANCIAL REPORT TABLE REV. (05/30/95)          11/07/97
-----
TABLE FINANCIAL VOLUME W1 ACTION [A] (A-ADD, C-CHG, D-DEL, I-INQ, R-RENUMBER)
-----
F - +, -, X, /, %, <, -, >, P-PRINT, O-PRINT OPTION, T-TOP OF FORM, U-UPDATE, S-SUMMARY
LN - LINES, CHR - CHARACTER POSITION T-(0-3) WHERE 1-BUDGET, 2-YEAR, 3-LAST
-----
NAME - G/L NUMBER, SUM1-SUM40, PER1-PER40 -----
COMPANYS      UPDATE      T NAME      T NAME - NAME      T NAME - NAME
FROM TO PERIOD [-] [-] [-] [-] [-] [-]
F LN CHR DESCRIPTION TEXT                      CHR T NAME - NAME      LINE SUB
-----
P                                                    [-] [-] [-] [-] 2

```

Figure 19-3. Fields in the Print Line

Entering the Line Feed

The cursor moves to the LN field. This is the line feed field. An entry in this field tells the printer the number of lines to advance through the printer before printing begins. A line feed will also return the print head of the printer to the left margin.

Note: Paper will not advance through the printer unless an entry is made in this field, or unless the Top-of-Form command code is used.

Entering the Beginning Character for Text

The cursor moves to the CHR field. In this field, enter the starting character position for any descriptive text you want to print on this line. (Descriptive text is entered in the DESCRIPTION TEXT field.)

Character positions are numbered beginning from the left margin of the paper with position 1. If the print head of the printer is farther to the right than the character position specified, printing will begin at the position of the print head. For more details on determining the starting position of text, go to **Section 2: Centering and Aligning Titles and Headings in Chapter 21: (WD) Screen Capabilities.**

Entering the Descriptive Text

In the DESCRIPTIVE TEXT field, enter any text that you want to print on this line. For example, if you are using this line to print the total dollars in regular checking, you might enter the text CASH IN REGULAR CHECKING on this line, as shown in Figure 19-4.

If you do not want to print any descriptive text on this line, press TAB. Go to the heading **Entering the Beginning Character for Accounts or Figures.**

If you want to print text on this line, enter the text. You can enter up to 40 alphanumeric characters in this field. If you do not completely fill the field, press TAB.

Entering the Beginning Character for Accounts or Figures

The cursor moves to the CHR field. In this field, you define the beginning character for the accounts or figures that you want to print on this line. This character determines where the accounts or figures that are defined on this line will print on the page. (You define the accounts and SUM and PER values in the T NAME field, below.)

Character positions are numbered beginning from the left margin of the paper with position 1. If the print head of the printer is farther to the right than the character position specified, printing will begin at the position of the print head. For more details on determining the starting position, go to **Section 2: Centering and Aligning Titles and Headings in Chapter 21: (WD) Screen Capabilities**

T NAME - NAME

The T field is used only if you are printing figures from accounts *without* using SUM or PER values. Specifying account numbers to print, rather than SUM and PER values, is very inflexible. It is not possible to print both the current period and year-to-date columns on the same report. Nor is it possible to print the beginning balance figures, which are an integral part of the balance sheets.

If you are printing figures from accounts without using SUM or PER values, in the T field specify which type of figure to print according to the following:

- 1 Budget figures
- 2 This-year figures
- 3 Last-year figures

If you are printing figures using SUM and PER values, press TAB and leave the T field blank.

```

09:45:10          (WD) G/L FINANCIAL REPORT TABLE REV. (05/30/95)          11/07/97
-----
TABLE FINANCIAL VOLUME W1 ACTION [A] (A-ADD, C-CHG, D-DEL, I-INQ, R-RENUMBER)
-----
F - +, -, X, /, %, <, -, >, P-PRINT, O-PRINT OPTION, T-TOP OF FORM, U-UPDATE, S-SUMMARY
LN - LINES, CHR - CHARACTER POSITION T-(0-3) WHERE 1-BUDGET, 2-YEAR, 3-LAST
-----
NAME - G/L NUMBER, SUM1-SUM40, PER1-PER40 -----
COMPANYS UPDATE T NAME T NAME - NAME T NAME - NAME
FROM TO PERIOD [-] [-] [-] [-] [-] [-] [-] [-] [-] [-] [-] [-] [-] [-] [-] [-]
F LN CHR DESCRIPTION TEXT CHR T NAME - NAME LINE SUB
-----
P 20 CASH IN REGULAR CHECKING 12
    
```

Figure 19-4. Entering the Descriptive Text

The NAME fields are used to specify either account numbers or SUM or PER values to print. For more detail on SUM and PER values, see **Chapter 18: Understanding Financial Report Tables**.

If you want to print figures from accounts without using SUM or PER values, enter the account number or range of accounts. Enter the book, major, and minor portions of the account number, without the dash. A single account can be entered in the first NAME field, or a range of accounts can be entered; the first NAME field is the FROM portion of the range, and the second NAME field is the TO portion of the range. (If you are entering an account number, an entry must be made in the T field to specify the budget, this-year, or last-year figures.) When you print the report using the [C] Print Financial Statements function in the (W) General Ledger Reports screen, you can specify which periods to include on the report.

If you want to print a figure using a SUM or PER value, enter the SUM or PER value in the first NAME field.

Note: If you are printing with SUM or PER values, do not make any entry in the T field or in the second NAME field. You can select the business periods that you want to print when the report is requested using the [C] Print Financial Statements function in the (W) screen.

When you have completed entering the accounts or the SUM and PER values, press RETURN. You can continue to enter lines on the financial table.

For instructions on adding a SUM line, go to **Section 3: Entering a SUM Line**. For instructions on adding a calculation line, go to **Section 4: Entering a Calculation Line**.

Section 3: Entering a SUM Line

This section explains how to add a SUM line to a new table or to an existing table. You use the SUM line to define which account you want the figures to come from. You must define which account(s) you want the figures to come from before you specify which figures to print. The fields that apply to the SUM line are shown in Figure 19-5.

After you enter the starting line number in the (WD) Financial Report Table, the cursor moves to the F field.

Specifying the Line Function

In the F field, you enter the function of this line. Since you are creating a SUM calculation line, type:

S

The [S] SUM function instructs the system to go and get the figures for the account that you will specify in the NAME field. The sums can be printed or used in other calculations. When you specify this function, any previously defined [S] SUM function is cleared and replaced with the figures of the new specified account(s).

The cursor moves to the T field. Normally you will press RETURN and leave this field blank. There is one exception to this, however. The exception is if you are comparing several different accounts to one particular account (such as comparing each asset account to the total asset account). In this case, the figure for the one particular account needs to be defined in the denominator position in all calculations. All other accounts on the table will be placed in the numerator position.

```

09:45:10          (WD) G/L FINANCIAL REPORT TABLE  REV. (05/30/95)          11/07/97
-----
TABLE FINANCIAL  VOLUME W1 ACTION [A] (A-ADD, C-CHG, D-DEL, I-INQ, R-RENUMBER)
-----
F - +,-,X,/,%,<,-,>, P-PRINT, O-PRINT OPTION, T-TOP OF FORM, U-UPDATE, S-SUMMARY
LN - LINES, CHR - CHARACTER POSITION  T-(0-3) WHERE 1-BUDGET, 2-YEAR, 3-LAST
-----
NAME - G/L NUMBER, SUM1-SUM40, PER1-PER40  -----
COMPANYS      UPDATE      T NAME      T NAME - NAME      T NAME - NAME
FROM          TO          PERIOD      [-] [-] [-]
F LN CHR DESCRIPTION TEXT      CHR  T NAME - NAME      LINE  SUB
-----
S                                     [-] [-] [-]          2
    
```

Figure 19-5. The Fields in the SUM Line

If you are not comparing several different accounts to one particular account, press TAB and leave the T field blank.

If you are comparing several different accounts to one particular account, and you are entering the one particular account on this line, in the T field, type:

S

Note: Only specify **S** in the T field for the account that you are comparing to all others. Also, this account must be the first account you enter on the table with a sum line calculation.

If you specify an **S** in the T field, this places the figures for the account you specify in the NAME field into the denominator position of each calculation. All figures for all other accounts in this table are placed in the numerator position. To see a sample of this kind of report, refer to the heading **SUM and PER Example 2: Comparing Similar Figures of Different Accounts** in **Section 4: Defining and Printing Predefined Percentages** in **Chapter 21: (WD) Screen Capabilities**.

The cursor moves to the NAME field. The way you use this field depends on your response in the T field.

Specifying the Range of Accounts

If you left the T field blank, enter the account or range of accounts that you want to print figures from. When using the [S] SUM function, you can define a single account (major or minor), or you can define a consecutive range of accounts. If you define a range of accounts, however, the accounts must be the same type of account. That is, they must both be minor accounts, or they must both be major accounts.

If you want to enter a single account, enter the number in the first NAME field. Press RETURN to go past the second NAME field and leave it blank. When you enter the account number, do not enter the hyphen. For example, if you want to enter the account number 401-01, you would enter 40101.

If you want to enter a range of accounts, enter the beginning of the range in the first NAME field and enter the end of the range in the second NAME field.

Note: If you are defining accounts that are not consecutive, you must set up user-defined SUMS. For details on setting up user-defined SUMS, see the heading **User Defined SUMS and PERS** in **Chapter 18: Understanding Financial Report Tables**.

If you specified **S** in the T field, enter the account that you want to compare to all other accounts on this table. Press RETURN and leave the second NAME field blank.

When you press RETURN, the cursor moves to the next line on the table. You can continue to add lines to the table.

For instructions on adding a print line, go to **Section 2: Adding a Print Command Line**. For instructions on adding a calculation line, go to **Section 4: Entering a Calculation Line**.

Section 4: Entering a Calculation Line

This section explains how to add a calculation line in the (WD) Financial Report Table screen. A calculation line lets you add user-defined SUMs and PERs to a table. It is very important that you understand user-defined SUMs and PERs before you use the instructions in this section to add them to a table. For details and examples on user-defined SUMs and PERs, go to **Chapter 21: (WD) Screen Capabilities**. The fields in the calculation line are shown in Figure 19-6.

Note: You must define a SUM line that defines which account(s) you want the figures to come from before you specify the calculation line. See **Section 3: Entering a Sum Line**.

For example, if you have a series of accounts that you want to sum together, but they are not contiguous, you must define your own SUMs. Also, there are no existing predefined PERs for all predefined SUM combinations or user-defined SUMs.

After you enter the starting line number in the (WD) screen, the cursor moves to the F field. In this field, you enter the function of the line according to the following responses:

- + Addition function. This function will take the figures of the SUMs specified in this line and add the values together.
- Subtraction function. This function will take the figures of the SUMs specified in this line and subtract one value from another.

```

09:45:10          (WD) G/L FINANCIAL REPORT TABLE  REV. (05/30/95)          11/07/97
-----
TABLE FINANCIAL  VOLUME W1 ACTION [A] (A-ADD, C-CHG, D-DEL, I-INQ, R-RENUMBER)
-----
F - +, -, X, /, %, <, -, >, P-PRINT, O-PRINT OPTION, T-TOP OF FORM, U-UPDATE, S-SUMMARY
  LN - LINES, CHR - CHARACTER POSITION  T-(0-3) WHERE 1-BUDGET, 2-YEAR, 3-LAST
-----
          NAME - G/L NUMBER, SUM1-SUM40, PER1-PER40  -----
COMPANYS   UPDATE   T NAME      T NAME - NAME      T NAME - NAME
FROM      TO      PERIOD   [-] [-] [-] [-] [-] [-]
F LN CHR DESCRIPTION TEXT          CHR  T NAME - NAME      LINE  SUB
-----
C                                     2
                                     3
  
```

Figure 19-6. The Fields in the Calculation Line

- X** Multiplication function. This function will take the figures of the SUMs specified in this line and multiply them together.
- /** Division function. This function will take the figures of the SUMs specified on this line and divide one value by the other.
- %** Percentage function. This function will take the figures of the SUMs specified on this line and calculate one SUM as a percentage of another SUM, as follows:

$$\frac{\text{Sum1} - \text{Sum2}}{\text{Sum1}}$$

Note: For more detail on defining user-defined SUMS and PERS and to view an example of a table with user-defined SUMs and PERs, go to **Chapter 21: (WD) Screen Capabilities**.

After you specify the line function, the cursor moves to the T field. Press TAB and leave this field blank.

User-defined SUMS and PERs are defined in the following manner:

$$\text{SUM1} = \text{SUM1} + \text{SUMX}$$

$$\text{PER1} = \text{PER1} + \text{PERX}$$

In the NAME field, enter the result of the user-defined equation (SUM1 or PER1, in the above example). Press TAB until the cursor moves to the next NAME field.

In this NAME field, enter the next part of the equation (SUM1 or PER1, in the above example). Press TAB until the cursor moves to the next NAME field. In this field, enter the X SUM label for this user-defined SUM. For example, if you are defining the total for the current period for this year, you would enter SUM21.

After you enter the X SUM label, press RETURN. The cursor moves to the next line so that you can continue to add lines to this table.

For instructions on adding a print line, go to **Section 2: Adding a Print Command Line**. For instructions on adding a SUM line, go to **Section 3: Entering a SUM Line**.