



Infor System21 Financial Manager

Product Guide

Copyright © 2021 Infor

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor System21 3.2

Publication date: November 25, 2021

Document code: RW

Contents

- About this guide7**
 - Intended audience7
 - Related documents7
 - Contacting Infor7

- Chapter 1 Overview.....9**
 - Stages in Report Creation.....9

- Chapter 2 Data Dictionary11**
 - Data Dictionary Overview 11
 - System-defined Data Dictionary Fields 11
 - Level Codes and Their Descriptions 14
 - Maintain Data Dictionary [3/FM] 14
 - Maintain Fields Selection Window..... 14
 - Maintain Data Dictionary Window..... 15

- Chapter 3 Output Formats.....17**
 - Output Formats Overview 17
 - Maintain Output Formats [2/FM]..... 17
 - Maintain Output Formats Selection Window..... 18
 - Maintain Output Formats Detail Window 19
 - Maintain Format Window..... 20
 - Literal Fields 21
 - Variable Fields 22
 - Select Data Dictionary Fields Window 22
 - Include Variable in Format Window 23
 - Data Dictionary Variable Window 24
 - Data Dictionary Numeric Variable Window 25
 - Defining Accumulators 28
 - Accumulated Variable Window 28

Calculated Variable Window	30
Moving and Enquiring on Fields	33
Maintaining Fields	34
Maintain Fields in Format Window	34
Work Fields.....	36
Modifiers Maintenance	36
Maintaining a Period Modifier	38
Maintaining a Period and Year Modifier	38
Maintaining an Account Modifier	39
Maintaining a Company Modifier	39
Maintaining a User-defined View Modifier	40
Enter Ledger Pop-up	40
Specify Sector Modifier Pop-up.....	41
Maintaining a Cross-ledger User-defined View Modifier	41
Select Cross-Ledger User-Defined View Pop-up	41
Chapter 4 Report Definition.....	43
Report Definition Overview	43
Create or Maintain Reports [1/FM].....	43
Maintain Report Window	43
Report Header Window.....	44
Format Window	45
Specify Format Window	47
Confirmation Window.....	49
Maintain Report Lines Window	50
Maintain Report by Accounts Window	51
Include from Report Selection Window	52
Include from Report Lines Selection Window	53
Account Group Specification	53
Maintain Report by Groups Window	53
Maintain Report Ledger Description Window.....	55
Account Group by View Specification	57
Select User-defined View Pop-up.....	57
Select Cross-ledger User-defined View Pop-up	57
Maintain Report View Window	58
Maintain Report Definition Window.....	59
Chapter 5 Print Reports.....	63
Select Reports for Printing [31/FM]	63

Select Reports Window.....	63
Select Reports Confirmation Window	65
Specify Sector Modifier Pop-up.....	65
Chapter 6 Further Report Maintenance.....	67
Report Maintenance Overview	67
Maintain Report Groups [4/FM]	67
Report Group Selection Window	67
Report Group Description Window	68
Report Group Maintenance Window.....	68
Maintain Report Authorities [5/FM].....	69
Report Selection Window	70
Authorities Maintenance Window	70
Maintain User Authorities [6/FM].....	71
User Selection Window	71
User Authorities Maintenance Window	72
Maintain Company Defaults [7/FM].....	72
Maintain Company Defaults Window	72
Change Report Owner [8/FM]	74
Change Report Owner Window	74
Chapter 7 Maintenance Reports	77
List Output Formats [41/FM].....	77
List Output Formats Window	77
List Data Dictionary [42/FM].....	78
List Report Details [43/FM].....	78
Report Details Window.....	78
List Report Groups [44/FM].....	78
List Report Authorities [45/FM].....	79
List User Authorities [46/FM].....	79
List Reports [47/FM].....	79
Chapter 8 Utilities.....	81
Financial Manager Utilities	81
Copy Fields from another Company [11/FM].....	81
Copy Data Dictionary Window	81
Select Fields Window.....	82

Existing Field Window.....	82
Copy Formats from another Company [12/FM].....	82
Copy Output Formats Selection Window.....	83
Copy Output Formats Window.....	83
Copy Reports from another Company [13/FM].....	83
Copy Reports Selection Window.....	83
Copy Reports Window.....	84
Mass Maintenance (Copy Company Utility) [51/FM].....	84
Create Company Selection Window.....	84
Create Company Window.....	85
Mass Maintenance (Maintain Company) [52/FM].....	85
Maintain Company Selection Window.....	85
Maintain Company Window.....	86
Appendix A Glossary.....	87

About this guide

The purpose of this document is to describe the functions that can be used within the Financial Manager Module.

Intended audience

The guide is intended for any users of the RW Financial Manager business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 7.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

Stages in Report Creation

This section is an overview of the stages involved in creating a report. Subsequent sections explain each stage in more detail.

Stage 1

Examine the [data dictionary](#). It already contains system-defined fields, which should prove useful to you in the definition of your reports. If you need extra fields, you can define them.

Stage 2

A report is comprised of three types of format:

- The first type of format contains information relevant to its headings and is called the Header format.
- The second type of format contains the body of the report, that is, all the detail lines, and is called the [Detail format](#).
- The third type of format contains the totals at the end of the report and is called the [Total format](#).

Having drawn up a report design, decide how it should be split into these three format types.

Stage 3

Define the header, detail and [total formats](#) that will go to make up your particular report. You give them names and define some controlling parameters for each format.

Stage 4

Enter the text you want to see on the finished report in each format. The header and [total formats](#) are the ones most likely to require text. These text fields are known as [literal](#) fields.

Allocate, or create and allocate, fields that hold data from the General [Ledger](#), and add them to the report. Such fields are called variable fields and are usually in the detail and [total formats](#).

You can also create hidden fields to help you in the calculation of values destined for the report. These are work fields.

Having defined fields for the format you might also want to make use of [modifiers](#) so that you can print batches of similar reports, each of which looks at different ranges of fields.

Stage 5

You have created the three separate formats for your report. You now pull them together into a single report, and give the report a name.

When defining the report, you also specify the location from which each variable field will access its data. To do this, specify single accounts, groups of accounts, views (combinations of account levels which can span single or multiple [ledgers](#)) or hierarchies that exist on the General [Ledger](#).

Stage 6

You have defined your report. You now need to compile it so the software can run it.

Stage 7

Finally, run the compiled report. A batch job is submitted to the system and a print generated.

Chapter 2 Data Dictionary

Data Dictionary Overview

The Financial Manager's [data dictionary](#) is a list of fields set up to hold the information you want to print in your reports. Some of the fields are installed with the software (these are system-defined), but others you can define yourself (these are user-defined).

System-defined [data dictionary](#) fields include:

- Account identification and description data
- Actual, budgeted and statistical values by period and year-to-date
- Application constants such as company name, reporting period, report data and time

User-defined [data dictionary](#) fields might include:

- Use of intermediate calculations, which may include constant values
- Variable period numbers

System-defined Data Dictionary Fields

Here is a list of the system-defined fields:

- [Account code](#) (12, 20, 30, 40 or 50 characters)
- You select the appropriate length of the [account code](#), since the length of accounts may vary. You have five lengths up to which the [account code](#) can extend. Remember to allow for level separators if the view is not the short [account code](#).
- Account description (20, 30, 40, 50, 60, 70 or 79 characters)
- Select the appropriate length of description to fit into the format of the report. You have a choice of seven lengths.
- The software will use its default descriptions with comma separators, as it will for views other than the short code view. For the short code view, the 20-character description is taken for the short description as entered in the General [Ledger Chart of Accounts](#) maintenance task.
- Account level code for position in view (up to 15 characters)

- If the report is to show the account [level codes](#) used within a view as separate fields, fields 1-9 contain the level code that corresponds to that position within the view. Each field is 15 characters in length.
- Account level code (up to 9 or 15 characters)
- If the report is to show account [level codes](#) as separate fields, fields 1-9 contain the level code that corresponds to that position within the account. Levels 1-4 are 9 characters in length, while levels 5-9 are 15 characters.
- Account level code description for a view (20 characters)
- This field (1-9) contains the description of the level code that corresponds to that position of a view. Each field is 20 characters in length.
- Account level code description (20 characters)
- This field (1-9) contains the description of the level code that corresponds to that position within the account. Each field is 20 characters in length.
- Run time [account modifier](#) (15, 20, 30, 40 or 50 characters)

When preparing to print the report you can modify the [account codes](#) you specified when defining the account. By specifying the dictionary items, the [modifier](#) input at the next run time will be printed. The length should match the length of the view.

Select the appropriate length of [account code](#), or [account code](#) within an account range or view, as the length of accounts may vary. You have five lengths from which to choose. Remember that any [account code](#) separators will occupy one character each of the account.

- [Base currency](#) alternative year-to-date credits (15, including 2 decimals)
- [Base currency](#) alternative year-to-date debits (15, including 2 decimals)
- [Base currency](#) alternative year-to-date net (15, including 2 decimals)
- [Base currency](#) alternative year-to-date budget 1 (15, including 2 decimals)
- [Base currency](#) alternative year-to-date budget 2 (15, including 2 decimals)

For multi-currency transactions, you can print the prime values alongside their base equivalents. The base fields are prefixed by BS, prime fields by PR and the base equivalent fields by PE.

- [Base currency](#) code (3 characters)
- [Base currency](#) description (full) (35 characters)
- [Base currency](#) description (short) (10 characters)
- [Base currency](#) period net (15, including 2 decimals)
- [Base currency](#) period net budget 1 (15, including 2 decimals)
- [Base currency](#) period net budget 2 (15, including 2 decimals)
- [Base currency](#) period credits (15, including 2 decimals)
- [Base currency](#) period debits (15, including 2 decimals)
- [Base currency](#) revised budget 1 (15, including 2 decimals). The actual value is printed for a period earlier than the current period and the budget value for a period the same as or after the current General [Ledger](#) period.

- [Base currency](#) revised budget 2 (15, including 2 decimals). The actual value is printed for a period earlier than the current period and the budget value for a period the same as or after the current General [Ledger](#) period.
- [Base currency](#) fiscal year-to-date credits (15, including 2 decimals)
- [Base currency](#) fiscal year-to-date debits (15, including 2 decimals)
- [Base currency](#) fiscal year-to-date (15, including 2 decimals)
- [Base currency](#) fiscal year-to-date net budget 1 (15, including 2 decimals)
- [Base currency](#) fiscal year-to-date net budget 2 (15, including 2 decimals)
- Company code (2 characters) - the company code for the General [Ledger](#) company
- Company name (35 characters) - the name given to the General [Ledger](#) company
- Line text (10, 20, 30, 40, 50 or 60 characters)

Use this to print specific text on specific lines.

- Page number (4 characters)
- Report run period (5 characters)
- Quantity period net (13, including 3 decimals)
- Quantity period net budget 1 (13, including 3 decimals)
- Quantity period net budget 2 (13, including 3 decimals)
- Quantity revised budget 1 (13, including 3 decimals)

The actual value is printed for a period earlier than the current period and the budget value for a period the same as or after the current General [Ledger](#) period.

- Quantity revised budget 2 (13, including 3 decimals)

The actual value is printed for a period earlier than the current period and the budget value for a period the same as or after the current General [Ledger](#) period.

- Quantity fiscal year-to-date (13, including 3 decimals)
- Quantity fiscal year-to-date budget 1 (13, including 3 decimals)
- Quantity fiscal year-to-date budget 2 (13, including 3 decimals)
- Report description (50 characters)
- Report name (10 characters)
- Report control codes a to E (3 characters)
- Report control code descriptions a to E (20 characters)
- Descriptions allocated to the report control codes
- Report run date (8 characters)
- Report run date extended (10 characters)
- Report run month (2 characters)
- Report run time (8 digits)
- Report run year (2 characters)
- User name

Level Codes and Their Descriptions

Account [level codes](#) and their associated descriptions can be printed on reports. If a view is being printed (particularly cross-[ledger](#) views), it is more logical to print the level code relevant to its position in the view than to print its sequential position in the account.

Maintain Data Dictionary [3/FM]

Use this task to create your own user-defined [data dictionary](#) fields.

You base your user-defined fields on the standard system-defined ones.

Maintain Fields Selection Window

To display this window, select the Maintain [Data Dictionary](#) task.

The system-defined fields are first in the list in the [data dictionary](#), and any user-defined fields you have set up will come at the end.

However, when you first enter the window, the software positions the list so you see the first user-defined field. Use **Page Down** to see further user-defined fields, or **Page Up** to see the system-defined fields.

Fields

User Field to Add

To amend an existing (user-defined) field:

Enter the field name here, or use **Select Field to Maintain** against the name of the field. (Use **Page Down** to display other fields).

To create a new field:

Enter your choice of name. It must not contain an underscore (_), as this is used solely for system-defined fields and identifies them as such.

Options

Select Field to Maintain

Use this to select a user-defined field. The Maintain [Data Dictionary](#) window will be displayed.

Enter a field name and then press Enter or use Select Field to Maintain against a user-defined field to display the Maintain [Data Dictionary](#) window.

Maintain Data Dictionary Window

To display this window, enter a field name and then press Enter or use Select Field to Maintain against a user-defined field on the Maintain Fields Selection window.

When you first enter this window, the end of the list of system-defined fields is displayed at the bottom half of the window so that any existing user-defined fields can be accessed easily. Use **Page Up** to see the system-defined fields and **Page Down** to see any further user-defined fields.

Fields

Description

Enter a description for the user-defined [data dictionary](#) field of up to 50 characters in length.

Length

Enter the number of digits to be printed. This includes decimals, but not the decimal point.

For example, 12345.67 requires a length 7.

The default is 15.

Decimal Places

Enter the number of decimals to be printed, excluding the decimal point. You can leave this blank if you do not want to print any decimal places.

The default is 2.

Op

The arithmetic operators you can use are as displayed on the window as (+ - / * %).

Calculations are performed from left to right. For example, $ab - cd * ef$ is calculated $(ab - cd) * ef$.

You can use up to three fields in a calculation and these can include both system-defined and user-defined fields and constant values.

Field Name

Enter one of the following:

- The name of the [data dictionary](#) field (system-defined or user-defined).
- A numeric value to be used in the calculation
- Negative values are specified with a leading minus (-).

Period Number

If the period from which values are to be taken is not the reporting period, enter the period to be used. The number you enter must be from 0 to the number of GL periods inclusive.

Year Modifier

If the period you want is not in the current year, you can enter a [year modifier](#).

For example, to select the closing balance at the end of last year, you would enter the Period Number as 12 and the [Year Modifier](#) as 1-.

Period Offset

If the values for the calculation are to be obtained from a period earlier or later than the current period, enter the number of periods to offset. A trailing minus indicates an earlier period.

For example, if the value for the calculation is from the period before the current period, enter a period [modifier](#) of 1- here.

Budget Code?

You can optionally enter a budget code and type.

You can use the prompt facility on this field to select from the Select Budget or Forecast pop-up.

Currency

Enter the currency in which you want values printed in the report.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Note: *Some values may be printed regularly with the sign reversed, especially when processing sales values. To set these up in the [data dictionary](#), multiply the value by minus one.*

Having entered the appropriate details, press Enter to accept your changes and the new field will appear within the list of user-defined fields in its alphabetical place.

Chapter 3 Output Formats

Output Formats Overview

[Output formats](#) define how information is presented in reports. They indicate where the [data dictionary](#) fields should be positioned and what free format text should appear on the finished report.

Formats can be specific to a single report, or you can use one for several reports.

There are three types of format:

- [Heading format](#)
This prints the report title, data such as the date and time, and all the [column](#) headings. This format is often re-printed at the start of each new page in a report.
- [Detail format](#)
This prints the live data in the report: the report lines themselves. The detail lines generally contain the values of General [Ledger](#) accounts or groups of accounts.
- [Total format](#)
This prints the totals at the end of the report.

You set up your heading, detail and total report formats in the same way, using the same option, so the only way of distinguishing between format types is from the name you give them. We suggest you put an H in front or at the end of [heading formats](#), a D in front or at the end of [detail formats](#) and a T in front or at the end of [total formats](#).

Maintain Output Formats [2/FM]

You use this task to set up heading, detail and [total formats](#).

[Heading Formats](#)

The [heading format](#) usually contains the report title, data such as the date and time, and all the [column](#) headings. This format is often re-printed at the start of each new page in a report.

[Detail Formats](#)

[Detail formats](#) are normally used to specify:

- The descriptive and value data to be printed for the accounts included in the report (this is often the body of the report)
- The accumulation of totals

[Total Formats](#)

[Total formats](#) hold the total values that will appear at the end of a report.

These totals are normally positioned beneath, and in line with, the [columns](#) of values above them in the [detail format](#).

Maintain Output Formats Selection Window

To display this window, select the Maintain [Output Formats](#) task.

Fields

Format Name

Enter the name of a new or existing [heading format](#).

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Note: Use an H as the first or last character of your [heading formats](#), so that they are easy to identify.

Note: Use a D as the first or last character of your [detail formats](#), so they that are easy to identify.

Note: Use a T as the first or last character of your [total formats](#), so that they are easy to identify.

Based on Format

If you are creating a new format that is similar to an existing format, enter the name of that other format here. The software will make a copy of it under the new name. You can then go on to modify it.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Format for Heading

The format you enter here will be displayed at the same time as the format you are creating or maintaining.

This field is not normally used when you are creating [heading formats](#).

However, it is useful if you are creating a [detail format](#) and you want to align the fields with their appropriate [column](#) headings in the [heading format](#). Enter the name of that [heading format](#) here, and the format will be displayed at the top of the Maintain Format window. You can then place your fields in the correct places.

Note: The format you enter in the Format for Heading field is not maintainable on the Maintain Format window and is displayed only as a guide. You do not have to use that [heading format](#) in the actual report if you do not want to.

Enter a format name and optionally the name of a header format to display in addition and then press Enter to display the Maintain [Output Formats](#) Detail window.

Maintain Output Formats Detail Window

To display this window, enter a format name on the Maintain [Output Formats](#) Selection window and then press Enter.

Fields

Description

Enter a description for the format, using up to 50 characters. This description is not used on the report itself; you use it to identify the format.

No. of Lines in Format

Enter the number of lines this format will occupy.

For a [heading format](#), you can use any number of lines from 1 to 12. A typical entry would be 5-10 lines, to allow space for [column](#) headings.

For a [detail format](#), you can use from 0 to 12 lines. Detail lines often consist of only one line. You would specify 0 lines if you wanted a non-printing [detail format](#), for example one that is used only to accumulate totals.

For a [total format](#), you can use from 0 to 12 lines.

Print on New Page?

This setting is used mainly on [heading formats](#), but you can use it on detail or [total formats](#) if you choose.

Use this checkbox as follows:

Unchecked - Not to print this format each time the report starts a new page

Checked - To print this format each time the report starts a new page, and force a page throw whenever this format is specified in the report

Characters per Line

Enter the number of characters you want to have on a line in the report. This is normally 132 for standard stationery. Use 70-80 for standard characters on A4 stationery. Use up to 198 for [compressed print](#).

Ensure that the number of characters per line tallies with the other formats you will be using for the report you are creating.

Currency Type

Select one of the following:

Base (0) - To print the format only once for each account

Transaction (1) - To print the format once for every prime period balance that accrues on each account

Select Base if you are creating or maintaining a header or [total format](#).

This field will only appear if the General [Ledger company profile](#) field Maintain Prime Period Balances is checked.

Providing you are maintaining [prime currency](#) balances, you can include the [data dictionary](#) items that begin with PE (prime equivalent) and PR ([prime currency](#)) in any format, regardless of the setting of format currency fields.

Currency

Leave this field blank if you are creating or maintaining a header or [total format](#).

If you have set the Currency Type field to Base, enter the code of the [base currency](#).

If you have set the Currency Type field to Transaction, enter the currency to be printed.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

The format will be printed once per account for the currency (prime period balance) specified.

This field will only appear if the General [Ledger company profile](#) field Maintain Prime Period Balances is checked.

Enter the details and then press Enter to display the Maintain Format window.

Maintain Format Window

To display this window, press Enter on the Maintain [Output Formats](#) Detail window.

This window shows your report format, laid out as if it were a report. The number of lines you entered in the No. of Lines in Format field on the Maintain [Output Formats](#) Detail window is the same as the number of lines shown at the top of this window.

When you are setting up a new format, these lines are blank. You use this window to entering your [literals](#), variables and fields, in the positions they are to occupy on the report.

A [heading format](#) is likely to include:

- [Literals](#) for the title of the report, headings of [columns](#), date, time, page number and so on
- Variables for date, time, and so on, from the [data dictionary](#)

A [detail format](#) is likely to include:

- [Data dictionary](#) fields to appear as [columns](#) of figures or characters
- [Accumulators](#) to print as sub-totals

The [detail format](#) is likely to appear several times in the completed report, and will often form the bulk of the report.

A [total format](#) is likely to include:

- [Literals](#) such as underlines above and beneath the total figures, and a description, for example "Grand Total"
- [Accumulators](#) to take accumulated values and display them as totals

For full details on how to add fields to the format, see the later sections of this chapter.

Financial Manager provides field positioning techniques within the format. This is explained later in the chapter.

Functions

Return to Format Entry (F3)

Use this to return to the Maintain [Output Formats](#) Selection window to enter more formats.

Change Window Pos (F5)

Use this to move the format layout along to the position you want.

The Maintain Format window defaults to display the leftmost 80 characters in the format. When you select Change Window Pos, a Current Window Position field appears. Enter a number in this field and press Enter.

The number you enter defines the position of the leftmost edge of the window. For example, if you enter 53, the window will shift along to display positions 53 to 132 of the format.

Display Fmt Details (F14)

Use this to view and modify all the fields you have set up within this format.

Select Dict Fields (F17)

Use this to select [data dictionary](#) fields to use in the format.

Cancel Changes (F23)

Use this to cancel the changes you have made to the format. Select **Confirm Cancel (F23)** to confirm the cancellation.

Once you have finished maintaining the [heading format](#), select **Return to Format Entry (F3)** to return to the Maintain [Output Formats](#) window to enter further formats.

Literal Fields

You will probably want to have some text on your report; for example, you can print the word Date before the date field, Time before the time field, and the words Grand Total before the grand total. All of these are called [literals](#), and they are commonly used in heading and [total formats](#).

This section shows you how to enter and delete [literals](#). You do this on the Maintain Format window.

To enter a [literal](#), place your cursor on the space before the space where you want the first letter of the [literal](#) to appear. Then type an apostrophe (') to open the field. Next, type the characters of the [literal](#), and finally type a second apostrophe (') to end the field.

Note: [Literal](#) fields can only be entered on one line. A [literal](#) cannot extend to a second line.

Press Enter. The apostrophes disappear, leaving the [literals](#) in place.

To remove a [literal](#) you have defined, enter D immediately to the left of the position where you began the [literal](#) and then press Enter.

Variable Fields

Variable fields are fields that hold data. These usually hold the real information on the report.

Variable fields hold data such as balances, dates, times and so on.

There are three kinds of variable field:

- [Data dictionary](#) fields
- You can enter these directly onto the format on the Maintain Format window or indirectly by selecting **Select Dict Fields (F17)**. The indirect method is quick but allows less manipulation of numeric fields. The direct method is slightly slower, but gives you greater and control over the way in which numeric field data is displayed.
- [Accumulators](#)
- [Calculated fields](#)

The following sections show how to add these variable fields to your formats.

Select Data Dictionary Fields Window

To display this window, select **Select Dict Fields (F17)** on the Maintain Format window.

Use this window to add [data dictionary](#) fields indirectly.

The indirect method of adding [data dictionary](#) fields to a format is quick, but allows less manipulation of numeric fields.

Options

Select Field

Use this to select any [data dictionary](#) fields whose data you want to add to your format. You can choose as many fields as you like.

Use Page Up and Page Down to view all the [data dictionary](#) fields.

Once you have selected the appropriate [data dictionary](#) fields, select **Previous (F12)** to re-display the Maintain Format window. The fields you selected are listed in a small window at the side.

The [data dictionary](#) fields listed in the small window are numbered. If you have selected more than five [data dictionary](#) fields, use **Page Up** and **Page Down** to see the remaining ones.

To insert one of the [data dictionary](#) fields into the format, type an ampersand (&) in the first position on the window the field is to occupy, followed by the number allocated to the [data dictionary](#) field you want to insert. Press Enter and the number of characters in the field is displayed in the following way:

- If the variable field is an alphanumeric [data dictionary](#) field, the characters of the field are displayed as a series of asterisks (*).
- If the variable field is a numeric [data dictionary](#) field, the characters of the field are displayed as a series of nines (9). If the field is negative, a minus sign is displayed.

Include Variable in Format Window

To display this window, enter a plus sign (+) in the first position the field is to occupy and then press Enter on the Maintain Format window.

Note: You can go straight to the [Data Dictionary Variable](#) window from the Maintain Format window by entering +1 at the position you want the field to appear.

Use this window to add [data dictionary](#) fields directly.

The direct method of adding [data dictionary](#) fields to a format is not as quick as the indirect method, but it allows you to manipulate numeric fields so that they are displayed in the way you choose.

The direct entry method allows you to insert a variable field directly into the format from the Maintain Format window.

Fields

Type of Variable to Include

Select one of the following:

[Data dictionary](#) field (1) - To select a [data dictionary](#) field

The [Data Dictionary Variable](#) window is displayed.

[Accumulator](#) (2) - To select an [accumulator](#)

This is explained in the Direct Entry Defining [Accumulators](#) section. The Accumulated Variable window is displayed.

[Calculated field](#) (3) - To select a [calculated field](#)

This is explained in the Direct Entry Defining [Calculated Fields](#) section. The Calculated Variable window is displayed.

Press Enter. The window displayed depends on your selection.

Data Dictionary Variable Window

To display this window, either select [Data Dictionary](#) Field in the Type of Variable to Include field and then press Enter on the Include Variable in Format window or type +1 and then press Enter on the Maintain Format window.

This window displays the [data dictionary](#).

Fields

Either Enter the Variable's Name

If you know the exact field name of the variable you want to include in your report format, type it here and then press Enter.

If you select an alphanumeric [data dictionary](#) field, you are taken back to the Maintain Format window, where the field appears as a series of asterisks. The number of asterisks represents the size of the field itself. The field will start where you typed the plus sign.

If you select a numeric [data dictionary](#) field, the [Data Dictionary](#) Numeric Variable window appears, allowing you to enter further parameters.

Options

Select

Use this if you do not know the exact field name of the variable you want to include in your report format.

If you select an alphanumeric [data dictionary](#) field, you are taken back to the Maintain Format window, where the field appears as a series of asterisks. The number of asterisks represents the size of the field itself. The field will start where you typed the plus sign.

If you select a numeric [data dictionary](#) field, the [Data Dictionary](#) Numeric Variable window appears, allowing you to enter further parameters.

You can only select one field at a time.

Functions

Cancel Selection of Field (F3)

Use this to return to the Maintain Format window without selecting any variable.

Note: *You cannot select a field and then cancel it by selecting **Cancel Selection of Field (F3)**. This is because as soon as you select a field it is immediately added to the Maintain Format window. Once that happens, you can only remove it by deleting it.*

Enter a variable name and then press Enter, or select a variable.

If you select an alphanumeric [data dictionary](#) field, you are returned to the Maintain Format window. The field appears where you typed the plus sign.

If you select a numeric [data dictionary](#) field, the [Data Dictionary](#) Numeric Variable window is displayed, allowing you to enter further parameters.

Data Dictionary Numeric Variable Window

To display this window, select a numeric field on the [Data Dictionary](#) Variable window.

This window is also displayed if you are setting up period [modifiers](#). See the relevant section for more details.

Use this window to specify how you want your numeric field to look when it is printed on your report.

Fields

Column Number

The [column](#) number is allocated to each variable automatically. You can change it, but it has to be unique within a format.

The software uses it to reference the field when you are specifying [accumulators](#) and calculations. The number has no effect on the positioning of fields in the format.

Note: We suggest that you reserve [columns](#) 90 to 99 for your work fields.

Variable Name

This is the field name of the [data dictionary](#) field. It is displayed if you selected an existing field, but you can enter it yourself if this is a new field, for example, if you are setting up a period [modifier](#). A list of [data dictionary](#) fields is displayed at the bottom of this window as a prompt.

Accumulate Into

Enter the [accumulator](#) number (001 - 999) into which the value of this field is to be accumulated.

Accumulated values are often either used as work fields, or are printed in the [total format](#) at the end of the report.

Print Commas?

Use this checkbox as follows:

Checked - To print the value with commas separating the thousands, for example 1,426.65

Unchecked - To print the value without comma separators, for example 1426.25

Note: This decision affects [column](#) spacing on the report.

Edit Negatives With

Use this to specify how you want any negative values to be printed out. The following list gives an example of each option available, using a value of -156.23:

Blank - This prints with no indication of the negative at all, for example 156.23.

Parenthesis (()) - This prints negatives in brackets, for example (156.23).

Minus Sign (-) - This prints a trailing minus sign, for example 156.23-. This is the default selection.

Credit (C) - This prints the letters CR after the value, for example 156.23CR.

Print Only if Credit?

Use this checkbox as follows:

Unchecked - If the value is to be printed as calculated, whether it is negative or positive

Checked - If the value is to be printed only if it is negative

In this case, if it is not negative, the field prints as a blank.

Print Only if Debit

Use this checkbox as follows:

Unchecked - If the value is to be printed as calculated, whether it is negative or positive

Checked - If the value is to be printed only if it is positive

In this case, if it is not positive, the field prints as a blank.

Print Zero Values?

Use this checkbox as follows:

Unchecked - To print a zero value as blank spaces

Checked - To print a zero value as zeros

Period Modifier

If the values you want to pick up are from a period earlier or later than the reporting period, enter the number of offset periods necessary to obtain those values.

A trailing minus (-) indicates an earlier period. Therefore, if you want to retrieve the value from six months ago, enter 6-.

Period

Enter here the period from which you want values to be retrieved, if this is not the reporting period.

Enter the actual period number, for example 01 for the first period.

If you want this period to be from another year, see the [Year Modifier](#) field. (See also the [Period Modifier](#) field).

Year Modifier

If the period you have entered in the Period field is not in the current year, enter a [year modifier](#).

Enter the number of years offset, with a trailing minus for previous years. For example:

1- for last year

1 for next year

If you want to pick up period 12 of last year, enter 12 in the Period field and 1- in the [Year Modifier](#) field.

Account Modifier

If you want to take the data from a different account from that which will be associated with the format in the report, enter an [account modifier](#).

Financial Manager will generate an account from which the data is to be taken by replacing the asterisks of the [account modifier](#) with the characters in the levels of the account associated with the format.

For example, suppose there are two accounts in the General [Ledger](#), 001456 and 002456. The first applies to cost centre 001, the second to cost centre 002.

You can print both these accounts on the same format by associating 001456 with the format in the report, and then specifying an [account modifier](#) of 002***** in the [column](#) to print the value from account 002456.

Budget Code

If you have selected a budget field from the [data dictionary](#), enter the budget code and type here.

If you do not enter the budget code and type here, the report will use the ones displayed or entered at run time.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

Budget Type

If you have selected a budget field from the [data dictionary](#), enter the budget code and type here.

If you do not enter the budget code and type here, the report will use the ones displayed or entered at run time.

Valid budget types are as follows:

- 0 - Forecast
- 1 - Budget
- 2 - Quantity forecast
- 3 - Quantity budget
- 4 - Currency forecast
- 5 - Currency budget

Company Modifier

If you leave this field blank, the report prints the values from the company for which the report is run.

If you enter a company here, the report prints the values from the accounts or views in the specified company.

Currency

If you specified a currency on the [detail format](#), that currency is the default here. You can change this as required.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Functions

Sector Modifier (F19)

Use this to if you want to modify the user-defined view or cross-[ledger](#) view for retrieving values. You specify the [ledger](#) and view you want to modify, and the Specify Sector [Modifier](#) pop-up is displayed to allow you to enter a [modifier](#) for the view you have selected. [Modifiers](#) are described in more detail later in this chapter.

When you have specified the formatting of your field, press Enter to return to the Maintain Format window, where the position of your field is indicated by a row of nines beginning from the plus sign you entered.

Defining Accumulators

As the report prints its detail lines, it can be useful to use a work field to keep a running total of a value.

For example, if your detail line includes a sales department and its monthly sales figure, you might want to print the total monthly sales figure for all departments at the end. To do this, you set up a work field, which accumulates the sales figure from each detail line as it goes along.

The work field you create for this total is called an [accumulator](#). You can have up to 999 [accumulators](#).

To use [accumulators](#), you have to:

- Specify an [accumulator](#) against the field you want to accumulate. This is done by entering a unique [accumulator](#) number in the Accumulate Into field on the [Data Dictionary](#) Numeric Variable window.
- If you want to print the [accumulator](#) (often this is done in the [total format](#)) you need to specify how the [accumulator](#) is to be printed, in the same way you specify how you want other numeric fields printed. You do this on the Accumulated Variable field.

On the Maintain Format window, enter a plus sign (+) in the first position the [accumulator](#) field is to occupy and then press Enter. The Include Variable in Format window is displayed. Then select [Accumulator](#) in the Type of Variable to Include field.

Accumulated Variable Window

To display this window, either type +2 on the Maintain Format window, select [Accumulator](#) in the Type of Variable to Include field on the Include Variable in Format window and then press Enter.

This is where you specify how you want the [accumulator](#) field to look when it is printed.

Fields

Column Number

The [column](#) number is allocated to each variable automatically. You can change it, but it has to be unique within a format.

The software uses it to reference the field when you are specifying [accumulators](#) and calculations. The number has no effect on the positioning of fields in the format.

We suggest that you reserve [columns](#) 90 to 99 for your work fields.

Accumulator Number

Enter the number of the [accumulator](#) that is to be printed.

Length to Print

Enter the number of digits to be printed, excluding the decimal point. The [accumulator](#) holds values to an accuracy of 15 digits, 4 of which are decimal places.

Decimals to Print

Enter the number of decimal positions in the value to be printed.

Accumulate into Accumulator

You can accumulate the value in one [accumulator](#) into another.

Enter a second [accumulator](#) number (001 - 999) into which the value of this [accumulator](#) is to be accumulated.

Clear after Printing

Use this checkbox as follows:

Unchecked - Not to clear out the [accumulator](#) after it has been printed

You should leave this unchecked if you want the [accumulator](#) to act as a running total.

Checked (default) - To clear out the [accumulator](#) after it has been printed

Print Only if Credit?

Use this checkbox as follows:

Unchecked - To print the value whether it is positive or negative

Checked - To print the value only if it is negative

In this case, if it is not negative, the report leaves the space blank.

Print Only if Debit?

Use this checkbox as follows:

Unchecked - To print the value whether it is positive or negative

Checked - To print the value only if it is positive

In this case, if it is not positive, the report leaves the space blank.

Print Zero Values?

Use this checkbox as follows:

Unchecked - To leave zero values as blank spaces

Checked - To print zero values as zeros

Print Commas?

Use this checkbox as follows:

Unchecked - To print the value without separators, for example 1426.25

Checked - To print the value with commas separating the thousands, for example 1,426.65

Note: This decision affects [column](#) spacing on the report.

How to Edit Negatives

Use this field to specify how you want any negative values printed out. The following list gives an example of each option available, using a value of -156.23:

Blank - This prints with no indication of the negative at all, for example 156.23.

Parenthesis (()) - This prints negatives in brackets, for example (156.23).

Minus Sign (-) - This prints a trailing minus sign, for example 156.23-. This is the default selection.

Credit (C) - This prints the letters CR after the value, for example 156.23CR.

When you have completed the window, press Enter. You are returned to the Maintain Format window where the field appears as a row of nines beginning from the position at which you entered the plus sign.

Calculated Variable Window

To display this window, either type +3 on the Maintain Format window, select [Calculated Field](#) in the Type of Variable to Include field on the Include Variable in Format window and then press Enter.

You use this window to set up a [calculated field](#).

Fields

Calculation

Column

This field displays the [column](#) number that will hold the result of the calculation you are about to specify.

The [column](#) number is allocated automatically. You can change it, but it has to be unique within a format.

The software uses this number to reference the field. The number has no effect on the positioning of fields in the format.

Note: We suggest that you reserve [columns](#) 90 to 99 for your work fields.

Operand (Op)

Use this field to enter the arithmetical [operand](#) you want to use (+, -, *, / or %).

The first [operand](#) is an equals sign, and you cannot change this.

Calculations are performed from left to right; for example: $ab - cd * ef$ is calculated as $(ab - cd) * ef$.

Column Number

Enter the [column](#) whose value you want to use in the calculation. This [column](#) must already exist. (It can be a work [column](#)).

Numeric Literal

You can use a numeric constant instead of data obtained from another [column](#). For example, to inflate a value by 15%, multiply by 1.15.

If you use a constant, you cannot then specify a [column](#) reference on the same line.

Column Equals Line Total?

Enter one of the following:

0 - If you do not want the value in your [calculated field](#) to be the sum of all the [columns](#) in the format

1 - If the value to be printed is the sum of all the [columns](#) in the format, rather than a combination of nominated [columns](#)

If you select this option, you cannot then specify calculations. You can only use this option once in any [output format](#).

Accumulate into Accumulator

You can accumulate the value in one [accumulator](#) into another.

Enter a second [accumulator](#) number (001 - 999) into which the value of this [accumulator](#) is to be accumulated.

Format

Length to Print

Enter the number of digits to be printed, excluding the decimal point. The [accumulator](#) is held to an accuracy of 15 digits, 4 of these being decimal places.

Decimals to Print

Enter the number of decimal positions in the value to be printed.

Print Only if Credit?

Enter one of the following:

- 0 - To print the value whether it is positive or negative
- 1 - To print the value only if it is negative

In this case, if it is not negative, the report leaves the space blank.

Only if Debit?

Enter one of the following:

- 0 - To print the value whether it is positive or negative
- 1 - To print the value only if it is positive

In this case, if it is not positive, the report leaves the space blank.

Print if Zero?

Enter one of the following:

- 0 - To leave zero values as blank spaces
- 1 - To print zero values as zeros

Print Commas?

Enter one of the following:

- 0 - To print the value without separators, for example 1426.25
- 1 - To print the value with commas separating the thousands, for example 1,426.65

Note: This decision affects [column](#) spacing on the report.

Edit Negatives

This is where you specify how you want any negative values printed out. The following list gives an example of each option available, using a value of -156.23.

Enter one of the following:

- Blank - To print with no indication of the negative at all, for example 156.23
- (- To print negatives in brackets, for example (156.23)
- - To print a trailing minus sign, for example 156.23-
- C - To print the letters CR after the value, for example 156.23CR

Note: A calculated variable uses the fields you have included in the report format. You can choose only these fields and they are displayed at the bottom of the window.

When you have completed the window, press Enter to return to the Maintain Format window.

The position of the new [calculated field](#) is indicated by a row of nines, starting from the position at which you entered the plus sign.

Moving and Enquiring on Fields

While you are on the Maintain Format window, you can move, delete and enquire on individual fields.

It can be difficult to position fields exactly where you want them on the report format, so the following symbols allow you to shift them around or delete them. In the examples, a series of asterisks represents the field you are moving or deleting.

Other symbols allow you to enquire on fields.

In every case, the operation is performed when you press Enter.

*****>	Enter > immediately to the right of a field to move it one position to the right.
*****>>	Enter two or more >>s immediately to the right of a field to move it two or more positions to the right.
<*****	Enter < immediately to the left of a field to move it one position to the left.
<<*****	Enter two or more <<s immediately to the left of a field to move it two or more positions to the left.
_******	Enter - to the left of a field to move it from its current position...
=	... and enter = in the position immediately before the position where you want the field to move to.
_*****	Enter - to the left of a field to copy it in its current position...
==	... and enter == where you want the field copied to. The field will appear immediately after the position of the first = sign.
D*****	Enter D to the immediate left of the field to delete it. You cannot amend the text of a literal field, so you will have to delete a field and enter it again if you want it modified.
?*****	Enter ? immediately before a field to see its description displayed in the small window to the right of the Maintain Format window. For a calculated field , this is the calculation itself. For a data dictionary field, the field description is displayed. For an accumulated field, the accumulator number is displayed. Press Enter a second time to clear the window of the information and the ?.
*****	Enter * immediately before a field to see or amend the way in which it is going to be printed.

For a [calculated field](#), the Calculated Variable window is displayed.

For a numeric [data dictionary](#) field, the [Data Dictionary](#) Numeric Variable window is displayed.

For an alphanumeric [data dictionary](#) field, the [Data Dictionary](#) Variable window is displayed.

For an accumulated field, the Accumulated Variable window is displayed.

Maintaining Fields

You can modify any data fields on a format. You might do this to allocate [accumulators](#) to numeric fields which were set up before their related [accumulators](#) were created.

You can maintain existing fields from the Maintain Format window in two ways:

- Directly from the window by typing * in front of the field and selecting **OK**. See the Moving and Enquiring on Fields section for more details.
- From a list of fields on the Maintain Fields in Format window, which you see when you select **Display Fmt Details (F14)** on the Maintain Format window.

Select **Display Fmt Details (F14)** on the Maintain Format window to see the Maintain Fields in Format window.

Maintain Fields in Format Window

To display this window, select **Display Fmt Details (F14)** on the Maintain Format window.

This window lists all the fields defined to this format.

Fields

Note: *The fields in the table are output only*

Table

Clm

This field displays the [column](#) number, unique within the format, which is allocated to a [calculated field](#).

No [column](#) number is given to an alphanumeric [data dictionary](#) field.

Acc

This field displays the [accumulator](#) into which values from this field will be fed.

Posn.

This field displays the position of this field on the format. The first figure is the line, and it is followed by the position on the line.

Field ID.

This field displays the field's name.

Field Definition

This field displays the description of the field.

Input Fields**Enter + to Add a Work Column**

Enter + in this field if you want to add another field. This can be a Work field. For more details on Work fields, see the Work Fields section. You must also specify the type of field you want to add. You can do this in the Type field, or you can press Enter, and make the same choice on the Include Variable in Format window.

Type

You can optionally specify the kind of field you want to add by entering one of the following:

1 - To add a [data dictionary](#) field

For a numeric [data dictionary](#) field, the [Data Dictionary](#) Numeric Variable window is displayed.

2 - An [accumulator](#)

For an [accumulator](#), the Accumulated Variable window is displayed.

3 - A [calculated field](#)

For a [calculated field](#), the Calculated Variable window is displayed.

Note: You cannot update a text field from this window. If you select Modify against a field whose Field ID is [Literal](#), nothing will happen.

Options**Modify**

Use this to modify the field. The appropriate window is displayed for the modification of that field and its [field type](#):

- For a [calculated field](#), the Calculated Variable window
- For a numeric [data dictionary](#) field, the [Data Dictionary](#) Numeric Variable window
- For an alphanumeric [data dictionary](#) field, the [Data Dictionary](#) Variable window for further selection, since you cannot modify alphanumeric fields
- For an [accumulator](#), the Accumulated Variable window

Delete

Use this to delete the field.

Work Fields

You use work fields to perform calculations or accumulations that you do not want to see printed.

You define these [calculated fields](#) and [accumulator](#) fields in the same way as you define any [calculated fields](#) or [accumulators](#). However, as the field will not occupy space on a report format, it has no line and [column](#) number. Instead, it is [flagged](#) with the title Work.

For example, you might want to produce a summary report detailing the total sales and total cost of sales of a range of divisions within your company, without printing details of the individual divisional sales figures.

To do this, you would need an [accumulator](#) to accumulate divisional sales figures and divisional cost of sales figures. Because you do not intend to print the accumulated divisional details, you would use a work field as the [accumulator](#).

You defined work fields on the Maintain Fields in Format window. In the Enter + to Add a Work [Column](#) field, enter + and enter the type of field you want to define in the Type field.

When you press Enter, the appropriate window will be displayed for your chosen [field type](#). When you have defined the work field, the Maintain Fields in Format window will be re-displayed.

The work field is added to the list, identifiable by the title Work instead of the position number.

Modifiers Maintenance

It is very useful to be able to print [columns](#) of related information in order to make comparisons.

For example, you might want to print values from department A in a [column](#), alongside the equivalent values from department B.

Another example would be to print a [column](#) of budget values alongside the actual values for the same period, or perhaps the actual values from one period alongside actual values from another period.

You can do all this by specifying the accounts or delimiters you want to print in the one [column](#), and then specifying the element you want to change in the second [column](#). This is called modifying.

When you modify a report's range of delimiters, you have a choice of the following [modifiers](#):

- [Period modifier](#)
This allows you to offset the set period by a specified number of periods.
- [Period and year modifier](#)
This allows you to modify the set period to a different specific period and offset the set year by a specified number of years.
- [Account modifier](#)
This allows you to change [level codes](#) or portions of [level codes](#) in the accounts of the set account range.

- [Company modifier](#)

This allows you to change the company from the set company.

- Sector [modifier](#)

This allows you to change [level codes](#) or portions of [level codes](#) existing in the views of the set view range. You can also modify [level codes](#) belonging to cross-[ledger](#) views.

An Example of an [Account Modifier](#)

You have three cost centres whose codes form a level within your company's [account code](#) structure.

You want to produce a report which has three [columns](#) of values. The first holds the net profit values of cost centre 01, the second cost centre 02 and the third cost centre 03.

To do this you use [account modifiers](#), and take the following steps:

- 1 In the header format of the report, enter the headings for three columns of cost centre values.
- 2 In the detail format, specify the data dictionary field for net profit in three columns beneath their headings.
- 3 While maintaining the detail format, enter the parameter values for each net profit column as follows:
 - For cost centre 1, leave the [account modifier](#) field untouched as a line of asterisks representing the account levels: *****
 - For cost centre 2, modify the account level in the [account code](#) that denotes the cost centre to 02: ***02*****
 - For cost centre 3, modify the account level in the [account code](#) that denotes the cost centre to 03: ***03*****.
- 4 Run the report and specify the range of accounts you want printed. The range should only include cost centre 01, that is, from 01 to 01.
- 5 When generating the report, the software will first pick up all net profit values for the range of accounts with cost centre 01. It will then substitute the cost centre level code of 01 for 02 and pick up all valid accounts for cost centre 02. Next, it will substitute the cost centre level code of 01 for 03 and pick up all valid accounts for cost centre 03.

Multiple [Modifiers](#)

Any single [data dictionary](#) field can hold a combination of the above [modifiers](#) with the exception of the period [modifier](#) and the period and [year modifier](#), which cannot both be selected.

If [account modifiers](#) and run time [modifiers](#) are used in the same report, the [account modifier](#) will take precedence.

Run Time [Modifiers](#)

The above example demonstrated how you set up [modifiers](#) before generating the report.

However, you can specify [modifiers](#) at the time you run the report. The [modifiers](#) are entered in a similar way, but will not, of course, be printed on the same report as the set delimiting parameters on which they are based, since output fields will not be available. Instead, the modified values will be printed on subsequent reports.

Note: *This is a temporary modification and is valid only for the time the report is run.*

Note: *You can only modify accounts and views at run time; you cannot modify any of the other [modifier](#) options.*

Maintaining a Period Modifier

When you are setting up [modifiers](#), your report should contain two or more [columns](#) of details depending upon the number of modifications you intend to make.

When you are setting up the header format of the report, ensure you include the appropriate headings for the [columns](#).

The next stage is to maintain the [detail format](#). If you have two [columns](#), one will be the standard [column](#), the other the modified [column](#).

First, define the field for the standard [column](#) in the normal way. It must be a numeric [data dictionary](#) field.

When you are defining the field for the modified [column](#), select the same [data dictionary](#) field as the standard [column](#). The [Data Dictionary](#) Numeric Variable window will be displayed.

Enter the number of periods you want to offset from the period of the standard [column](#). You can enter a negative number if you need to compare current period values to previous period values.

Maintaining a Period and Year Modifier

When you are setting up [modifiers](#), your report should contain two or more [columns](#) of details depending upon the number of modifications you intend to make.

When you are setting up the header format of the report, ensure you include the appropriate headings for the [columns](#). In this case you need a header format for a report comparing years and periods.

One of the [columns](#) in the report will be the standard [column](#), the other the modified [column](#).

First, define the field for the standard [column](#) in the normal way. It must be a numeric [data dictionary](#) field.

When you are defining the field for the modified [column](#), select the same [data dictionary](#) field as the standard [column](#). The [Data Dictionary](#) Numeric Variable window will be displayed.

Enter the specific period number of the period in the Period field and enter the number of years you want to offset from the year of the standard [column](#) in the & [Year Modifier](#) field. You can enter a negative number to compare current year values to previous year values.

Note: You must leave the Period [modifier](#) field as zero.

Maintaining an Account Modifier

When you are setting up [modifiers](#), your report should contain two or more [columns](#) of details depending upon the number of modifications you intend to make.

When you are setting up the header format of the report, ensure you include the appropriate headings for the [columns](#).

One of the [columns](#) in the report will be the standard [column](#), the other the modified [column](#).

First, define the field for the standard [column](#) in the normal way. It must be a numeric [data dictionary](#) field.

When you are defining the field for the modified [column](#), select the same [data dictionary](#) field as the standard [column](#). The [Data Dictionary](#) Numeric Variable window will be displayed.

The [Account Modifier](#) field is already filled with 12 asterisks for the possible 12 characters an [account code](#) can have.

Identify the position and number of asterisks for the account level you want to modify, and overwrite them with the appropriate code.

For example, you may want to compare values from two accounts: account 001456 and account 002456. The first applies to cost centre 001, the second to cost centre 002. Both these accounts can be printed in the same format by taking account 001456 as the standard, and specifying the [account modifier](#) as 002*****, which will then print the value from account 002456.

Caution: Ensure that the structure and number of your standard accounts are identical to those of your modified accounts.

If there are modified accounts which do not exist in the standard account code's structure, they will not be printed.

Following the above example, if you have 001456 in your standard account, and 002456 and 002457 in your modified accounts, then 002457 will not be printed.

Note: You can enter partial level [modifiers](#), whereby you can modify one or more of the characters in a specific level while leaving the other characters as asterisks.

Note: You can enter modifications to more than one level.

Maintaining a Company Modifier

When you are setting up [modifiers](#), your report should contain two or more [columns](#) of details depending upon the number of modifications you intend to make.

When you are setting up the header format of the report, ensure you include the appropriate headings for the [columns](#).

One of the [columns](#) in the report will be the standard [column](#), the other the modified [column](#).

First, define the field for the standard [column](#) in the normal way. It must be a numeric [data dictionary](#) field.

When you are defining the field for the modified [column](#), select the same [data dictionary](#) field as the standard [column](#). The [Data Dictionary](#) Numeric Variable window is displayed.

Enter the company code of another company in the [Company Modifier](#) field.

For a meaningful comparison to work, your standard and modified companies must have a similar [chart of accounts](#) structure.

Maintaining a User-defined View Modifier

When you are setting up [modifiers](#), your report should contain two or more [columns](#) of details depending upon the number of modifications you intend to make.

When you are setting up the header format of the report, ensure you include the appropriate headings for the [columns](#).

One of the [columns](#) in the report will be the standard [column](#), the other the modified [column](#).

First, define the field for the standard [column](#) in the normal way. It must be a numeric [data dictionary](#) field.

When you are defining the field for the modified [column](#), select the same [data dictionary](#) field as the standard [column](#). The [Data Dictionary](#) Numeric Variable window will be displayed.

Enter Ledger Pop-up

To display this pop-up, select **Sector [Modifier](#) (F19)** on the [Data Dictionary](#) Numeric Variable window.

You specify the [ledger](#) you want to modify in this window.

Fields

Ledger

Enter the [ledger](#) required.

Alternatively, use the prompt facility to select from the Select [Ledger](#) pop-up.

Press Enter. Select a view on the Select User-defined View pop-up to display the Specify Sector [Modifier](#) pop-up.

Specify Sector Modifier Pop-up

To display this pop-up, select **Sector Modifier (F19)** on the [Data Dictionary](#) Numeric Variable window. The Enter [Ledger](#) pop-up is displayed, on which you specify the [ledger](#) (or cross-[ledger](#)) you want to modify. Enter a [ledger](#) and then press Enter to display the Select User-defined View pop-up. Alternatively, leave the [Ledger](#) field blank to display the Select Cross-[Ledger](#) User-defined View pop-up. When you select a view from either of these pop-ups, the Specify Sector [Modifier](#) pop-up is displayed.

This pop-up lists the elements of the view you selected, with [Modifier](#) fields alongside them.

Fields

Modifier

For each element of the view you have selected, you can specify a [modifier](#) by typing over the asterisks in the field.

Select **Confirm (F8)** to update when you have specified your [modifiers](#).

Maintaining a Cross-ledger User-defined View Modifier

When you are setting up [modifiers](#), your report should contain two or more [columns](#) of details depending upon the number of modifications you intend to make.

When you are setting up the header format of the report, ensure you include the appropriate headings for the [columns](#).

One of the [columns](#) in the report will be the standard [column](#), the other the modified [column](#).

First, define the field for the standard [column](#) in the normal way. It must be a numeric [data dictionary](#) field.

When you are defining the field for the modified [column](#), select the same [data dictionary](#) field as the standard [column](#). The [Data Dictionary](#) Numeric Variable window is displayed.

Select Cross-Ledger User-Defined View Pop-up

To display this window, **Sector Modifier (F19)** on the [Data Dictionary](#) Numeric Variable window and leave the [Ledger](#) field blank on the Enter [Ledger](#) pop-up.

The pop-up displays all the cross-[ledger](#) views on the [chart of accounts](#). Each view is comprised of cross-[ledger](#) levels. As such, the views cannot belong to a particular [ledger](#) and do not have specific level code numbers 1 to 9 against them because the codes might be used at different levels across different [ledgers](#).

Select the cross-[ledger](#) view you want to use. The Specify Sector [Modifier](#) pop-up is displayed for you to specify level code modifications.

Chapter 4 Report Definition

Report Definition Overview

Once you have set up the [output formats](#) which will form the report, the next step is to pull those formats together in one report definition and to specify which accounts should be used and in which sequence they should be printed.

Create or Maintain Reports [1/FM]

This is the task in which you specify the formats you want to combine into a full report and the accounts you want to use to provide the information.

The procedures for defining a new report and for maintaining an existing report differ slightly, so these differences are highlighted where relevant.

Maintain Report Window

To display this window, select the Create or Maintain Reports task.

Fields

Maint. Auth.

This field displays a value indicating whether you have authority to maintain a report. You are automatically granted authority to a report you have created.

One of the following is displayed:

Yes - If you can select the report for maintenance

No - If you do not have the authority necessary to maintain this report

Enter Name of a New Report to Be Added

If you want to create a new report, enter its name in this field.

Select an existing report or enter the name of a new report and then press Enter to display the Report Header window.

Report Header Window

If you selected an existing report on the Maintain Report window, this window is entitled Maintain Report.

If you entered the name of a new report on the Maintain Report window, this window is entitled Create Report.

Fields

Characters per Line

The default number of characters per line is 132, and you can use this with standard printing paper.

Enter 70-77 characters to print standard characters on A4 paper.

Enter up to 198 characters if you want to use [compressed print](#).

Ensure that the number of characters you enter here is consistent with the number of characters you entered for the formats you are using in the report.

Description

Enter a description for the report, using up to 50 characters. This description does not appear on the report and could be the same as the report title.

Rounding Method

Use this field to choose a default rounding method for your reports.

Note: *The rounding method you choose is especially important if you are dealing with very large numbers.*

Select one of the following:

Round after accumulation (1)

The software will accumulate and round the values selected for the report only when totals and sub-totals are calculated.

Round before (2)

The software will round each value selected for the report before the value is totalled or sub-totalled.

First Page Text

You can enter up to 60 lines of free format text to be printed on the front page of the report.

You could use this to explain the use and content of the report, or to provide a distribution list.

Enter the required details and then press Enter to see the Format window.

Format Window

To display this window, complete the Report Header window and then press Enter.

Use this window to specify a header format, [detail format](#) and [total format](#) for your report.

RW01A99

Fields

The same window is used for heading, detail and [total formats](#) but the heading is different

Specify Heading Format

Heading Format

Enter an existing format name. The report will include the existing format.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

For new reports, you may leave this field blank. If you do, you must define a new format and the software will give it a system-generated name that you can change if you wish.

Maintain This Format

Note: *This field is only displayed if you are maintaining an existing report.*

Use this checkbox as follows:

Unchecked - If you do not want to maintain the format

Checked - If you want to maintain the format

If you check this field, when you press Enter the Create Format window is displayed. See the [Output Formats](#) chapter for full details on how to maintain a format.

Note: *You may have the authority required to maintain the report but still be unable to alter a format because the format is used in other reports as well. Any changes you might want to make to the format would also affect these reports, and therefore the software will not allow this.*

If you check the Maintain This Format field or if you are creating a new format, press Enter to display the Maintain Format window. See the [Output Formats](#) chapter of this product guide for details of how to use this window and subsequent windows.

If you leave the Maintain This Format field unchecked and then press Enter, the window is re-displayed with an entry field for the [Detail format](#) as below.

For a new format, if you leave the [Heading Format](#) field blank and then press Enter, you see the Specify Format window.

Specify Detail Format

Detail Format

This field is displayed when have specified a [heading format](#) and then selected **OK** with the Maintain This Format field **unchecked**.

Enter an existing format name. The report will include the existing format.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

For new reports, you may leave the field blank. If you do, you must define a new format and the software will give it a system-generated name that you can change if you wish.

Maintain This Format

Note: *This field is only displayed if you are maintaining an existing report.*

Use this checkbox as follows:

Unchecked - If you do not want to maintain the format

Checked - If you want to maintain the format

If you check this field, when you press Enter the Create Format window is displayed. See the [Output Formats](#) chapter for full details on how to maintain a format.

If you check the Maintain This Format field or if you are creating a new format, press Enter to display the Maintain Format window. See the [Output Formats](#) chapter of this product guide for details of how to use this window and subsequent windows.

If you leave the Maintain This Format field unchecked and then press Enter, the window is re-displayed with an entry field for the [Total format](#) as below.

For a new format, if you leave the [Detail Format](#) field blank and then press Enter, you see the Specify Format window.

Specify Total Format

Note: *The two fields below are only displayed if you are maintaining a new report.*

Do You Wish a Total Format

Use this checkbox as follows:

Unchecked - If you do not want this report to have a [total format](#)

Checked - If you want this report to have a [total format](#)

If So, Enter Its Name

You can optionally enter an existing format name. The report will include the existing format.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

You can also leave this field blank. If you do, you must define a new format and the software will give it a system-generated name that you can change if you wish.

Note: *The two fields below are only displayed if you are maintaining an existing report. They are displayed when you have specified a [detail format](#) and selected OK with the Maintain This Format field unchecked.*

Total Format

Enter an existing format name.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Maintain This Format

Use this checkbox as follows:

Unchecked - If you do not want to maintain the format

Checked - If you want to maintain the format

If you check this field, when you press Enter the Create Format window is displayed. See the [Output Formats](#) chapter for full details on how to maintain a format.

Functions**Cancel Changes (F13)**

Use this if you want to return to the Maintain Report window without updating. You have to select it again to confirm the cancellation. You will lose any changes you have made to the report.

If you check the Maintain This Format field and then press Enter, the Maintain Format window is displayed. See the [Output Formats](#) chapter of this product guide for details of how to use this window and subsequent windows.

If you leave the Maintain This Format field unchecked and then press Enter.

For an existing report the Maintain Report Lines window will be displayed.

For a new report the Maintain Reports By Accounts window will be displayed.

Specify Format Window

To display this window, leave the [Heading Format](#), [Detail Format](#) or [Total Format](#) fields blank and then press Enter on the Format window.

The type of format being specified is indicated by the heading underneath the report description.

Use this window to specify basic information about the new format.

Fields

Enter a Base-on Format...

You can optionally enter a format on which the new format is to be based.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

You can leave this field blank.

If you enter a base-on format, the software will access that format and display a copy of it for you to maintain.

The software will also take the report name you specified on the Maintain Report window and add a suffix to the end of the name. For example, a report called BUDGET will have a system-generated [heading format](#) called BUDGETH, a [detail format](#) called BUDGETD and a [total format](#) called BUDGETT. You can change these default names.

We suggest setting up a company default format, which will hold standard information (the date and the time, for example) in standard positions. This would then appear here as a default base-on format.

Or Enter the Number of Lines in the New Format

If you do not enter a base-on format, you must specify how many lines you require in the format you are defining. There is a maximum of 12 lines.

And Its Currency Type

Select one of the following:

- 0 - If the posted transaction values will be printed in the [base currency](#) of this company
- 1 - If the transaction values will be printed in the currency in which they were posted

And Its Currency

You may have fields in the format that hold transaction currency values (for example, system-defined [data dictionary](#) fields beginning with the characters PE or PR).

If you do not want to print values for those fields in the transaction currency in which they were posted, enter a currency here and it will be taken as the default currency for those transaction fields in the format.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Note: *This is only a default field. You can override the currency specified here by entering a different currency against those fields holding transaction currency values.*

Functions

Cancel Changes (F13)

Use this if you want to return to the Maintain Report window without updating. You have to select **F13** again to confirm the cancellation. You will lose any changes you have made to the report.

Press Enter to display the Create Format window, where you define the new format. See the [Output Formats](#) chapter for details of how to use this window and subsequent windows.

If you specified a base-on format, the software copies the fields from that format to the new format.

Once you have finished defining the new format, select **Previous (F12)** to see the Confirmation window.

Confirmation Window

To display this window, once you have finished defining the new format, select **Previous (F12)** on the Create Format window.

Fields

Heading Format/Detail Format/Total Format

The system has generated a name for the report format by taking the name of the report you entered on the Maintain Report window and adding the suffix H for heading, D for detail and T for total.

You can change this name here.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Maintain This Format

Use this checkbox as follows:

Unchecked - If you are satisfied with the format as it is

Checked - If you want to return to the format, using the Create Format window to maintain it

Functions

Cancel Changes (F13)

Use this if you want to return to the Maintain Report window without updating. You have to select **F13** again to confirm the cancellation. You will lose any changes you have made to the report.

If you checked the Maintain This Format field, the Create Format window is displayed. See the [Output Formats](#) chapter of this product guide for details of how to use this window and subsequent windows.

If you are satisfied with the new format, press Enter.

For an existing report the Maintain Report Lines window will be displayed.

For a new report the Maintain Reports by Accounts window will be displayed.

Maintain Report Lines Window

To display this window, press Enter to accept the final format on the Confirmation window for an existing report.

Fields

Enter Sequence Number to Maintain

If you want to maintain an existing line, enter its sequence number here.

If you want to enter a new line, enter a new sequence number here.

OR Position Display at Sequence Number

If you want to re-position the report lines to start at another sequence number, enter that number here and then press Enter.

Functions

Update (F8)

Use this when you have added all accounts you want to the report to display the Maintain Report Definition window.

Cancel Maintenance of Report (F13)

Use this to abandon any changes you have made to this report, and return to the Maintain Report window, where you can select another report to maintain. A confirm cancellation window is displayed.

Include from Another Report (F15)

Use this to include one or more accounts from another report. This can be much quicker than entering them one at a time in the standard way.

The Include From Report Selection window is displayed.

Resequence (F17)

Use this to re-number all the accounts in sequence, in intervals of 10.

This is particularly useful if you need to add an account in between two accounts that have consecutive sequence numbers. Once you have re-sequenced them, you can add the new account.

Include Groups/Include Accounts (F19)

Use this to toggle between including groups and accounts.

The Include Groups function allows you to specify groups of accounts to the report. This method of [account code](#) input is faster than entering single accounts. Although entered as a group, the account numbers will print on separate lines of the report.

Enter a new sequence number or position to sequence number and press OK.

If the entry detail is entitled 'Accounts', the Maintain Report by Accounts window will be displayed.

If the entry details is entitles 'Groups', the Maintain Report by Groups window will be displayed.

Maintain Report by Accounts Window

To display this window, select a new sequence number or position to sequence number from the Maintain Report Lines window. Where the report has lines defined to it the window below is displayed. Where the report has no lines defined to it, a similar window is shown, but with 'No accounts for this report' shown instead of lines. The fields and functions of both windows are the same.

Fields

Seq No

The software automatically provides the sequence number of the account, but you can change it.

Format Name

Enter the name of the format to be printed at this position of the report. For a new line, the software displays the default [detail format](#). You can change this to another format.

You can use the prompt facility to select from the Select [Output Format](#) pop-up.

Account

Enter the General [Ledger](#) account whose values you want on the report. Leave the field blank if this is a [total format](#) or if a group of accounts is to be totalled on this line.

You can use the prompt facility to select from the Select Account pop-up.

Print Line if All Columns Are Zero

Use this checkbox as follows:

Unchecked - If the line will not be printed when all the [columns](#) have a zero value

Checked - If the line will always be printed even when all the [columns](#) have a zero value

Line Text

Enter any text you want to be printed on this format.

This can be useful for entering special text in [total formats](#). You can also use it if an account description held on the [chart of accounts](#) is inappropriate.

Enter the appropriate number of characters for the Line Text [data dictionary](#) field in the selected format (these can be 10, 20, 30, 40, 50 or 60 characters long).

Currency

Enter the currency in which the base values of the account are to be printed, if currency translation is required.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

PR - Transactions will be translated.

PE - Transactions will not be translated.

Rate Code

Enter the appropriate rate code for currency translation.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Functions

Include Group at This Line (F19)

Use this to select accounts for inclusion by group. This method of [account code](#) input is faster than entering single accounts one at a time. Although selected by group, the account numbers will still appear on separate lines of the report.

The Maintain Report by Groups window is displayed.

Enter the required information and press Enter to update the line.

The new line appears in the format list at the top of the window. The next sequence number appears automatically in the Seq No field, and the software enters all the details of the update you have just made as a default in the remaining fields. You can change all the default entries appearing in these fields, and continue to enter lines for single or group accounts.

Note: *You can use the same format repeatedly in a report. For example, you can use the same [detail format](#) with different accounts.*

When you have entered all the accounts for the report, select **Previous (F12)** to return to the Maintain Report Lines window and then select **Update Report (F8)** to view the Maintain Report Definition window.

Include from Report Selection Window

To display this window, select **Include from Another Report (F15)** on the Account Selection window to copy a series of accounts from another report and to include them in a specified position in the report you are defining.

The window displays two selection fields at the bottom.

Fields

Include at Sequence Number

Enter the sequence number at which the new lines are to be inserted. If you leave this field blank, the new lines will appear at the beginning.

Include from Report Name

Enter the name of the report from which the copied lines are to be taken.

Alternatively, use the prompt facility to select from the Select Report for Inclusion pop-up.

Press Enter to display the Include from Report Lines Selection window, which lists the sequence lines of the target report.

Include from Report Lines Selection Window

To display this window, press Enter on the Include from Report Selection window

Fields

Enter Copy-from Sequence

Enter the sequence number from which you want the copy to start.

And Copy-to

Enter the sequence number at which you want the copy to end.

OR Position Display at Sequence

If you enter a sequence number in this field and then press Enter, the software will re-display the list starting from that number.

If you enter a value here, you must leave the two copy fields blank.

Enter a range of sequence numbers and then press Enter to re-display the Maintain Reports By Account window, where the new accounts appear.

Account Group Specification

You can specify groups of accounts for the report. The accounts must exist on the General [Ledger chart of accounts](#) and may include [control accounts](#) and hierarchy accounts.

This method of [account code](#) input is faster than entering a string of single [account codes](#) one at a time. These account numbers will appear on separate lines of the report.

Maintain Report by Groups Window

To display this window, you need to switch from entering single accounts either by selecting **Include Groups (F19)** on the Maintain Report Lines window and entering a sequence number or by selecting **Include Group at This Line (F19)** on the Maintain Report by Accounts window.

Fields

Position this Group at Sequence Number

This field displays the line number of the report. You can change this, to position the line in a different place on the report.

Format to Be Used to Print Account Details

The default format name for the format defined for the report is displayed, but you can enter the name of a different format.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Print Details if All Columns Are Zero

Use this checkbox as follows:

Unchecked - If the line will not be printed when all the [columns](#) have a zero value

Checked - If the line will always be printed even when all the [columns](#) have a zero value

Line Text

Enter any text you want to appear on this format.

This can be useful for entering special text in [total formats](#). You can also use it if an account description held on the [chart of accounts](#) is inappropriate.

Enter the appropriate number of characters for the Line Text [data dictionary](#) field in the selected format (these can be 10, 20, 30, 40, 50 or 60 characters long).

Currency

Enter the currency in which the values of the account are to be translated.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

PR - Transactions are translated.

PE - Transactions are not translated.

If you leave this field blank, the currency and rate code that you enter at run time will be used.

Rate Code

Enter the appropriate rate code for the translation.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

If you leave this field blank, the currency and rate code that you enter at run time will be used.

All Accounts from Hierarchy Account Code

Enter the account of the hierarchy from which you wish to list all the child accounts. The format used will be the one specified above.

Alternatively, use the prompt facility to select from the Select [Ledger](#) pop-up.

Note: Leave this field and the A Set of Accounts from [Ledger](#) field blank to select a range of accounts from anywhere within the General [Ledger](#).

A Set of Accounts from Ledger

You can select accounts from one [ledger](#) or all [ledgers](#). To select accounts from a single [ledger](#), enter the [ledger](#) code. To select accounts from all [ledgers](#), leave this field blank.

You can use the prompt facility on this field to select from the Select [Ledger](#) pop-up.

Note: Leave this field and the All Accounts from Hierarchy [Account Code](#) field blank to select a range of accounts from anywhere within the General [Ledger](#).

Functions

Change View (F18)

Use this to select a user-defined view for the report.

If you specify a [ledger](#), you see the Select User-defined View pop-up.

If you want to select a cross-[ledger](#) view, leave the [ledger](#) field blank to see the Select Cross-[ledger](#) User-defined View pop-up.

Include Account at This Line (F19)

This toggle switches the maintenance method to Accounts, allowing you to enter single accounts. The Maintain Report by Accounts window is displayed.

Use this again to toggle back to the Groups maintenance method and display the Maintain Report by Groups window.

Press Enter to confirm your selection.

If you specified a hierarchy [account code](#), the line will be updated with the accounts from that hierarchy.

If you entered a [ledger](#), or left both the [ledger](#) and hierarchy fields blank, the Maintain Report [Ledger](#) Description window is displayed.

When you have added all the accounts you want to the report, select **Previous (F12)** to return to the Maintain Report Lines window and then select **Update Report (F8)** to display the Maintain Report Definition window.

Maintain Report Ledger Description Window

To display this window, enter a [ledger](#) in the A Set of Accounts from [Ledger](#) field or leave the [ledger](#) and the hierarchy fields blank and then press Enter to confirm your selection on the Maintain Report By Groups window.

If you selected a [ledger](#), the window shows a description of the selected [ledger](#) and its account structure. Account level and report [level codes](#) are displayed. Use this window to specify which accounts within the [ledger](#) you want to add to the report.

If you did not specify a [ledger](#), you are selecting from all [ledgers](#). The accounts must exist on the General [Ledger chart of accounts](#). The window displays all account level and report [level codes](#) for [ledgers](#) within the General [Ledger](#).

Fields

Include Memo or Fiscal Accounts

Select one of the following to indicate the type of account to be included in the report:

Fiscal (F) - To include fiscal accounts only

Memo (M) - To include memorandum accounts only

Both (B) - To include both fiscal and memorandum accounts

Level Code From

Enter the account or report level code from which you want values to be taken for the report.

Alternatively, use the prompt facility to select from the Select From Level Code pop-up.

Leave this field and the Level Code To field blank to select all [level codes](#).

Level Code To

Enter the account or report level code to which you want values to be taken for the report.

Alternatively, use the prompt facility to select from the Select To Level Code pop-up.

Leave this field and the corresponding Level Code From field blank to select all [level codes](#).

Note: *It is usually quicker to include a wide range of accounts at first, and then to delete any unwanted ones, than it is to include a small range and add other accounts singly.*

Sort Pty (1-5)

The sort priority determines the order in which levels will be printed, for example, salesperson within department. The default is the sequence of the [level codes](#), but you can change this.

The highest level is 1 and the lowest level is 5.

Sub-total Format

You can optionally enter the name of a format to be printed when there is a change of account level.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

You could use this, for example, to print a format of sub-totals when there is a change of cost centre.

New Page after Sub-total

Enter one of the following:

0 - If you do not want the report to skip to a new page when an account level sub-total has been printed for this level

1 - If you want the report to skip to a new page when an account level sub-total has been printed for this level

Press Enter to add the accounts to the report. The Maintain Report By Groups window is re-displayed, where you can add more accounts.

When you have added all the groups you want, select **Previous (F12)** to return to the Maintain Report By Groups window. Select **Previous (F12)** again to return to the Maintain Report Lines window and then select **Update Report (F8)** to see the Maintain Report Definition window.

Account Group by View Specification

This procedure allows you to produce reports with values and quantities selected by a specified combination and sequence of [ledger level codes](#). To do this, you can use the user-defined views set up in the General [Ledger chart of accounts](#).

Select User-defined View Pop-up

To display this pop-up, enter the relevant [ledger](#) in the A Set of Accounts from [Ledger](#) field and then select **Change View (F18)** on the Maintain Report By Groups window.

This pop-up lists the views set up in the General [Ledger](#) for the [ledger](#) you specified.

If you leave the A Set of Accounts from [Ledger](#) field blank, the Select Cross-[ledger](#) User-defined View pop-up is displayed instead.

Fields

Key

In this pop-up, key is another term for view.

The Key field shows the [level codes](#) of each view displayed as numbers.

The sequence of the levels is displayed, starting from 1 and descending to 9 if there are 9 levels in the [ledger](#).

A hyphen indicates that the level has not been set up within the [ledger's](#) structure. A blank space indicates that the level exists in the [ledger's](#) structure but it has not been selected for the view.

Options

Select

Use this to select the view you want to use.

Note: *If no views exist for the [ledger](#), you are taken straight to the Maintain Report [Ledger Description](#) window.*

Select a view to display the Maintain Report View window.

Select Cross-ledger User-defined View Pop-up

To display this pop-up, leave the A Set of Accounts from [Ledger](#) field blank and then select **Change View (F18)** on the Maintain Report By Groups window.

This pop-up lists the cross-[ledger](#) views set up in the General [Ledger](#).

If you enter a [ledger](#) in the A Set of Accounts from [Ledger](#) field, the Select User-defined View pop-up is displayed instead.

Fields

Key

In this pop-up, key is another term for view.

The Key field shows the [level codes](#) of each view displayed as numbers.

The sequence of the levels is displayed, starting from 1 and descending to 9 if there are 9 levels in the [ledger](#).

A hyphen indicates that the level has not been set up within the [ledger's](#) structure. A blank space indicates that the level exists in the [ledger's](#) structure but it has not been selected for the view.

Options

Select

Use this to select the view you want to use.

Note: *If no views exist for the [ledger](#), you are taken straight to the Maintain Report [Ledger Description](#) window.*

Select a view to display the Maintain Report View window.

Maintain Report View Window

To display this window, select a user-defined view on the Select User-defined View pop-up or on the Select Cross-[ledger](#) User-defined View pop-up.

At the top of the window, the view you selected is displayed with the [ledger](#) to which the view belongs, the allocated levels of that view and the name given to that view.

This window shows slight variations depending on whether you are working with a standard user-defined view or a cross-[ledger](#) view, but you complete the windows in the same way.

Fields

Include Memo or Fiscal Accounts

Select one of the following to indicate the type of account to be included in the report:

Fiscal (F) - To include fiscal accounts only

Memo (M) - To include memorandum accounts only

Both (B) - To include both fiscal and memorandum accounts

Level Code From

Enter the account or report level code from which you want values to be taken for the report.

Alternatively, use the prompt facility to select from the Select From Level Code pop-up.

Leave this field and the Level Code To field blank to select all [level codes](#).

Level Code To

Enter the account or report level code to which you want values to be taken for the report.

Alternatively, use the prompt facility to select from the Select To Level Code pop-up.

Leave this field and the corresponding Level Code From field blank to select all [level codes](#).

Note: *It is usually quicker to include a wide range of accounts at first, and then to delete any unwanted ones, than it is to include a small range and add other accounts singly.*

Sort Pty (1-5)

The sort priority determines the order in which levels will be printed, for example, salesperson within department. The default is the sequence of the [level codes](#), but you can change this.

The highest level is 1 and the lowest level is 5.

Sub-total Format

You can optionally enter the name of a format to be printed when there is a change of account level.

You could use this, for example, to print a format of sub-totals when there is a change of cost centre.

New Page

Enter one of the following:

0 - If you do not want the report to skip to a new page when an account level sub-total has been printed for this level

1 - If you do not want the report will skip to a new page when an account level sub-total has been printed for this level

Press Enter to add the accounts to the report. The Maintain Report By Groups window is re-displayed, where you can add more accounts.

When you have added all the groups you want, select **Previous (F12)** to return to the Maintain Report By Groups window. Select **Previous (F12)** again to return to the Maintain Report Lines window and then select **Update Report (F8)** to display the Maintain Report Definition window.

Maintain Report Definition Window

To display this window, select **Update Report (F8)** on the Maintain Report Lines window.

This window shows the current parameters for the report. For a new report the company default values (if any) are displayed.

Fields

Printer Forms Definition

Lines per Page

Enter the number of lines per page for the report. Standard listing paper is 66 lines deep, of which 50-60 lines are used for printing.

Start New Page after Line

Enter the number of lines after which the report is to start a new page.

This is normally the same figure as in the Lines per Page field. Enter a lower number to force an earlier page throw.

Forms Type

If you intend to print this report on special stationery, or on better quality listing paper, enter a form type here. The software will display a message prompting the user to load the special stationery before the report can be printed.

For a standard forms type, enter *STD.

Compressed Printing

Use this checkbox as follows:

Unchecked - To print the report using the standard print size

Checked - To print the report using [compressed print](#)

Ensure your printer has this capability before you **check** this field.

Landscape Printing

Use this checkbox as follows:

Unchecked - Not print the report in landscape format

Checked - To print the report in landscape format

Number of Copies

If you need more than one copy of this report, enter the number of copies you need.

Other Considerations

Save the Generated Source

When you create or change a report, it is converted into a computer program.

Use this checkbox as follows:

Unchecked - If you do not want to save the source code of the program generated

Checked - If you want to save the source code of the program generated

Generate the Report Now

Use this checkbox as follows:

Unchecked - Not to create the program that enables you to produce the report

Checked - To create the program that enables you to produce the report

Extract Accounts before Next Run

Before the report can be run, the software has to extract the accounts that will be required.

Use this checkbox as follows:

Unchecked - To run the account extract when the report is next run

This option ensures that the extract is up to date, even if new General [Ledger](#) accounts have been created since the last extract, and they fall within the report's selection criteria.

Checked - To run the account extract now, rather than at the time the report is run

As long as no new accounts have been added to the General [Ledger](#), this is a safe option.

Note: *You can set up defaults for several of these parameters to avoid having to enter them each time you confirm a report.*

Once you have filled in all the necessary details, press Enter and the report will be generated as a batch job.

This job does not produce the printed report but simply generates the program. Use the Print Reports task to print the report itself.

The software returns you to the Maintain Report window, where you can create or maintain further reports.

Chapter 5 Print Reports

Select Reports for Printing [31/FM]

Use this task to print the reports that you have defined to the system.

You can also make some temporary changes at run time that will last only for this one printing of the report. These include:

- Modification of the accounts picked up
- Change of currency from base to a [prime currency](#)

Select Reports Window

To display this window, select the Select Reports for Printing task.

The table in the upper part of the window lists all the reports that you are authorised to use. It also displays the date and period of the last run of each report.

Fields

Period

By default, the report will relate to the current General [Ledger](#) period. You can change this to any other period, before or after the current period.

Currency

Enter a [currency code](#) if you want to convert the [base currency](#) values to another currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

If you specify a currency here, you must also specify either a rate code or a rate.

Budget 1

Enter the budget to be used.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

You need only specify this if you used the Budget 1 field in one of the formats in this report.

Budget 1 Type (untitled)

Enter the budget type to be used.

You need only specify this if you used the Budget 1 field in one of the formats in this report.

Rate Code

Enter the rate code that will provide the rate for converting the [base currency](#) values to another currency.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Budget 2

Enter the budget to be used.

Alternatively, use the prompt facility to select from the Select Forecast pop-up.

You need only specify this if you used the Budget 2 field in one of the formats in this report.

Budget 2 Type (untitled)

Enter the budget type to be used.

You need only specify this if you used the Budget 2 field in one of the formats in this report.

Rate

If you have not entered a rate code to supply the exchange rate for currencies, enter an exchange rate to use for the conversion instead.

Untitled

If you have entered a value in the Rate field, you must specify whether that value is to be multiplied or divided.

Enter one of the following:

M - To multiply the base values by this rate to calculate the [prime currency](#)

D - To divide the base values by this rate to calculate the [prime currency](#)

Override Compressed Printing

Select one of the following:

Override to yes - If you do want [compressed printing](#)

Override to no - If you do not want [compressed printing](#)

Do not override (default) - If you want to use the default you set up when defining the report

Override Landscape Printing

Select one of the following:

Override to yes - If you do want landscape printing

Override to no - If you do not want landscape printing

Do not override (default) - If you want to use the default you set up when defining the report

Options

Select

Use this to select a report or report group you want to print.

Once you have entered the necessary details, press Enter to display the Select Reports Confirmation window.

Select Reports Confirmation Window

To display this window, press Enter on the Select Reports window.

This window displays the report details for you to check before you continue and submit them for printing.

Options

Modify

Use this to modify the report. The Specify Sector [Modifier](#) pop-up is displayed, and you can now change the first view or group of accounts in the report.

Use the Modify option to modify a report or, if you do not wish to modify the report, select **Print Reports (F8)** to generate the reports and leave the task.

Caution: The software calculates the totals from the values in the columns of the report, not the data values on the General Ledger. If, for example, you have specified that all values in a column should be rounded up to the nearest whole number, the total is the sum of these rounded values, not the sum of their original values.

Specify Sector Modifier Pop-up

To display this pop-up, select Modify against a report on the Select Reports Confirmation window.

The pop-up displays a list of the levels belonging to the first account selection or view it finds.

You use runtime [modifiers](#) to generate extra reports that are based on the original generated report, for the purposes of comparison.

The runtime [modifier](#) allows you to modify account levels within the first [account group](#) or view defined to the report.

Unlike the format [modifiers](#) that you enter when defining the report, runtime modified values are printed on separate reports.

Fields

Modifier

Each relevant level is an input field, filled with asterisks. Overtyping the asterisks with your modified value.

You can enter partial level [modifiers](#), where you modify one or more of the characters in a specific level while leaving the other characters as asterisks.

You can also enter modifications to more than one level.

Caution: Ensure that the structure and number of your standard accounts are identical to those of your modified accounts. If there are modified accounts that do not exist in the standard account code's structure, they will not be printed.

Note: *You can go back and modify a report at any time. The modified levels will retain the changes you have made.*

Enter your modification and select **Confirm (F8)** to confirm your entry. The Select Reports window is re-displayed and any reports you have modified are [flagged](#) with 1 in the Modify field.

Chapter 6 Further Report Maintenance

Report Maintenance Overview

This section explains the following:

- How to group reports, so that you can print several reports in one batch job
- How to allocate authority and [ownership](#) of defaults
- How to define report defaults

Maintain Report Groups [4/FM]

Use this to group together those reports that you normally run at the same time.

This allows you to produce all those reports together via one batch job, meaning that you do not have to select each one individually for printing. You run a report group by selecting it in the same way as you would a single report.

The [authorisation](#) of [report groups](#) works in the same way as with single reports.

Report Group Selection Window

To display this window, select the Maintain [Report Groups](#) task.

Fields

Maint Auth

This field displays a value indicating whether you have authority to maintain a group. You automatically have authority to any group you create.

One of the following is displayed:

Yes - If you have authority to maintain the group

No - If you do not have authority to maintain the group

Enter Name of New Group to Be Added

If you want to create a new report group, enter its name here.

If any [report groups](#) have already been defined, they are displayed on the window and can be maintained by using **Select**.

Options

Select

Use this to select an existing report group for maintenance.

Select a group or enter a new group and then press Enter to see the Maintain Report Group Description window.

Report Group Description Window

To display this window, select a group or enter a new group and then press Enter on the Report Group Selection window.

Fields

Description

Enter the description of the report group. You can enter up to 50 characters.

Press Enter to see the Report Group Maintenance window.

Report Group Maintenance Window

To display this window, press Enter on the Report Group Description window.

This window lists any reports that are already defined to this report group.

Fields

Report Name

Enter the name of an existing report if you want to add it to the group.

Alternatively, use the prompt facility to select from the Select Report for Inclusion pop-up.

You cannot change the name of a report where you have used the **Select** option on an existing report.

User Group Modifier

This field is available for input if you are adding a new report to the group and for display only if you are maintaining a report that already exists in the group.

If you are adding a new report to the group, you can set up new [account modifiers](#) for it.

Use this checkbox as follows:

Unchecked - If you do not want to set up new [modifiers](#) for this report

Checked - If you want to set up new [account modifiers](#) for this report

If you are maintaining a report that is already part of the group, the account [level codes](#) belonging to the first [account group](#) or view within the report are displayed beneath this field. The characters of each level are displayed as asterisks. Where any modifications have been specified, the modified values will replace the asterisks in the position of the level where they occur.

No. of Copies

Enter the number of copies of the report that you want printed when you generate the report group.

Enter the necessary details and then press Enter. The report details are displayed on the window.

If you add a report and check the User Group [Modifier](#) field, the Specify Sector [Modifier](#) pop-up will be displayed. See the [Output Formats](#) chapter for more details on how to set up sector [modifiers](#).

If you have entered a [modifier](#), you will be returned to the Report Group Maintenance window, and the newly added report will be displayed in the list. Any modified levels are displayed beneath each report description.

Options

Select

Use this to select an existing report to maintain it.

Once you have defined all the reports for the group, select **Previous (F12)** to return to the Report Group Selection window. If you have created a new report group, it will be included in the list on window, and the authority [flag](#) will indicate that you have authority to maintain it.

Maintain Report Authorities [5/FM]

The user who first creates a report is regarded as its [owner](#). The [owner](#) is the only person allowed to authorise other users to a report.

The Report Authorities task allows the [owner](#) to authorise other users to maintain or run a report. You select the report, and then add a list of authorised users.

(The User Authorities task does exactly the same thing, but the selection process is different. You select the user, and then add a list of the reports to which they are authorised.)

Note: you can also change the [ownership](#) of a report using the Change Report [Owner](#) task.

Report Selection Window

To display this window, select the Maintain Report Authorities task.

This window lists all the reports and [report groups](#) that you own.

Fields

Enter Name of Report to Be Maintained

Enter the name of the report you want to maintain.

Although it is generally quicker to select a report, you cannot then enter a base on report, because you are immediately taken to the next window.

If you want to base the authorities on an existing report or report group, enter the report you are maintaining here.

Name of Report on Which to Base Authorities

You can optionally enter the name of a report that has existing authorities set up for it. The report you are maintaining will take the same authority list as this report, and you can then alter it as necessary.

Options

Select

Use this to select a report or group for maintenance. The Authorities Maintenance window is displayed.

Select a report or enter a report and then press Enter to display the Authorities Maintenance window.

Authorities Maintenance Window

To display this window, select a report or enter a report and then press Enter on the Report Selection window.

This window lists all user IDs that are currently authorised to the report or report group you selected.

If you selected a base on report or group, the authorities shown have been copied from that report or group.

Caution: The base on function will work even if it has to overwrite existing authorities. Take care not to lose a complex list of authorities by accidentally overwriting it.

Fields

User Name

Enter the user ID of any user you want to be allowed to maintain or run the report.

To remove an existing user blank out the name.

Allow Mnt.

Enter one of the following:

0 - If you want this user ID to have the authority to maintain this report

1 - If you do not want this user ID to have the authority to maintain this report

Allow Run

Enter one of the following:

0 - If you want this user ID to have the authority to run this report

1 - If you do not want this user ID to have the authority to run this report

Press Enter to save your entries. The Report Selection window is re-displayed so that you can select another report.

Maintain User Authorities [6/FM]

The user who first creates a report is regarded as its [owner](#). The [owner](#) is the only person allowed to authorise other users to a report.

The Maintain User Authorities task allows the [owner](#) to authorise other users to maintain or run a report. You select the user, and then add a list of the reports to which they are authorised.

(The Maintain Report Authorities task does exactly the same thing, but the selection process is different. You select the report, and then add a list of authorised users.)

Note: you can also change the [ownership](#) of a report using the Change Report [Owner](#) task.

User Selection Window

To display this window, select the Maintain User Authorities task.

Fields**User**

Enter the user ID of the user you want to maintain. The user ID must exist, and must be authorised under Application Manager to the relevant company and tasks. You can enter your own user ID to change your own authorities.

Base on User

Enter the user ID of a valid user to allocate this user's authorities to the target user specified in the field above. You can then alter them if necessary.

Press Enter to display the User Authorities Maintenance window.

User Authorities Maintenance Window

To display this window, press Enter on the User Selection window.

This window lists all the reports and groups that you own.

Fields

Allow Mnt.

Enter one of the following:

0 - If you want this user ID to have the authority to maintain this report

1 - If you do not want this user ID to have the authority to maintain this report

Allow Run

Enter one of the following:

0 - If you want this user ID to have the authority to run this report

1 - If you do not want this user ID to have the authority to run this report

Press Enter to save your entries. The User Selection window is re-displayed so that you can select another user.

Maintain Company Defaults [7/FM]

This task allows you to set up default values for Financial Manager at company level. These defaults will be used throughout the Financial Manager application and they can considerably reduce the time it takes to set up and run reports.

Maintain Company Defaults Window

To display this window, select the Maintain Company Defaults task.

Fields

Report Headings

You can optionally enter the [heading format](#) most commonly used in reports produced for this company.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Report Details

You can optionally enter the details format most commonly used in reports produced for this company.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Report Totals

You can optionally enter the totals format most commonly used in reports produced for this company.

Alternatively, use the prompt facility to select from the Select [Output Format](#) pop-up.

Forms Type

To print your reports on special stationery, or high quality listing paper, enter a forms type. This will prompt the operator to load special stationery before the reports can be printed. The forms type you enter here will be the default type for reports in this company.

Number of Copies

Enter the number of copies you need if you require more than one copy.

The number you enter here will be the default for this company.

Compressed Printing?

Use this checkbox as follows:

Unchecked (default) - For reports not to print with [compressed print](#) as a default

Checked - For reports to print with [compressed print](#) as a default

Ensure that your printers can print [compressed print](#) before you check this field.

Landscape Printing?

Use this checkbox as follows:

Unchecked (default) - For reports not to print in landscape layout as a default

Checked - For reports to print in landscape layout as a default

Ensure that your printers can print in landscape before you check this field.

Lines per Page

Enter the default number of lines to be printed on each page.

Standard listing paper is 66 lines deep, of which 50-60 lines are normally used for printing.

Start New Page after Line

Enter the line number at which a page throw is forced.

A standard default would be the same as the Lines per Page value. You can then override this for individual reports, in which page throws are dictated by changes of format or account level.

Save Generated Source?

Before you run a report, the software has to convert its specification into a computer program. The program is based on source code. You can save this source code if you want to.

Use this checkbox as follows:

Unchecked - If by default the source code will not be saved

Checked - If by default the source code will be saved

Note: Remember that all these settings are defaults and you can change them for any individual report when you create or run it.

Press Enter to accept the new or amended default data.

Change Report Owner [8/FM]

Use this task to transfer [ownership](#) of one of your reports to another user. The new user then has [owner](#) authority.

Note: The new [owner](#) is not automatically given maintenance and run authorities. If they have not already been granted, the new [owner](#) must grant them.

Change Report Owner Window

To display this window, select the Change Report [Owner](#) task.

Fields

Report

Enter the name of the report for which you want to change the [ownership](#). When you press Enter, this field becomes an output field, and the New [Owner](#) field appears.

Note: Before changing [ownership](#), check that the new [owner](#) has been given authority to maintain and run the report.

New Owner

This field does not appear until you enter a report in the Report field and press Enter.

Enter the user ID of the new [owner](#) of this report. The new [owner](#) must exist, and must be authorised to the appropriate Financial Manager tasks.

Press Enter to transfer all [ownership](#) rights to the new [owner](#).

Chapter 7 Maintenance Reports

List Output Formats [41/FM]

This report prints details of selected [output formats](#).

List Output Formats Window

To display this window, select the List [Output Formats](#) task.

Fields

Detail List Required

Select one of the following:

Summary (0) (default) - To print a summary of the formats requested

This summary gives a single line of details per format, including the format name, description, currency and number of lines per page.

Detail (1) - To print the details of the formats requested

This report prints a complete record of each format, listing all the fields defined to the format, their position on the page and their calculation details, [accumulator](#) details and [modifier](#) details as relevant.

Range of Format Names to List From/To

Enter the range of format names you want to list.

Leave both fields blank to print all formats.

Press Enter to submit the job for processing.

List Data Dictionary [42/FM]

This report lists all the [data dictionary](#) fields, including user-defined fields, and shows you how they are calculated.

Select **Confirm Submit (F8)** to submit a batch job to generate the report.

List Report Details [43/FM]

This task provides you with an audit list for the report you select. It includes:

- The report's name, description, characteristics and any page 1 text
- Full details for each of the formats used in the report
- The content of the report with a description of each line and the format used

Report Details Window

To display this window, select the List Report Details task.

Options

Select

Use this to select a report and print its details. You can only select one report at a time, and you cannot select [report groups](#).

Select a report. A message is displayed, asking you to confirm by selecting OK.

List Report Groups [44/FM]

This task generates a report that lists all the reports included in each report group.

Select **Confirm Submit (F8)** to submit a batch job to generate the report.

List Report Authorities [45/FM]

This report gives details of the [owner](#) of each report and any user who has authority to run or maintain the reports.

Select **Confirm Submit (F8)** to submit a batch job to generate the report.

List User Authorities [46/FM]

This report lists the user IDs, which reports they own or are authorised to, and whether they can run or maintain the reports.

Select **Confirm Submit (F8)** to submit a batch job to generate the report.

List Reports [47/FM]

This report lists all reports defined to the company and shows the user ID of the [owner](#) of each report.

Select **Confirm Submit (F8)** to submit a batch job to generate the report.

Chapter 8 Utilities

Financial Manager Utilities

Financial Manager provides five utility tasks. Use the tasks to:

- Copy all, or a selection of, [data dictionary](#) fields from a selected company to the current company
- Copy all, or a selection of, [output formats](#) from a selected company to the current company
- Copy all, or a selection of, reports from a selected company to the current company
- Copy data from any existing company, including template companies, to a new company
 - You can copy any combination of [data dictionary](#), [output formats](#) and reports, but you cannot select. All the data within a particular type must be copied.
- Copy data from any existing company to any other, including template companies
 - You can copy any combination of [data dictionary](#), [output formats](#) and reports, but you cannot select. All the data within a particular type must be copied.

Copy Fields from another Company [11/FM]

Use this task to copy selected user-defined fields from another company into the current company.

Copy Data Dictionary Window

To display this window, select the Copy Fields from Another Company task.

Fields

Copy from Company

Enter the company from which you want to copy details. It must be a valid company set up on the General [Ledger](#).

To Company

This field displays your current company and you cannot change it, except by leaving the task, changing your current company, and re-entering the task.

All Dictionary Fields

Use this checkbox as follows:

Unchecked - To display a list of all the user-defined fields in the source company's [data dictionary](#). You can then make a selection from Select Fields window and the selected fields will be copied across.

Checked - To copy all the user-defined fields

Press Enter to start the copy.

For any fields that already exist in the target company, the Existing Field window is displayed.

Select Fields Window

To display this window, leave the All Dictionary Fields field unchecked on the Copy [Data Dictionary](#) window.

Use this window to select a field to copy.

When you press Enter, if the field does not exist in the current company, it is copied to the current company.

If it does exist, the Existing Field window is displayed.

Existing Field Window

This window is displayed if a selected field already exists in the current company. For each field, you can choose either to overwrite the original field with the copied field or to press Enter to retain the original field.

Select **Update (F8)** to copy the field and update the definition. Select **Previous (F12)** if you wish to keep the old definition.

Copy Formats from another Company [12/FM]

Use this task to copy selected [output formats](#) from another company into this company.

Copy Output Formats Selection Window

To display this window, select the Copy Formats from Another Company task.

Fields

Copy from Company

Enter the company from which you want to copy [output formats](#). It must be a valid company set up on the General [Ledger](#).

To Company

This field displays your current company and you cannot change it, except by leaving the task, changing your current company, and re-entering the task.

Press Enter to see the Copy [Output Formats](#) window.

Copy Output Formats Window

To display this window, press Enter on the Copy [Output Formats](#) Selection window.

This window displays a list of all the formats in the source company.

Select a format or formats to copy.

The software checks whether any of the formats you have selected already exist in the target company.

If any format already exists, an error message is displayed.

Any selected formats that do not already exist are re-displayed on the window. Confirm your choice by selecting **Continue with Copy (F8)**. The copy will then take place interactively.

Note: *If a format contains fields that are not defined in the [data dictionary](#), you will receive an error message. The software will copy the format but without the missing fields. Correct the [data dictionary](#) and the format before using the format in a [report specification](#).*

Copy Reports from another Company [13/FM]

Use this task to copy report definitions from another company into the current company.

Copy Reports Selection Window

To display this window, select the Copy Reports from Another Company task.

Fields

Copy from Company

Enter the company from which you want to copy report definitions. It must be a valid company set up on the General [Ledger](#).

Copy to Company

This field displays the current company and you cannot change it, except by leaving the task, changing your current company, and re-entering the task.

Press Enter to display the Copy Reports window.

Copy Reports Window

To display this window, press Enter on the Copy Reports Selection window.

This window lists all the reports defined to the From company. The From and To companies must have correlating cross-[ledger](#) codes in the General [Ledger](#). If they do not, you are now given the chance to set up correlating codes, using the General [Ledger's](#) Maintain Cross-Company Correlation of Cross-[Ledger](#) Levels pop-up.

Select the report you wish to copy. You cannot copy a definition that already exists in the To company.

Any selected reports that do not already exist are re-displayed on the window. Confirm your choice by selecting **Continue with Copy (F8)**. The copy will then take place interactively.

Note: *If a report definition contains formats that contain errors, you will receive an error message. You must correct the [data dictionary](#), format or definition before using this report.*

Mass Maintenance (Copy Company Utility) [51/FM]

Use this task to create a new company by copying the contents of an existing company, which may be a template company.

You can only copy the static data in a company; the copied data will not include transactions or balances, for example.

Create Company Selection Window

To display this window, select the Mass Maintenance (Copy Company Utility) task.

Fields**From Company**

Enter the company that is to provide the data for the To company. This may be a template company.

To Company

Enter the company to which data is to be copied. This must be a new company.

Press Enter to see the Create Company window.

Create Company Window

To display this window, press Enter on the Create Company Selection window.

This window lists the types of data you can copy to the To company.

Fields**Reports**

Check this field if you want all the reports currently existing in the From company to be copied to the To company.

Output Formats

Check this field if you want all the [output formats](#) currently existing in the From company to be copied to the To company.

Data Dictionary

Check this field if you want to copy the [data dictionary](#) from the From company to the To company.

When you have selected the data you want to copy, select **Confirm (F8)** to perform the updates.

Mass Maintenance (Maintain Company) [52/FM]

Use this task to copy data between existing companies. You can use template companies.

Maintain Company Selection Window

To display this window, select the Mass Maintenance Maintain Company task.

Fields

From Company

Enter the company that is to provide the data for the To company. This may be a template company.

To Company

Enter the company to which data is to be copied. This must be an existing company.

Press Enter to see the Maintain Company window.

Maintain Company Window

To display this window, press Enter on the Maintain Company Selection window.

This window lists the types of data you can copy to the To company.

Fields

Reports

Check this field if you want all the reports currently existing in the From company to be copied to the To company.

Output Formats

Check this field if you want all the [output formats](#) currently existing in the From company to be copied to the To company.

Data Dictionary

Check this field if you want to copy the [data dictionary](#) from the From company to the To company.

When you have selected the data you want to copy, select **Confirm (F8)** to perform the updates.

Appendix A Glossary

Account Code

- 1) The unique code given to every account, consisting of one to four levels of a maximum twelve characters, as defined by the account's ledger, and used for all fiscal transactions. Sometimes referred to as the short account code
- 2) The term given to the first twelve characters of the account and the last thirty characters of the extension code together

Account Group

This refers to all the accounts within a range you select from the General Ledger to include within a report specification.

Account Hierarchies

You can link accounts within the General Ledger in a hierarchical structure. Postings to accounts at the base of the hierarchy will automatically be posted to accounts within the structure. Accounts higher in the structure summarise postings at lower levels. Any account not at the lowest level in a hierarchy must be a memorandum account.

Account Modifier

You use an account modifier to overwrite characters within the specified General Ledger account codes for a report. This limits a general selection for a specific purpose.

Accumulator

Accumulators are used to add together and to print sub-total and total values. There can be up to 999 accumulators in a report. A format which is required to accumulate five different totals would need five accumulators.

Authorisation

See Report Authorisation and User Authorisation.

Base Currency

When setting up a new company a base currency must be specified. This is the currency into which any non-base (that is, prime) currency will be converted for the purposes of enquiry, reporting and accounting.

If an external application such as the Accounts Payable application is linked to a General Ledger, its base currency must be the same as that of the General Ledger.

Budgets

You can hold many different budgets and forecasts for your company's accounts, for example, optimistic, pessimistic and mid-view budgets. Reports and enquiries select budget and forecast records.

Calculated Field

A calculated field is a field within an output format for which the contents are calculated. The most common examples are to add two or more columns together into a total column, to express the relationship or variance between two columns, and to reverse the sign of a value.

Chart of Accounts

The General Ledger set-up of ledgers and accounts that satisfy the financial and management accounting requirements of your company

Column

A column can refer to any column of data or of literal fields. It normally refers to a column of numeric output fields. Calculations can be carried out on column data. See also **Field** and **Work Column/Work field**.

Company Modifier

You can print data from another company based on the range specifications you set up for the company in which you are working. You do this by specifying a company modifier.

Company Profile

The General Ledger is a multi-company application and a number of parameters for each of its companies must be set up before the application can be run. The company profile contains all the basic rules within which a particular company is to operate.

Compressed Print

This is the facility to print characters using different font sizes and pitches - usually expressed in cpi (characters per inch). Usual values are 10, 12 or 14 cpi.

Control Account

A control account holds values posted from all the accounts of a sub-ledger beneath it. It cannot be posted to directly.

Currency Code

In General Ledger you can define a default currency to a company as its base currency. If you are running General Ledger in a multi-currency environment, a transaction may be entered in any currency defined to the system. The currency code refers to the currency to be used, and provides default exchange rates, etc.

Data Dictionary

This is a set of fields from which you can select and print General Ledger data. The data includes:

- Application-defined account fields such as total value posted in a period.
- Application-defined constants such as company name, period number, date.
- User-defined fields such as variance fields.

Detail Format

The heading format of a report prints the title and column headings.

The detail format of a report prints the column contents. This normally forms the bulk of the data.

The total format of a report prints the column totals.

Exchange Rate Code

The code that defines the exchange rates between two or more currencies

Field Type

Fields can be of three types within Financial Manager:

- [Data dictionary](#) fields
- [Accumulator](#) fields
- [Calculated fields](#)

A field can also have a literal value, where the text is entered directly into the format.

Flag

A trigger to activate or de-activate certain facilities and parameters within the application

Forecasts

You can hold many different budgets and forecasts for your company's accounts, for example, optimistic, pessimistic and mid-view budgets. Reports and enquiries select budget and forecast records.

Generated Source

When you have defined your report, you have to tell the software to generate the source before you can run the report and see the printed result.

The software creates the generated RPG source, and you can then print your report.

You do not need to keep the source in order to run the report, so to save space you might choose to archive off your generated source.

Heading Format

The heading format of a report prints the title and column headings.

The detail format of a report prints the column contents. This normally forms the bulk of the data.

The total format of a report prints the column totals.

Ledger

A ledger is a collection of accounting records made up by double-entry bookkeeping. It is divided into ledger accounts each of which records transactions of a particular type.

The structure of a ledger defines the structure of all of its accounts.

The two top ledgers are the balance sheet and the profit and loss ledger. Beneath these are sub-ledgers which feed values into control accounts above them.

Level Codes

Each account is made up of level codes depending on how the account's ledger is defined. An account may have a maximum of four account level codes of up to nine characters each, and a maximum of five extension level codes of up to fifteen characters each.

There are several types of level codes:

- Global [level codes](#) - extension levels that are reserved across all levels within a company.
- Cross-[ledger level codes](#) - levels that cross two or more [ledgers](#) in a company's [chart of accounts](#).
- Sub-[ledger level codes](#) - codes that are defined for accounts within a single [ledger](#)
- Account [level codes](#) - codes that are defined for a single specified account's extension levels. (Do not confuse this with the general term for [account codes](#)).

See also Report Level Codes.

Literal

The text you enter on an output format to appear on the report. An example would be the word Date positioned in front of the date field.

Modifier

Once you have specified a series of accounts to appear on a report, you can run the report to print the same data over a different but related series of accounts by specifying a modifier.

You could, for example, set up the report to print all accounts with a cost centre of 001, and then set up a modifier to run the same report over all accounts of cost centre 002.

Operand

This is an arithmetical process. The operands available when you are creating calculated fields are addition, subtraction, multiplication, division, and percentage.

Output Format

Output formats are a series of output fields formatted to print on a report. There are three types of output format.

- The [heading format](#) of a report prints the title and [column](#) headings.
- The [detail format](#) of a report prints the [column](#) contents. This normally forms the bulk of the data.
- The [total format](#) of a report prints the [column](#) totals.

Owner

Every report has one user ID that can update the report specification and control access to that specification.

When a report is first created, the author of the report is the owner, but you can change ownership.

Non-owners can maintain or run the report as long as they are authorised to do so.

Prime Currency

The prime or transaction currency is the currency in which a transaction is made, as opposed to the base currency, into which transaction values will be converted.

Report Authorisation

The report's owner can grant authority to other users to run the report, maintain the report, or both.

Report Groups

You can link reports that you habitually run together. This means that you can produce all the reports in the group by setting off a single job, instead of having to select each one individually.

Report Specification

A set of instructions which the Financial Manager can interpret to produce user defined printed reports. The set of instructions consists of:

- The report description
- The [output formats](#) used in sequence
- Forms definition and other parameters

Total Format

The heading format of a report prints the title and column headings.

The detail format of a report prints the column contents. This normally forms the bulk of the data.

The total format of a report prints the column totals.

Trial Balance

The trial balance is a report that prints the net value posted to each top level account (excluding memorandum accounts) for a selected period and year-to-date. It also confirms that the ledger is in balance.

Work Formats

Work formats are used to summarise accounts. They are defined as containing zero lines. Their main purpose is to add into accumulators which are used in subsequent formats for printing.

Year Modifier

This is used in a user-defined data dictionary field to change the year to which a period value relates. For example, period 12 with a year modifier of 1- refers to period 12 of last year.