Global 3000
General Ledger
Version 6.0

Statement Definitions

Discrepancies between the Software and these notes

Although all reasonable care has been taken with the preparation of this manual, there may be some discrepancies between it and the actual software. This may be caused by a bug in the software, or an error in this manual. You should also check the appropriate Service Pack Notes for any updates since these notes were released. This manual assumes that service pack ZG60_213 has been applied.

Any discrepancies found should be reported to your Global 3000 software supplier, so that Global can adjudicate.

Manual reference: ZG60_SD_10.DOCX

Contents

Statement Definitions

Introduction   Statement Definitions is an integral part of the Global 3000 General Ledger report generator. It enables you to design your own financial statements and reports including the profit and loss statement, balance sheet, source of funds and operating statements. There is no practical limit to the number of statements you can define.

In this manual we use the terms 'statements' and 'financial statements' for financial statements and reports created via this option.

Defining a statement involves specifying:

▪   The statement's name and type (this can be 'Profit & Loss', 'Balance Sheet' or 'General') and the lines you want to print on it.

▪   The layout of the statement's columns.

When you have defined a statement, you can print and/or export it to your host system via the Financial Reports menu. Before you print a statement, you select:

▪   The statement's name. This determines the lines printed on the statement. For more details, see 'Statement lines' over.

▪   The statement's column layout. For more details, see 'Column layouts' over.

After defining a new statement, you can make any necessary adjustments to both the line and column layouts, until you are satisfied with the definitions. Subsequently you should only need to change the definitions of a statement, if, for example, you change your chart of accounts.

The ability to define the statement lines and column layouts via separate functions, gives the Global 3000 General Ledger report generator great flexibility. You can, for example, set up a number of column layouts to be used with each statement, each providing a different analysis.

Statement Definitions

Statement lines You can define the sequence of the horizontal lines on the statement and what they contain in terms of:

- Their data source. This can be a fixed narrative you define for the line, one or more company, profit centre and account group combination, or an accumulated total.

- Whether the line is always processed, or only in certain circumstances, such as when its value is non-zero or debit or credit.

- Whether the line contributes to one of the six registers which can be used for accumulating totals, or holding figures for later use. Registers which accumulate totals can optionally be used as the basis of percentage calculations, with the percentage that each line contributes to it being printed.

- Whether the line is printed, and if a double column format is used when printing the statement, whether the line's figures are printed in the left or right columns. Unprinted lines can be included in the statement to contribute to accumulated totals.

- The line spacing to be used when the line is printed, and whether underlines are required.

- Whether a schedule of the accounts that contribute to the line is printed at the end of the statement.

You define statements via the Financial Statement Maintenance window (described on page 9). You define statement lines via the Statement Line Maintenance window (described on page 11). When you define a new statement, you can optionally use an existing statement of the same type as a template.

Column layouts The column layout determines the sequence and layout of the columns on the statement in terms of:

- The details to be printed in each column. This can be actual, budget, or forecast figures, quantities of units, a calculated value (for example the variance between figures in previous actual and budget columns), the account group id, a narrative, or a percentage (for example the percentage the line contributes to an accumulated total).
- When actual, budget, forecast or unit figures are printed in the column, you can specify which period's or periods' figures are to be used. These can be specified in relation to the selected period and year, and so do not need to be redefined each financial period.
- The printed format of the column in terms of whether it is a single or double column, its layout, and headings.
- The format of the data in the column in terms of the number digits to be printed before and after the decimal point, scaling, credit and debit notation, zero fill, etc.

You can define column layouts with up to 250 characters per line, but please check that your printer can cope with wider layouts.

You define column layouts via the Column Layout Maintenance window (described on page 23). You define the actual columns in each column layout via the Column Definition Maintenance window (described on page 25). When you start a new column layout, you can optionally use an existing column layout as a template.

Standard reports   Standard reports (sometimes referred to as Management reports) are predefined reports where a combination of column and line layouts are selected along with other parameters to save having to select them every time you print them. They are defined through the Standard Statement Description window (described on page 37). They can be amended at the time of printing. The prints can be exported to .csv files or a predefined excel spreadsheet.

Report packs   Report packs enable several management reports to be grouped together for processing in one operation. You can define the report packs through the Report Pack Maintenance window (described on page 41). Its members are controlled through the Report Pack Members window (described on page 42). If reports are being exported to an excel spreadsheet, only one spreadsheet is created with each report in a separate tab.

Please note   A general ledger parameter determines if exported report packs are sent to a .csv file or an excel spreadsheet. See Page 44.
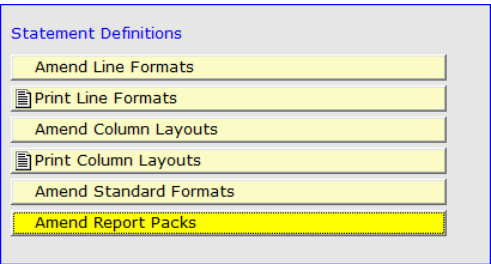
Statement Definitions

Figure 1: Statement Definitions Menu

This menu is displayed when you select Statement Definitions from the General Ledger System Maintenance menu.

Please Note	The appearance of this menu can vary depending on how your Global 3000 system is set up.

The options are:

Amend Line Formats Define and amend statements, and the lines to be printed on them. ⇒ Financial Statement Maintenance window. See page 9.

Print Line Formats Print the line definitions for a selected statement. ⇒ Statement Print Confirmation window. See page 22.

Amend Column Layouts Define and amend statement column layouts. ⇒ Column Layout Maintenance window. See page 23.

Print Column Formats Print statement column layouts. ⇒ Financial Statement Columns window. See page 35.

Amend Standard Formats Define 'Standard Statement Definitions' for which the statement line, column layout, and all other selection options are pre-determined. You can then print these via the Standard Reports option on the Management Reports menu. ⇒ Standard Statement Description window. See page 37.

Amend Report Packs Define 'Report Packs' which are groups of existing standard reports that are printed/exported together. ⇒ Report Pack Maintenance window, See Page 41.
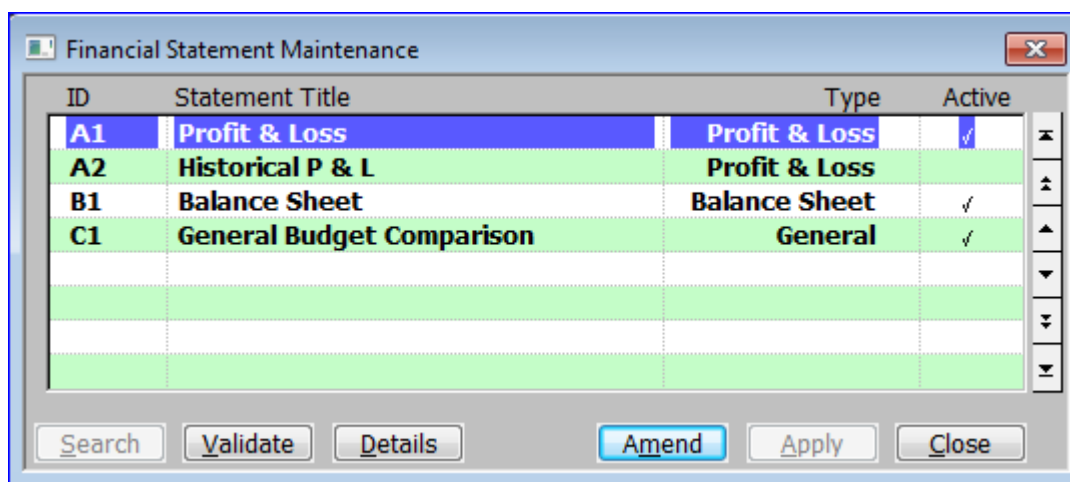
Amend Line Formats

Financial Statement Maintenance

Figure 2: Financial Statement Maintenance window

This window is displayed when you select Amend Line Formats from the Statement Definitions menu. See page 8.

Purpose   This window lists existing statements, and enables you to add new statements, and to amend and delete existing entries.

The prompts are:

ID   Enter an id for the statement in up to 4 characters.

Statement Title   Enter a title for the statement in up to 30 characters.

Type   (Only when setting up a new statement.) Enter one of the following:

- **B** for a **Balance Sheet** statement.

- **P** for a **Profit & Loss** statement.

- **G** for a **General** statement.

A [Search] is available.

Active   *(Default ✓).* Clear, if you no longer want the statement line layout to be used for current reports, but wish to retain it for historical reporting purposes.

Statement Line Layouts that are not active are not available for selection in the Balance Sheet, Profit and Loss or Management Reports.

On completion   If you are creating a new entry and another entry of the same type already exists ⇒ Statement Line Format Template window. See page 10.

Otherwise ⇒ Statement Line Maintenance window. See page 11.

Application Buttons

<u>V</u>alidate   Check the selected statement to ensure that all account groups have been referenced correctly in the definition. ⇒ Validation window. See page 19.

This window lists all the account groups that are referenced by the statement, so you can easily identify duplicate and missing entries etc.

<u>Details</u>   Create and amend the lines of the statement. ⇒ Statement Line Maintenance window. See page 11.
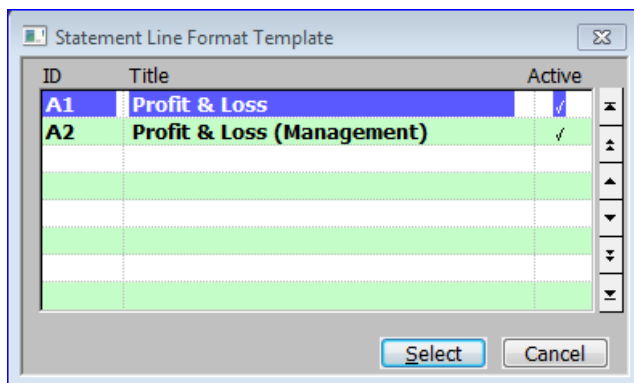
Statement Line Format Template

Figure 3: Statement Line Format Template window

This window is displayed when you complete your replies in the Financial Statements Maintenance window for a new statement, if another statement of the same type already exists.

Purpose   This window lists statements of the same type as the one you are creating, and enables you to select an existing statement to use as a template.

Select   Select the highlighted statement as the template for your new statement ⇒ Statement Line Maintenance window. See Page 11.

Cancel   Do not use a template ⇒ Statement Line Maintenance window. See Page 11.

Statement Line Maintenance

Figure 4: Statement Line Maintenance window

This window is displayed when you select [Details] (or complete adding or amending a line format) from the Financial Statement Maintenance window.

Purpose This window enables you to define the lines on the selected statement. This window lists lines that already exist and enables you to add, amend and delete lines for the selected statement.

The window is divided into 4 sections followed by application buttons.

▪ **Scrolled section** – This displays the statement's lines. The entries are listed in the order in which they appear on the printed statement.

▪ **Details.**

▪ **Underlining Before.**

▪ **Underlining After.**

The last 3 sections determines the printed appearance of the line, such as the amount of space between the printed lines, underlines, and so on.

Scrolled Section

Line Content This defines the source of the data to be printed on the line. This can be:

▪ **Blank** (Accounts option in the [Search]) to indicate that the contents of the line are defined in the Line Contents Definition window.

▪ **1-6** to indicate a register, the contents of which you want to print on the line.

▪ **H** to indicate a line which prints a narrative only.

A [Search] is available.

If *(Not if 'Line Content' set to H (narrative only).* You can optionally define lines as conditional lines. This means they are only processed if they meet certain conditions. Depending on how the line is defined, the line is only printed, included in its registers, or has its schedule printed if the conditions are met. Enter one of the following:

- **Blank** – The line is always to be processed.

- **NZ** – The line is only processed if its value is **non-zero**.

- **CR** – The line is only processed if its value is a **credit**.

- **DR** – The line is only processed if its value is a **debit**.

- **S1** – The line is only processed if its value is **less** than -1 or **greater** than 1.

- **S2** – The line is only processed if its value is **less** than -2 or **greater** than 2.

- **S3** – The line is only processed if its value is **less** than -3 or **greater** than 3.

A [Search] is available.

Example To print the bank account line as a current asset on a balance sheet statement, use the option DR. In the current liability section of the statement, the overdraft line would have the option CR.

Please note Your response at the 'Normal sign' prompt below can affect how the DR and CR conditions are interpreted for a particular line. For further information, see page 14.

Do not use the NZ option for account groups for which the postings are liable to sum to zero, if a schedule of the account group is required.

Description Enter a description for the line in up to 30 characters. For printed lines, this is printed in the narrative column specified in the statement's column layout. If no narrative column is specified in the column layout, this description is not printed on the statement line.

Print This controls whether the line is to be printed on the statement. Enter one of the following:

- **Y***es* if this line is to be printed on the statement.

- **N***o* if this line is only to be used in a register calculation, and is **not** to be printed on the statement.

- **L***eft* if the line contents are to be printed in the **left** column specified in the statement's column layout.

- **R***ight* if the line contents are to be printed in the **right** column specified in the statement's column layout.

A [Search] is available.

Please note The L*eft* and R*ight* options are often used in balance sheet statements.

% or Total	This controls the printing of percentage figures for the line. Enter one of the following:

- **Blank** if the line is to be ignored in percentage processing.

- **T***otal* to indicate that the line is the base for a percentage calculation. For example, if you mark the register which accumulates the total sales income with a T, it is used as the divisor for contributing lines when their percentage contribution is calculated.

- **%** to indicate that the percentage that this line contributes to the total is to be printed on the statement. For example, if you mark a line that contributes to the total sales income account with a % sign, when the line is printed on the statement, the percentage it contributes to the total is shown.

A [Search] is available.

Please note	Percentage figures are only printed on the statement, if the statement's column layout has a percentage of total column defined for it. The column layout also defines which figure is used in the percentage calculation.
Warning	The percentage of total feature can increase the processing time when printing the statement, by as much as 50%. We therefore recommend that you do not set this prompt to T if the percentage of total feature is not being used for this statement, as it can unnecessarily increase the processing time when printing the statement.
Schedule?	✓ If you want to print a schedule of the accounts which contribute to this line. Schedules appear at the end of the statement.

If the statement's column layout has a narrative column, the narrative that appears at account level is the first 25 characters of the account description preceded by the profit centre code.

Leave blank if you do not want to print a schedule for this line.

Please note	Schedules are not printed for lines which are not processed because they fail to meet the condition entered at the 'If' prompt.
Register action 1… 6	These control the use of the six registers. You can use the registers to accumulate totals, or to a hold value, so you can print it later in the statement. For each register, enter one of the following:

+ if the line's value is to be **added** to the register.

- if the line's value is to be **subtracted** from the register.

Z if the register is to be set to **zero** when this line is processed.

S if the line's value is to be **stored** in the register.

Blank *(None)* if the register is **not** relevant for this line.

A [Search] is available.

Please note	Generally, the majority of lines affect only one or two registers.
Please also note	The profit and loss line on a balance sheet should not be created by using a register to sum all the other lines on the statement. For information about how to define a profit and loss line on a balance sheet, see page 17

Details Section

Line advance
This controls where this line is printed on the page. Select one of the following from a drop down menu:

- **Next line** – This line should be printed immediately below the previous line.

- **Skip 1 line** – This line should be separated from the previous one by one blank line.

- **Skip 2 lines** – This line should be separated from the previous one by two blank lines.

- **Skip 3 lines** – This line should be separated from the previous one by three blank lines.

- **New page** – This line should be printed on a new page.

Normal sign
(Not available for narrative lines.) The format for figures printed on the statement is controlled by the statement's column layouts. For example these control whether figures are printed with trailing CR or DR signs, trailing + or – signs, or brackets, etc. This prompt enables you to define the normal sign for this line, and therefore how the format defined for the column is interpreted. For example, if the statement's column layout defines that negative figures appear on the statement in brackets, and you define the normal sign for a sales line as – , CR sales figures do not appear in brackets on the line, but DR figures do. The normal sign also affects the interpretation of debit and credit conditions entered at the 'If' prompt above in a similar way.

Select from a drop down menu:

- **None.**

- **Debit.**

- **Credit.**

Underlining before Section

Character
This controls whether a line is printed above this statement line.

Enter a character to appear above this statement line; for example, '-' or '='. Lines are frequently printed below sub-total and total lines.

Leave this prompt blank if you do not want a line to appear above this statement line. The next two prompts are then skipped.

Description
✓ if you want the line to appear above any narrative columns on this statement line. Leave blank if you just want the line to appear above columns which show data.

Please note   Whether this statement line has a narrative column is determined by the statement's column layout.

Data	This prompt determines whether the line is printed above the data columns. Enter one of the following from a drop down menu:

- **Yes** – The line should appear above all data columns on this statement line.

- **Left** – The data is printed in double columns and you just want the line to appear above the **left** hand columns on this statement line.

- **Right** – The data is printed in double columns and you just want the line to appear above the **right** hand column on this statement line.

- **No** – The line should not appear above the data columns on this statement line.

Underlining after Section

Character	This controls whether a line is printed below this statement line.
	Enter a character to appear below this statement line; for example, '-' or '='. Lines are frequently printed below sub-total and total lines.
	Leave this prompt blank if you do not want a line to appear below this statement line. The next two prompts are then skipped.
Description	✓ if you want the line to appear below any narrative columns on this statement line. Leave blank if you just want the line to appear below columns which show data.
Please note	Whether this statement line has a narrative column is determined by the statement's column layout.
Data	This prompt determines whether the line is printed below the data columns. Enter one of the following from a drop down menu:

- **Yes** – The line should appear below all data columns on this statement line.

- **Left** – The data is printed in double columns and you just want the line to appear below the left hand columns on this statement line.

- **Right** – The data is printed in double columns and you just want the line to appear below the right hand column on this statement line.

- **No** – The line should not appear below the data columns on this statement line.

Application Buttons

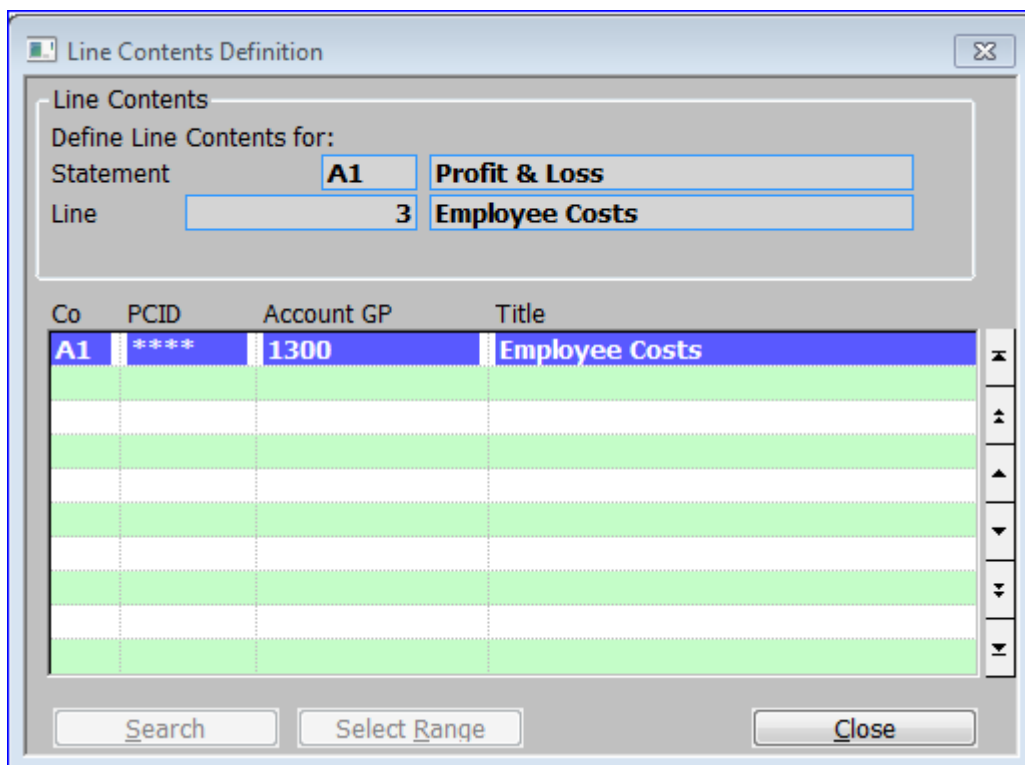|	
Mo<u>v</u>e	*(Not if a line has already been selected to move)* – Move the current line elsewhere. When selected the current line will disappear. You should then select the line where you want it and press [<u>I</u>nsert].
<u>I</u>nsert	*(Only if a line has already been selected to move)* – Insert the line previously selected to move.
Move <u>U</u>p	*(Not available if the top line selected or if a line has been selected for move)* – Move the currently selected line up one row.
Move <u>D</u>own	*(Not available if the bottom line selected or if a line has been selected for move)* – Move the currently selected line down one row.
<u>C</u>ontents	*(Not if a line has already been selected to move)* – If you are in 'maintenance mode' and the 'Data/Register' prompt is blank for this line. ⇒ Line Contents Definition window.

Line Contents Definition

Figure 5: Line Contents Definition Window

This window is displayed when you:

- Complete your replies in the Statement Line Maintenance window when adding / inserting a new line whose Line Content prompt is blank.

- Select [Contents] for a statement line in the Statement Line Maintenance window for a line whose Line Content prompt is blank.

Purpose This window enables you to define the company, profit centre and account group combinations whose balances contribute to the value of the selected statement line. The window lists combinations that have already been defined as contributing to the line, and enables you to add and delete entries. There is no option for amending entries; however you can delete unwanted entries and add new ones.

Please note The column layout for the statement determines which balance or balances of the selected company, profit centre and account group combinations are to be used to calculate the figures for the selected line. For example the column specifies whether actual, budget, forecast or unit figures are to be used, and for which period or periods.

Wild Cards   You can use asterisks as 'wild cards' at the company, profit centre and account group prompts to indicate you want to include all possible entries for the prompt. For examples of wild card usage, see Table 1.

You can also use asterisks as partial wild cards, by entering characters to the left of the asterisk to limit the range of items selected.

When using partial wild cards in left justified codes, a single asterisk is sufficient to delimit the start of the wild portion of the code.

However, when using partial wild cards with right justified codes, each character in the wild portion of the code must be represented by an asterisk. So '1***' includes all codes in the range 1000 to 1999 whereas '1*' only includes codes in the range 10 to 19.

For complete wild cards, a single asterisk is sufficient regardless of left or right justification.

Please note   Using a full wild card for both the profit centre and account group on a balance sheet statement, defines the line as the profit and loss line. This is described in more detail below.

Table 1: Examples of Wild Card Usage

Co	PCID	Group	Indicates
*	MI D	1000	Include account group 1000 for profit centre MID in all companies.
A1	*	1000	Include account group 1000 for all the profit centres in company A1.
A1	ST H	*	Include all account groups for profit centre STH in company A1.
A*	MI*	R*	Include all account groups beginning with 'R' for all profit centres beginning with 'MI' which exist for all companies beginning with 'A'.

Warning   When using wild cards, it can be easy to accidentally include account groups more than once.

Profit & Loss on Balance sheets   The profit and loss line on a balance should not be created by using a register to sum all the other lines on the balance sheet, and printing the register on the last line of the statement. This method can erroneously appear to balance when balance sheet items are omitted from the statement, or included twice.

Instead, you should define the profit and loss line on a balance sheet statement, by setting both the profit centre and the account group to '*'; i.e. a full wild card. The statement print program then draws the line's values from all the profit and loss account groups for the selected company or companies, ignoring account groups which are not defined as profit and loss.

If the balance sheet does not balance when using this method of creating the profit and loss line, check to see if any balance sheet account groups have been omitted from the statement, or included more than once. (This is easily done when using wild cards.)

The window is divided into two sections:

- Line Contents.

- Scrolled section.

Line Contents

Statement	*(Display only.)* The id of the statement the selected line belongs to followed by its title.
Line	(Display only.) The selected line's reference and description.

Scrolled section

Co	Enter the ID of the company. You can use a wild card. A [Search] is available.
PCID	Enter the ID of the profit centre. You can use a wild card. A [Search] is available.
Account GP	Enter the code of the account group. You can use a wild card. A [Search] is available.
	Alternatively, press [Select Range] if you want to automatically include a range of account groups. ⇒ Account Group Copy Facility window. See page 18
Title	(Display only.) The title of the account group.

Account Group Copy Facility
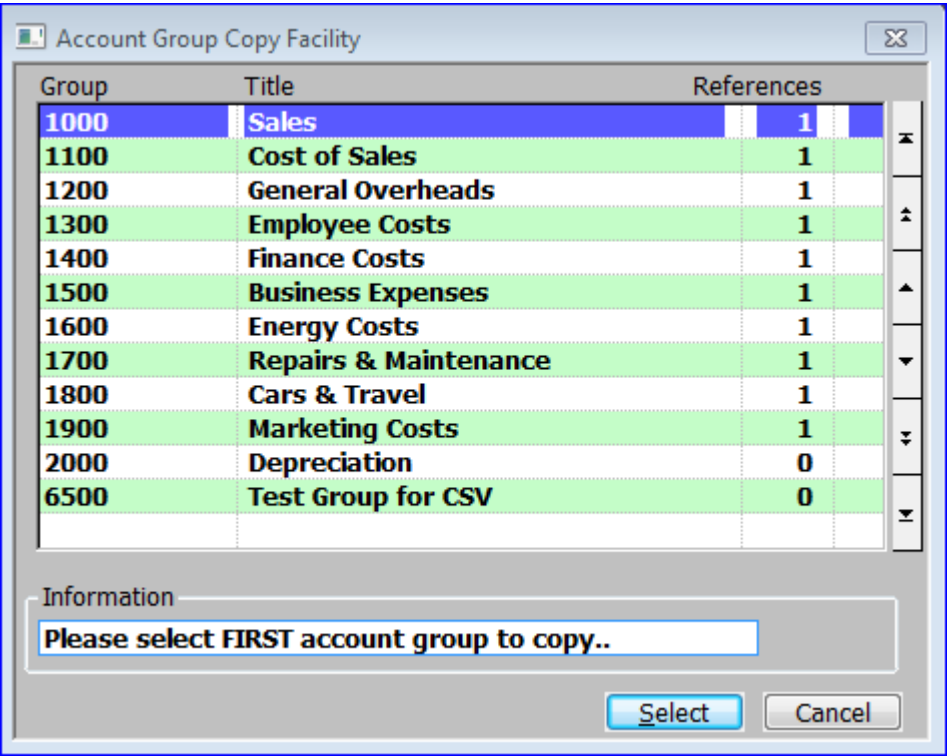
Figure 6: Account Group Copy Facility window

	This window is displayed when you press [Select Range] at the Account Group prompt in the Line Contents Definition window.
Purpose	This window lists account groups and it enables you to select a range of account groups to include in the line contents definition.
Please note	All the details in this window are display only.

Select range	To select a range of account groups:
	Move the cursor to the first entry in the required range and press [Select]. A small 's' appears in the extreme right hand column signifying the start of the range.
	Then move the cursor to the last entry in the required range and press [Select]. The window clears as you return to the Line Contents Definition window, see page 16, where the selected range of account groups are now displayed.
Please note	To select a single account group, move the cursor to the required entry and press [Select] twice; i.e. select a range of one entry.
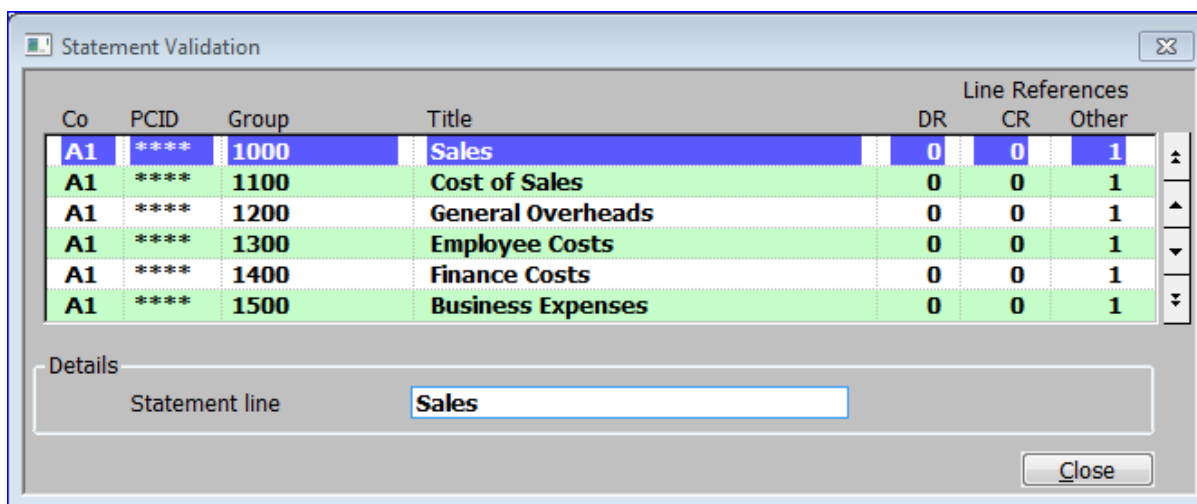
The details displayed (scrolled) are:

Group	The code of the account group.
Title	The title of the account group.
References	The number of times that the account group is referenced by the lines on this statement.

Statement Validation

Figure 7: Statement Validation window

	This window is displayed when you select [Validate] from the Financial Statement Maintenance window. See page 9.
Purpose	This window lists an entry for each company, profit centre and account group combination that is referenced by each statement line; i.e. if the same combination is referenced by two lines on the statement, there are two entries for it in the window, etc. For each statement line, the number of times the combination is referenced is shown.
	This window is designed to enable you to easily identify duplicate and missing entries etc.
Please note	That an account group is referenced does not guarantee that you have referenced it correctly, or that you have set up the registers effectively, etc.
Please also note	All the details in this window are display only. If you need to make changes, return to the Financial Statement Maintenance window and select [Details].

Amend Line Formats

Scrolled section (Display only)

Co The company code. Asterisk's represent a 'wild card'.

PCID The profit centre code. Asterisk's represent a 'wild card'.

Group The account group code. Asterisk's represent a 'wild card'.

Title The account group title.

Line References DR The number of times this company, profit centre and account group combination is referenced to be processed by this statement line if its balance is debit.

Line References CR The number of times this company, profit centre and account group combination is referenced to be processed by this statement line if its balance is credit.

Line References Other The number of times this company, profit centre and account group combination is unconditionally referenced on this statement line.

Details section

Statement line The statement line's narrative.

Print Line Formats

Financial Statement Lines
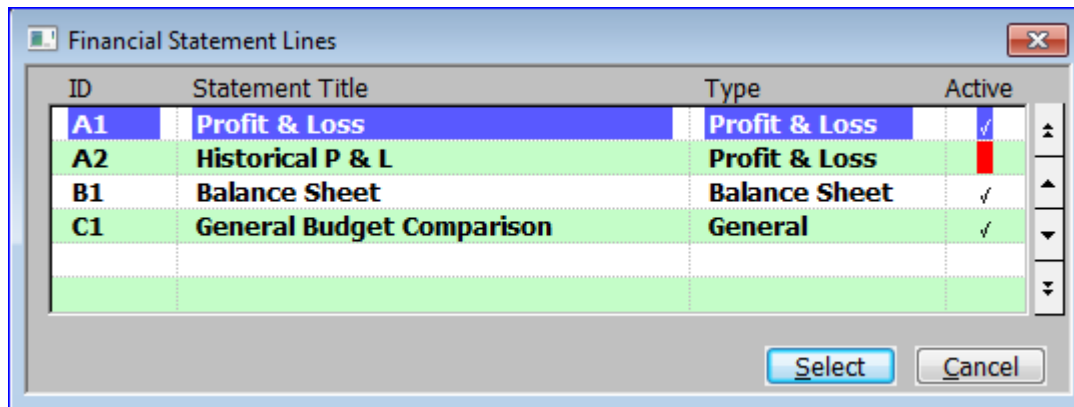
Figure 8: Financial Statement Lines window

This window is displayed when you select Print Line Formats from the Statement Definitions menu. See page 8.

Purpose This window enables you to select which statement you wish to print the line details for.

The displays are:

ID The statement id in up to four characters.

Statement Title The title for the statement in up to 30 characters.

Type The statement type. This can be one of the following:

- **Balance Sheet** statement.

- **Profit & Loss** statement.

- **General** statement.

Active A ✓ indicates a statement line layout used for current reports. Blank indicates a statement line layout retained for historical reporting purposes. It also has a red background.

Please note Statement Line Layouts that are not active are not available for selection in the Balance Sheet, Profit and Loss or Management Reports.

Statement Print Confirmation
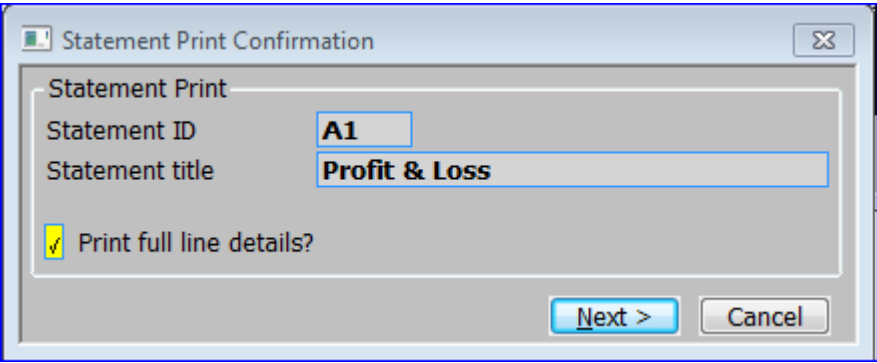
Figure 9: Statement Print Confirmation window

This window is displayed when you select a statement from the Financial Statement Lines window.

Purpose   This window enables you to enter selection criteria and to initiate the report.

Statement Print Section

Statement id   *(Display only.)* The code of the selected statement.

Statement title   *(Display only.)* The title of the selected statement.

Print full line details?   ✓ *(Default)* if you also want to print details of the company, profit centre and account group combinations whose balances contribute to the value of the selected statement line.

Leave blank if you want to print each line defined for the statement as a one line entry.

Amend Column Layouts

Column Layout Maintenance

Figure 10: Column Layout Maintenance window

This window is displayed when you select Amend Column Layouts from the Statement Definitions menu. See page 8.

Purpose   This window lists existing column layouts, and enables you to add, amend and delete entries.

The column layout determines the information printed in the various columns of a statement.

Scrolled Section

Format   Enter a code to identify the column layout in up to three characters.

Column Layout Title   Enter a title for the layout in up to 30 characters.

Line Width   (Display only.) The total width (in number of characters) defined for this column layout in the Column Definition Maintenance window. This is zero for new entries. The maximum line width is 250; standard printers can print up to 132 characters on a line. We suggest you check your printer's capabilities before you define a column layout wider than 132 characters.

Valid   (Display only.) This indicates whether this column layout is valid.

Active   If you no longer want a statement column format to be used for current reports, but wish to retain it for historical reporting purposes, you can mark it as no longer active.

Statement column formats that are not active are not available for selection in the Balance Sheet, Profit and Loss or Management Reports.

Amend Column Layouts

Options

Use report base period as a cut-off period for this column layout?	When this is set reports using the column definition do not include any figures (actuals, budgets, forecasts or units) that relate to periods later than the financial period selected when the report is printed.
Please note	The above setting overrides the period range entered for each column in the layout. e.g. if a column is set to print values from periods 1 to 3 and the period selected for the report is period 2, the value printed for the column will be restricted to the total for periods 1 and 2.
On completion	If you are creating a new entry and another column layout already exists ⇒ Column Template Selection window. Otherwise ⇒ Column Definition Maintenance window. See page 25.

Application Button

Details	Amend the individual detail lines ⇒ Column Definition Maintenance window, see page 25.

Column Template Selection
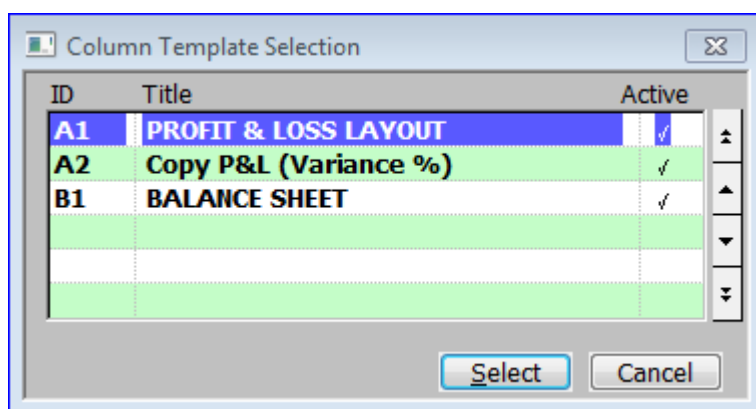
Figure 11: Column Template Selection window

This window is displayed when you complete your replies in the Column Definition Maintenance Window for a new column layout, when another column layout already exists.

Purpose	This window lists column layouts that already exist, and enables you to select one to use as a template.

Scrolled Section

ID	The unique code used to identify the column layout.
Title	The title for the column layout.
Active	✓ If the statement column format is used for current reports. <Blank> if retained for historical reporting purposes only.

Application Buttons

Select	Select the highlighted existing column layout as a template for the new layout. ⇒ Column Definition Maintenance window.

Cancel	Create the new column layout with no columns defined. ⇒ Column Definition Maintenance window.

Column Definition Maintenance

Figure 12: Column Definition Maintenance window

This window is displayed when you complete your replies in the Column Layout Maintenance window.

Please note	If you are creating a new column layout and any other column layouts already exist, this window is preceded by the Column Template Selection window.
Purpose	This window enables you to define the columns which are to appear in the selected column layout. The window lists columns which have already been defined, and it enables you to add, amend and delete entries.

The top part of the window lists existing column definitions. These entries are listed in the order in which they appear from left to right across the page on the printed statement. To change the order use the move buttons.

The middle part of the window displays details of the printed appearance of the columns. The lower part of the window displays details of the column headings.

This window is divided into 5 sections with application buttons:

▪ Scrolled Section.

▪ Print Layout.

▪ Left/Single Column.

▪ Right Column.

▪ Print Details.

Scrolled Section:

Column ref
You can optionally enter a reference code of up to three characters to identify the column. If this column is to be used in a calculation, you must enter a reference code for it, as this is how the column is identified in calculations.

Contents
This defines what is to be printed in the column. Valid responses are:

▪ **A** for **Actual** figures.

▪ **B** for **Budget** figures.

▪ **C** for a **Calculated** value. You define the calculation in the 'Derived field calculation' prompt.

▪ **F** for **Forecasts**.

▪ **U** for **Unit** quantities.

▪ **V** for the **Variance** between, for example budget and actual figures. The variance is expressed as a percentage.

▪ **G** for the id of the account **Group**.

▪ **N** for a **Narrative** or description.

▪ **M** for a **mixed actuals/units** column. If there is an actual figure for the line it is shown, otherwise the unit quantity (should there be one) is shown.

▪ **%** for the **percentage** that the line contributes to a total.

A [Search] is available.

Please note
Narratives/descriptions are preceded by the profit centre when printed on schedule lines, as such the width of the narrative/description is always set to 35 characters and the 'Spaces before start of data' prompt has a maximum of 5.

Period From / To   (Actual, budget, forecast and unit columns only.) Specify the period range whose figures you want to print in the column. Enter the first period in the range at the 'From' prompt, and the last at the 'To' prompt.

You can specify periods as follows:

- **C** for the **current** period.

- **0** for the **opening** balance.

- **1-13** for a period in a 13 period financial year.

- **1-12** for a period in a 12 period financial year.

- **+nP** or **–nP** for a positive or negative off set of n **periods**.

- **+nY** or **–nY** for a positive or negative off set of n **years**.

For examples of period range entries, see Table 2.

Please note   You select the current period for the report at the time of printing.

Please Also note   It is possible to specify a range which would result in the end of the range preceding the start of the range for some values of the current period. So check carefully that the range specification achieves the result you require.

Table 2: Examples of Period Range Entries

From	To	Explanation
1	12	Movements for periods 1-12 inclusive.
1	13	Movements for periods 1-13 inclusive.
1	C	Movements from the first period in the current year to the current period.
1-1Y	C-1Y	Movements from the first period last year to the current period last year.
1	C-1P	Movements from the first period in the current year to the previous period.
C+1P	12/13	Movements from next period to the end of the current year.
0	12/13	Closing balance at the end of the current year.
0	C	Closing balance at the end of the current period.
0	C-P	Closing balance at the end of the previous period.
0-2Y	C-2Y	Closing balance at the end of the current period, two years ago.

Derived Field Calculation	(Calculated, variance %, and % of total columns only.) This prompt enables you to specify the details for the calculation. You identify other columns in the calculation by their reference codes. The details vary according to the column type:

- For a 'calculated' column, you enter the details of the formula to be used. The valid mathematical operators are +, -, * and /. For example, if you want to print a column which is the difference between two previous columns with reference codes C1 and C2, you would enter '+C1 -C2' or if you wanted to print a column which is the value of two previous columns (reference codes C1 and C2) multiplied together and then divided by a third column (C3), you would enter '+C1 *C2 /C3'. In addition you can specify '/%YR' or '*%YR' to divide or multiply by the number of days in a standard year (365). It is also possible to multiply and divide by a specific constant using either '/#nn' or '*#nn' where nn is the constant (01 – 99). For example, if you wanted to add three columns (C1, C2 and C3) together and divide them by the number of weeks in a year you would code '+C1 +C2 +C3 /#52'.

- For a 'variance %' column, you specify the two columns to be compared; for example, when comparing column C1 with column C2, you enter 'C1 C2'. General Ledger calculates the variance percentage by taking the first column (C1), subtracting the second column (C2), and dividing the result by the second column (C2). If C1 = 90.00 and C2 = 60.00, the percentage variance is 50%. If C1 = 90.00 and C2 = 100.0, it is -10%.

- For a '% of total' column, you specify the column to use as the basis for the percentage calculation; for example if column C2 contains the actual figures for a period, and you want this figure to be added to a register and the percentage of the register total to be printed in this column, you would enter '+C2'.

Please note	For some calculation columns, derived column totals may be subject to cumulative rounding errors without a warning appearing on the statement.

Print Layout

Column type	Select one of the following from a drop down menu.

- **Single column** – Print a **single** column on the financial statement.

- **Double Column** – Print as a **double** column on the financial statement. You can specify for each line printed on the statement whether the line's figures are printed in the left or right hand column. For further information, see page 12.

- **Column is not printed** – Nothing is printed column; for example if it is used to hold an intermediary value for a calculation.

Left/Single Column

Right Column

Spaces before start of data	Enter the number of spaces you want to leave blank to the left of the data when it is printed in the column.

For double columns, General Ledger prompts you for this item for both left and right columns.

Digits before decimal point	Enter the number of digits you want to print before the decimal point in this column. This cannot exceed 15. For double columns, General Ledger prompts you for this item for both left and right columns.
Please note	Financial figures are stored in General Ledger with 15 digits before the decimal point. Units are stored with nine digits before the decimal point.
Digits after decimal point	Enter the number of digits you want to print after the decimal point in this column. This cannot exceed six. For double columns, the value for the right hand column is set to the value of the left hand column and cannot be changed.
Please note	Except when integer-only operation is in use, financial figures are stored in General Ledger with two digits after the decimal point. Units, budgets and forecasts are stored as whole numbers.
Numeric scaling (divisor)	If you want the figures in this column to be scaled, enter the number by which the figures are divided before printing. For example, if you want to print thousands of units, you would enter 1000 as the scaling factor. For double columns, the value for the right hand column is set to the value of the left hand column and cannot be changed.

Format (B , CD +- <>) This controls the way figures are formatted before printing. There are a number of valid codes which control various aspects of the formatting. The codes fall into three groups.

Codes for general formatting. You can enter one or both of these codes.

- **B** for 'blank when zero'. This means that when a figure appearing on the report is zero, nothing is printed, leaving a blank space where the figure would otherwise appear.

- **,**   for the insertion of **commas**; for example 90123 is printed as 90,123.

Codes to control the printing of debit and credit figures. You can enter one of these codes.

- **CD** for a trailing **CR** or **DR**; for example –12.34 is printed as 12.34CR, +56.78 is printed as 56.78DR.

- <> to enclose negative figures in **brackets**; for example –12.34 is printed as (12.34), +56.78 appears as 56.78.

- **-+** for trailing **signs**; for example –12.34 is printed as 12.34-, +56.78 is printed as 56.78+.

Codes to control presence of dollar sign, and zero filling. You can enter one of these codes.

- **$** for a leading **dollar** sign; for example 45.67 is printed as $45.67.

- **0** for **zero fill**; for example, 8.90 appears as 000008.90, when six digits are being printed before the decimal point, and two after.

- * for **asterisk fill**; for example, 8.90 appears as *****8.90 when six digits are being printed before the decimal point, and two after.

You can enter combinations of codes, but only one from the second group and one from the third group; for example you cannot enter -+ and <>, nor 0 and *. Table 3 provides examples of valid print format combinations. In all the examples, the options to print six digits before the decimal point, and two after, have been selected.

Please note When you define the layout for a statement line, you can define the line's 'normal sign'. This enables you to effectively reverse the sign for the line. For further information, see page 14.

Table 3: Examples of Valid Print Formats

Format	Figures stored as	Figures printed as
BCD	-678. 90	678.90CR
	+1234.56	1234.56DR
	0.00	
B,<>	+789.01	789.01
	-7890.12	(7,890.12)
	0.00	
B-+$,	+89345.67	$89,345.67+
	-890.12	$890.12-
	0.00	
-+0	+345.67	000345.67+
	-8901.23	008901.23-
	0.00	000000.00
CD*	+456.78	***456.78DR
	-901.23	***901.23CR
	0.00	*****0.00

Print Details

Headings Enter up to 3 lines of text to be printed as a heading for this column.

Certain substitutions can be made when the statement is printed. These substitutions are marked by characters enclosed in angle brackets, e.g. <NC> or <DS>.

Substitutions fall into 3 categories:-

▪ **Company or profit centre** <NC> expands to the name of the company for which the statement is being produced (or the column if the company name varies from column to column). <#C> expands to the company id.

Similarly <ND> and <#D> expand to the name and id of the profit centre respectively. (D is used instead of P for compatibility with Global 2000 Nominal Ledger).

▪ **Source of data** <S> expands into the word ACTUAL, FORECAST or BUDGET depending on the source of data field and the date chosen for the print.

▪ **Date** Dates corresponding to the columns of the report can be included using the following:

<D> or <DE> expand into the date of the end of the period or periods covered by a profit and loss column, or for balance sheets or source of funds statements, the date corresponding to the column.

<DS> expands into the day after the period end date specifying the starting period (i.e. the first date covered by the range). The date is in the standard form dd/mm/yy. Note that this expansion is not valid for balance sheet columns.

<M> or <ME> and <MS> expand into dates of the form SEPTEMBER 2018.

<Y> or <YE> and <YS> expand into dates of the form 2018.

Please note Sufficient space must be allowed in the heading for the expansion. If there is insufficient space, headings to the right will **not** be moved further to the right.

Alignment (Display only.) This provides a 'preview' of the appearance of the column when it is printed. Digits are represented by 9's and characters by X's.

Please note When entering details for a new column, or changing existing details, the 'Alignment' and 'Col width' prompts are not updated until the cursor moves on to the 'Headings' prompt.

Column width (Display only.) This displays the total width defined for the column in characters spaces. A column must not exceed 40 character spaces in total.

Application Buttons

Move *(Not if a Column Ref has already been selected to move)* – Move the current Column Ref elsewhere. When selected the Column Ref will disappear. You should then select where you want it and press [Insert].

Insert *(Only if a Column Ref has already been selected to move)* – Insert the Column Ref previously selected to move.

Move **U**p   *(Not available for the first Column Ref or if a Column Ref has already been selected to move)* – Move the currently selected Column Ref to before the preceding one.

Move **D**own   *(Not available for the last Column Ref Not if a Column Ref has already been selected to move)* – Move the currently selected Column Ref to after the following one.

Select Column Contents
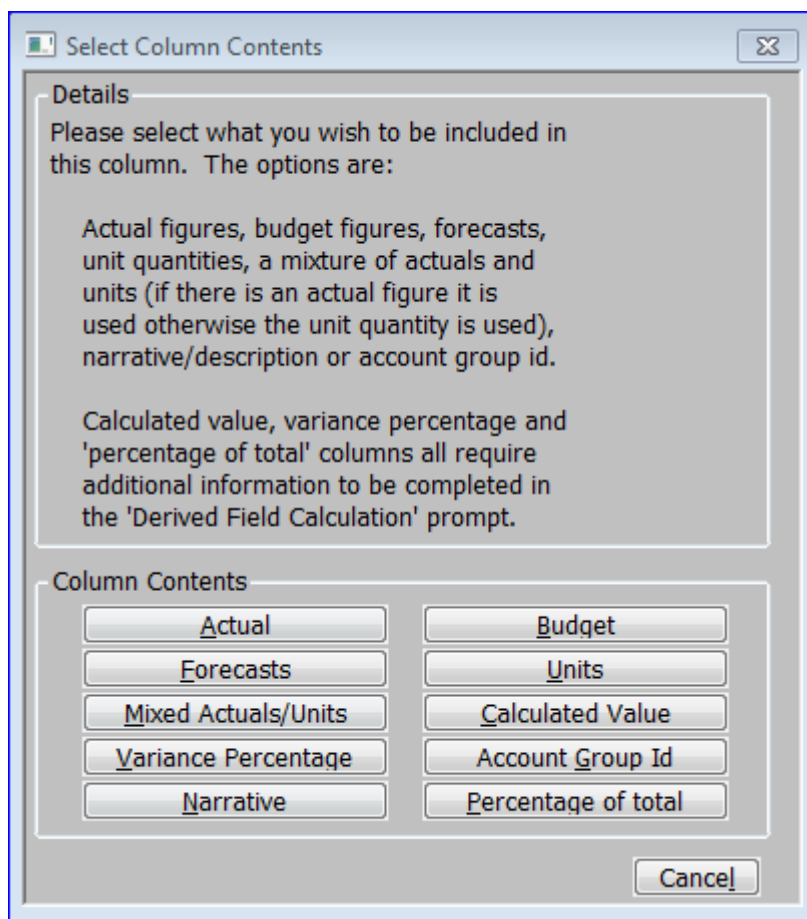
Figure 13: Select Column Contents window

This window is displayed when you select [Search] at the Contents prompt in the Column Definition Maintenance window.

Purpose   This window allows you to select the type of contents to be held in the column. On Completion the selected type is returned to Contents prompt in the Column Definition Maintenance window. See page 25.

The options are (Application Buttons):

Actual   Actual figures.

Budget   Budget figures.

Forecasts   Forecasts.

Units   Unit quantities.

Mixed Actuals/Units	Mixed actuals/units in the column. If there is an actual figure for the line it is shown, otherwise the unit quantity (should there be one) is shown.
Calculated Value	A Calculated value. You define the calculation in the 'Derived field calculation' prompt.
Variance Percentage	The Variance between, for example budget and actual figures. The variance is expressed as a percentage.
Account Group Id	The id of the account Group.
Narrative	A Narrative or description.
Percentage of Total	The percentage that the line contributes to a total.

Print Column Layouts

Financial Statement Columns
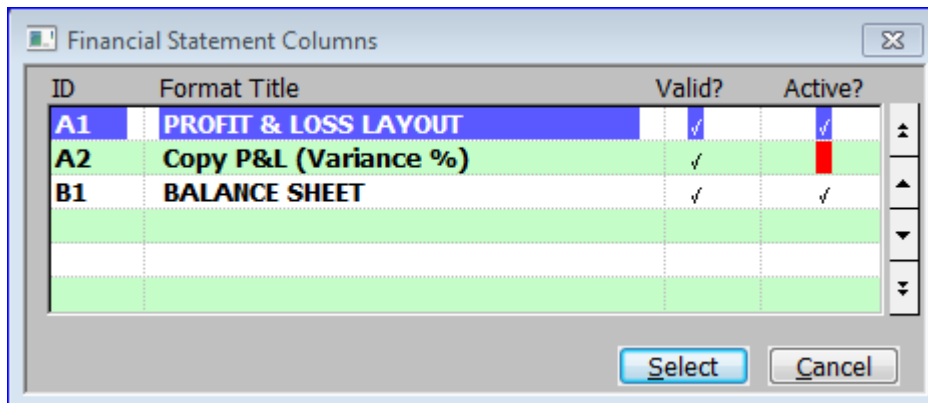
Figure 14: Financial Statement Columns window

This window is displayed when you select Print Column Formats from the Statement Definitions menu. See page 8.

Purpose This window enables you to select which statement you wish to print the line details for.

Scrolled Section (Display Only)

ID The unique code used to identify the column layout.

Format Title The title for the column layout.

Valid? A ✓ indicates this column layout is valid. Otherwise it's blank.

Active? A ✓ indicates the statement column format is used for current reports. Blank with a Red Background if retained for historical reporting purposes only.

Please note A Warning is displayed if you select a Format that is not active.

Application Button

Select Select the current column layout for printing. You are asked for confirmation, then ⇒ standard Print Options window.

Amend Standard Formats

Standard Statement Description

Figure 15: Standard Statement Description window

This window is displayed when you select 'Amend Standard Formats' from the Statement Definitions menu. See Page 8.

Purpose This window enables you to create and maintain Standard Statements types and their contents.

Scrolled section

Title Enter a title for the standard statement in up to 30 characters.

Active *(The default is ✓ for active).* Clear this option if you no longer want a statement line layout to be used for current reports, but wish to retain it for historical reporting purposes.

Please note Statement Line Layouts that are not active are not available for selection in the Balance Sheet, Profit and Loss or Management Reports.

Details

Statement line layout Enter the id of the statement. The name of the layout is then displayed followed by the layout type. A [Search] is available.

Column layout	Enter the id of the column layout. The name of the layout is then displayed. A [Search] is available.
Spool printer control letter	This prompt enables you to enter the format letter in the printer control file you want to use to control the printer when printing this statement.
Please note	Please contact your Global 3000 software supplier for more details on setting up and using printer control files.
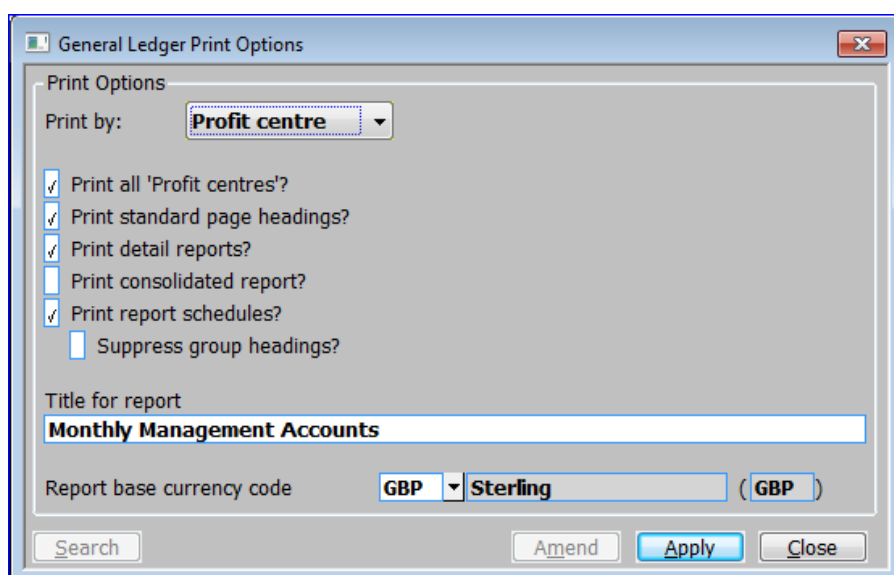
Application Button

Options	*(Or on completion of this window.)* ⇒ General Ledger Print Options window.

General Ledger Print Options

Figure 16: General Ledger Print Options window

This window is displayed when you select [Options] or complete your replies in the Standard Statement Description window. See Page 37.

Purpose	This window enables you to enter report selection criteria for the standard statement.

Print Options

Print by:	Select one of the following from a drop down menu:

- **Company**. – If you are printing a detailed report, a separate report is printed for each selected company including all profit centres. If you are printing a consolidated report, it is printed for selected companies and all profit centres.

- **Profit centre**. – If you are printing a detailed report, a separate report is printed for each selected profit centre including all companies. If you are printing a consolidated report, it is printed for the selected profit centres and all companies.

Print all 'Companies'?	*(Only if you selected 'Company' from the 'Print by:' options.)* –
	✓ to print the report for all companies.
	Leave blank if you want to restrict the report to a specified company or companies. A Company Selection window is then displayed. To select a company to include in the report, move the cursor to the required company and press [Select]. The company is marked with ✓' in the right hand column. You can select as many companies as you like. When you have finished, press [Next >] to return to this window.
Print all 'Profit centres'?	*(Only if you selected 'Profit centre' from the 'Print by:' options.)* ✓ to print the report for all profit centres.
	Leave blank if you want to restrict the report to specific profit centres. A profit centre selection window is then displayed. This enables you to select up to 100 profit centres to include in the report by range:
	▪ To select the start of a range, move the cursor to the first profit centre and press [Select]. The profit centre is marked with an 's' in the right hand column.
	▪ To select the end of the range, move the cursor to the last profit centre and press [Select]. All the profit centres in the selected range are marked with '<'.
	▪ You can select as many ranges as you like.
	▪ When you have finished, press [Next >] to return to this window.
Print standard page headings?	✓ to print the 132-character standard report headings. Leave blank to suppress these headings for narrow reports.
Print detail reports?	✓ if you want to print a detailed report for:
	▪ Each selected company and all profit centres if you are printing by company.
	▪ Each selected profit centre and all companies if you are printing by profit centre.
	Leave blank if you only want to print a consolidated statement.
Print consolidated report?	✓ if you want to print a consolidated report for the selected companies or profit centres. Otherwise leave blank. You must ✓this option, if you left the 'Print Detail Reports' option blank.
Please note	You can choose both the detailed and the consolidated options.
Print report schedules?	✓ if you want to print the schedules defined for the statement. Leave blank to suppress the printing of the statement's schedules.
Suppress group headings?	*(Only if report schedules are being printed)* – ✓ to suppress the account group heading in the schedules for account groups containing only one account.
Title for report	Enter a title for the report in up to 60 characters; for example, to record the company or profit centre selections. This title is only printed on consolidated reports.
	If you include the characters '<M>' in the title, they are replaced, when the report is printed, by the period selected for the report. If there is enough room, the month and year are printed in full, otherwise they are abbreviated.

Please note	The M must be in upper case.
	If you use this feature, you need to leave at least seven spaces to the right of the closing angle bracket for the period to be expanded into. Otherwise, any text to the right is over-written, or the period text is truncated. It is usually preferable, therefore, to place the '<M>' on the right hand side of the title, as in the example below.
Example	'All profit centres, <M>' is expanded to 'All profit centres, September 2018', when you run the report for September 2018.
Report base currency code	Enter the code of the currency you want to print the report in. A [Search] is available. The currency description and symbol are then displayed.

Amend Report Packs

Report Pack Maintenance
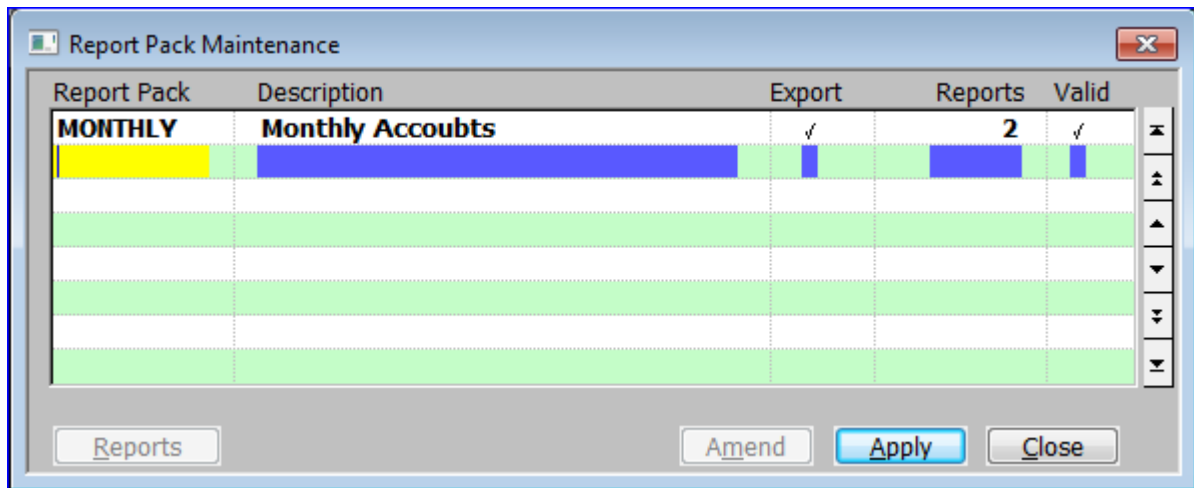
Figure 17: Report Pack Maintenance window

This window is displayed when you select Amend Report Packs from the General Ledger Statement Definitions menu. See Page 8.

Purpose This window lists existing report packs. It enables you to add new report packs, and to amend and delete existing ones. A report pack is a collection of pre-defined management reports that are produced as a group and in sequence.

Scrolled Section

Report Pack Enter the name of the report pack, in up to 8 characters, which must be unique. If you are exporting your reports, this will also form part of the exported filename.

Description Enter a title for the report pack. (Maximum 30 characters).

Export When set all reports in the report pack are exported to csv files. If the system is configured to export management reports to Excel formatted spreadsheets, a macro enabled Excel spreadsheet is invoked to import each file into a separate tab within a single spreadsheet.

Reports *(Display only)* This is the number of reports forming the report pack.

Valid *(Display only)* This indicates whether or not the report pack is valid, report packs that are not valid cannot be selected within management reporting. A report pack may be invalid if for example one of the reports within it has been deleted or marked as inactive.

Application Button

Reports *(This is used to amend the list of reports belonging to the report pack.)* ⇒ Report Pack Members window.

Report Pack Members
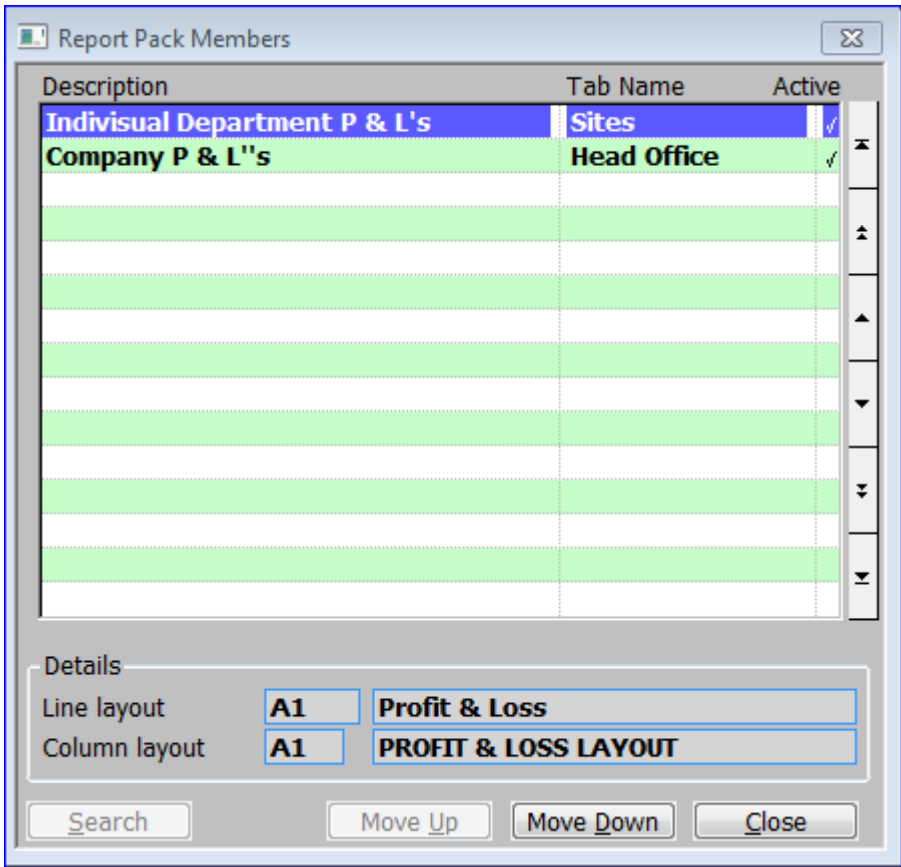
Figure 18: Report Pack Members window

This window is displayed when you:

- Finish your replies in the Report Packs Maintenance window when creating a new report pack.

- Press the [Reports] button in the Report Packs Maintenance window.

Purpose   This window allows you to define the list of the reports that are to be included in the current report pack, and the sequence in which they are to be produced.

Please note   The reports are processed in the sequence in which they are listed.

Scrolled Section

Description   Enter the name of the management report. A [Search] is available.

Tab Name   Enter a unique identification for the report *(in a maximum of 15 characters)* within the pack. It is used as the Tab Name if the report pack is exported to an Excel formatted spreadsheet.

Please note   The tab name is required to uniquely identify the report within the pack even if the report pack is printed rather than exported.

Active   *(Display only)* This indicates whether the report is currently marked as active or inactive.

Application Buttons

Move <u>U</u>p   *(Not available for the first item in the report pack)* – Change the sequence of the reports by moving the currently selected reports up the list.

Move <u>D</u>own   *(Not available for the last item in the report pack)* – Change the sequence of the reports by moving the currently selected reports down the list.

Report Packs – Additional Information

GL System Parameters – Excel Formatted Statements
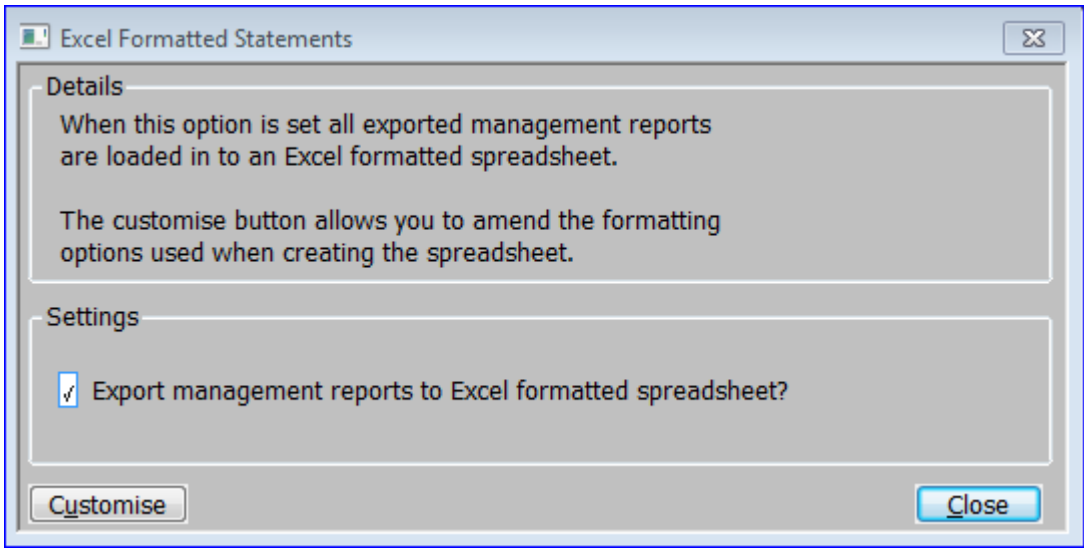
Figure 19: Excel Formatted Statements window

This window is displayed when you select "Excel Formatted Statements" from the General Ledger Parameters menu.

Purpose   This window enables you to configure the system to control how General Ledger management reports are exported.

Settings

Export management reports to Excel formatted spreadsheet?   When this is set **all** exported management reports are loaded into an Excel formatted spreadsheet. The appearance of the formatted spreadsheet is determined by a customisations spreadsheet (GLReportsCust.xlsx) which is held on the central server and can be amended using the 'Customisations' button.

Please note   When this option is set the path for exported management reports is fixed to folder 'GLReports' within the users' GX folder (i.e. if the users' GX folder is 'C:\GX' then all management reports are exported to 'C:\GX\GLReports'). The system automatically creates this folder as required.

Application button

Customise   This is used to amend the customisations spreadsheet (GLReportsCust.xlsx) which is held on the central server and controls the appearance of the formatted Excel spreadsheets produced when management reports are exported.

Please note   This window opens up Excel outside of Global 3000.

Report Packs – Technical Information

When General Ledger is configured to export management reports to Excel formatted spreadsheets:

- The path that they are exported to is fixed to the '\GLReports' folder within the 'GX' folder (e.g. 'C:\GX\GLReports') on the users' desktop (the system automatically creates this folder if it does not already exist).

- If a report pack (rather than an individual report) is exported, the reports are merged (as separate 'tabs') in a single spreadsheet the filename of which is the name of the report pack.

- The appearance of the formatted spreadsheet is controlled by a customisation spreadsheet (GLReportsCust.xlsx). This can be tailored using the 'Customise' button available via the 'Excel Formatted Statements' parameter window.

Technical Requirements/Initial System Set-Up:

- A pre-supplied customisation spreadsheet named GLReportsCust.xlsx is required in the GSM 'Customisations' folder on the server.

- A pre-supplied macro enabled spreadsheet named glreports.xlsm is required in the GSM 'Customisations' folder on the server.

Please contact your Global 3000 software supplier for these files. Once downloaded place the two files in the GSM 'Customisations' folder on the main server.

Examples

Assuming a report pack named 'Monthly' is created containing the following standard reports and configured to export its contents.

Report name	Tab name
Balance Sheet 1	Balance Sheet
Standard Profit and Loss	PNL
Report 01	Report 1
Report 02	Report 2

If management reports are exported to Excel formatted spreadsheets a single spreadsheet (named 'Monthly.xlsx) is created in the 'GLReports' folder within the GX folder on the users' desktop. The spreadsheet will contain one tab for each of the four reports forming the report pack and will be formatted based on the formatting information in the customisation spreadsheet (GLReportsCust.xlsx).

If management reports are **not** exported to Excel formatted spreadsheets, the following four files will be generated in the folder specified by the user at runtime.

Monthly.1.csv	Contains the data export for the Balance Sheet 1 statement.
Monthly.2.csv	Contains the data export for the Standard Profit and Loss statement.
Monthly.3.csv	Contains the data export for the Report 01 statement.
Monthly.4.csv	Contains the data export for the Report 02 statement.

Note: If the report pack is configured to print rather than export its contents, the four management reports are printed in sequence.

Example of Excel formatted management report

Figure 20: Example of Excel formatted management report

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