Financial Reports Designer with Report/Page Headers and Footers



Steps to Create a Financial Report

- 1. Row Design Rows are consistent regardless of date variation.
- 2. Column Design Columns/date variation change per report.
- 3. Report/Page Header & Footer May vary or consistent
- 4. Financial Report Builder Combines Row, Column, and Page/Report Header and Footer.

Row Design

- Financial Reports > Maintenance > Row Designer
- The Row Design screen is where you will configure rows for you financial reports.
- http://help.irelyserver.com/display/DOC/Row+Designer

Row Design Example

R	w Desig	ner									2 🗆 1
Ne	0 (ne Search	Delete	S Undo	(Duplicate	Fonts	Generate Row	Verify Accounts	Total Calculations	Close	
Row	Name:	Concepcion	P&L				Description:	Concepcion P&L			
0	Insert 📢	Remove	▲ Up 🔫	Down	Y Bb	er Recor	ds (F3)				
	ID	Description			Row T	ype		Related Rows		Balance Side	Filter Accounts
8	1				Descr	iption Tr	le			Debit	
	2				None					Debit	
	3	Revenue			Left T	itle				Debit	
	- 4				None					Debit	
	5	Sales			Calcu	lation				Credit	[Primary Account] = '40003'
23	6	Storage Inco	me		Calcu	lation				Credit	[Primary Account] = '40500'
8	7	Freight Incor	ne		Calcu	lation				Credit	[Primary Account] = '41000'
10	8	Fee Income			Calcu	lation				Credit	[Primary Account] = '41500'
10	9				Under	rscore				Credit	
10	10	Total Revenu	e		Total	Calculat	on	R5 + R6 + R7 +	R8	Credit	
10	11				Doubl	e Under:	core			Debit	
10											
-											
Cc As	oncep Of 4/2/2	ocion Pa	&L								Thursday, April 02, 2015 8:55 AM
					Apr	il 2015		April 2014	`	Variance	

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300.00	225.00	75.00
75.00	110.00	(35.00)
750.00	0.00	750.00
50.00	0.00	50.00
1,175.00	335.00	840.00
	300.00 75.00 750.00 50.00 1,175.00	300.00 225.00 75.00 110.00 750.00 0.00 50.00 0.00 1,175.00 335.00

Row Design Options

Verify AccountsThis will show all missing or duplicate accounts by either primary or full account.

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	U	ability				40005		Sales Account			Revenue	Reve	nue		_	
V	R	evenue				40300		DP Income			Sales	Sales	5			
V	Si	ales				42000		Interest Incor	ne		Sales	Sales	5			
					1	43000		Options Incon	ne		Sales	Sales	5			
						44000		Credit Card Fe	ee		Sales	Sales	1			

Row Design Options

- Generate Row
 This will generate rows based on the criteria entered.
 The example below will create a row for each full account as calculation type.

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	5		0	×										ŀ	'40003'	
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	7	G	enerate b	v: 🔽	Full Acc	ount Id	Prir	mary Segn	nent					ŀ	'41000'	
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Row Design Options

- SaveDuplicateDelete
- UndoFonts

Column Designer

- Financial Reports > Maintenance > Column Designer
 The Column Designer screen is where you will configure the date ranges or column calculation of the financial report.
 http://help.irelyserver.com/display/DOC/Column+Designer

Column Designer Example

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	D	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	width	Algoment	Format	Hidden
	1		Column Header	Rev Description							164	Right	#,##0.00((#,##0.00)	
	2	April 2015	Column Header	Calculation	Custom				04/01/2015	04/30/2015	160	Right	#,##0.00;(#,##0.00)	
	3	April 2004	Column Header	Calculation	Custom				04/01/2014	04/30/2014	260	Right	#,##0.00;(#,##0.00)	
	4	Variance	Column Header	Column Calculation		C2 - C3					160	Right	#,##0.00;(#,##0.00)	

Concepcion P&L As Of 4/2/2015				Thursday, April 02, 2015 9:42 AM
	April 2015	April 2014	Variance	
Revenue				
Sales Storage Income Freight Income Fee Income Total Revenue	300.00 75.00 750.00 50.00 1,175.00	225.00 110.00 0.00 335.00	75.00 (35.00) 750.00 50.00 840.00	
Freight Income Fee Income Total Revenue	750.00 50.00 1,175.00	0.00 0.00 335.00	750.00 50.00 840.00	

Column Design Options

- Filter Type Different Date Ranges
- Column Calculations
 Budget Column

- http://help.irelyserver.com/display/DOC/Budget+CSV+format
 http://help.irelyserver.com/display/DOC/How+To+Import+Budget+from+CSV
 Hidden Columns
- Segment Filter
- •Allows to see Location/Profit Center financials by Column.

Column Designer							803
New Save Search Delete	Undo Duplicate Clos	•					
Column Name: Concepcion P&	L by Segment De	scription: Concepcio	n P&L by Segment		Run Date: 04	4/02/2015	3
😂 Remove 🔺 Up 🔻 Down	Filter Records (F3)						
ID Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	
1	Column Header	Row Description					
2 New Haven	Column Header	Segment Filter					
	Column Se	gment Filter 🛛 🗋			8		
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Column Designer							Ø X
New Save Search Delete Undo Duplicate Close Column Name: Concepcion PBL by Segment	Descripti	on: Concepcion P&L by Segment			Run Date: 04/02/2015		2
Remove A Up Town P Fiber Records (F3) 10 Column Description Caption Column Type	e Filter Type	Related Columns Segment Used	Budget Code Start Date	End Date	Width Alignment	Format	Hidden
Column Header Row Descrip Z New Haven Column Header Segment Fill J Fort Wayne Column Header Segment Fill	Kon ter ter	(Location) = 6 (Location) = 6	2 04/01/2015 1 04/01/2015	04/30/2015 04/30/2015	250 Rught 250 Rught 250 Rught	#,##0.00;(#,##0.00) #,##0.00;(#,##0.00) #,##0.00;(#,##0.00)	
4 Variance Column Header Column Calo	alates	Q+0	Þ		160 Right	#,##0.00;(#,##0.00)	8
Report Builder						8	x
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Row: Concepcion R	P&L	*					
Column: Concepcion R	P&L by Segment	*	Orientation: Port	trait			×
Header & Footer							
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Concepcion P&L by Segment

As Of 4/2/2015

```
Thursday, April 02, 2015
10:17 AM
```

		New Haven	Fort Wayne	Variance
Revenue				
	Sales	200.00	100.00	100.00
Storage	Income	25.00	50.00	(25.00)
Freight	t Income	400.00	350.00	50.00
Fee	Income	25.00	25.00	0.00
Total F	Revenue	650.00	525.00	125.00

Page Header/Footer

• Report Header Footer allows to add additional information in regards to the report, such as Report title, segment filter, date, time, page, etc.

• http://help.irelyserver.com/display/DOC/Report+Header+and+Footer



🤤 Remove 🔺 Up 🔻 Down 🦷	Filter Records (F3)				
Description	Туре	Group	Alignment	With	Column Description
	Report Title	1	Center	Page	
	Date Range	2	Center	Page	
	DateTime Range	3	Center	Page	
	Printed Date	4	Center	Page	
	Segment Filter Group	5	Center	Page	

• Page Footer prints at the bottom of each page.



Report Header and Footer													×	
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Type:	Page F	ooter				~	Column	Name:						~
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- Page Header/Footer Options

 - Fonts
 Left, Center, Right alignment
 Duplicate
 eport Builder
 Financial Reports > Maintenance > Financial Report Builder
 This will combine and Row Designer, Column Designer, Page/Report Header & Footer to create the financial Report.
 http://help.irelyserver.com/display/DOC/Report+Builder

Report Builder	r												* ×
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New Save	Sear	:h De	elete	Undo	Generate	Close							
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• I used an existing Row Designer and created a new Column Designer and created a new report.

Report Builde	r		* ×
New Save	Search Delete Undo Generate Close		
Report Name: Row: Column:	Concepcion P&L by Segment Concepcion P&L Concepcion P&L by Segment	Description: Orientation: Portrait	•
Header & Foot	er:	× Report Header: × Report Footer:	•
Margins Top: Left: Gutter:	5 Bottom: 5 Right: 0	5 Image: Show Default Header & Footer 5 Image: Show Report Settings	
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• If Report Settings indicator is checked in Report Builder, the Report Settings screen will pop up with generating the report.

Report Builde	r		* ×
New Save	Search Delete Undo Generate Close		
Report Name: Row: Column:	Concepcion P&L by Segment Concepcion P&L Concepcion P&L by Segment	Description:	~
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Margins – Top: Left: Gutter:	As of Date: 04/02/2015 Segment Filter: Suppress Zero: Include Audit Adjustment:	Coptions Show Default Header & Footer Show Report Settings	
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Report Settings

- As of Date field is ONLY used when Column Designer filter is "As Of" type. However, this will print on the report.
 Segment Filter will allow you to print a consolidated financial report just for a chosen segment/location/profit center.
 Suppress Zero will not print rows with \$0 balance
 Audit Adjustment is a journal entry type that is used to included/exclude on a report. Used for year end adjustments.