

# Financial Reports Designer with Report/Page Headers and Footers

**Financial Report**

Page Header Concepcion  
As Of 4/2/2015  
As Of 4/2/2015 12:00:00 AM  
Concepcion P&L (Report Name)  
Location: 62

→ **Page Header, Left Alignment**

Concepcion P&L (Report Name)  
As Of 4/2/2015  
As Of 4/2/2015 12:00:00 AM  
Thursday, April 16, 2015  
Location: 62

→ **Report Header, Center Alignment.**

	April 2015	April 2014	Variance
<b>Revenue</b>			
Sales	200.00	150.00	50.00
Storage Income	25.00	80.00	(55.00)
Freight Income	400.00	0.00	400.00
Fee Income	25.00	0.00	25.00
<b>Total Revenue</b>	<b>650.00</b>	<b>230.00</b>	<b>420.00</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Page 1  
Page 1 of 1

→ **Page Footer, Left Alignment**

→ **Column Designer**

## 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

Row Designer

New Save Search Delete Undo Duplicate Fonts Generate Row Verify Accounts Total Calculations Close

Row Name: Conception P&L Description: Conception P&L

Insert Remove Up Down Filter Records (F3)

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Description Title		Debit	
2		None		Debit	
3	Revenue	Left Title		Debit	
4		None		Debit	
5	Sales	Calculation		Credit	[Primary Account] = '40003'
6	Storage Income	Calculation		Credit	[Primary Account] = '40500'
7	Freight Income	Calculation		Credit	[Primary Account] = '41000'
8	Fee Income	Calculation		Credit	[Primary Account] = '41500'
9		Underscore		Credit	
10	Total Revenue	Total Calculation	R5 + R6 + R7 + R8	Credit	
11		Double Underscore		Debit	

## Conception P&L

As Of 4/2/2015

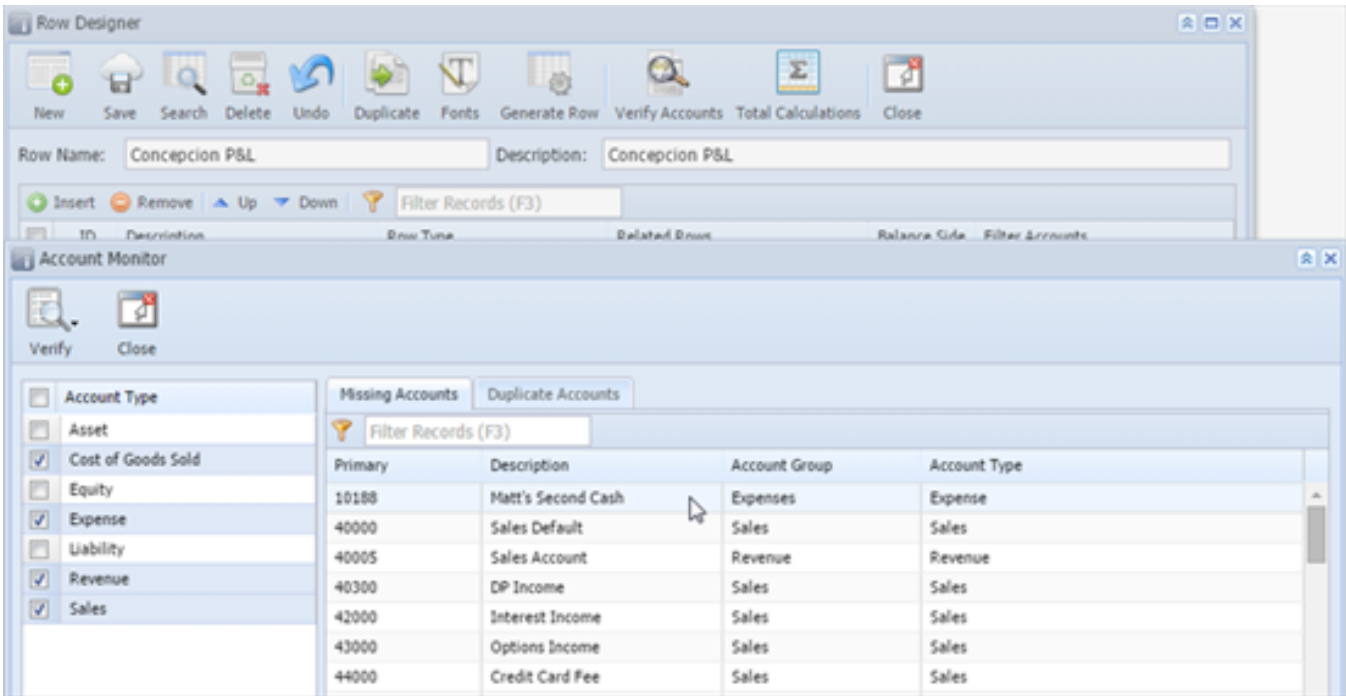
Thursday, April 02, 2015

8:55 AM

	April 2015	April 2014	Variance
Revenue			
Sales	300.00	225.00	75.00
Storage Income	75.00	110.00	(35.00)
Freight Income	750.00	0.00	750.00
Fee Income	50.00	0.00	50.00
Total Revenue	1,175.00	335.00	840.00

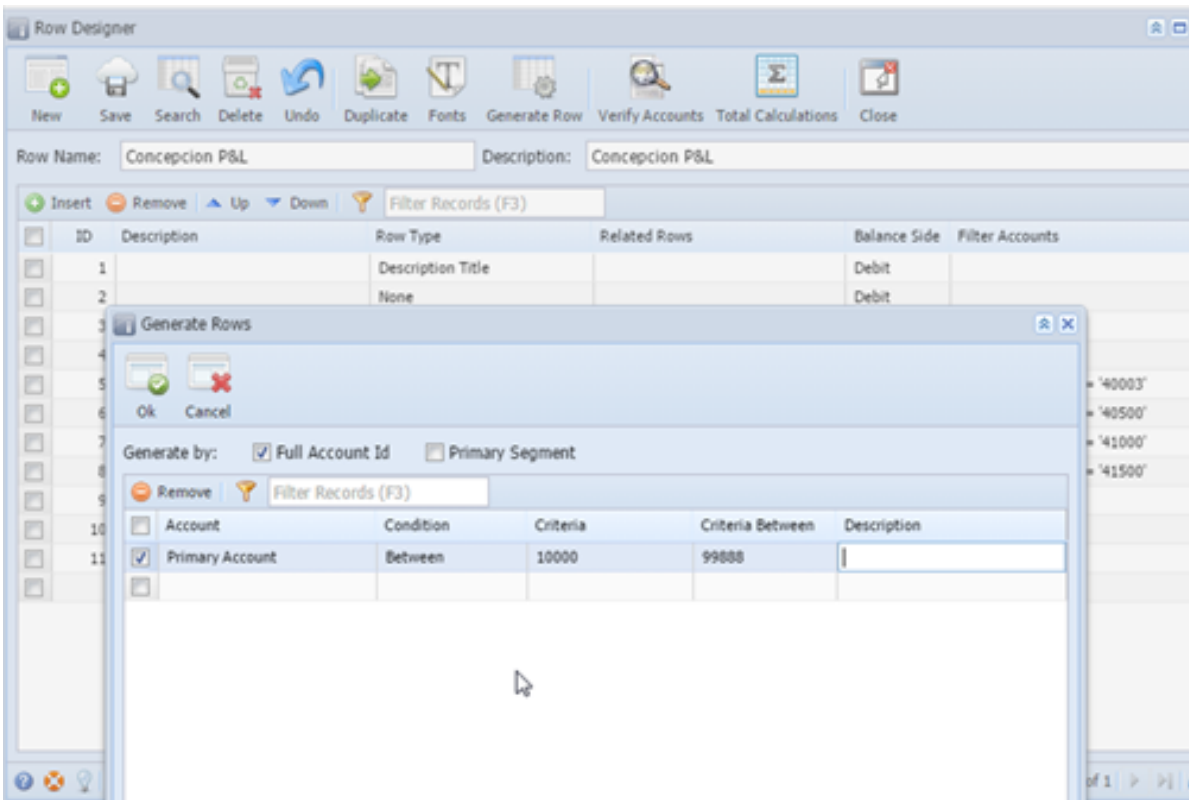
### Row Design Options

- Verify Accounts
- This will show all missing or duplicate accounts by either primary or full account.



#### 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.



#### Row Design Options

- Save
- Duplicate
- Delete
- Undo
- Fonts

## 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

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1	April 2015	Column Header	Row Description	Custom				04/01/2015	04/30/2015	160	Right	#,###0.00	<input type="checkbox"/>
2	April 2014	Column Header	Row Description	Custom				04/01/2014	04/30/2014	160	Right	#,###0.00	<input type="checkbox"/>
3	April 2014	Column Header	Row Description	Custom				04/01/2014	04/30/2014	160	Right	#,###0.00	<input type="checkbox"/>
4	Variance	Column Header	Row Description	Custom	C2 - C3					160	Right	#,###0.00	<input type="checkbox"/>

	April 2015	April 2014	Variance
<b>Revenue</b>			
Sales	300.00	225.00	75.00
Storage Income	75.00	110.00	(35.00)
Freight Income	750.00	0.00	750.00
Fee Income	50.00	0.00	50.00
<b>Total Revenue</b>	<b>1,175.00</b>	<b>335.00</b>	<b>840.00</b>

## 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**

New Save Search Delete Undo Duplicate Close

Column Name:  Description:  Run Date:

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 Segment Filter**

Save Delete Undo Close

Remove Filter Records (F3)

Segment	Segment Code	Join
Location	62	Or

1 of 2

**Column Designer**

New Save Search Delete Undo Duplicate Close

Column Name:  Description:  Run Date:

Remove Up Down Filter Records (F3)

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1		Column Header	Row Description							100	Right	#,###.00;(#,###.00)	<input type="checkbox"/>
2	New Haven	Column Header	Segment Filter							100	Right	#,###.00;(#,###.00)	<input type="checkbox"/>
3	Port Wayne	Column Header	Segment Filter							100	Right	#,###.00;(#,###.00)	<input type="checkbox"/>
4	Variance	Column Header	Column Calculation		C2 - C3					100	Right	#,###.00;(#,###.00)	<input type="checkbox"/>

**Report Builder**

New Save Search Delete Undo Generate Close

Report Name:  Description:

Row:

Column:  Orientation:

**Header & Footer**

☐ Page Header:  ☐ Report Header:

☐ Page Footer:  ☐ Report Footer:

**Margins**

Top:  Bottom:

Left:  Right:

Gutter:

**Options**

☒ Show Default Header & Footer

☒ Show Report Settings

Ready Page 1 of 1

## 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 Income	400.00	350.00	50.00
Fee Income	25.00	25.00	0.00
Total 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>

Concepcion P&L (Report Name)  
As Of 4/2/2015  
As Of 4/2/2015 12:00:00 AM  
Thursday, April 16, 2015  
Location: 62

Report Header,  
Center Alignment.

Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

Name: Concepcion Center Alignment Description: Concepcion P&L Description

Type: Report Header Column Name:

Remove Up Down Filter Records (F3)

Description	Type	Group	Alignment	With	Column Description
<input type="checkbox"/> Report Title	Report Title	1	Center	Page	
<input type="checkbox"/> Date Range	Date Range	2	Center	Page	
<input type="checkbox"/> DateTime Range	DateTime Range	3	Center	Page	
<input type="checkbox"/> Printed Date	Printed Date	4	Center	Page	
<input type="checkbox"/> Segment Filter Group	Segment Filter Group	5	Center	Page	

- Page Footer prints at the bottom of each page.

Page 1  
Page 1 of 1

Page Footer,  
Left Alignment

**Report Header and Footer**

New Save Search Delete Undo Duplicate Fonts Close

Name:  Description:

Type:  Column Name:

Remove Up Down Filter Records (F3)

Description	Type	Group	Alignment	With	Column Description
<input type="checkbox"/>	Page	1	Left	Page	
<input type="checkbox"/>	Page Of	2	Left	Page	
<input type="checkbox"/>					

Page Header/Footer Options

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

**Report Builder**

New Save Search Delete Undo Generate Close

Report Name:  Description:

Row:

Column:  Orientation:

**Header & Footer**

☒ Page Header: 
☒ Report Header:

☒ Page Footer: 
☐ Report Footer:

**Margins**

Top:  Bottom:   
 Left:  Right:   
 Gutter:

**Options**

☐ Show Default Header & Footer  
☒ Show Report Settings

Ready Page 1 of 1

- I used an existing Row Designer and created a new Column Designer and created a new report.

**Report Builder**

New Save Search Delete Undo Generate Close

Report Name: Concepcion P&L by Segment Description:

Row: Concepcion P&L

Column: Concepcion P&L by Segment Orientation: Portrait

**Header & Footer**

☐ Page Header: ☐ Report Header:

☐ Page Footer: ☐ Report Footer:

**Margins**

Top: 5 Bottom: 5

Left: 5 Right: 5

Gutter: 0

**Options**

☒ Show Default Header & Footer

☒ Show Report Settings

Ready Page 1 of 1

- If Report Settings indicator is checked in Report Builder, the Report Settings screen will pop up with generating the report.

**Report Builder**

New Save Search Delete Undo Generate Close

Report Name: Concepcion P&L by Segment Description:

Row: Concepcion P&L

Column: Concepcion P&L by Segment Orientation: Portrait

**Header & Footer**

☐ Page Header: ☐ Report Header:

☐ Page Footer: ☐ Report Footer:

**Margins**

Top: 5 Bottom: 5

Left: 5 Right: 5

Gutter: 0

**Options**

☒ Show Default Header & Footer

☒ Show Report Settings

**Report Settings**

Print Close

As of Date: 04/02/2015

Segment Filter:

Suppress Zero: ☐

Include Audit Adjustment: ☐

Ready Page 1 of 1

#### 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.