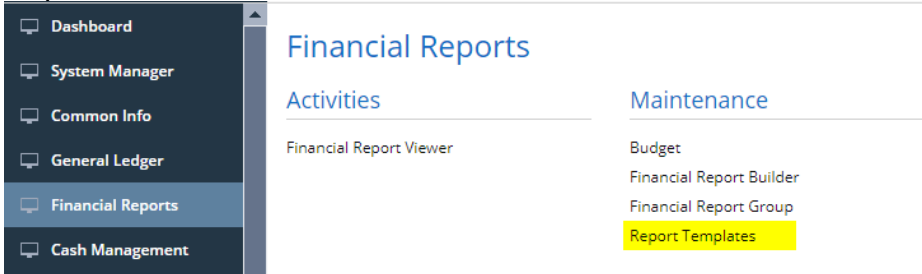


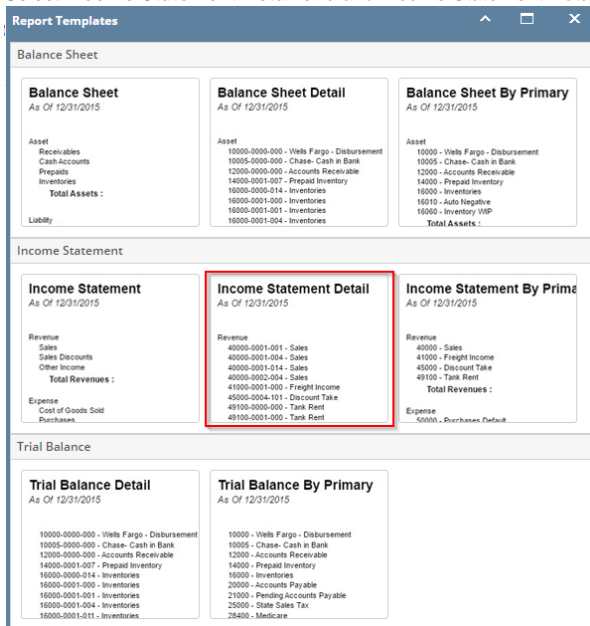
How Income Statement Detail should be setup

The following will show how the Income Statement Detail report should be setup to match values with Balance Sheet Detail and Trial balance Detail report.

1. Generate Income Statement Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.



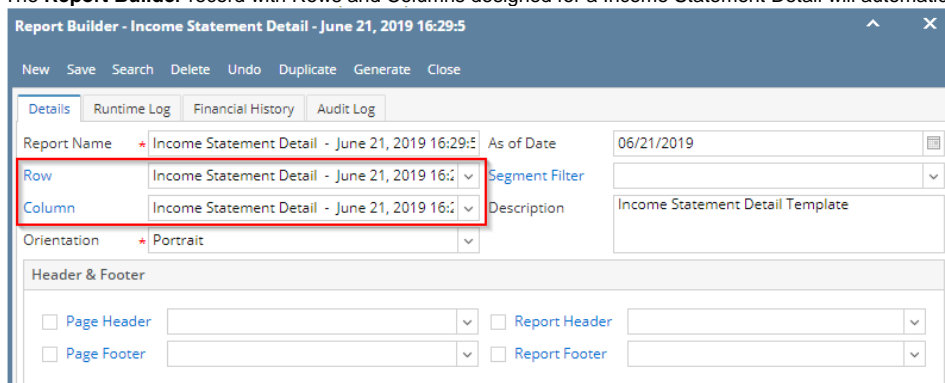
2. Select **Income Statement Detail** and Income Statement Detail report builder will be generated.



You can assign a name for the Income Statement Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Income Statement Detail - <Date and Time the report template is generated.

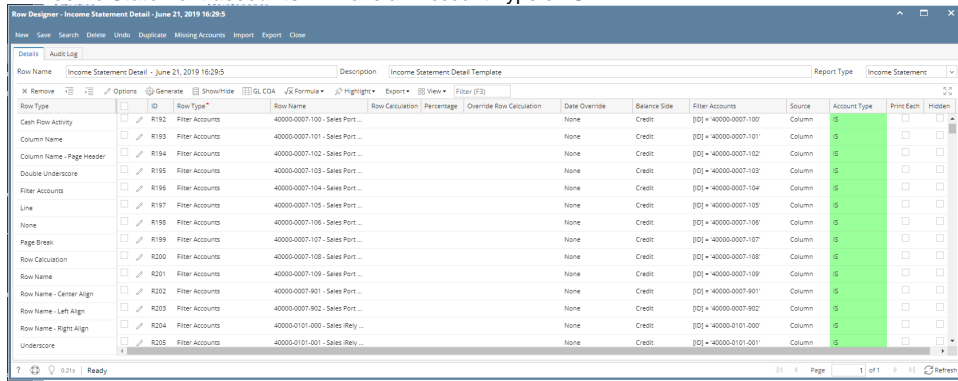
Ex: Income Statement Detail - January 25, 2016 12:9:29

3. The **Report Builder** record with Rows and Columns designed for a Income Statement Detail will automatically open.



4. In the **Report Builder** screen click on the **Row** field label to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID. Note on the following rows:

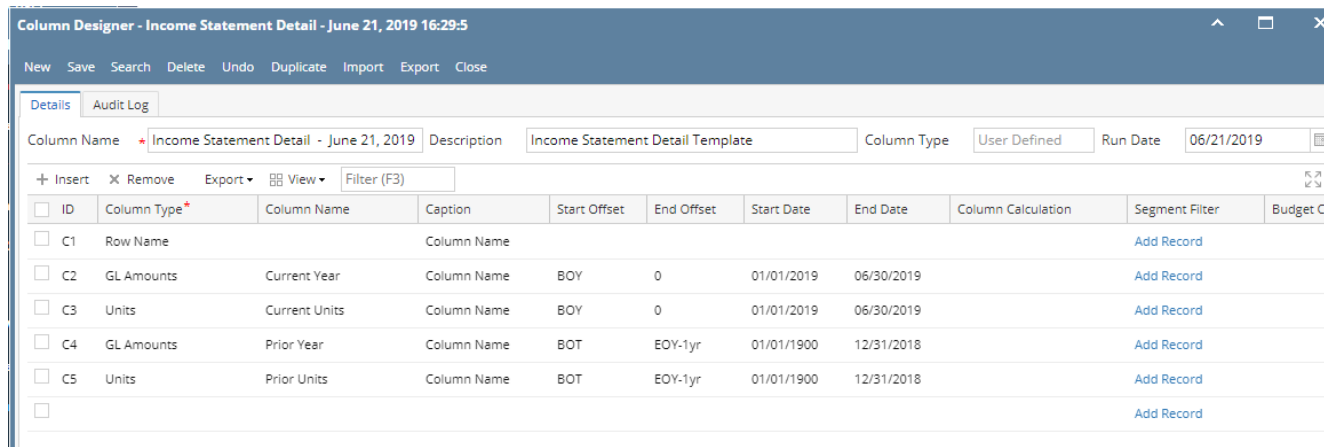
a. All **Income Statement accounts** will have an Account Type of IS.



5. Close the Row Designer screen to bring you back to the Report Builder record.

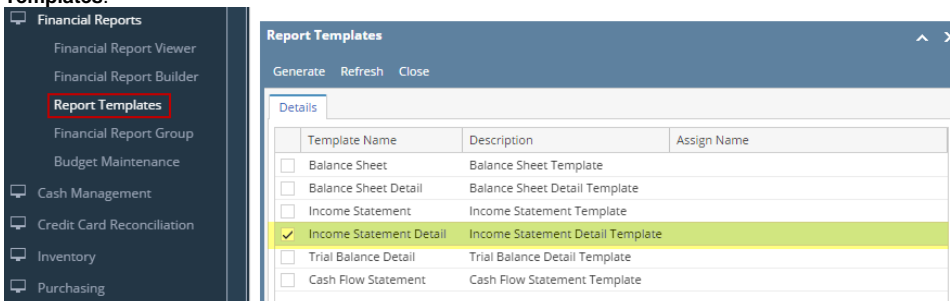
6. In the **Report Builder** screen click on the **Column field label** to open the Column Designer record. Here is how each columns are setup by default.

- For **Current Year columns**, Start and End Offset will show BOT to 0. **BOT** here stands for Beginning of Time while 0 means the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of field of Report Setting screen**. This means that current month is the month entered in the **As Of field**.
- For **Prior Year columns**, Start and End Offset will show BOT to EOY-1yr. **BOT** here stands for Beginning of Time while **EOY-1yr** means the End of Year minus 1yr or previous End of Year. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of field of Report Setting screen**. This means that current month is the month entered in the **As Of field**.



The following will show how the Income Statement Detail report should be setup to match values with Balance Sheet Detail and Trial balance Detail report.

1. Generate Income Statement Detail report from Report Templates. To open Report Templates, go to **Financial Reports module > Report Templates**.



2. Select **Income Statement Detail** and click **Generate** toolbar button.

	Template Name	Description	Assign Name
<input type="checkbox"/>	Balance Sheet	Balance Sheet Template	
<input type="checkbox"/>	Balance Sheet Detail	Balance Sheet Detail Template	
<input type="checkbox"/>	Income Statement	Income Statement Template	
<input checked="" type="checkbox"/>	Income Statement Detail	Income Statement Detail Template	
<input type="checkbox"/>	Trial Balance Detail	Trial Balance Detail Template	
<input type="checkbox"/>	Cash Flow Statement	Cash Flow Statement Template	



You can assign a name for the Income Statement Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Income Statement Detail - <Date and Time the report template is generated.

Ex: Income Statement Detail - January 25, 2016 12:9:29

3. The **Report Builder** record with Rows and Columns designed for a Income Statement Detail will automatically open.

Report Name: Income Statement Detail - January 25, 2016 12:9:29 Description: Income Statement Detail Template

Row: Income Statement Detail - January 25, 2016 12:9
Column: Income Statement Detail - January 25, 2016 12:9 Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header
☐ Page Footer ☐ Report Footer

Margins

Top: 50.00 Bottom: 50.00
Left: 100.00 Right: 100.00
Gutter: 0.00

Options

☒ Show Default Header & Footer
☒ Show Report Settings

4. In the **Report Builder** screen click on the **Row** field label to open the Row Designer record. Most of the rows have Filter Accounts row type and are filtered per Account ID. Note on the following rows:
a. All **Income Statement accounts** will have an Account Type of IS.

Row Type	ID	Row Name	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R130	Filter Accounts 77000-1000 - Currency Equity	Debit	[0] = 77000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R131	Filter Accounts 77000-2000 - Currency Equity	Debit	[0] = 77000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R132	Filter Accounts 78000-1000 - Currency Pur Gain/Loss	Debit	[0] = 78000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R133	Filter Accounts 78000-2000 - Currency Pur Gain/Loss	Debit	[0] = 78000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R134	Filter Accounts 79000-1000 - Currency Sales Gain/Loss	Debit	[0] = 79000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Line	R135	Filter Accounts 79000-2000 - Currency Sales Gain/Loss	Debit	[0] = 79000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
None	R136	Filter Accounts 80000-1000 - Inventory Adjustment	Debit	[0] = 80000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R137	Filter Accounts 80000-2000 - Inventory Adjustment	Debit	[0] = 80000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Percentage	R138	Filter Accounts 81000-1000 - Labor	Debit	[0] = 81000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Row Calculation	R139	Filter Accounts 81000-2000 - Labor	Debit	[0] = 81000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Left Align	R140	Filter Accounts 82000-1000 - Other Charge Expense	Debit	[0] = 82000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Right Align	R141	Filter Accounts 82000-2000 - Other Charge Expense	Debit	[0] = 82000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Underscore	R142	Filter Accounts 99000-1000 - Wash Account	Debit	[0] = 99000-1000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
	R143	Filter Accounts 99000-2000 - Wash Account	Debit	[0] = 99000-2000	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
	R144	None					<input type="checkbox"/>	<input type="checkbox"/>
	R145	Row Calculation Total Expenses : SUM(R57:R143)					<input type="checkbox"/>	<input type="checkbox"/>
	R146	None					<input type="checkbox"/>	<input type="checkbox"/>
	R147	Row Calculation NET PROFIT(LOSS) : R54 - R145					<input type="checkbox"/>	<input type="checkbox"/>
	R148	Double Underscore					<input type="checkbox"/>	<input type="checkbox"/>
	R149	None					<input type="checkbox"/>	<input type="checkbox"/>

5. Close the the Row Designer screen to bring you back to the Report Builder record.
6. In the **Report Builder** screen click on the **Column** field label to open the Column Designer record. Here is how each columns are setup by default.
 - a. For **Current Year columns**, Start and End Offset will show BOT to 0. **BOT** here stands for Beginning of Time while 0 means the current month, which is setup from the **Run Date**. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.
 - b. For **Prior Year columns**, Start and End Offset will show BOT to EOY-1yr. **BOT** here stands for Beginning of Time while **EOY-1yr** means the End of Year minus 1yr or previous End of Year. Take note also that Start Date will show first day of the month while End Date will show last day of the month. If you are printing a report, these Start and End Offset dates will be computed based on date entered on **As Of** field of **Report Setting** screen. This means that current month is the month entered in the **As Of** field.

Column Designer - Income Statement Detail - January 25, 2016 12:9:29

NewSaveSearchDeleteUndoDuplicateClose

Details

Audit Log (0)

Column Name:Income Statement Detail - January 25, 2016 12:9:29

Description:Income Statement Detail Template

Run Date:01/25/2016

+ Insert

X Remove

↕ Arrange

⌘ Layout

🔍

Filter Records (F3)

<input type="checkbox"/>	ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
<input type="checkbox"/>	C1	Row Name		Column Name									450	Left	###0.00(##,###0)
<input type="checkbox"/>	C2	GL Amounts	Current Year	Column Name	BOY	0	01/01/2016	01/31/2016					160	Right	###0
<input type="checkbox"/>	C3	Units	Current Units	Column Name	BOY	0	01/01/2016	01/31/2016					160	Right	###0
<input type="checkbox"/>	C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2015					160	Right	###0
<input type="checkbox"/>	C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2015					160	Right	###0