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.





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.

Details Runtime	Log Financial History Audit Log			
Report Name 🚽	Income Statement Detail - June 21, 2019 16:2	9:5 As of Date	06/21/2019	Ē
Row	Income Statement Detail - June 21, 2019 16:2	✓ Segment Filter		
Column	Income Statement Detail - June 21, 2019 16:2	✓ Description	Income Statement Detail Template	
Orientation +	Portrait	~		
Header & Footer				
Page Heade	r	✓ Report Heade	r	~
Page Footer		V Report Footer		~

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.

August 199														
low Name Income Staten	nent Deta	II - June	21, 2019 16:29:5	Descrip	tion Income S	katement De	stall Template				Re	port Type Inc	ome Stateme	nt
X Remove 🔲 🗐 🖉	Options	Gene	rate 🗄 Show/Hide 🎹 GL C	OA √x Formula • ⇒ ≻ Highlig	ht• Export•	S View •	liter (F3)							5
Row Type		1D	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	0 /	R192	Filter Accounts	40000-0007-100 - Sales Port				None	Credit	[ID] = '40000-0007-100'	Column	IS		
Column Name	0 /	R193	Filter Accounts	40000-0007-101 - Sales Port				None	Credit	[ID] = '40000-0007-101'	Column	IS		
Column Name - Page Header	0 /	R194	Filter Accounts	40000-0007-102 - Sales Port				None	Credit	[ID] = '40000-0007-102'	Column	IS		
Double Underscore	0 /	R195	Filter Accounts	40000-0007-103 - Sales Port				None	Credit	[ID] = '40000-0007-103'	Column	IS		
Filter Accounts	0 /	R196	Filter Accounts	40000-0007-104 - Sales Port				None	Credit	[ID] = '40000-0007-104'	Column	is		
Line	0 /	R197	Filter Accounts	40000-0007-105 - Sales Port				None	Credit	[ID] = '40000-0007-105'	Column	IS		
Vone	0 /	R198	Filter Accounts	40000-0007-106 - Sales Port				None	Credit	[ID] = '40000-0007-106'	Column	15		
Page Break	0 /	R199	Filter Accounts	40000-0007-107 - Sales Port				None	Credit	[ID] = '40000-0007-107'	Column	IS		
Row Calculation	0 /	R200	Filter Accounts	40000-0007-108 - Sales Port				None	Credit	[ID] = '40000-0007-108'	Column	IS		
low Name	0 /	R201	Filter Accounts	40000-0007-109 - Sales Port				None	Credit	[ID] = '40000-0007-109'	Column	is		
Row Name - Center Align	0 /	R202	Filter Accounts	40000-0007-901 - Sales Port				None	Credit	[10] = '40000-0007-901'	Column	is		
Row Name - Left Align	0 /	R203	Filter Accounts	40000-0007-902 - Sales Port				None	Credit	[ID] = '40000-0007-902'	Column	15		
Row Name - Right Align	0 /	R204	Filter Accounts	40000-0101-000 - Sales IRely				None	Credit	[ID] = '40000-0101-000'	Column	IS		
- *		R205	Elter Accounts	40000-0101-001 - Sales Rely				None	Condit	801 - 40000-0101-0011	Column	15		

- 5. Close the Row Designer screen to bring you back to the Report Builder record.
- 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
 - 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 De	signer - Income Statem	ent Detail - June 21, 201	I9 16:29:5								□ ×
New Sav	e Search Delete Undo	o Duplicate Import E	xport Close								
Details	Audit Log										
Column N	lame \star Income Statem	ent Detail - June 21, 201	9 Description	Income Stateme	nt Detail Temp	ate	Column Type	User Defined	Run Date	06/21/201	9
+ Insert	X Remove Export	- 🗄 View - Filter (F3)									К Л И У
D	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segm	ent Filter	Budget 0
🗌 с1	Row Name		Column Name						Add R	ecord	
🗌 C2	GL Amounts	Current Year	Column Name	BOY	0	01/01/2019	06/30/2019		Add R	ecord	
СЗ	Units	Current Units	Column Name	BOY	0	01/01/2019	06/30/2019		Add R	ecord	
🗌 C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add R	ecord	
C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add R	ecord	
									Add R	ecord	

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.

Ţ	Financial Reports					
	Financial Report Viewer	Repo	ort Templates			^ X
	Financial Report Builder	Gen	erate Refresh Close			
	Report Templates	De	tails			
	Financial Report Group		Template Name	Description	Assign Name	
	Budget Maintenance		Balance Sheet	Balance Sheet Template		
Ţ	Cash Management		Balance Sheet Detail	Balance Sheet Detail Template		
			Income Statement	Income Statement Template		
÷	Credit Card Reconciliation	~	Income Statement Detail	Income Statement Detail Template		
Ţ			Trial Balance Detail	Trial Balance Detail Template		
Ţ			Cash Flow Statement	Cash Flow Statement Template		

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

	Repo	rt Templates		^	×
		rate Refresh Close			
	Det	ails			
		Template Name	Description	Assign Name	
l		Balance Sheet	Balance Sheet Template		
l		Balance Sheet Detail	Balance Sheet Detail Template		
l		Income Statement	Income Statement Template		
l	\checkmark	Income Statement Detail	Income Statement Detail Template		
l		Trial Balance Detail	Trial Balance Detail Template		
l		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 Builder	- Income Staten	ent Detail - January 25, 20	16 12:9:29		^
New Save S	earch Delete U	Indo Generate Close			
Details					
Report Name:	Income Stateme	ent Detail - January 25, 2016	12:9:29 Desc	iption: Income Statement Detail Templa	te
Row	Income Stateme	ent Detail - January 25, 2016	12:9 ~		
Column	Income Stateme	ent Detail - January 25, 2016	12:9 v Orier	tation: Portrait	~
Header & Fo	oter				
Page He	ader		~ 🗆 R	eport Header	~
Page Fo	oter		~ 🗆 R	eport Footer	~
Margins				Options	
Top:		50.00 Bottom:	50.00	Show Default Header & Footer	
Left:	1	00.00 Right:	100.00	✓ Show Report Settings	
Gutter:		0.00			

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.

tails Audit Log (0)											
w Name: Income Statem	ent Detail - Jan	uary 25, 2016 12:9:29	Desi	cription: In	come Statement Detail Template						
Remove 🦉 词 🥖	Options () G	enerate 📋 Show/Hide 🔠 GL COA	√x Formula 🛛 🔊 Higi	hlight 88	Layout Q, Filter Records (F3)						
ow Type	ID	Row Type	Row Name		Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidde
ash Flow Activity	. P.4 R13	D Filter Accounts	77000-1000 - Currency	Equity		Debit	[ID] = '77000-1000'	Column	15		
olumn Name	🗌 🖉 🖉 R13	Filter Accounts	77000-2000 - Currency	Equity		Debit	[ID] = '77000-2000'	Column	IS		
olumn Name Page Header	🗌 🖉 🖓 R13	2 Filter Accounts	78000-1000 - Currency	Pur Gain/L		Debit	[ID] = '78000-1000'	Column	15		
ouble Underscore	🗌 🖉 🖉 R13	3 Filter Accounts	78000-2000 - Currency	Pur Gain/L		Debit	[ID] = '78000-2000'	Column	15		
ter Accounts	🗌 🖉 🖉 R13	4 Filter Accounts	79000-1000 - Currency	Sales Gain/		Debit	[ID] = '79000-1000'	Column	15		
ie .	🗌 🖉 R13	5 Filter Accounts	79000-2000 - Currency	Sales Gain/		Debit	[ID] = '79000-2000'	Column	15		
ine	🗌 🖉 🖉 R13	5 Filter Accounts	80000-1000 - Inventory	Adjustment		Debit	[ID] = '80000-1000'	Column	15		
ize Break	🗌 🖉 🖉 R13	7 Filter Accounts	80000-2000 - Inventory	Adjustment		Debit	[ID] = '80000-2000'	Column	15		
rcentage	🗌 🖉 🖉 R13	8 Filter Accounts	81000-1000 - Labor			Debit	[ID] = '81000-1000'	Column	IS		
w Calculation	/_ R13	Filter Accounts	81000-2000 - Labor			Debit	[ID] = '81000-2000'	Column	15		
w Name - Center Alien	. 0,4 R14	Filter Accounts	82000-1000 - Other Cha	arge Expense		Debit	[ID] = '82000-1000'	Column	15		
w Name - Left Align	. 1 R14	Filter Accounts	82000-2000 - Other Cha	arge Expense		Debit	[ID] = '82000-2000'	Column	15		
w Name - Pinht Alizo	. 0,4 R14	2 Filter Accounts	99000-1000 - Wash Acc	ount		Debit	[ID] = '99000-1000'	Column	15		
derscore	R14	3 Filter Accounts	99000-2000 - Wash Acc	ount		Debit	[ID] = '99000-2000'	Column	15		
	. P. R14	4 Underscore									
	0 / R14	5 Row Calculation	Total Expenses :		SUM(R57:R143)						
	□ ℓ, R14	5 None									
		7 David Californian			054 0145						

- 5. Close the Row Designer screen to bring you back to the Report Builder record.
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	signer - income statem	ient Detail - January 25,	2016 12:9:29											
	e Search Delete Und	o Duplicate Close												
Details	Audit Log (0)													
Column N	ame: Income Statemer	nt Detail - January 25, 20	016 12:9:29	Des	scription: Inco	me Statement D	etail Template			Ru	in Date: 01/25/2016			
+ Insert	× Remove \downarrow_Z^A Arran	ge 🗄 Layout 🔍	Filter Records (F3)											
D ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Name		Column Name									450	Left	#,##0.00;(#
	GL Amounts	Current Vens	Column Name	ROV	0	01/01/2016	01/21/2016							
C2	de Antodrico	current rear	Columnianie	BOT	0	01/01/2016	01/51/2010					160	Right	#,##0
C2	Units	Current Units	Column Name	BOY	0	01/01/2016	01/31/2016					160	Right	#,##0
C2 C3 C4	Units GL Amounts	Current Units Prior Year	Column Name Column Name	BOY BOT	0 EOY-1yr	01/01/2016 01/01/2016 01/01/1900	01/31/2016					160 160 160	Right Right Right	#,##0 #,##0 #,##0