

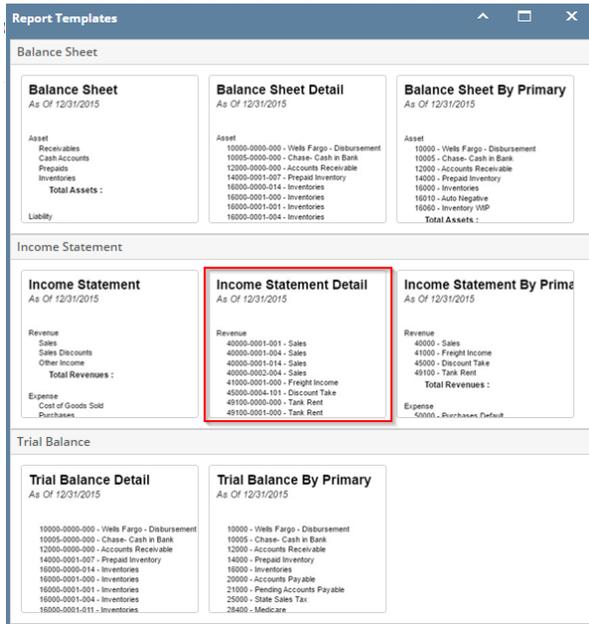
How Income Statement Detail should be setup

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**.



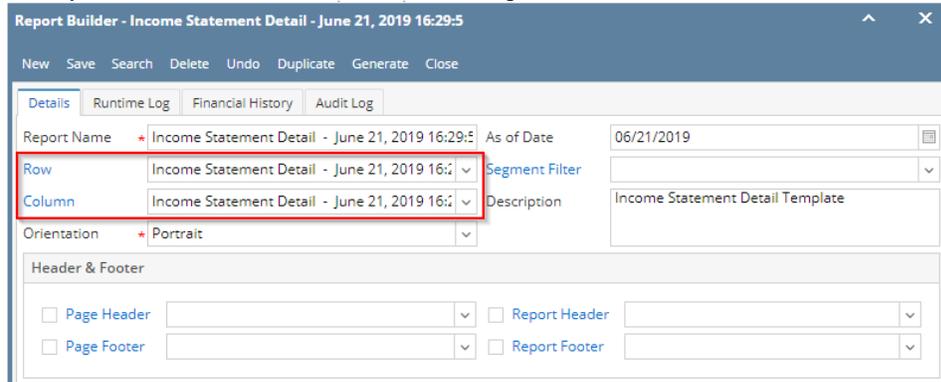
2. Select **Income Statement Detail** and an Income Statement Detail report builder will be generated.



! 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.

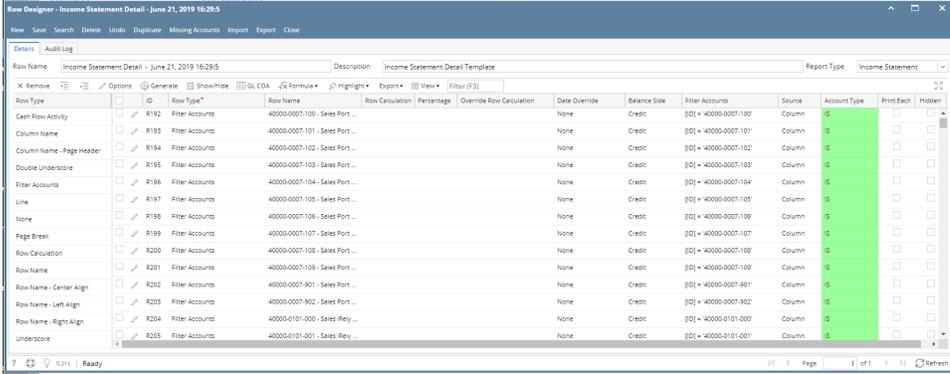
Ex: Income Statement Detail - January 25, 2016 12:9:29

3. The **Report Builder** record with Rows and Columns designed for an 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:

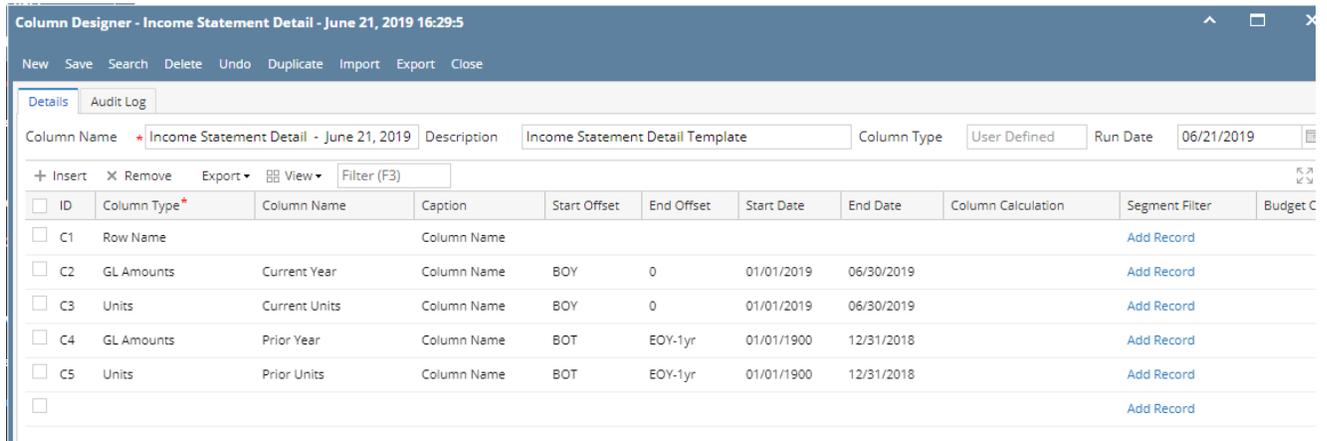
a. All **Income Statement accounts** will have an Account Type of IS.



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

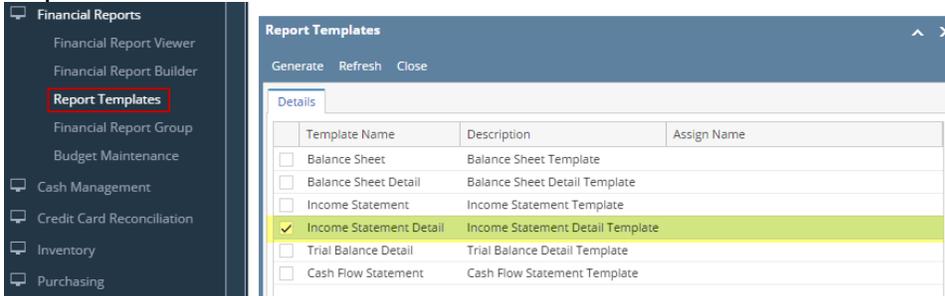
6. In the **Report Builder** screen click on the **Column field label** to open the Column Designer record. Here is how each columns are setup by default.

- 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**.

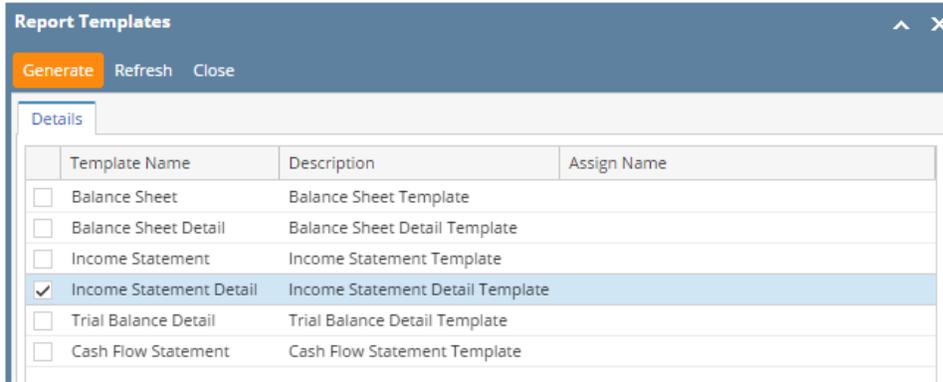


The following will show how the Income Statement Detail report should be setup to match values with Balance Sheet Detail and Trial balance Detail report.

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



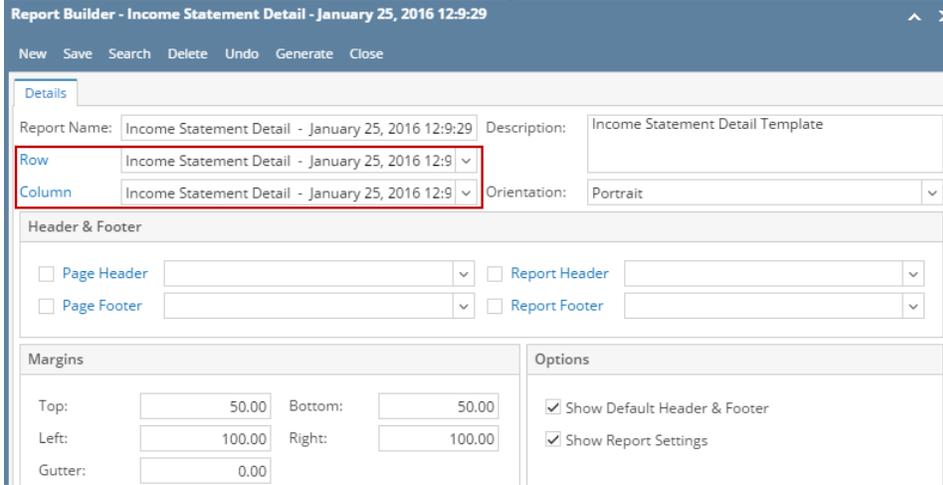
- Select **Income Statement Detail** and click **Generate** toolbar button.



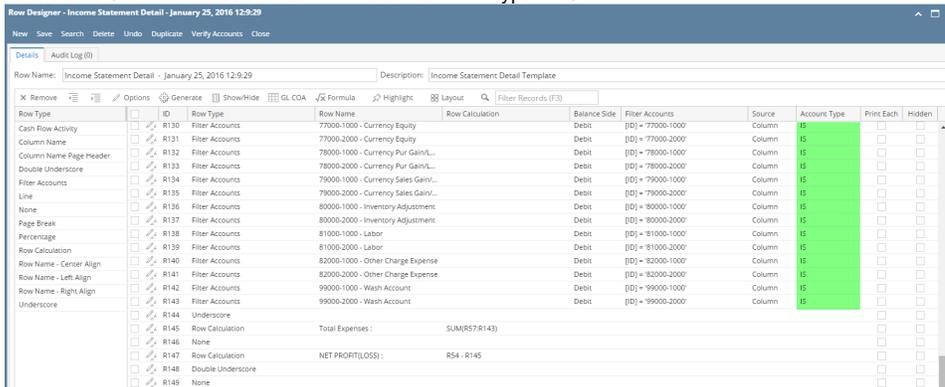
! You can assign a name for the Income Statement Detail report by entering the name of the report in the **Assign Name** field. If this field is left blank, i21 will automatically provide a name for the report with this format: Income Statement Detail - <Date and Time the report template is generated.

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

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



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



- Close the 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.
 - 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.
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Details Audit Log (0)

Column Name: Description: Run Date:

Filter Records (F3)														
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(##
<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