

How to Use predefined report template

The steps below will show you how to generate a report template.

1. Open **Report Templates** screen from Financial Reports module > click on **Report Templates** menu.
2. Select only one template to be generated and click selected template. It will generate the selected report.

The screenshot shows the 'Report Templates' window with a grid of report templates. The 'Balance Sheet' section is highlighted with a red box. The templates include:

- Balance Sheet** As Of 12/31/2015
- Balance Sheet Detail** As Of 12/31/2015
- Balance Sheet By Primary** As Of 12/31/2015
- Income Statement** As Of 12/31/2015
- Income Statement Detail** As Of 12/31/2015
- Income Statement By Primary** As Of 12/31/2015
- Trial Balance** As Of 12/31/2015
- Trial Balance Detail** As Of 12/31/2015
- Trial Balance By Primary** As Of 12/31/2015
- Cash Flow Statement** As Of 12/31/2015
- GL Trends** As Of 12/31/2015

3. As soon as it has completely generated the report, it will directly open the **Report Builder** screen, showing the newly created report.

The screenshot shows the 'Report Builder - Balance Sheet - July 05, 2019 11:8:53' window. The configuration is as follows:

- Report Name:** Balance Sheet - July 05, 2019 11:8:53
- As of Date:** 07/05/2019
- Row:** Balance Sheet - July 05, 2019 11:8:53
- Column:** Balance Sheet - July 05, 2019 11:8:53
- Description:** Standard Balance Sheet Template
- Orientation:** Portrait
- Header & Footer:** Page Header, Page Footer, Report Header, Report Footer (all checkboxes are unchecked).
- Margins:** Top: 50.00, Bottom: 50.00, Left: 100.00, Right: 100.00, Gutter: 0.00.
- Options:** Show Default Header & Footer (checked), Include Audit Adjustment (unchecked), Suppress Zero (checked), Rounding Adjustment (checked).

4. Not only that, components of that report are also automatically created. Click on the Row or Column label to open the Row Designer and Column Designer created.

Report Builder - Balance Sheet - July 05, 2019 11:8:53

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Balance Sheet - July 05, 2019 11:8:53 As of Date 07/05/2019

Row Balance Sheet - July 05, 2019 11:8:53 Segment Filter

Column Balance Sheet - July 05, 2019 11:8:53 Description Standard Balance Sheet Template

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

The steps below will show you how to generate a report template.

1. Open **Report Templates** screen from Financial Reports module > click on **Report Templates** menu.
2. Select only one template to be generated and click selected template. It will generate the selected report.

Report Templates

Balance Sheet

Balance Sheet
As Of 12/31/2015

Balance Sheet Detail
As Of 12/31/2015

Balance Sheet By Primary
As Of 12/31/2015

Income Statement

Income Statement
As Of 12/31/2015

Income Statement Detail
As Of 12/31/2015

Income Statement By Prime
As Of 12/31/2015

Trial Balance

Trial Balance Detail
As Of 12/31/2015

Trial Balance By Primary
As Of 12/31/2015

Others

Cash Flow Statement
As Of 12/31/2015

GL Trends
As Of 12/31/2015

3. As soon as it has completely generated the report, it will directly open the **Report Builder** screen, showing the newly created report.

Report Builder - Trial Balance Detail - September 06, 2018 11:11:56

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Trial Balance Detail - September 06, 2018 11:11: As of Date 8/31/2018

Row Trial Balance Detail - September 06, 2018 11: Segment Filter

Column Trial Balance Detail - September 06, 2018 11: Description Trial Balance Detail Template

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

☐ Include Audit Adjustment

☒ Suppress Zero

☐ Rounding Adjustment

? 3.23s Ready 1 of 1 Refresh

4. Not only that, components of that report are also automatically created. Click on the Row or Column label to open the Row Designer and Column Designer created.

Report Builder - Trial Balance Detail - September 06, 2018 11:11:56

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Trial Balance Detail - September 06, 2018 11:11: As of Date 8/31/2018

Row Trial Balance Detail - September 06, 2018 11: Segment Filter

Column Trial Balance Detail - September 06, 2018 11: Description Trial Balance Detail Template

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

The steps below will show you how to generate a report template.

1. Open **Report Templates** screen from Financial Reports module > click on **Report Templates** menu.

2. Select only one template to be generated and click selected template. It will generate the selected report.

The screenshot shows the 'Report Templates' window with several categories of reports. Under the 'Trial Balance' category, the 'Trial Balance Detail' template is highlighted with a red box. Other templates include Balance Sheet, Income Statement, and Cash Flow Statement.

3. As soon as it has completely generated the report, it will directly open the **Report Builder** screen, showing the newly created report.

The screenshot shows the 'Report Builder' window for the 'Trial Balance Detail' report. The 'Details' tab is active, showing the report name, row, column, orientation, and header/footer settings. The 'Margins' section shows top, bottom, left, right, and gutter margins. The 'Options' section includes checkboxes for 'Show Default Header & Footer', 'Include Audit Adjustment', 'Suppress Zero', and 'Rounding Adjustment'.

4. Not only that, components of that report are also automatically created. Click on the Row or Column label to open the Row Designer and Column Designer created.

Report Builder - Trial Balance Detail - May 18, 2018 16:36:41

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Trial Balance Detail - May 18, 2018 16:36:41 As of Date 05/18/2018

Row Trial Balance Detail - May 18, 2018 16:36:41 Segment Filter

Column Trial Balance Detail - May 18, 2018 16:36:41 Description Trial Balance Detail Template

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

The steps below will show you how to generate a report template.

1. Open **Report Templates** screen from Financial Reports module > click on **Report Templates** menu.
2. Select only one template to generate at a time.

Report Templates

Generate Refresh Close

Details

	Template Name	Description	Assign Name
<input checked="" 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 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	

3. You can assign a name for the selected 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: Balance Sheet - <Date and Time the report template is generated. Ex: Balance Sheet - January 25, 2016 12:9:29
For this illustration, leave Assign Name field blank.

Report Templates

Generate Refresh Close

Details

	Template Name	Description	Assign Name
<input checked="" 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 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	

4. Click **Generate** to generate the selected report template.

Report Templates

Generate Refresh Close

Details

	Template Name	Description	Assign Name
<input checked="" 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 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	

5. As soon as it has completely generated the report, it will directly open the **Report Builder screen**, showing the newly created report.

Report Builder - Balance Sheet - January 28, 2016 13:20:40

New Save Search Delete Undo Generate Close

Details

Report Name: Balance Sheet - January 28, 2016 13:20:40 Description: Standard Balance Sheet Template

Row: Balance Sheet - January 28, 2016 13:20:40

Column: Balance Sheet - January 28, 2016 13:20:40 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

6. Not only that, components of that report are also automatically created. Click on the Row or Column label to open the Row Designer and Column Designer created.

Report Builder - Balance Sheet - January 28, 2016 13:20:40

New Save Search Delete Undo Generate Close

Details

Report Name: Balance Sheet - January 28, 2016 13:20:40 Description: Standard Balance Sheet Template

Row: Balance Sheet - January 28, 2016 13:20:40

Column: Balance Sheet - January 28, 2016 13:20:40 Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

The steps below will show you how to generate a report template.

- Open **Templates screen** from Financial Reports module > Maintenance folder > double-click on **Report Templates menu**.
- Select only one template to generate at a time.

Templates

Generate Refresh Close

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

- c. The **Assign Name** field is used to enter a name for the report to generate. It is recommended that you enter a name here so it is easy to locate for the report later. In absence of a name in this field, it will take the Template Name + Date and Time when the template was generated. For this illustration, leave Assign Name field blank.

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

- d. Click **Generate** toolbar button to generate the selected report template.

- e. As soon as it has completely generated the report, it will directly open the Report Builder screen, showing the newly created report.

Report Name: Balance Sheet - October 08, 2014 17:55:54

Description: Standard Balance Sheet Template

Row: Balance Sheet - October 08, 2014 17:55:54

Column: Balance Sheet - October 08, 2014 17:55:54

Orientation: Portrait

Header & Footer

Page Header: Report Header:

Page Footer: Report Footer:

Margins

Top: 50 Bottom: 50

Left: 100 Right: 100

Gutter: 0

Options

☒ Show Default Header & Footer

☒ Show Report Settings

Page 1 of 1

- f. Not only that, components of that report are also automatically created.

Report Name: Balance Sheet 4/23/2014 3:53:29 PM

Description: Standard Balance Sheet Template

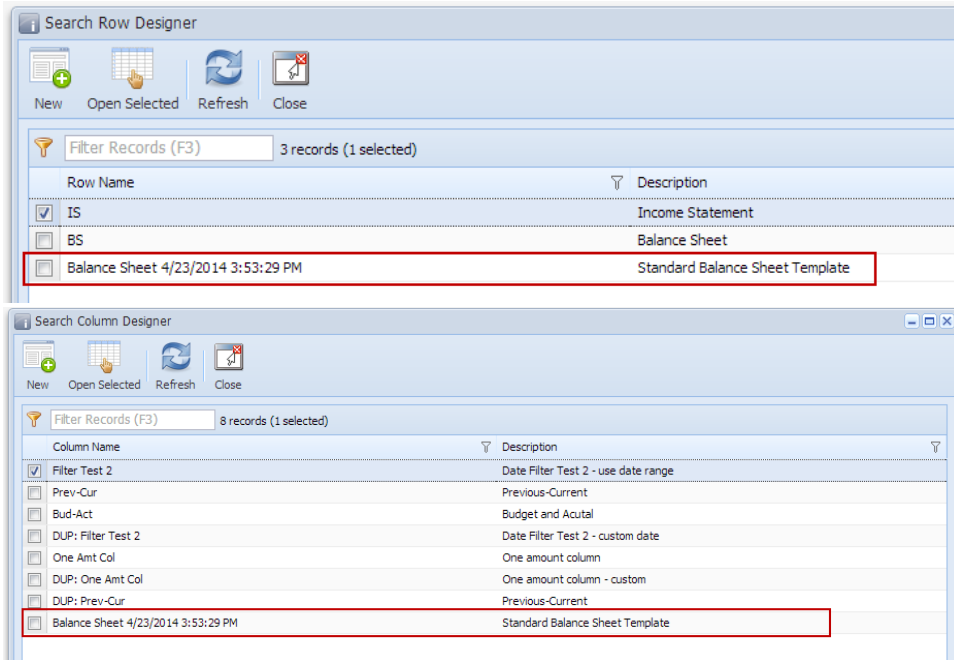
Row: Balance Sheet 4/23/2014 3:53:29 PM

Column: Balance Sheet 4/23/2014 3:53:29 PM

Orientation: Portrait

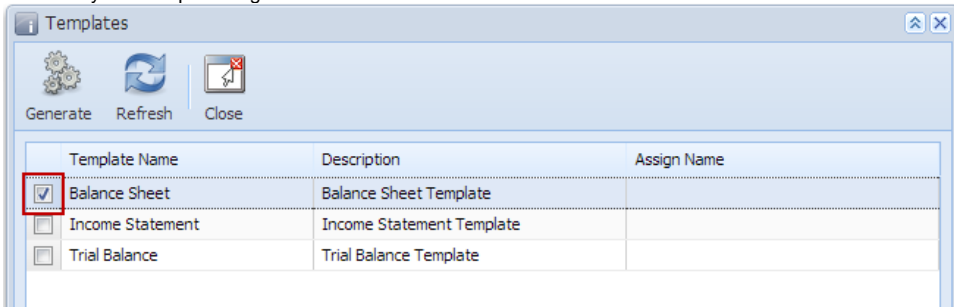
Header & Footer

These are report components created. It is on these records where you modify it however you want your financial reports to look like.

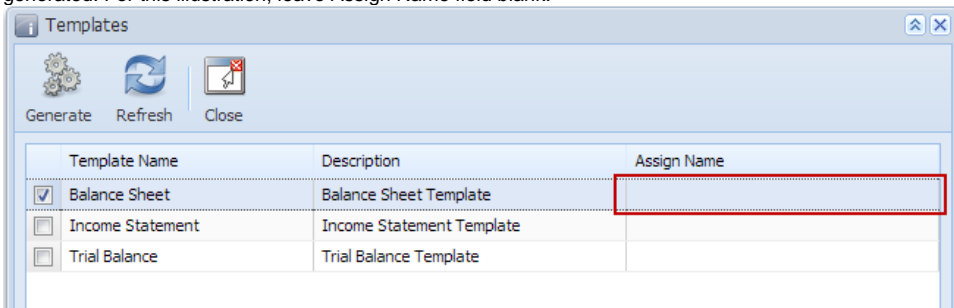


The steps below will show you how to generate a report template.

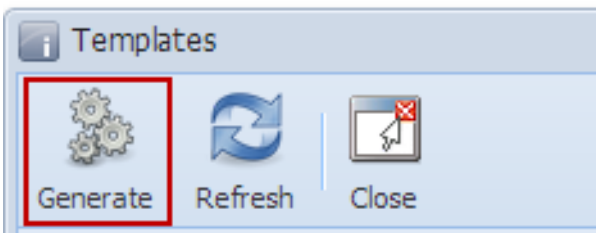
- Open **Templates screen** from General Ledger > Financial Reports folder > Financial Report Designer folder > Report Templates.
- Select only one template to generate at a time.



- The **Assign Name field** is used to enter a name for the report to generate. It is recommended that you enter a name here so it is easy to locate for the report later. In absence of a name in this field, it will take the Template Name + Date and Time when the template was generated. For this illustration, leave Assign Name field blank.



- Click **Generate toolbar button** to generate the selected report template.



- e. As soon as it has completely generated the report, it will directly open the Report Builder screen, showing the newly created report.

The Report Builder window displays the following settings:

- Report Name:** Balance Sheet - October 08, 2014 17:55:54
- Description:** Standard Balance Sheet Template
- Row:** Balance Sheet - October 08, 2014 17:55:54
- Column:** Balance Sheet - October 08, 2014 17:55:54
- Orientation:** Portrait

Header & Footer:

- ☐ Page Header: [empty]
- ☐ Report Header: [empty]
- ☐ Page Footer: [empty]
- ☐ Report Footer: [empty]

Margins:

- Top: 50
- Bottom: 50
- Left: 100
- Right: 100
- Gutter: 0

Options:

- ☒ Show Default Header & Footer
- ☒ Show Report Settings

Page 1 of 1

- f. Not only that, components of that report are also automatically created.

The Report Builder window shows the same settings as before, but the **Row** and **Column** fields are highlighted with a red box:

- Row:** Balance Sheet 4/23/2014 3:53:29 PM
- Column:** Balance Sheet 4/23/2014 3:53:29 PM

These are report components. It is on these records where you modify it however you want your financial reports to look like.

Search Row Designer

Filter Records (F3): 3 records (1 selected)

Row Name	Description
<input checked="" type="checkbox"/> IS	Income Statement
<input type="checkbox"/> BS	Balance Sheet
<input type="checkbox"/> Balance Sheet 4/23/2014 3:53:29 PM	Standard Balance Sheet Template

Search Column Designer

Filter Records (F3): 8 records (1 selected)

Column Name	Description
<input checked="" type="checkbox"/> Filter Test 2	Date Filter Test 2 - use date range
<input type="checkbox"/> Prev-Cur	Previous-Current
<input type="checkbox"/> Bud-Act	Budget and Actual
<input type="checkbox"/> DUP: Filter Test 2	Date Filter Test 2 - custom date
<input type="checkbox"/> One Amt Col	One amount column
<input type="checkbox"/> DUP: One Amt Col	One amount column - custom
<input type="checkbox"/> DUP: Prev-Cur	Previous-Current
<input type="checkbox"/> Balance Sheet 4/23/2014 3:53:29 PM	Standard Balance Sheet Template