GLM205 G/L Report Definition

Overview This program provides addition and maintenance of report formats used for report writer programs specifying report header and line details. The report writer simplifies the process of generating accurate trial balances, charts of accounts, balance sheets, profit and loss statements, and other important financial reports.

Explanation

Addition of heading

Headings and Variables:

On the left hand side of your screen you will see the numbers 1 to 5, and if you Page Down you will access the following screen with the numbers 6 and 7. These numbers are for the Report headings.

To insert information into the heading lines you need to enter variables. A variable is data that is inserted into your Report in code form. When your report generates, the system draws the relevant information into this field, for example, variable "&COC", the system would draw the Company code into that field when the report is generated. When inserting a variable an "&" must always be in front of the variable, for example, "&DATE".

There are 7 lines where the variables can be used, the maximum width of the report is 240 characters but the maximum number of characters allowed in the heading lines is 237 characters. These lines also allow free form text so the user can combine the variables and user defined text for each of their reports.

Addition of a Commentary column

A Commentary Column can be added to the General Ledger Report Writer, which can be used during the Budget Forecasting and/or Period Reporting phase. There are three types of codes that can be used, T=Text, N=Amt and F=Formula.

When the report is saved to Disk and downloaded to an Excel spreadsheet, the User can input text in the Commentary Columns, values in the Amount Column and re-upload them. Another User reprinting this report with the same selection criteria will be able to see these comments and values, add to or replace them and again upload to the IBM Power Systems for the original user to access. Comments could advise another User why certain figures were entered against a General Ledger account.

Example:

Add a Text column; column size is 40 characters.

Next add an Amount column, Column % = N, unit code is A=thousands, and edit code = L.

Then add a Formula column, column % = N, unit code is C=cents, and edit code = L

Example of N=Amount - Column type (AMT)

- Heading 1 and 2 are entered with *PERM VAR*
- The column 100% = blank to indicate no
- Space before = blank
- Unit code = A – thousands
- Edit code = L ZERO BALANCES, SIGN(R)
- Column size = 10, this result is dictated by the unit code and edit code.

Example of F=Formula - Column type (Formula)

- Heading 1, 2 and 3 are entered with *Check this out*
- The column 100% is = N
- Space before = blank
- Unit code = C - Cents
- Edit code = L ZERO BALANCES, SIGN(R)
- Column size = 10, this result is dictated by the unit code and edit code.

Formula:	
1st line Col seq 10 relating to MTD column	Operator - subtract
2nd line Col seq 30 relating to YTD column v	Operator - subtract
3rd line Col seq 70 relating to Timing column	Operator / divide
4th line Col seq blank Constant 2.00-	Operator = result.

Examples

This section illustrates examples concerning:

Example 17: Using the Accumulators

Example 1: Add a Heading

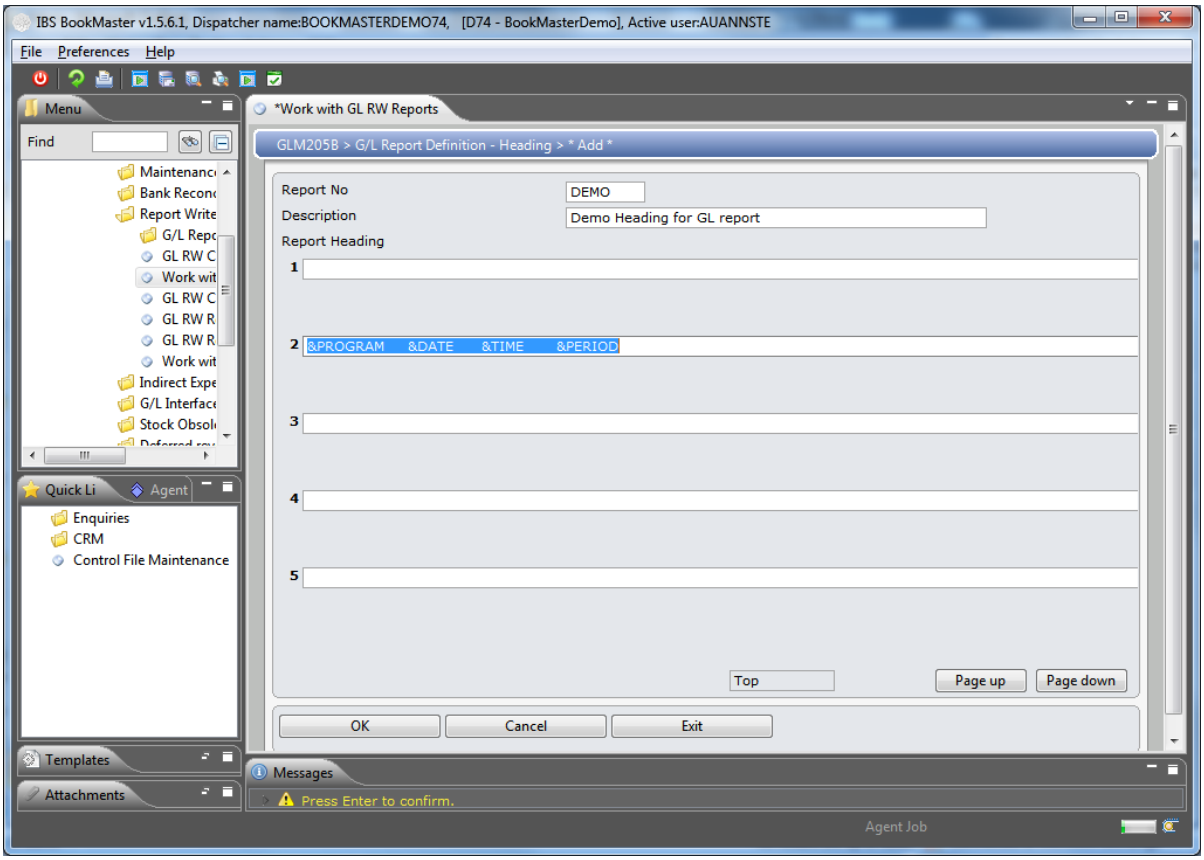
This example describes how to add a heading.

1. Select menu option **Report Writer** from **General Ledger>Other** menu.
2. Select menu option **Work with GL RW Reports**.

GLM200A Work with General Ledger Reports panel is displayed.

3. Click **Create**.

GLM205B G/L Report Definition – Heading panel is displayed in add mode.



Relevant Fields

Report No — A number, which will be used to identify the report.

Description — A description relating to the type of report being created.

Report Heading 1 — The first heading is the main heading that will display on each page of the actual report and the Report Submitter.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length of this field is 237 characters.

Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the

variable.

For example &DATE for the run date.

Report Heading 2 — A second heading line is optional and prints if an entry is made here.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length of this field is 237 characters.

Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the variable.

For example &DATE for the run date.

Report Heading 3 — A third heading line is optional and prints if an entry is made here.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length of this field is 237 characters.

Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the variable.

For example &DATE for the run date.

Report Heading 4 — A fourth heading line is optional and prints if an entry is made here.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length of this field is 237 characters.

Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the variable.

For example &DATE for the run date.

Report Heading 5 — A fifth heading line is optional and prints if an entry is made here.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length of this field is 237 characters.

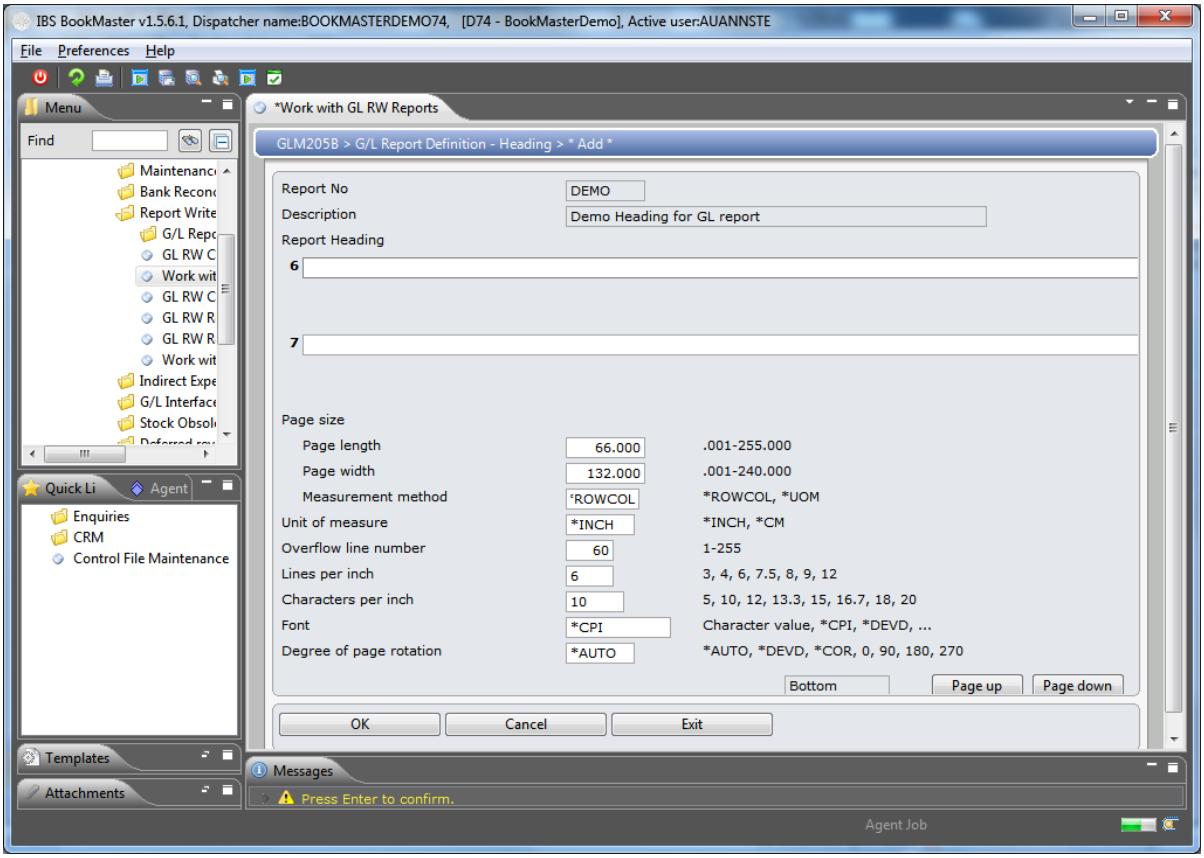
Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the variable.

For example &DATE for the run date.

4. **Page down**.

GLM205B G/L Report Definition – Heading panel is displayed.



Relevant Fields

Report Heading 6 A sixth heading line is optional and prints if any entry is made here.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length is 237 characters.

Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the variable.

For example &DATE for the run date.

Report Heading 7 A seventh heading line is optional and prints if an entry is made here.

Note: This is free form text and the user should be aware of the final width of the report, so the Heading is centered. The maximum length is 237 characters.

Variables used in the report writer are found on TMSGL/RW-VAR.

When entering a variable, a "&" must be entered before the variable.

For example &DATE for the run date.

Page length

Page Size specifies the length and width of the printer forms used by this device file. The length is specified in lines per page or by the units specified for the UOM parameter. The width is specified in print positions (characters) per line or by the units specified for the UOM parameter.

The page size must be specified with reference to the way the data is printed on the page. For example, if using 8.5 inch wide by 11.0 inch long forms and printing at 6 lines per inch with a 10-pitch font, specify PAGESIZE(66 85) PAGRTT(0). However, to rotate the page, specify the page size for an 11.0 inch wide by 8.5 inch long page and enter PAGESIZE(51 110) PAGRTT(90).

Note: Specify PAGRTT (*AUTO) or PAGRTT (*DEVD) and PRTQLTY (*DRAFT) on this command to enable automatic reduction or rotation if the data does not fit on the paper.

Specify PAGRTT (*COR) on this command to enable automatic reduction whether or not the data fits on the paper.

Page-length = Specify the page length used by this device file. Although a value ranging from 1 through 255 is allowed, the value specified should not exceed the actual length of the forms used.

Page-width = Specify the page width used by this device file. The value specified should not exceed the actual width of the page used.

Valid values for the 3203, 4245, 5211, 5256, 5262, and 3287 printers range from 1 through 132.

The possible method of measure values are:

*ROWCOL = Page-length and page-width are measured as numbers of rows and columns.

*****UOM = Page-length and page-width are measured in the units specified on the UOM parameter.

Specify the page length used by this device file. Although a value ranging from 1 through 255 is allowed, the value specified should not exceed the actual length of the forms used.

Page width

Specify the page width used by this device file. The value specified should not exceed the actual width of the page used. Valid values for the 3203, 4245, 5211, 5256, 5262, and 3287 printers range from 1 through 132. Maximum 240. An error message displays if the heading text is longer than the requested page width. Page width cannot be less than the length of report headings.

Measurement method

The possible method of measure values are:

*****ROWCOL = Page-length and page-width are measured as numbers of rows and columns.

*UOM **=** Page-length and page-width are measured in the units specified on the UOM parameter.

Unit of measure

The Unit of measure (UOM) specifies the unit of measurement to be used. The possible values are:

*INCH = inch as a unit of measurement

*CM = centimeter as a unit of measurement.

Overflow line number

Overflow line number (OVRFLW) specifies the line number on the page at which overflow to a new page occurs.

Generally, after the specified line is printed, the printer overflows to the next page before printing continues. Overflow is signaled when the specified line number is made the current line, whether printing has occurred on that line or not. The value specified must not exceed the forms length specified in the Page size prompt (PAGESIZE parameter) for the file. Margins specified for the printer file are ignored when determining overflow. More information is in the Printer Device Programming book, SC41-5713. This parameter overrides the overflow value specified in the printer file, in the program, or in other called OVRPRTF commands.

The possible values are:

Overflow-line-number = Specify the line number on the current page at which overflow to a new page begins, whether or not printing has occurred on that line. The value specified must not be greater than the page length (PAGESIZE). Margins specified for the printer file are ignored when determining overflow.

Lines per inch

Specify the line space setting on the printer, in lines per inch, used by this device file from the options available. The greater the number specified the larger the font is to print.

Characters per inch

Specify the printer character density, in characters per inch, used by this device file from the options available. The larger the printer character density selected, the smaller the font.

Font

The Font specifications (FONT) indicate the font identifier and point size used with this printer device file. If a font identifier and point size is not specified, the system automatically sets them.

The possible font identifier values are:

*CPI = The identifier of the font with the specified pitch (characters per inch (CPI)) is used.

***DEVD = The font identifier and point size specified in the device description are used.

Identifier = Specify the numeric font identifier being used with this printer device file.

The possible point size values are:

*NONE = No point size is specified; the system sets one based on the type of printer being used.

Point-size = Specify a point size. Valid values range from .1 through 999.9 Points.

Degree of page rotation

Degree of page rotation (PAGRTT) specifies the degree of rotation of the text on the page with respect to the way the form is loaded into the printer.

*AUTO = Indicates that automatic rotation of output is done to fit the printed data on the form. If rotation does not accomplish this, computer output reduction is performed automatically (regardless of the print quality being used). This parameter is valid only for printers supporting rotation.

*****DEVD = The operating system sends a device default rotation value to the printer. Page rotation is dependent on the printer's specifications. Refer to the printer or printer emulation documentation to determine how page rotation is affected.

*COR = Computer output reduction is done. Computer output reduction allows printed output intended for a 13.2-inch wide by 11.0-inch long form to be printed on an 8.5-inch wide by 11.0-inch long form.

0 = No rotation is done. Printing starts at the edge loaded into the printer first, and is parallel to that edge. (Portrait)

90 = Rotation of the text is done 90 degrees clockwise from the 0 degree writing position.

180 = Rotation of the text is done 180 degrees clockwise from the 0 degree writing position.

270 = Rotation of the text is done 270 degrees clockwise from the 0 degree writing position.

5. Key in required fields and click **OK**.

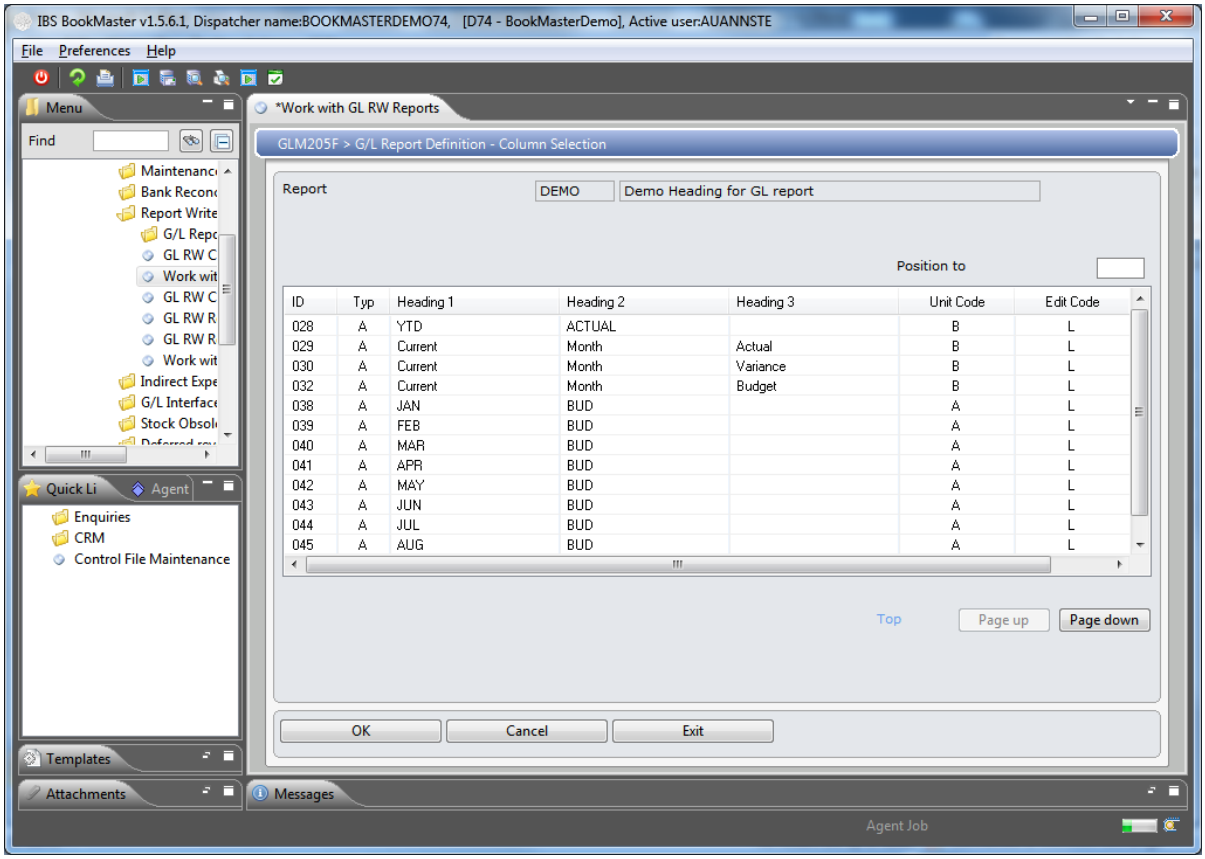
Report heading is added.

Example 2: Add a Report: Column Selection

This example describes how to perform column selection for a report.

1. Repeat steps **1** to **5** as in Example 1: Add a Heading

GLM205F G/L Report Definition – Column Selection panel is displayed.



Options

Select	Access GLM205C G/L Report Definition – Column panel
Columns	Access GLM205G G/L Report Definition – Column Definition

Relevant Fields

ID

A system generated sequential number (Field No) is used to label each column defined by the user. These sequential numbers have been defined in the Column Definition Maintenance option. Once a valid sequence number is entered, the column details as setup in Column Maintenance default.

This column sequence number determines in what sequence the columns should display across the page.

Column ID

In GL Report Column Definition Maintenance this is a system generated sequential number used to label each column defined by the user. The next number to be used is held on number file **GL-RPT-FLDN.**

When a new Column Definition is added, the system defaults the next available sequence number. As the system has existing Column Definitions, the sequence numbers follow on from the existing range.

2. Select the columns to be included and click **Select**.

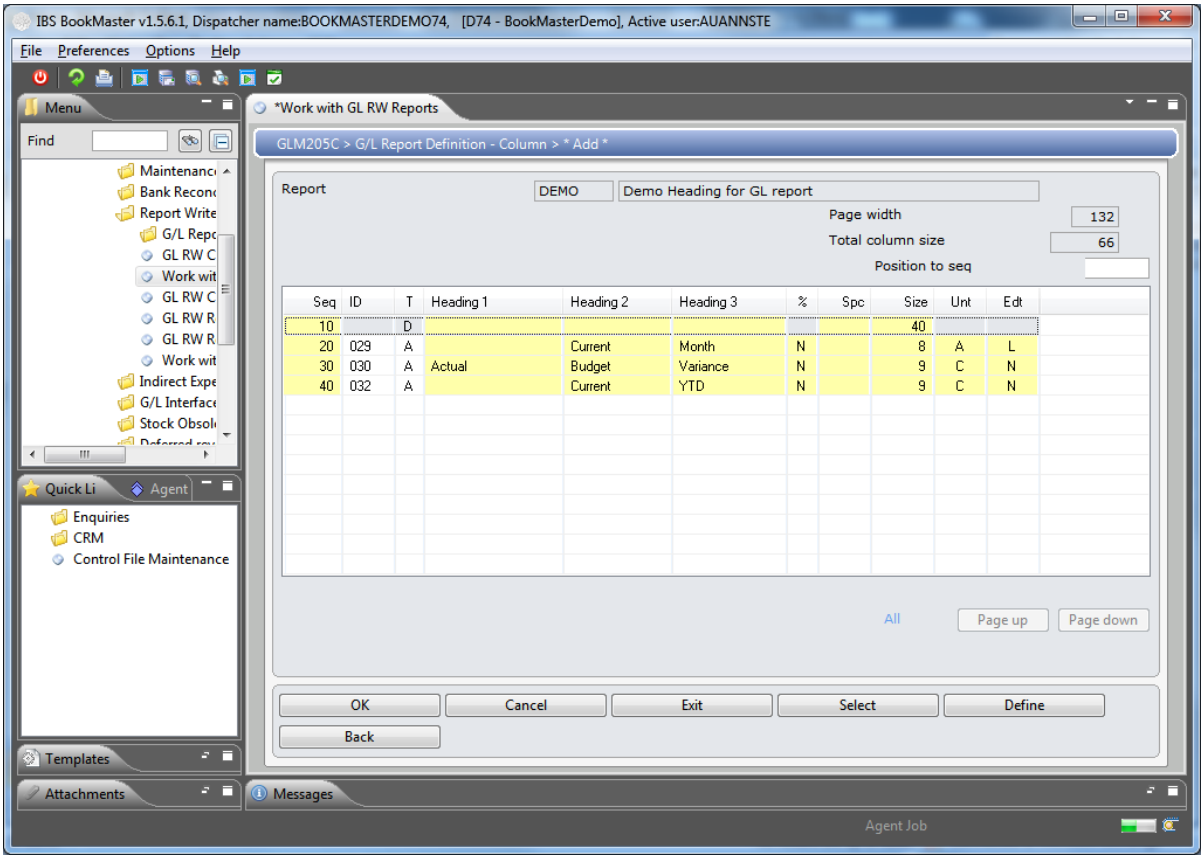
Multiple column headings can be selected in one go, to be inserted into the report using the Shift key.

The columns are now added to the current definition.

To add additional columns click Select.

The columns selected can now be moved around to suit the users report layout.

GLM205C G/L Report Definition – Column panel is displayed.



Options

Delete	This option deletes selected column from the definition.
Columns	Access GLM205G G/L Report Definition – Column Definition

Functions

Select	Access GLM205C G/L Report Definition – Column panel is displayed. To add additional columns click Select.
Define	Access GLM205I G/L Report Column to add complementary details.

Relevant Fields

Seq	The sequence number is given to identify the order of priority in instances where multiple definitions exist. The lower the number the higher the priority. For the Deferred Revenue Report the sequence in which the report is to print is a mandatory entry. Choices are:

-Title levels/Title/Customer

-Customer/Title levels/Title

In Stock obsolescence maintenance and Unrealized profit GL definition this dictates the level and class as per setup in **TMSDS/SEQ-IWRD.**

In Indirect Expense Allocation Entry this sequence number, means in what order is this definition to be within each level defined.

In GL Report Definition Column the sequence number is the order in which the columns were selected from the column definitions to go into this report. The sequence can be changed in each report.

The first sequence number 010 with the ID of 0 is the Description column. This is the Description of the Accounts to be printed on the report. Note: that the field length is 40 characters, this can be shortened if desired.

In GL Report Definition Detail Line a system generated sequential number is used to label each column defined by the user. These sequential numbers have been defined in the Column Definition Maintenance option. Once a valid sequence number is entered, the column details, as setup in Column Maintenance, default.

In Expense Analysis the sequencing default is Account and can be overridden to Particulars.

In Unrealised Profit/Loss GL Definition the sequence number dictates the level and class as per setup in **TMSDS/SEQ-IWRD.**

%

Indicate whether or not a % column is to be added to the report. This column takes up an additional 6 spaces on the report.

	Month to Date			
	Actual	%	Bud Var	%
Sales	1000,000	100	20,000	16.6

In the above example Y will have been indicated on Actual and Bud Var column as a % displays alongside each of these columns. An Actual vs Budget % column would have the percentage calculation as pat of the column Definition.

Spc

Enter additional spaces between columns if required. Leave blank for the default.

Size

In GL Report Column Definition Maintenance this indicates the length of the field. The length must be equal to or greater than the minimum.Column size cannot be less than the length of column headings. This is the minimum length.

In GL Report Definition column this is the defaulted column size. This can be changed however if an entered figure is smaller than the actual column headings. The message This

column size is too small for column headings displays.

Enter a column size which is greater or equal to the length of column headings.

Note: that depending on editing codes the column headings may be aligned from the right hand side of the number so that the available space for column headings is calculated from the column size reduced by the size for the negative sign.

Unt — This parameter relates to how the values are to be expressed on the report. Unit codes and Edit codes affect the width of the printed columns.

An example is 100,000 which mean this field would have been set to A.

In GL Report Definition Column the default unit code which can be A=000's, B=Dollars, or C=cents.

However if a figure entered is smaller than the column size, the message This column size is too small for reasonable values displays.

The column size entered is less than the minimum required for this column.

Note: that minimum column sizes is calculated based on the column type, unit code, and edit code and column percent flag.

Edt — Edit codes allow the user to choose from displays on the report Commas, Credit Signs, Zero Balances, in certain formats. Unit codes and Edit codes affect the width of the printed columns.

On this screen the re-sequencing can be done of the description and value fields. To change the sequence Tab to the required record line and override the 'Seq' with a value that places that line in the desired position. The system automatically renumbers the lines to be 10, 20 30, etc.

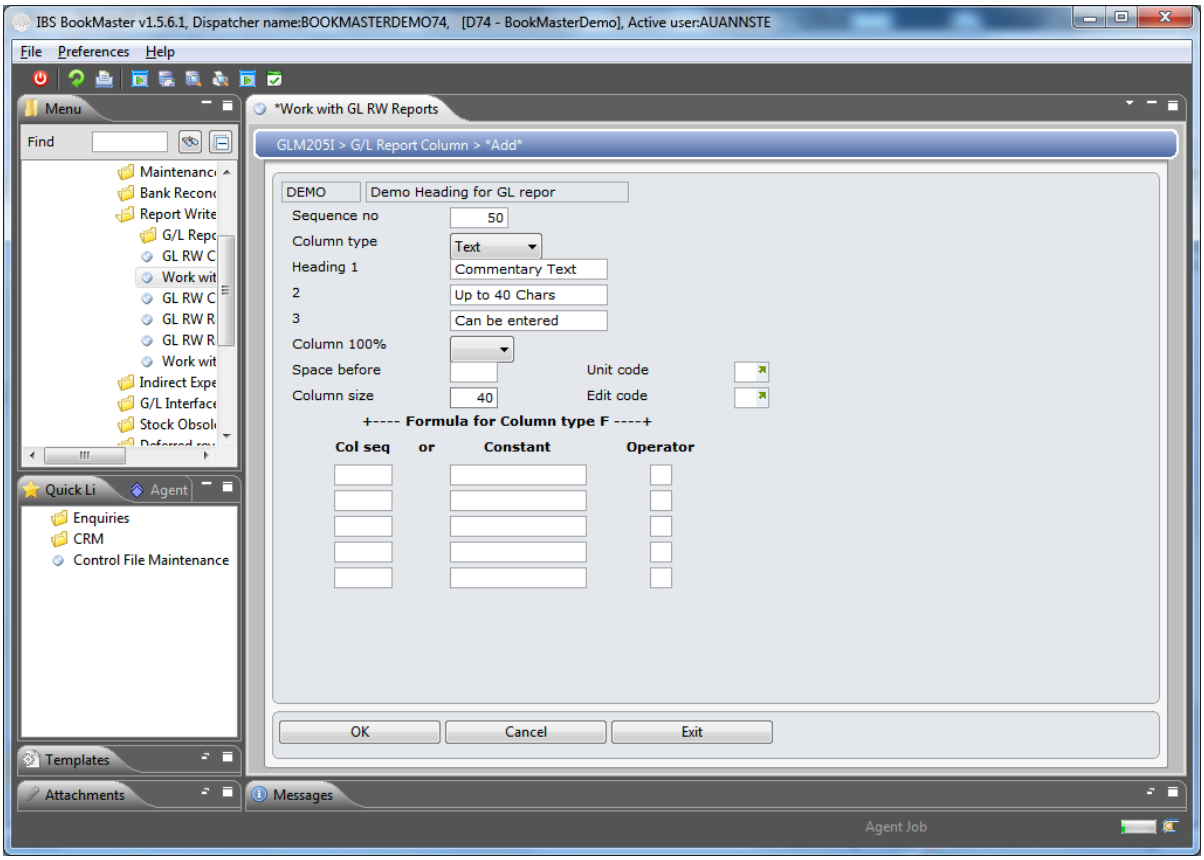
3. Key in required fields and click **OK** to add detail lines.

Example 3: Add a Commentary Column

This example describes how to add a commentary column. A Commentary Column can be added to the General Ledger Report Writer, which can be used during the Budget Forecasting and/or Period Reporting phase. There are three types of codes that can be used, T=Text, N=Amt and F=Formula.

1. Repeat steps **1** and **2** as in Example 2: Add a Report: Column Selection
2. Click **Define**.

GLM205I G/L Report Column panel is displayed.



Relevant Fields

Sequence no

The sequence number is the order in which the columns will display on the report. The sequence can be changed in each report. For example 1, 2, 3 = 10, 20, 30.

Column type

There are three valid types Text, Amount and Formula.

For commentary type Text, note that the column size field displays 40 characters, this can be shortened if desired.

For Amount and Formula, the column size will depend on the Unit code and edit code used.

Heading 1 - 3

There are three levels of headings used to describe a column. Each level allows an entry of a maximum of 15 characters per column description. This printing can be in either Upper or Lower Case.

Column 100%

Indicate whether or not a % column is to be added to the report. This column takes up an additional 6 spaces on the report.

Space before

Additional spaces between columns if required.

Leave blank for the default

Unit code

This parameter relates to how the values are to be expressed on the report.

A 000's

B Dollars

C Cents

T Text

Column size — This indicates the length of the field. The length must be equal to or greater than the minimum size. This is calculated based on the entries in the Unit code and Edit code fields.

The message This column size is too small for column heading may display.

Column size cannot be less than the length of column headings. This is the minimum length.

Edit code — Edit codes allow the user to choose the format of values displayed. Commas, Credit Signs, or Zero Balances, in certain formats.

Formula for column type F

Col sequence — When using the Formula type, the column sequence numbers are entered here, indicating that the selected columns are to be included in the calculation.

Constant — A constant value used for calculations across columns and account values for this column definition.

Operator — The operand used in the calculations defined in the report writer Column Definitions.

\+ Addition

\- Subtraction

/ Division

* Multiplication

= Result

Each column definition must terminate an = operand.

3. Key in required fields and click **OK**.

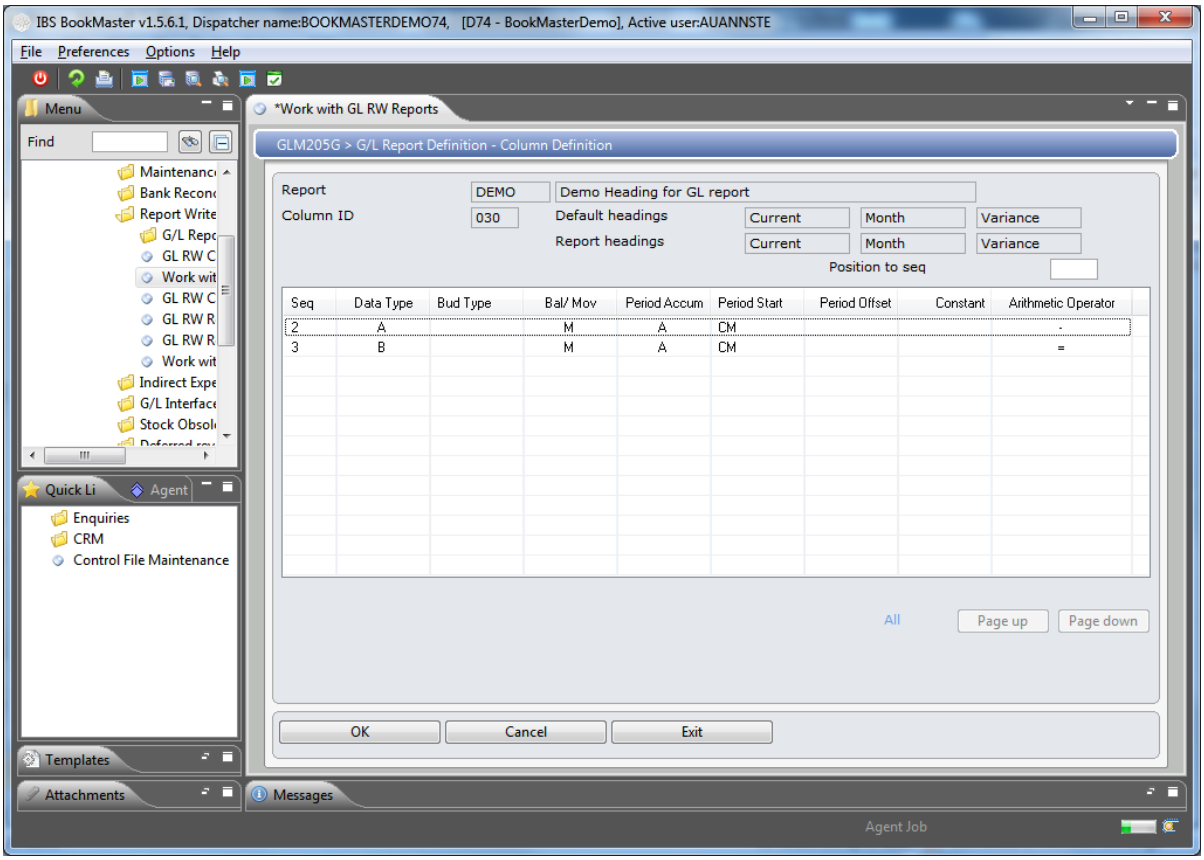
Commentary Column is added. Same procedure can be followed for amount and formula column type.

Example 4: Display Column Definition

This example describes how to display column definition details

1. Repeat steps **1** and **2** as in Example 2: Add a Report: Column Selection
2. Select a record and click **Column**.

GLM205C G/L Report Definition Column panel is displayed.



Column definition is displayed.

Example 5: Delete a selected Column

This example describes how to delete a selected column.

1. Repeat steps **1** and **2** as in Example 2: Add a Report: Column Selection
2. Select a column to be deleted and click **Delete**.

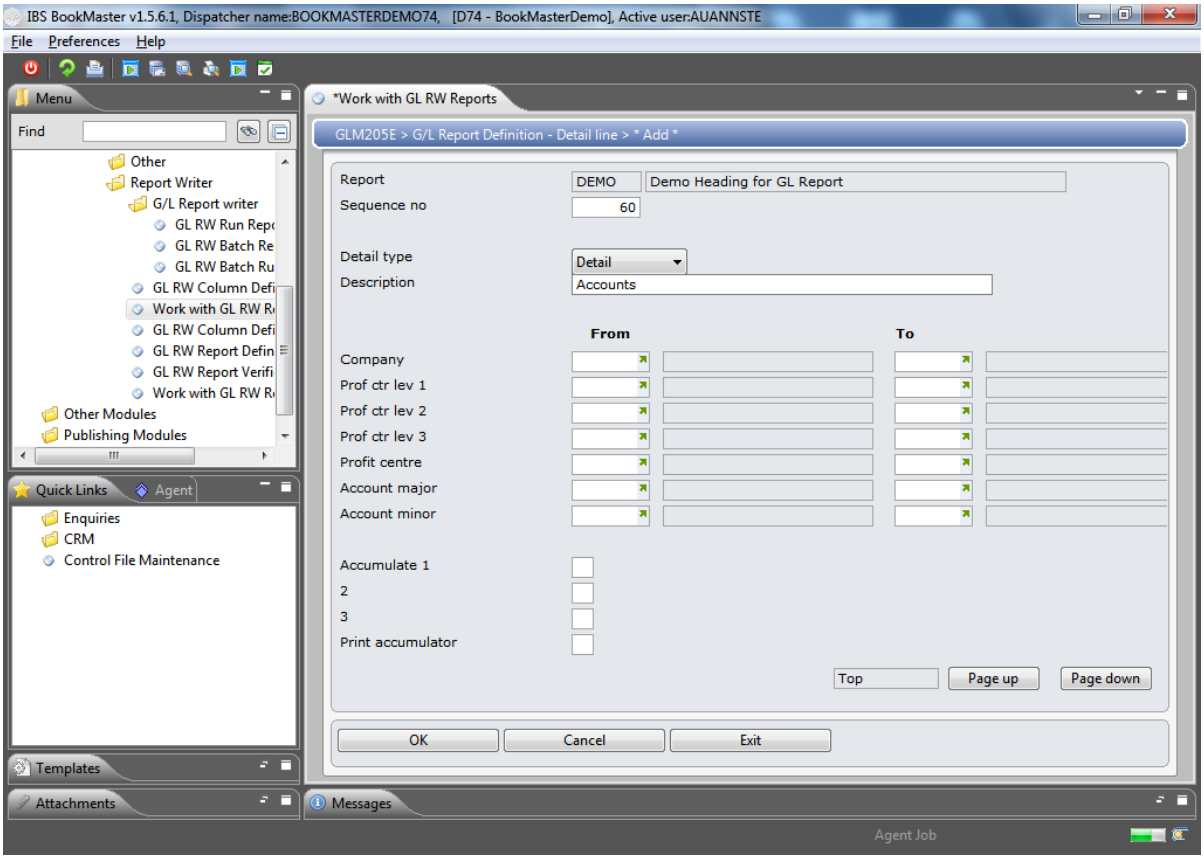
Selected column is deleted.

Example 6: Add Detail Line: Sub Heading

This example describes how to add detail line sub heading.

1. Repeat steps **1**, **2** and **3** as in Example 2: Add a Report: Column Selection

GLM205E G/L Report Definition – Detail Line panel is displayed.



Relevant Fields

Sequence no

The sequence number is given to identify the order of priority in instances where multiple definitions exist. The lower the number the higher the priority.

For the Deferred Revenue Report the sequence in which the report is to print is a mandatory entry. Choices are:

-Title levels/Title/Customer

-Customer/Title levels/Title

In Stock obsolescence maintenance and Unrealised profit GL definition this dictates the level and class as per setup in **TMSDS/SEQ-IWRD.**

In Indirect Expense Allocation Entry this sequence number, means in what order is this definition to be within each level defined.

In GL Report Definition Column the sequence number is the order in which the columns were selected from the column definitions to go into this report. The sequence can be changed in each report.

The first sequence number 010 with the ID of 0 is the Description column. This is the Description of the Accounts to be printed on the report. Note: that the field length is 40 characters, this can be shortened if desired.

In GL Report Definition Detail Line a system generated sequential number is used to label each column defined by

	the user. These sequential numbers have been defined in the Column Definition Maintenance option. Once a valid sequence number is entered, the column details, as setup in Column Maintenance, default. In Expense Analysis the sequencing default is Account and can be overridden to Particulars. In Unrealised Profit/Loss GL Definition the sequence number dictates the level and class as per setup in **TMSDS/SEQ-IWRD.**
Detail type	This Type defines what type of line this is to be. -If T for Total is entered do not enter an Account Number. T is applicable to any line that is a subtotal or total of earlier lines on the report. -If S for Sub Heading is entered, no details are retrieved from accounts or a group of accounts. If D for Details or Data is entered, the details are retrieved from accounts or a group of accounts.
Description	This is the description used when printing totals and sub headings. It can also be used to override the default General Ledger master description.
Account major	In Indirect Expense Allocation Maintenance a range of Major Account Numbers can be included in the allocation. In GL Report Definition Detail Line enter a Major Account number. All groups with the same account number are selected when printing the report. If selecting a range of major accounts a meaningful description should be keyed in, this is for the benefit of the user. The report prints the correct major account descriptions from the Masterfile.
Account minor	In Indirect Expense Allocation Maintenance a range of Major Account Numbers can be included in the allocation. In GL Report Definition Detail Line enter a Major Account number. All groups with the same account number are selected when printing the report. If selecting a range of major accounts a meaningful description should be keyed in, this is for the benefit of the user. The report prints the correct major account descriptions from the Masterfile.
Accumulate 1	The sum of a number of lines grouped together, transfers to this Add column. The line that has a figure in this column is a total or subtotal line.
Accumulate 2	The sum of a number of lines grouped together, transfers to this Add column. The line that has a figure in this column is a total or subtotal line.
Accumulate 3	The sum of a number of lines grouped together, transfers to this Add column. The line that has a figure in this column is a total or subtotal line.
Print accumulator	This is Print Memory in GL Report Definition Detail Line. To indicate accounts are to be added to get a total, enter the

same number alongside each of these accounts.

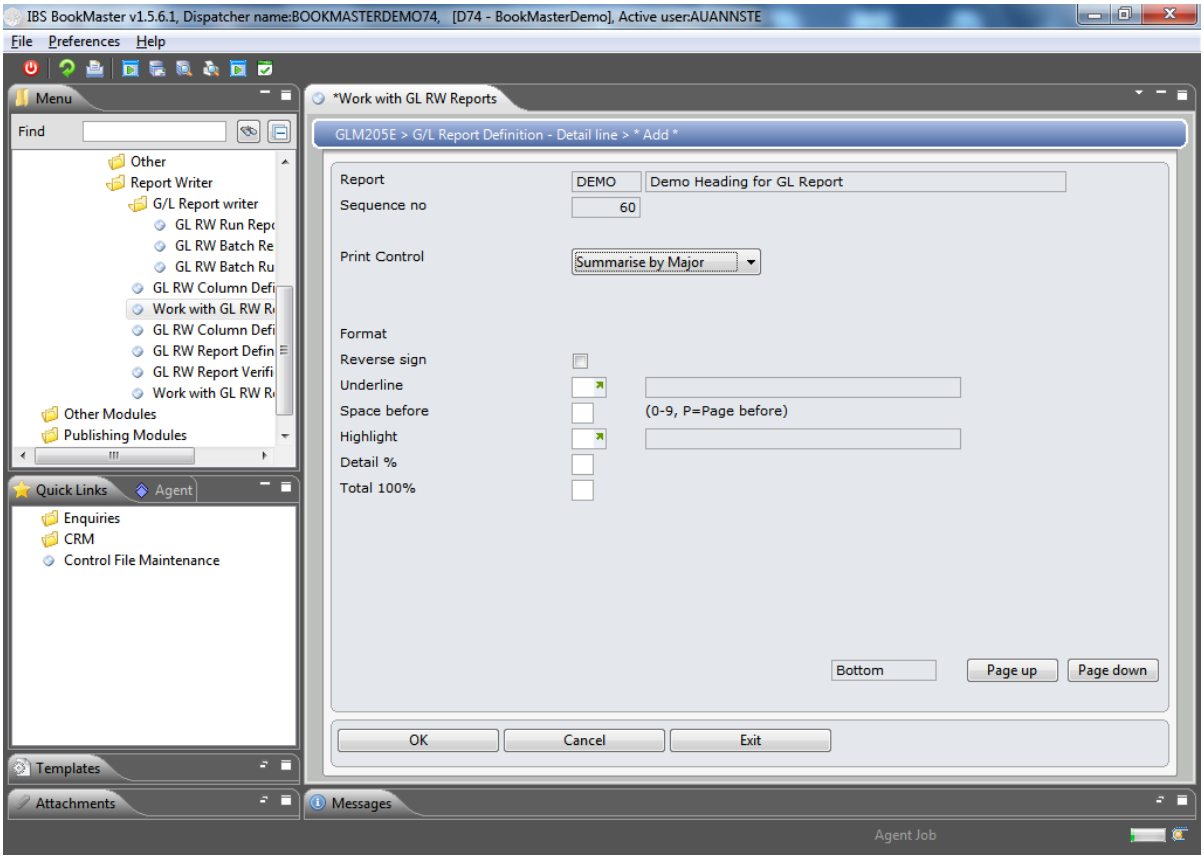
See notes on Using Accumulators.

For example enter 1 against a group of accounts to be added. The resulting total is then transferred into a total line by placing a 2 in the Add column of the total line and a 1 in the P column of the total or subtotal line. Once the total has printed the "1 bucket" is cleared and the "2 bucket" is filled with the total.

By leaving the Company field and the Profit Centre Level fields blank, the details print as per the selection criteria entered when the report is run. These fields are usually left blank.

2. **Page down**.

GLM205E G/L Report Definition – Detail Line panel is displayed.



Relevant Fields

Print control

Valid choices are:

No print=Do not print any details (Just use Figures for accumulation)

Summarise by major=Print the total of the accounts only

Detail by minor=Details by either Major Account or Minor Account

Reverse sign

R is for Reverse Sign.

This code indicates that the sign of the data must change for printing purposes only and does not affect the accumulation process or result.

Underline

This code gives the user the option to have a variety of Underline types. These can be used with any detail type.

Space before

Spacing

In GL Report Definition Detail Line this code is used to indicate how many blank lines to print before the details of the account nominated previously are printed.

Enter the number of blank lines required.

For Example:

0 – 9

P = Page before

Highlight

This code gives the user the option to highlight headings, details, and totals using Bold.

Detail %

Percentage Details

If an entry was made in the Col % field in the Report Format Maintenance (Indicate whether or not a % column – 5 more spaces - is to be added to the report.) this field instructs the report writer that this is to be a percentage of the Detail.

An example would be – Gross Margin reflected as a percentage of Net Sales and Returns reflected as a percentage of Net Sales.

Net Sales	1000	A	B
Returns	100	B	
Gross Margin	500		A

In this example, the A in the Pct D column of the Net Sales line indicates this figure must be expressed as a percentage of another column. The "another column" is identified by placing the A in the Pct T column which is the 100% line (% of the 100% line or Net Sales of the Gross Margin line).

Total 100%

Percentage Totals

If an entry was made in the Col % field in the Report Format Maintenance (Indicate whether or not a % column – 6 more spaces - is to be added to the report.) this field instructs the report writer that this is to be a percentage of the Total. This column indicates the Total line.

An example would be – Net Sales reflected as a percentage of Gross Margin and Returns reflected as a percentage of Net Sales.

Net Sales	1000	A	B
Returns	100	B	
Gross Margin	500		A

In the example above, the system knows Returns must be expressed as a percentage of Net Sales because B has been placed in the Pct T column indicating this is the Total figure and the B in the Pct D column of Returns indicates this must be expressed as a percentage of another column.

3. Key in required fields and click **OK**.

Remain in this detailed screen to add more lines. The system adds the next sequence number automatically.

Once a detailed line has been created, the user has the option to exit the report.

Continue to add the detail lines.

Example 7: Add Detail Line: Detail – Single Accounts

This example describes how to add detail line with detail type as detail for single account. The Detail type = Detail requires account numbers to be added, this automatically updates the Description of the account.

1. Repeat step **1** as in Example 6: Add Detail Line: Sub Heading

GLM205E G/L Report Definition – Detail Line panel is displayed.

2. Add this account to the desired Accumulating bucket; choose the Print control flag (defaults to 1 for accounts). The second screen defaults for accounts, but the user can choose to leave spaces, underline etc if required.

Example 8: Add Detail Line: Detail – Account Range

This example describes how to add detail line with detail type as detail for account range. The Detail type = Detail requires account numbers to be added, if however a range of accounts are to be added

1. Repeat step **1** as in Example 6: Add Detail Line: Sub Heading

GLM205E G/L Report Definition – Detail Line panel is displayed.

2. Add the From Account and the To Account. Enter meaningful Text relating to a range of accounts in the Description field. Example: Operating Expenses. The actual Account Descriptions print on the report. The Accumulating buckets need to be used, and the Print control decision needs to be made.

Example 9: Add Detail Line: Total

This example describes how to add detail line with detail type as total. The Detail type = Total is used for Sub-Total and Totals throughout the report definition.

1. Repeat step **1** as in Example 6: Add Detail Line: Sub Heading

GLM205E G/L Report Definition – Detail Line panel is displayed.

2. Text to be printed on the report is entered in the Description field. On the second screen the decisions need to be made for the Accumulating buckets, and the Print control decision, spacing, highlighting etc if required.

Example 10: Add P&L Appropriation Account

This example describes how to add the Profit and Loss Appropriation Account to the P&L Report definition and the Balance Sheet definition.

1. Repeat steps **1** and **2** as in Example 6: Add Detail Line: Sub Heading
2. Click **OK**.

GLM205D G/L Report Definition – Detail panel is displayed.

Options

Insert before	Access GLM205E G/L Report Definition - Detail line panel in insert mode to insert selected line details before any other sequence.
Change	Access GLM205E G/L Report Definition - Detail line panel in change mode to change line details of selected sequence.
Copy	Access GLM205E G/L Report Definition - Detail line panel in copy mode to copy line details of selected sequence.
Delete	This deletes selected line details.
Display	Access GLM205E G/L Report Definition - Detail line panel in inquiry mode to display line details of selected sequence.

Functions

Add	Access GLM205E G/L Report Definition - Detail line panel in add mode to add new line details for a sequence.

Example 11: Maintain a Column in a Definition

This example describes how to maintain a column in a definition.

1. Repeat steps **1** and **2** as in Example 1: Add a Heading
2. Click **Maintain**.

GLM205B G/L Report Definition Heading panel is displayed.

3. Make required changes and click **OK**.

GLM205C G/L Report Definition – Column panel is displayed.

4. Make required changes and click **OK**.

GLM205D G/L Report Definition – Detail panel is displayed.

5. Select a record and click **Change**.

GLM205E G/L Report Definition – Detail line panel is displayed.

6. Make required changes and click **OK**.

Example 12: Display Report Details

This example describes how to display report details.

1. Repeat steps **1** and **2** as in Example 1: Add a Heading
2. Select a report and click **Display**.

GLM205B G/L Report Definition Heading panel is displayed.

3. Click **OK**.

GLM205C G/L Report Definition – Column panel is displayed.

4. Click **OK**.

GLM205D G/L Report Definition – Detail panel is displayed.

5. Select a record and click **Display**.

GLM205E G/L Report Definition – Detail line panel is displayed.

Example 13: Copy Report Definition

This example describes how to copy a report definition.

1. Repeat steps **1** and **2** as in Example 1: Add a Heading
2. Select a report and click **Copy**.

GLM205B G/L Report Definition Heading panel is displayed in copy mode.

3. Enter report in which to copy selected report details and click **OK**.

Report definition is copied.

Example 14: Delete a Report

This example describes how to delete a report.

1. Repeat steps **1** and **2** as in Example 1: Add a Heading

2. Select a report and click **Delete**.

Report definition is deleted.

Example 15: Run a Report

This example describes how to run a report.

1. Repeat steps **1** and **2** as in Example 1: Add a Heading
2. Select a report and click **Run Report**.

GLR385 Report Writer Run Parameters panel is displayed.

Please refer GLR385 for further details.

Example 16: Checking the Posting of Appropriation Account

This example describes how to check posting of appropriation account.

Check the last page.

- The Grand Total Debits and Credits should equal each other.
- The Total Balance Sheet Debits and Credits should equal each other.
- The Total Profit and Loss Debits and Credits should equal each other.

Print the Profit and Loss Statement as a consolidation on all levels.

- Do not print zero lines.
- Do not print closed profit centres.
- Select to print detail level (3) Totals.

Check the last page.

- The profit/loss prints to the Unappropriated Funds account.

Period End Processing

- Select the menu option to post the unappropriated funds account to the Balance Sheet.

Print the Profit and Loss Statement as a consolidation on all levels again.

- Check the last page.
- The profit/loss account should now be zero.

Print the Balance Sheet to review the posting.

Example 17: Using the Accumulators

This example describes how to use the accumulators.

An example using the accumulators is displayed below for a Basic Profit and Loss Report.

In the Accumulators bucket 1 enter 1 against a group of accounts to be added.

The resulting total is then transferred into a total line by placing a 2 in the Accum 1 column of the total line and a 1 in the Accum total column of the total or subtotal line.

Once the total has printed the 1 bucket" is cleared and the 2 bucket is filled with the total.

3 Bucket is now the sum of all the 2 buckets.

In the example given there are 8 total Buckets used.

Example: Using the Accounting T Account structure for the Sales and Cost of sales figures.

In the GL the Sales are posted as Credits and the Cost of Sales are posted as Debits.

When these figures are added into the Accumulators the cost of Sales are being deducted from the Sales to give the Gross Profit.

Debtors	
130,000	

Sales	
	130,000

Inventory	
	35,000

Cost of Goods Sold	
35,000	

Service Costs	
10,000	

Variables (Other Costs)	
5,000	

Type	**Description**	**Accum 1**	**Accum Total**	**Calculation**
D	Sales	1		(100,000)
T	Sub total	2	1	(100,000)
D	Rentals	1		(10,000)
D	Other income	1		(20,000)
T	Sub total	2	1	(30,000)
T	Total Revenue	3	2	($130,000)
D	Cost of Sales	1		35,000
T	Sub total	2	1	35,000
D	Service – Spare Parts	1		10,000
T	Sub total	2	1	10,000
D	Variances	1		5,000
T	Sub total	2	1	$50,000
T	Total Gross profit	3	2	($80,000)
D	Commission	1		
D	Advertising	1		
D	Freight	1		
D	Rebates	1		
T	Sub Total	2	1	
T	Total variable expense	4	2	
T	Marginal Profit	5	4	
D	Wages/Salaries	1		
D	Advertising	1		
D	Warranty	1		
D	Operating supplies	1		
D	Repairs & maintenance	1		
D	Bad Debts	1		
D	Insurance	1		
D	Legal /Audit	1		
D	Depreciation	1		
D	Travel	1		
T	Sub total	2	1	

T	Total expenses	5	2	
T	Operating Profit	6	5	
D	Interest	1		
T	Sub total	6	1	
T	Net Profit before tax	7	6	
D	Income Tax	1		
T	Sub Total Tax Expense	7	1	
T	Net Profit	8	7	
D	Appropriation Account	8		
T	Unappropriated Funds		8	

Related Tasks

Control Files Required

Following control files are applicable to **GLM205 G/L Report Definition.** Please refer to menu Control File Maintenance in Cross Applications module for more details.

Application	Key	Description
********	PAGE	Page scrolling keywords
TMSGL	CONO	Company names
TMSGL	PC-PL1	Profit Centre Level 1
TMSGL	PC-PL2	Profit Centre Level 2
TMSGL	PC-PL3	Profit Centre Level 3
TMSGL	RW-EDTC	Report writer column edit code
TMSGL	RW-HGHC	Report writer detail highlight code
TMSGL	RW-UC	Report writer column unit code
TMSGL	RW-ULN	Report writer underline definitions