General Ledger Reporter

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Contents

1   GL Reporter

The COINS *General Ledger* Reporter allows you to produce reports based on *General Ledger* accounts; for example:

- Profit and loss reports
- Balance sheet reports
- Overhead analysis
- Budget/actual comparisons

You can also report on some contract information, such as *House Sales* budgets and contract report stores.

You can report on GL accounts from all sectors of the current company, but also from other companies in the same environment. The reports can be detailed or summarised, and the accounts that are included can either be specified as part of the report configuration, or chosen by the user when they run the report.

1.1   Adding a Report

In most cases it is recommended that you copy an existing report and make any amendments required. Using this method means you can use a report that is similar to your requirements. However there are situations when you may want to start from the beginning.

1.1.1 To create a GL report:

1. Go to *Reporter Configuration*.

    The **Reporter Configuration** browse screen will be displayed showing all the reports that have been configured.

2. Click Add ( ) to configure a new report.

3. Give the report a code and a title.

    These are used to identify the report, for example when choosing from a list which report to run. The code is the only part of the report that you cannot change directly once you have chosen it. If you need to rename a report you must copy it. The title will be printed on the report.

4. Click Save ( ).

5. On the Configuration tab, enter the settings that determine the overall appearance of the report, such as the page layout and font class to use.

Click here for details of the fields

Divide By

The number that the values on the report should be divided by.

For example, set this to 1000 or 1000000 if you want to report in thousands or millions. Set this to 2 if you want to report on a company you manage in COINS but only have a 50% share in. 1 is the default, meaning that values will show as they actually are.

Zero or blank means do not divide.

Round

The precision to round the values on the report to. If zero or blank then no rounding is performed. Typically 1 or 1000.

Page Layout

The pre-defined page layout to use for the report.

Class

The pre-defined report class that defines the text formatting to use for the report.

Highlight Style

The class variant to be used for the report font.

Extra

Extra formatting to be applied to the report font.

Column Ratio

The number of printing points to be used for each column of the report layout. If left blank then a standard ratio will be used.

Normally leave this value blank unless the standard ratio is not suitable. Using the standard ratio, one column is approximately the point size multiplied by 0.22mm (so at 10pt, one column would be about 2.2mm wide).

Page Length

The number of lines of the body of the report that will fit on a page.

This allows the report output to be split on to pages correctly. The number of lines to use will depend on the page layout and the font class used.

6. Click Save ( ).

7. Then set up the report rows and columns.

- The rows control the structure of the report. There are different row types, such as Account row, Total row, Text row. Account rows (and contract rows) specify the selection of *General Ledger* accounts (or a selection of contracts) to report on. Other row types determine where other lines such as subtotals and text lines come. See GL Reporter - Report Rows.

- The columns control what information is shown on each line. You can select from a number of different data items, and specify which row types each one is shown on. See GL Reporter - Columns.
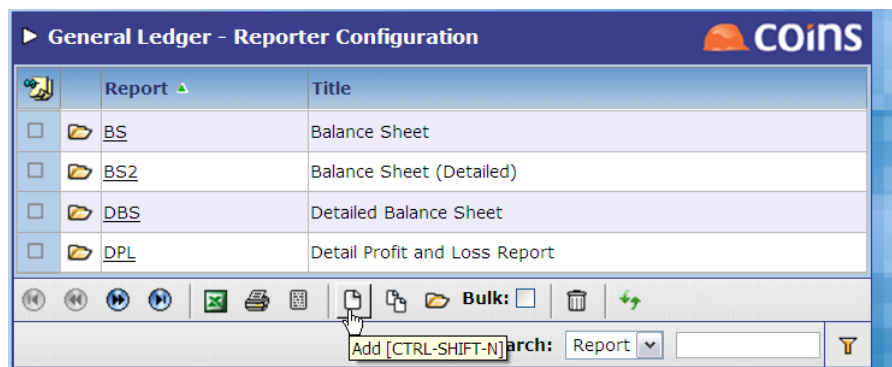
1. Select the **Add** button to configure a new report.

   The **Add Report** screen is displayed.
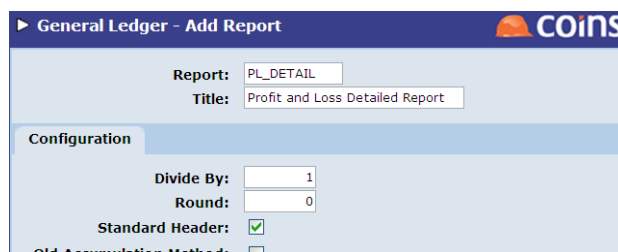
   The screen has two sections, the header, containing the report code and title and the lower half has the initial configuration information with details about the page layout, length etc.

2. Enter an abbreviated name of the report in the **Report** field.
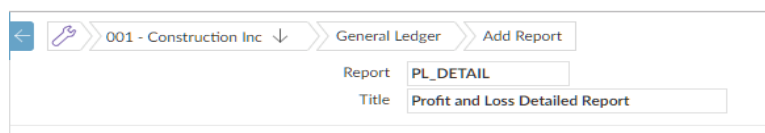
   Try and keep the code meaningful to the type of report you are creating. Use capital letters, no spaces and avoid the & character, as it is a Code. In our example we have entered PL_DETAIL = profit and Loss detailed Report. The report code must be a unique report name and can be up to 8 characters. This report code cannot be changed once this report is saved. If you need to rename this report will need to make a copy of the report.

3. Enter the full name of the report in the **Title** field. You should be able to tell what the report is about if you look at the Title and Description. Do not use symbols, for example **&**, always use **and**.

It is recommended that the name given is meaningful to the report and bears some relation to the report code e.g. Profit and Loss Detailed Report = PL_DETAIL. The details of the layout for the report can be entered in the **Configuration Tab**.

1.2 Report Rows

The rows control the structure of the report. There are different row types; account rows (and contract rows) specify the selection of *General Ledger* accounts (or a selection of contracts) to report on. Other row types determine where other lines such as subtotals and text lines come. There are seven different row types:

Row Type	Purpose	Used with "Show On" code
Account rows	Allow you to specify the *General Ledger* accounts to include in the report, and when to print them, and to set up calculations based on them.	D, H, F
Total rows	Allow you to print total lines or calculate accumulator totals.	T
Standard text rows	Allow you to configure lines of text that you can use in different places on the report - for example, underlines to use as formatting.	S
Additional text rows	Allow you to specify a paragraph of additional text to include in the report.	X
Page break rows	Allow you to force a page break. For example, if the report is in two sections you might insert a page break to make sure that the second section starts on a new page.	
Blank rows	Allow you to insert blank lines within the report.	B
Contract rows	Allow you to specify groups of contracts to report on. Selected information from the contract record is available.	J, H, F

1.2.1 "Show On" Codes

The "Show On" code is used on the columns to specify which row types the column is shown on. For example, to show the account balance on account rows and total rows, you would include **D.** and **T.** in the **Show On** field for the account balance. H and F refer to the sort headers and footers for account and contract rows.

The codes are:

Code	'Show On'
B	Blank Rows
Dn	Account (Detail) Rows
Fn	Sort footers
Hn	Sort headers
Jn	Contract (Job Costing) rows
Sn	Standard text rows
X	Additional text rows

Where *n* is a number that represents a level.

Levels allow you to show different information in different sections of the report. Give the row types in each section different **levels**, and put the relevant level number after the "show on" code for each column. For example, you could have a report that has summary information on level 1, and account listings (with account descriptions) on level 2. Or you could have a report with account lines in one section showing closing balance and movement, and a second section with account lines showing budget and forecast:

Item type	Show On	Comment
Account code	D.	Show the account code on all detail rows
Account description	D.	Show the account description on all detail rows
Closing balance	D1	Show the closing balance for detail rows of level 1
Movement	D1	Show the movement amount for detail rows of level 1
Budget	D2	Show the budget amount for detail rows of level 2
Forecast	D2	Show the forecast amount for detail rows of level 2

1.2.2   Account Rows

The main content of a GL report will be *General Ledger* account lines.

Account lines display information from the *General Ledger* account record. For example you may want the balance of the account, the description of the account or the account number. These would all require an Account Line to be selected.

You select which accounts to include in the report by entering an account row, and filling in a **From** and **To** range, or a can-do list in the **Matches** field. You can select accounts by whole account, sector, expense code, analysis set etc. You can also use Report Tokens to allow the user to specify which accounts to include when they run the report.

If an account line is shown in detail, a line will appear in the report for every individual account that is included in the selection. If the line is shown in Summary (detail flag un-ticked), only one line will be displayed showing the balance of the entire account range selected. Therefore, it is possible for the report definition to just contain one Account line (selecting all accounts) and if ticked as Detailed, COINS will display a row in the report for every account.

To add a report row

1. Select **Account Line** as the row type from the **Type** dropdown.
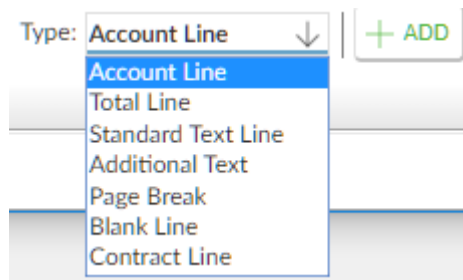
2. Enter a Description for the line. This is to help you identify the line when configuring the report – it will not be printed on the report itself.

3. Use the following fields to identify which accounts you want to include: **Account**, **Account Type**, **Sector**, **Expense**, plus the analysis set fields.

4. Populate the remaining fields as necessary.

   Company Group

   The group of companies to report on.

This allows the user to write reports which access COINS companies other than the 'current' company. I.e. you may be writing a report in company No. 001, but wish to report on companies 001, 002 and 003. Specify the company group to select from here. Note that it may therefore be desirable to create a company group for each individual COINS company (in the System module of COINS) as well as a group of 'all companies'. That way, you could specify a report that produced either report rows or columns of each COINS company, plus a consolidated view.

Currency Type

The base currency for conversion if you are using more than one currency.

Percent Line

The line number to reflect as a % of another row e.g. Profit as a % of Total Sales.

Enter the row number of the report that you would like to show this line amount as a percentage of. Note that the row number that you refer to must already exist in the report definition. (i.e. it must be above this current line in the report). i.e. row 10 could not contain a reference to row 11 in its percentage line field. However, row 11 could contain a reference to row 10.

Note that the Column tab lines must also be flagged as a % line for these calculations to work. Otherwise the report will show the value of the row, rather than its % value.

Divide Row

The line number to divide a row by another row.

Sort

The order to sort the report. This allows you to sort by account, account code element or analysis set so that accounts will show in an order different to the full account code sequence. You can have up to 5 levels of sort. e.g. 1 = Account, 2= Analysis Code, 3 = Branch, 4 = Dept, 5 = Detail.

Header/Footer Level

The level corresponds to a set of header and footer column fields configured in Report Columns. The header/footer allows you to specify which header/footer to use at the relevant break for the corresponding sort option. These header or footer lines are then referenced on the Column tab of the report.

e.g. if you put a 6 in the header/footer level, then it would use the columns you had set up for show on levels H6 and F6 when displaying the header and footers.

Print Line

Print the line on the report or just process to accumulate report values.

Print Zero

Print zero balances on the report.

Reverse Value

Display negative values as positive and vice versa.

Detail

To print balances in detail or a summary. Detail mode will show all account codes in the selected filter ranges for account codes with one line for each account code. Summary mode will total all account balances on this report as one line.

Print When

The type of balances to be printed on reports i.e. debits, credits.

Account Type

The type of accounts to be included in the report i.e. Balance Sheet only, Profit and Loss only, or All Accounts.

Save Into

This field is used for calculations and total rows of accounts which will then be printed and used on total lines. The unique name to group values for saving into this row i.e. the name of the accumulator. This allows you to add or subtract from a subtotal in a report (which you can 'name' to call upon later).

e.g. In a Profit and Loss Report, Sales might be added into an accumulator named for 'Sales' and Cost of Sales might be added into an accumulator named 'CoS' and these two would then be totalled into an accumulator called 'GP' for Gross Profit. Multiple Account lines and/or total lines can 'save into' a total.

Operand

This works with the 'Save Into' field for calculations. Determines whether the values are added to or subtracted from the accumulator value i.e. + or -

Class

The font name and size for the report e.g. Arial or Bold, 10pt or 12pt.

Variant

A variant to be used for Header or Footer Total.

Extra

The format for the variant.

5. Click Save ( ).

A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).

1.2.2.1 Percentage lines

You can show one line as a percentage of another. For example, if you have a billing line and want to show costs for a group of accounts as percentages of billing:

1. In the **Percent Line** field on the "account costs" row, enter the row number of the billing row. Note that the row number that you refer to must already exist in the report definition (that is, it must be above this current line in the report).

2. Set up a column to show the percentage cost; tick the **Percentage Value** field. (Note: if the **Percentage Value** field is not ticked, COINS will report the value of the row, rather than its percentage value.)

1.2.2.2 Calculating totals

To calculate totals for a group of accounts, add the values from the account lines into an accumulator, then show that accumulator on a total line. In the **Save Into** field, enter a code to identify an accumulator (you don't need to set the accumulators up anywhere). If the account row specifies a range or selection of accounts, the value from each account will be added to the accumulator.

Then create a Total line, and enter the code for the accumulator in the **Load From** field. You can add more than one accumulator together by entering a comma-separated list.

You can also subtract values from an accumulator, by setting the **Operand** field to -. For example, in a Profit and Loss Report, sales costs might subtract from "GP" for Gross Profit.
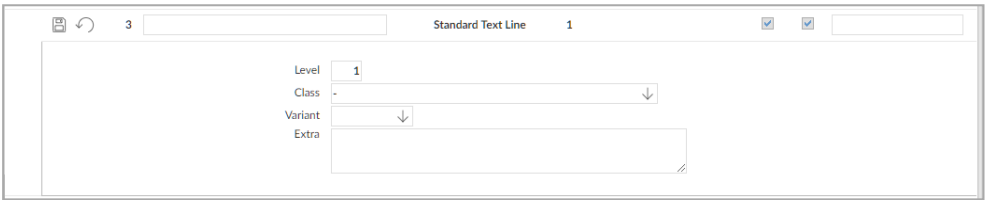
You can also add the value of a Total line into other accumulators to produce grand totals.

1.2.3   Adding a Standard Text Line

Standard Text Lines in report rows enable you to enter your own free text to enhance a report. This could also include underlining.

1. Select **Standard Text Line** as the row type option from the field dropdown list, and click Add ( ).

   A new line is created for a **Standard Text Line** in the report.

2. Enter the description for the **Standard Text Line** field to be printed on the report; for example, Trading Accounts

   The **Detail** and **Print** fields will be automatically ticked in order to print the **Standard Text Line** on the report.

3. Click Save ( ).

   A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).

1.2.4 Adding an Additional Text Line

An **Additional Text Line** in report rows enables you to enter more than one line of free text on a report, for example an address or a paragraph. It allows text to be displayed in the report which is not associated with account selections or total lines.

1. Click the **Additional Text** option from the type field column drop down list and click Add ( ).
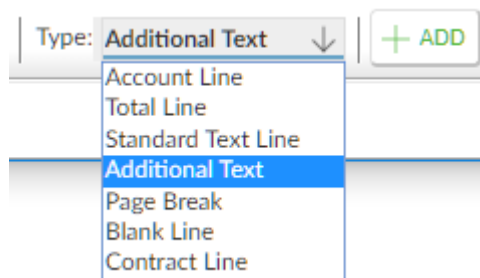
A new line is created for an **Additional Text Line** in the report.

The **Detail** and **Print** fields will be automatically ticked in order to print the **Additional Text** on the report.

2. Enter a description for the **Additional Text Line** e.g. EMEA

A large text field is then available in order to enter the additional text to be printed on the report e.g. EMEA DIVISION = Europe, Middle East and Africa.
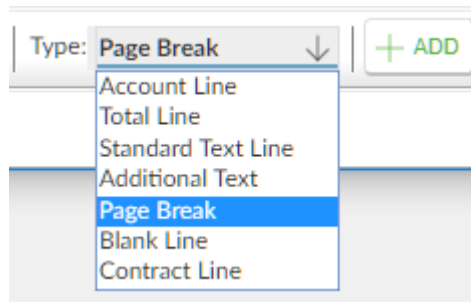

3. Click Save ( ).

A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).
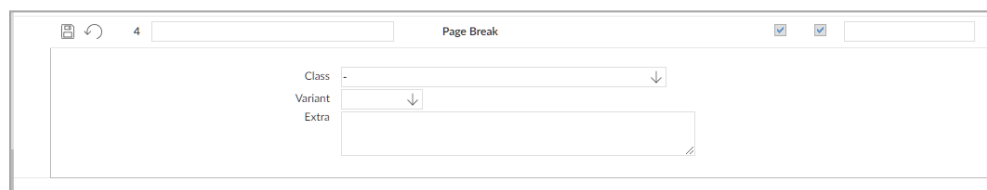
1.2.5 Page Breaks

You can add a Page Break to start a new page (for example, to display a new section of the report on a new page).

1. Select **Page Break** as the row type option from the type field drop down menu list, and click Add ( ).
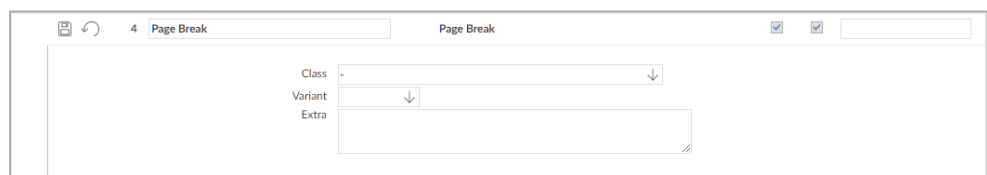
A new line is created for the **Page Break** in the report.

The **Detail** and **Print** fields will automatically default in order to print the **Page Break** on the report.

2. Enter the description for the **Page Break** Line e.g. Page Break
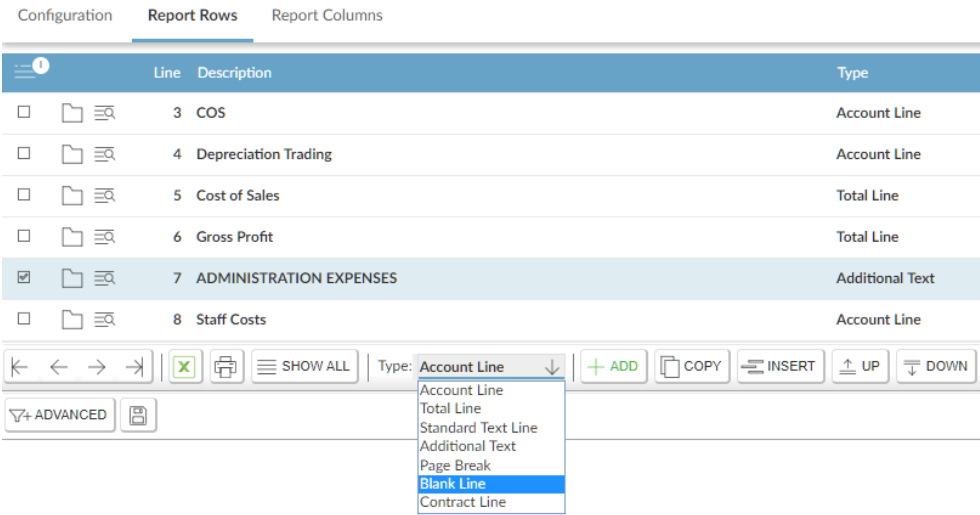
3. Click Save ( ).

A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).

1.2.6   Adding a Blank Line

You can add blank lines within the report to enable the data to be easily viewed and read. You may also want to have a blank line to space out the data and information from the totals.

When adding Blank Lines you may wish to use Insert ( ), rather than Add ( ). This will enable you to design the report first and add the blank lines where appropriate.

1. Select **Blank Line** as the row type option from the type field drop down list. Select the row immediately below where you require the Blank Line if you wish to insert a new blank line.

2. Click Add ( ) to add to the end of the report or click Insert ( ) if you wish to insert above the currently selected line.

   A new line is created for the **Blank Line** in the report.

   Leave the description field blank for a **Blank Line** to be printed on the report.

   The **Detail** and **Print** fields will be selected automatically in order to print the blank line on the report.

3. Click Save ( ).

   A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).

|					
☐	🗀	🔍	6	Gross Profit	Total Line
☐	🗀	🔍	7	Blank Line	Blank Line
☐	🗀	🔍	8	ADMINISTRATION EXPENSES	Additional Text

The report will show the additional Blank Line before the total.

Profit and Loss Detailed Report
Contractors QA
PERIOD: 911 30/09/11
GBP-Sterling

General Income Accounts	1,972,245
More Income Accounts	0
Royalties and Commission	0
Income from Investment	0
Other Income	1,940,937
Total	3,913,181

1.2.7   Adding a Contract Line

A **Contract Line** report row will display balances on the report, based on the Contract selections entered in the line. This allows contract information to be displayed on a GL report.

1. Select **Contract Line** as the row type option from the type field drop down list and click Add ( )**.**
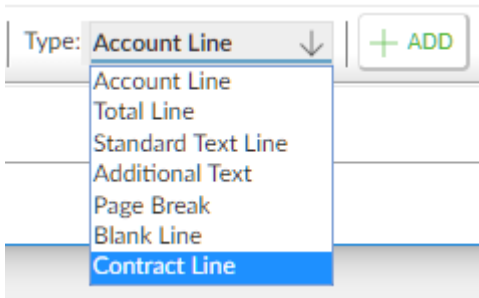
A new line is created for the **Contract Line** in the report.

The **Detail** and **Print** fields will automatically default in order to print the **Contract Line** on the report.

2. Enter the description for the **Contract Line** e.g. Africa Contracts.

3. Enter the **Contract Line** detail in the relevant fields. The fields are defined in the table below.

> **Level**
>
> > Contract lines at the same level will be displayed together in a column on the report.
>
> **Contract, Group, Type, Location, Manager, Client, Status of Contract**
>
> > Use these fields to select which contracts to include.

Active

Select whether to include only active contracts, only inactive contracts, or both.

Complete

Select whether to include only complete contracts, only incomplete contracts, or both.

Include Future Contracts

Tick the box to include future contracts.

Company Group

The Company Group to report on.

Currency Type

The base currency for conversion if you are using more than one currency.

Percent Line

The line number to reflect as a percentage of another row; for example, Profit as a percentage of Total Sales.

Divide Row

The line number to divide a row by another row.

Sort

The order to sort the report. Max 5 levels e.g. 1 = Account, 2= Analysis Code, 3 = Branch, 4 = Dept, 5 = Detail.

Header/Footer Level

The level corresponds to a set of header and footer column fields configured in **Report Columns.**

Print Line

Tick the box to print the line on the report or untick to just process to accumulate report values.

Print Zero:

Tick the box to print the line on the report even if it contains zero balances.

Reverse Value

Tick the box to display negative values as positive and vice versa.

4. Click Save ( ).

A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).

1.2.8   Totals

To calculate totals for a group of accounts, add the values from the account lines into an accumulator, then show that accumulator on a total line.

On each row you want to include in the calculation, in the **Save Into** field, enter a code to identify an accumulator (you don't need to set the accumulators up anywhere).

If the account row specifies a range or selection of accounts, the value from each account will be added to the accumulator.

Then create a Total line. Select Total Line in the Type dropdown, and click Add ( ).

Enter the code for the accumulator in the **Load From** field. You can add more than one accumulator together by entering a comma-separated list.

You can also subtract values from an accumulator, by setting the **Operand** field to
-. For example, in a Profit and Loss Report, sales costs might subtract from "GP" for
Gross Profit.

You can also add the value of a Total line into other accumulators to produce grand
totals.

The tickbox for Reset Accumulator is not required when producing reports in
COINS OA. You should leave this unticked.

To show the totals, you need to identify which columns the totals show on. In the
Show On field for the column, add **T1**.

1.3 Columns

The columns control what information is shown on each line. You can select from a number of different data items, and specify which row types each one is shown on. Information displayed will typically include descriptions of the rows and balances for account lines and total lines.

When adding a column, first select the type of item you want the column to contain.
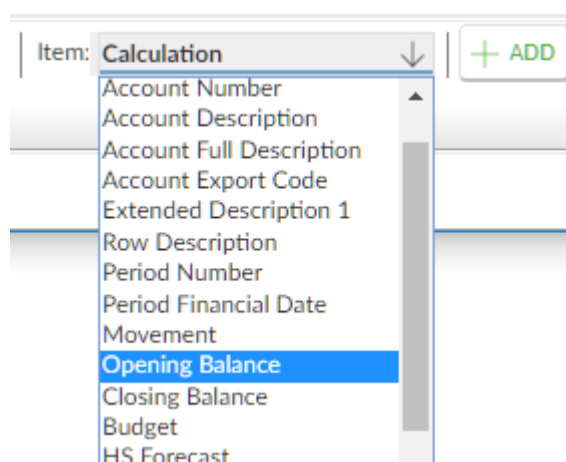
The **Label** is generally for your reference when configuring the report, to explain what the column shows; however, for Literal columns it is the text to print on the report.

1.3.1 "Show On" Codes

The "Show On" code is used on the columns to specify which row types the column is shown on. For example, to show the account balance on account rows and total rows, you would include **D.** and **T.** in the **Show On** field for the account balance. H and F refer to the sort headers and footers for account and contract rows.

The codes are:

Code	'Show On'
B	Blank Rows
Dn	Account (Detail) Rows
Fn	Sort footers
Hn	Sort headers

Code	'Show On'
J*n*	Contract (Job Costing) rows
S*n*	Standard text rows
X	Additional text rows

Where *n* is a number that represents a level.

Levels allow you to show different information in different sections of the report. Give the row types in each section different **levels**, and put the relevant level number after the "show on" code for each column. For example, you could have a report that has summary information on level 1, and account listings (with account descriptions) on level 2. Or you could have a report with account lines in one section showing closing balance and movement, and a second section with account lines showing budget and forecast:

Item type	Show On	Comment
Account code	D.	Show the account code on all detail rows
Account description	D.	Show the account description on all detail rows
Closing balance	D1	Show the closing balance for detail rows of level 1
Movement	D1	Show the movement amount for detail rows of level 1
Budget	D2	Show the budget amount for detail rows of level 2
Forecast	D2	Show the forecast amount for detail rows of level 2

1.3.2 Column widths

In the **Col** field, specify the starting position for the column. The starting position is (approximately) the number of characters across the page. Note that if the *format* of a column is wider than the difference between the two **Col** fields, the following columns will not be aligned.

1.3.3   GL Reporter Column Types

The GL Reporter provides several different column types.

1.3.3.1   Character Columns

Account Number	Shows the account code from an account line.
Account Description	Shows the account description from an account line.
Account Full Description	
Account Export Code	
Extended Description 1	
Row Description	Shows the label from a standard text line.
Analysis Sort Code	
Analysis Sort Description	
Analysis Sort Label	
Contract Number	Shows the contract code from a contract line.
Contract Name	Shows the contract name from a contract line.
Period End Date (Long)	Shows the financial date of the current period as text.
Today's Date (Long)	Shows today's date as text (for example: 12 September 2018).
Time	Shows the time when the report was run (for example: 17:43:40).
Company Name	Shows the name of the company from which the report was run.

1.3.3.2   Date Columns

Period Financial Date	Shows the financial date of the current period, or the period specified by the **Offset**, as digits.

Today's Date	Shows today's date as digits (for example: 12/09/2018).

1.3.3.3 Integer Columns

Period Number	Shows the current period number, or a period number specified by the **Offset**.

1.3.3.4 Literal Columns

| Literal	Shows the Label text from the column. Used for column headings.

1.3.3.5 Decimal Columns

Calculation	
Movement	
Opening Balance	
Closing Balance	
Budget	
HS Forecast	
GL Forecast	
GL Rolling Forecast	
Quantity Movement	
Quantity Opening Balance	
Quantity Closing Balance	
Quantity Budget	
Quantity Forecast	
HS Budget	
HS Sales Movement	
HS Sales Forecast	
Contract Report Store	
Period <= Reporting Period	
Period > Reporting Period	

1.3.4 Adding a Description Column

There are several column items you can use as descriptions on report lines, such as Account Description, Contract Number or Contract Name. See 1.3.3 - GL Reporter Column Types for a list of Character column types.

1. Select the appropriate description option from the Item field drop down list and click Add ( ).
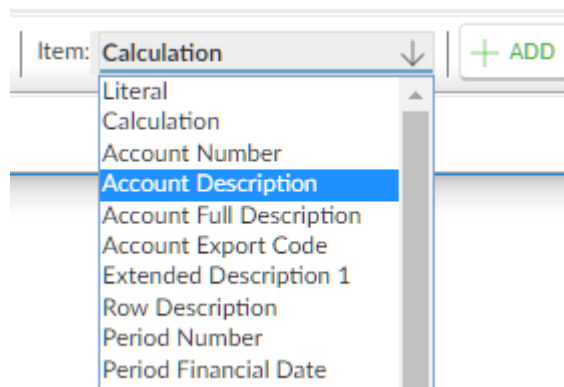
A new line is created for the description line in the report.

2. Enter the details for the description column in the relevant fields. The fields are defined in the table below.

Line

The line number that identifies this column in the setup.

Label

The description for the column. This is for your information when configuring the report.

Type

The data type of the column.

Format

The display format for the column value. Standard Progress display formats are used.

Show On

The line types that this column is shown on (for example, D1). See *Columns* in the online documentation.

Row

The row number to display the value.

Col

The column number to display the value.

Item

This displays a description of the column type being added.

Alignment

The alignment of the column.

Class

The font name and size for the report e.g. Arial or Bold, 10pt or 12pt.

Variant

A variant style to be used for Header or Footer Total.

Extra

The format for the variant style.

3. Click Save ( ).

A new line is displayed; click the **Undo** button.

1.3.4.1 Adding Row Descriptions

The second way of adding descriptions is to use the descriptions for the data you have already entered on the **Report Row** tab.

You can use the details entered rather than the actual names of the accounts. This is more widely used when consolidating the accounts to show a summary rather than the full details.

1. Select the **Row Description** option from the dropdown list and click Add ( ).
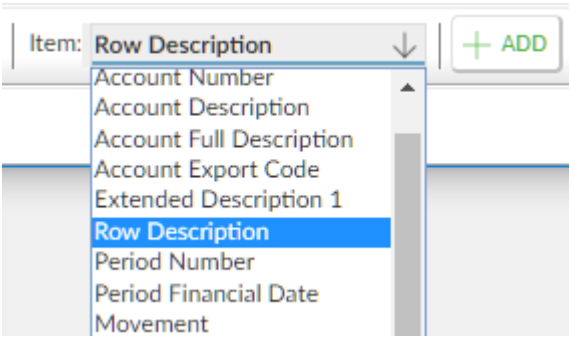
2. Enter the details in the relevant fields for the row's data to be displayed.

3. Click Save ( ).

   If the wrong formatting is shown you can truncate the characters that are displayed in the description column. You may have to open the line and change the number of characters to be displayed.

Construction Co
BALANCE SHEET
31st January 2017

FIXED ASSETS

Asset purchase/disposal

Development costs

Patents,trademarks,etc

Goodwill

Payments on account

Intangible assets

The report can be run and the details are available to be shown.

1.3.5   Adding a Literal Column

A **Literal Report Column** (**LI**) will display text entered in the Label field of the column type. As an example, this could be used for column headings.

1. Select **Literal** from the Item field drop down list and click Add ( ).
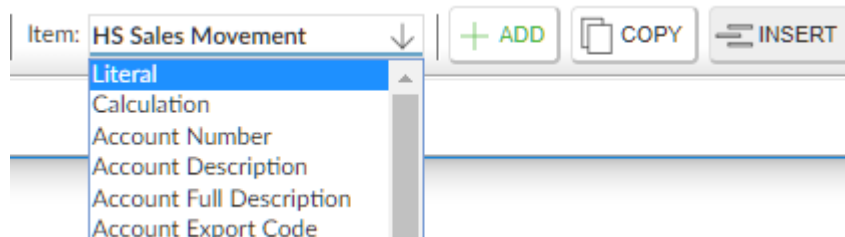
A new line is displayed.

2. Enter the **Literal** line detail in the relevant fields. The fields are defined in the table below.

Line

The line number that identifies this column in the setup.

Label

The description for the column. This is the actual text that is shown in the column.

Type

The data type of the column.

Format

The display format for the column value. Standard Progress display formats are used.

Show On

The line types that this column is shown on (for example, H.). See *Columns* in the online documentation.

Row

The row number to display the value.

Col

The column number to display the value.

Item

This displays a description of the column type being added.

Alignment

The alignment of the column.

Class

The font name and size for the report e.g. Arial or Bold, 10pt or 12pt.

Variant

A variant style to be used for Header or Footer Total.

Extra

The format for the variant style.

3. Click Save ( ).

   A new line is displayed for you to enter the next **Literal Line**.

4. Click Undo ( ) to remove the line.

1.3.6   Decimal Columns

A **Decimal Report Column (DE)** will display balances for accounts or contracts, for example, Closing Balance, Budget and Movement. See 1.3.3 - GL Reporter Column Types for a list of Decimal columns.

1. Select a decimal column option from the type field drop down list and click Add ( ).
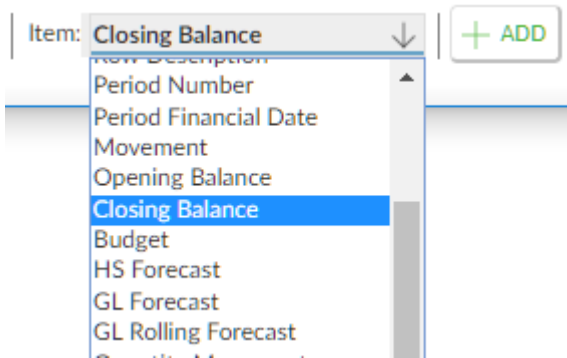
A new line is created for the **Decimal** line in the report.

2. Enter the **Decimal** line details in the relevant fields. The fields are defined in the table below.

Line

The line number that identifies this column in the setup.

Label

The description for the column. This is for your information when configuring the report.

Type

The data type of the column.

Format

The display format for the column value. Standard Progress display formats are used.

Show On

The line types that this column is shown on (for example, D1). See *Columns* in the online documentation.

Row

The row number to display the value.

Col

The column number to display the value.

Calculation

The calculation to be performed for this column.

Item

This displays a description of the column type being added.

Mask

The GL account mask to be applied to values in this column.

Period

(Not used on opening/closing balance columns or calculations). The period for which the value should be shown. For example, This Period (TP), This Year (TY), or a specific period number.

Offset

The GL period offset to be applied. This is a positive or negative number that determines which GL period should be used to determine the values for this row. A value of '-1' means the previous GL period to the period selected when the report is run. A value of -12 will be 12 periods earlier and +1 will be the next period. To choose a fixed period, enter ! plus the number; for example, !12-1 will be period 12 of last year.

Presentation Currency

The base currency to use for this column. This is normally used for [consolidating across companies](#).

Company Group

The Company Group to report on.

Currency Conversion Rate Code

The company currency conversion type to be used to convert the value. Used if different companies are being reported and the companies have different base currencies.

Reported Percentage

The percentage amount by which the column calculation will be multiplied.

This is intended for use where only a proportion of the value of transactions is to be reported, such as for a joint venture where it has been agreed that only a percentage of the value belongs to your company. Note that 0% is not valid and the processing will assume 100% in that case.

Budget

(Only used on Budget and Forecast columns) The budget code for the required budget.

Event

(Only used on HS Movement and Forecast columns)

Stage

(Only used on HS Movement and Forecast columns)

Forecast

(Only used on HS Budget columns)

Store

(Only used on Contract Report Store columns) The contract report store to retrieve the value from.

Reverse Sign

Tick this to reverse the sign of the amount being displayed.

Percentage Value

Tick this to show the value as a percentage.

Alignment

The alignment of the column.

Class

The font name and size for the report e.g. Arial or Bold, 10pt or 12pt.

Variant

A variant style to be used for Header or Footer Total.

Extra

The format for the variant style.

3. Enter the description for a **Decimal** line to be printed on the report.

4. Click Save ( )**.**

A new line is displayed for you to enter the next **Decimal** line.

5. Click Undo ( ) to remove the line.
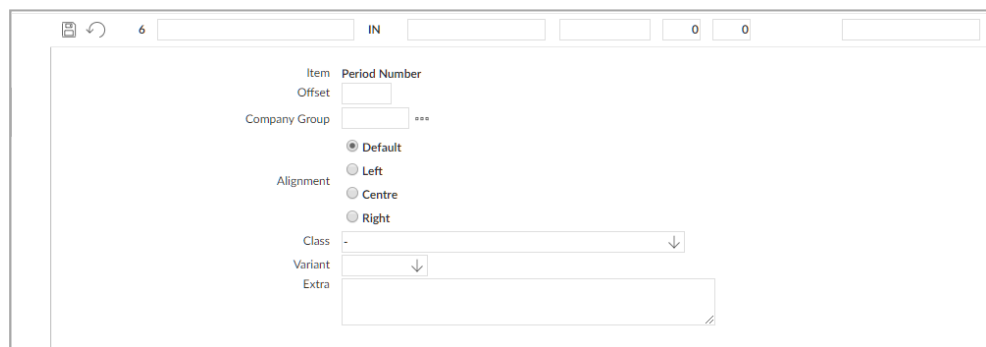
1.3.7   Adding an Integer Column

An **Integer** (**IN**) Report Column is used to display numbers without decimal places. For example the line type Period Number in the heading of a column. See 1.3.3 - GL Reporter Column Types for a list of Integer columns.

1. Select the appropriate integer option from the type field drop down list and click Add ( ).

A new line is created in the report.

2. Enter the details in the relevant fields. The fields are defined in the table below.

> **Line**
>
> > The line number that identifies this column in the setup.
>
> **Label**
>
> > The description for the column. This is for your information when configuring the report.
>
> **Type**
>
> > The data type of the column.

Format

The display format for the column value. Standard Progress display formats are used.

Show On

The line types that this column is shown on (for example, H.). See *Columns* in the online documentation.

Row

The row number to display the value.

Col

The column number to display the value.

Item

This displays a description of the column type being added.

Offset

The GL period offset to be applied. This is a positive or negative number that determines which GL period should be used to determine the values for this row. A value of '-1' means the previous GL period to the period selected when the report is run. A value of -12 will be 12 periods earlier and +1 will be the next period. To choose a fixed period, enter ! plus the number; for example, !12-1 will be period 12 of last year.

Company Group

The Company Group to report on.

Alignment

The alignment of the column.

Class

The font name and size for the report e.g. Arial or Bold, 10pt or 12pt.

Variant

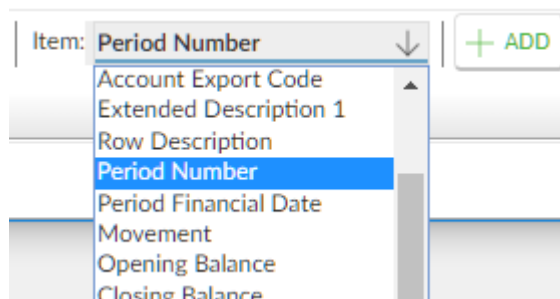A variant style to be used for Header or Footer Total.

Extra

The format for the variant style.

3. Click Save ( ).

A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).

1.3.8   Adding a Date Column

You can show today's date, or a financial period date in the report. You can display dates either as figures or as text. The text options (with **(Long)** in the name) are character-format columns. See 1.3.3 - GL Reporter Column Types for a list of Date columns.

1. Select the appropriate date option from the type field drop down list and click Add ( ).
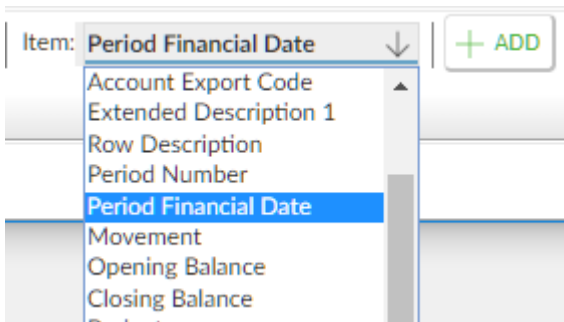
A new line is created in the report.
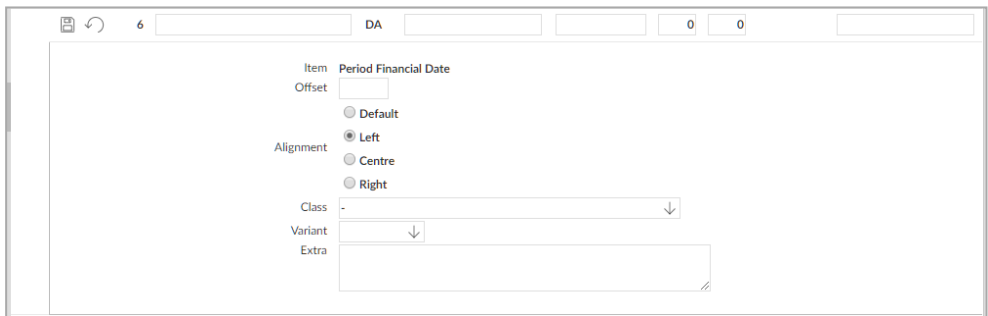
2. Enter the date line details in the relevant fields. The fields are defined in the table below.

Line

The line number that identifies this column in the setup.

Label

The description for the column. This is for your information when configuring the report.

Type

The data type of the column.

Format

The display format for the column value. Standard Progress display formats are used.

Show On

The line types that this column is shown on (for example, H.). See *Columns* in the online documentation.

Row

The row number to display the value.

Col

The column number to display the value.

Item

This displays a description of the column type being added.

Offset

The GL period offset to be applied. This is a positive or negative number that determines which GL period should be used to determine the values for this row. A value of '-1' means the previous GL period to the period selected when the report is run. A value of -12 will be 12 periods earlier and +1 will be the next period. To choose a fixed period, enter ! plus the number; for example, !12-1 will be period 12 of last year.

Alignment

The alignment of the column.

Class

The font name and size for the report e.g. Arial or Bold, 10pt or 12pt.

Variant

A variant style to be used for Header or Footer Total.

Extra

The format for the variant style.

3. Click Save ( ).

A new line is displayed. If you do not want to add another line of the same type, click Undo ( ).
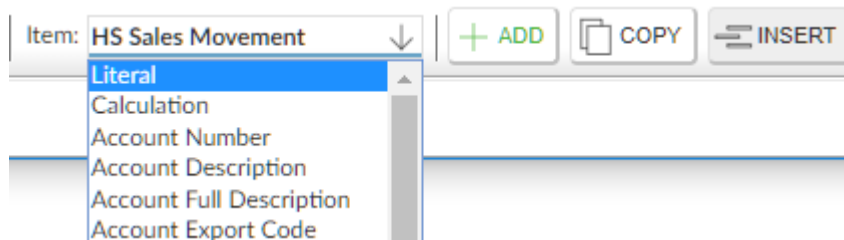
1.3.9 Creating Headers

To show headings for the columns on your report, use Literal columns and place them in the Header section of the report.

1. Select **Literal**from the Item field drop down list and click Insert ( ).

It is recommended that you keep the headers together and the body of the data together.

2. In the **Label** field, enter the text that you wish to display. Take care to type this correctly, as what you type will be displayed in the report.

3. Enter the **Row** as a negative figure, as this will denote this is a header field and therefore will not be included in the body of the report.
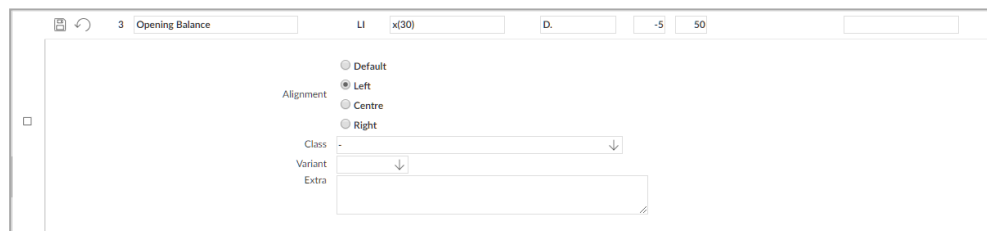
As this is a **Header** you may also want to have a different font, or make the text Bold.

4. Click Save ( ).

1.4   Sorting, Headings and Totals

You can sort and group the account and contract lines based on the account elements or analysis, or the contract analysis. You do this by identifying, in the **Sort** field on the account (or contract) row, which elements or analysis fields you want to sort by. These are identified by numbers as follows:

Account rows	Contract
1. Account	1. Contract Number
2. Element 1 of account structure	2. Contract Group
3. Element 2 of account structure	3. Contract Type
4. Element 3 of account structure	4. Contract Location
5. Element 4 of account structure	5. Contract Manager
6. Analysis Set 1	6. Contract Client
7. Analysis Set 2	7. Analysis Set 1
8. Analysis Set 3	8. Analysis Set 2
9. Analysis Set 4	9. Analysis Set 3
	10. Analysis Set 4

For example, if the structure of your account codes is **Division.Department.Account**, and you want to sort by division, then by department then by account, enter **2 3 4** in the **Sort** field boxes on the account row.

You can include headings with each sort level, such as:

Division 00 North

Department 03 Surveying

1.4.1   To add sort headings:

1. Enter a level number in the **Header/Footer Level** field, below each sort level you want a heading for. For example, on an account line:

Sort	2	3	4	This will sort by division, then by department then by account (if your accounts are structured as described above).
Header/Footer Level	1	2		This will put a division header on header level 1 (Show On = H1), and a department header on header level 2 (Show On = H2).

2. Enter columns for the analysis label, code and description. For example:

Line	Label	Type	Format	Show	Row	Col	Calculation
7	Analysis Sort Label	CH	x(10)	H1,H2	1	2	
8	Analysis Sort Code	CH	x(3)	H1,H2	1	20	
9	Analysis Sort Description	CH	x(20)	H1,H2	1	30	

The **Show On** heading levels (for example, H1,H2) correspond to the Header/Footer Levels you specified on the account row.

3. Alternatively, if you want to use something other than the sort analysis label, code and description, enter Literal items on the Report Columns tab, with the text you want in the **Label** field and the appropriate header level (such as H1 or H2) in the **Show On**field.

1.4.2 Totals

You can add subtotals after each account group. Include the appropriate footer level (for example, F1 or F2) in the **Show On** fields for the columns for which you want to show subtotals.

To add a total at the end of the report, create a Total row after the Account row, and include the total level (for example T1) in the **Show On** field.

1.5   Summary Lines

There are two different ways to display summary totals:

Use a summary account row.

1. On the Report Rows tab, set up a line to show the accounts you are interested in.

2. Make sure that the **Detail** tickbox is not ticked.

3. Tick the **Print Line** tickbox.

This will print a single line of the total of the accounts that were selected.

Set up non-printing account lines and add these to a total line.

1. On the Report Rows tab, set up a line to show the accounts you are interested in.

2. Make sure that the **Print Line** tickbox is not ticked.

3. Tick the **Detail** tickbox.

4. In the **Save Into** field, enter the code for an accumulator.

5. Set up a Total line, and enter the accumulator code in the **Load From** field.

In many cases both these methods will produce the same results. However, consider the following situation:

Suppose you want to show the total debits and credits on a group of accounts. A summary account row would show the net total value (either positive or negative). Non-printing "detail" account lines could be configured to add debits and credits into separate accumulators, and thus show total debits and total credits.

Similarly, you may wish to add a number of account lines or totals into a grand total. In a Total line, you can enter a comma separated line of accumulator codes that you wish to add into that Total line.

1.6 Formatting

1.6.1 Text styles

You can choose the text style (for example: typeface, colour, border and size) for the whole report using the **Class** field on the Configuration tab. You can also apply different styles to lines or columns on the report using the **Class** field on the row or column. For each class, you can also select one of the pre-defined variants; for example, a Subtotal variant might be underlined, and a Total variant might be bold and underlined. Classes and variants are set up using *Report Class* in the System module.

You can also use additional formatting on individual rows or columns.

1.6.2 Character formatting

You can apply standard Progress formatting to a column on the report to control, for example, the width of the column or how numbers are displayed. Enter the format in the **Format** field on the column.

1.6.3 Underlining

Standard text lines allow you to insert underlining etc. into the report. This technique is really confined to GL reports that are run in COINS^{plus} because all text uses fixed pitch fonts. This is not generally the case with OA PDF output.

First, on the Report Rows tab add the standard text lines into the report, at the point in the structure where you wish them to appear.

Then on the Report Columns tab, input what you would like to be displayed on a standard text line. COINS will then display these items at every occurrence of a Standard Text Line on the Report Rows tab.

		Line	Label	Type	Format	Show On	Row	Col	Calculation	Status
☐		1	Row Description	CH	x(30)	d1,t1	5	1		
☐		2	Closing Balance	DE	(>>>,>>>,>>9.99)	d1,t1	5	32		
		3	--------------------------	LI	x(30)	s1	5	32		

Alignment
◉ Default
◯ Left
◯ Centre
◯ Right

Class -
Variant
Extra

Note that you can use differing effects with Standard Text Lines by using different 'Levels' in the report. For example, in the example above, you could put single underlines on level 1 (and therefore 'show on' s1) and double underlines on level 2 (and therefore 'show on' s2).

1.7   Report Tokens

Report tokens allow you to embed 'run time selections' in your report. For example, you might produce a single report that can be run for individual departments or sectors within the business (choosing which department or sector when you run the report).

A token is designated by a $ (dollar) sign followed a character to differentiate it. For example, **$A** = one token, **$B** = another token.

To use tokens effectively, you must embed them in your report CONSISTENTLY throughout the rows where (for example) COINS makes an account selection.

For example, the account selection:

00.0000 to **00.9999**

would just select accounts for department 00. But the selection:

$A.0000 to **$A.9999**

would allow the user to choose which department when they run the report. COINS will print information regarding the selection automatically on the heading of a report containing tokens.

You could also use different tokens, to allow the user to select a range of departments; for example:

$A.0000 to **$B.9999**

Tokens can be embedded either in account rows or in columns within a report. Whichever option is used, they MUST then be used consistently throughout the report.

To add a token in a report row

For example if you wanted to specify the Sectors for the report at run-time:

1. Use the Open button to update the required row.

2. Enter $ followed by a character (for example, S) in the **Sector** field of an Account Line.

3. Save the changes to the report row.

To add token in a report column

For example if you wanted to specify the Budget code for the report at run-time:

1. Use the Open button to amend the line for the required column.

2. Enter $ followed by a character (for example, B) in the **Budget** field of the column.

3. Save the changes to the Report Column.

To generate report tokens

You need to generate the report tokens so that you can add labels for them.

1. Run the **Report Tokens** option (under Options at the top right of the screen).

   COINS generates or updates the tokens on the Report Tokens tab, based on any tokens you have used in the report configuration.

2. On the Report Tokens tab, enter the prompts you want to use for each token. For example, when the user runs your report you might want to prompt them to 'Enter Division' and be provided with a COINS look up for divisions.

1.8   Multi-Currency and Joint-Venture Reporting

If you use multiple COINS companies (kcos) to record the transactions of other group entities (subsidiaries, associates, joint ventures, etc.), you may need to produce single entity and/or "consolidated" reports. This is more complex if the functional currency (base currency) is different from one company to the next - "consolidated" reports often need to use a common "presentation" currency. This may also require including varying percentages of joint venture(s).

The GL reporter allows you to:

- Vary the base/alternative base currency for particular columns that use company groups and make it different from the one chosen for the whole report.

- Apply a percentage rate to the column value. For example, in joint ventures you may only want to count part of the total value in the consolidated figures.

1.8.1   To configure a consolidated report:

1. Use *Company Group Maintenance* to set up company groups as required:

   - Set up a group that contains **all** the companies you want to consolidate across.

   - Set up groups for each combination of companies you want to show in a single column. For each of these groups, all the companies in the group should use the same base currency or alternative base currency.

   - It is useful to also create a company group for each individual company. This allows company comparisons within a single report.

2. Typically you would write the report in the company that uses the presentation currency as its base currency.

3. On each row, in the **Company Group** field, enter the company group that includes all the companies you want to report on.

4. On each column, when adding any relevant decimal item (Opening Balance, Closing Balance and Movement) :

- In the **Company Group** field, enter the company group that includes the companies whose figures you want to add together. These could be groups that include a single company only, or they could include several companies that use the same base or alternative base currency.

- Specify which currency to show (the base currency or one of the alternative base currencies).

For example, if you have companies as follows:

Company	Base currency	Alternative Base Currency 1
1	GBP	
2	EUR	GBP
3	USD	GBP

you would use a company group on the report rows that includes companies 1, 2 and 3. You could then configure separate report columns for each company:

- Column 1 would specify a group that only included company 1, and would use "base" currency.

- Column 2 would specify a group that only included company 2, and would use "alternative base 1".

- Column 3 would specify a group that only included company 3, and would use "alternative base 1".

Alternatively, you could consolidate companies 2 and 3 in a single column, using a group that included both companies, and again used "alternative base 1".

1.8.2   To report a percentage of the total (for a joint venture):

When adding any relevant decimal item (Opening Balance, Closing Balance and Movement):

1. Enter the percentage to report on in the **Reported Percentage** field.

1.8.3   To report in a different currency:

1. Choose the currency to display (the base currency or one of the alternative base currencies).

2. You must also have a value in the **Company Group** field.

When the report is run, If the reporting company is included in the company group, the column will be displayed using the base/alternative base currency set against the column, instead of the report currency.

1.9 Running Reports

When reports have been configured they are available to be run and optionally printed or emailed.

1. Navigate to the **Reports** menu and select **Configurable GL Reporter** to run reports.

   A browse screen lists reports that have been configured.
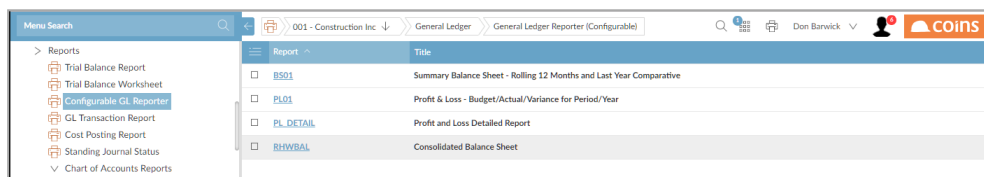
2. Choose the required report by selecting the report name e.g. PL_DETAIL.

   The **Main** tab is displayed.
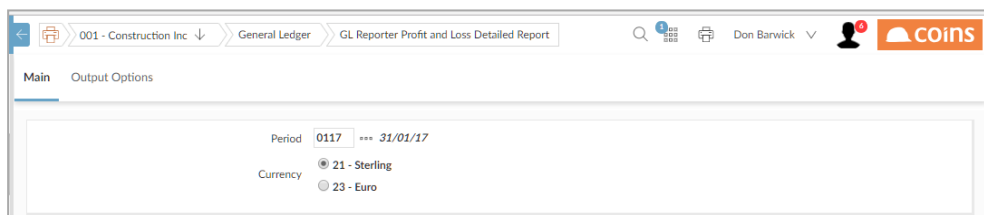
Field:	Description:
Period	The current period end will be displayed as a default, alternatively use the drop down menu to select a different period for the report.
Currency	Will default to the base currency or choose another currency for the report i.e. a reporting currency.

   If tokens have been configured in your report select the **Tokens** tab to enter your selections for the token e.g. Sector.

3. Select the **Output Options** tab and choose how the printed output from the configured report will be produced.

4. Use the **Next** button to move forward to the next screen.

    A message will indicate that the report has run successfully.

5. Another message will indicate when the report is complete,.

6.

7. Click the link on the message to open the report.

8. Alternatively, click the Reports button in the page header to open Report Status.

9. Click the report description to view the report.

Firstbase Profit and Loss Report by Period
Contractors QA
PERIOD: 811 31/08/11
GBP-Sterling

|	Sector 00	Sector 01	Sector 02	Sector 03	Sector 04	Total
Sales	155,000	0	0	0	0	155,000
Cost of Sales	64,650	0	0	0	0	64,650
Gross Profit	90,350	0	0	0	0	90,350
Distribution Costs	0	0	0	0	0	0
Selling & Marketing Costs	0	0	0	0	0	0
Research & Development Costs	0	0	0	0	0	0
Staff Costs	0	0	0	0	0	0
Motor & Travelling Expenses	0	0	0	0	0	0
Occupation Costs	0	0	0	0	0	0
Operational Costs	(678)	0	0	0	0	(678)
Legal, Professional & Audit	0	0	0	0	0	0
Other Administration Costs	0	0	0	0	0	0
Other Operating Income	0	0	0	0	0	0
Financing Income	0	0	0	0	0	0
Taxation	0	0	0	0	0	0
Minority Interests	0	0	0	0	0	0
Extraordinary Income	0	0	0	0	0	0
Extraordinary Charges	0	0	0	0	0	0
Dividends Paid & Proposed	0	0	0	0	0	0
Finance Costs/Non-equityShares	0	0	0	0	0	0
Total Overheads	678	0	0	0	0	678
Net Profit	91,028	0	0	0	0	91,028

1.10 Copying Reports

You can copy General Ledger Reporter reports as the basis for creating a new report, which can then be modified as required. This process copies all details of the report to a new report code within the same company.

If you want to copy a report to a different General Ledger company, use the export report and import report functions.

1. Select the report to be copied.
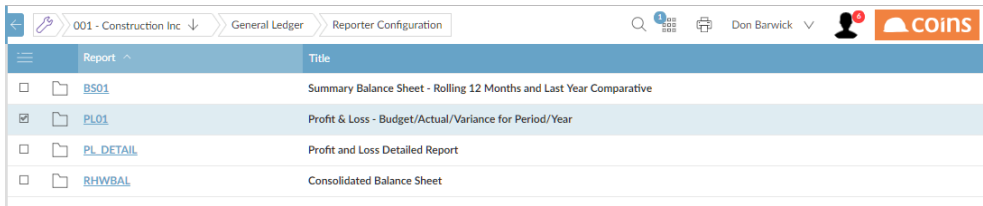
2. Click Copy ( ).

3. The report will be copied and the **Reporter Configuration** screen will displayed for the new report.
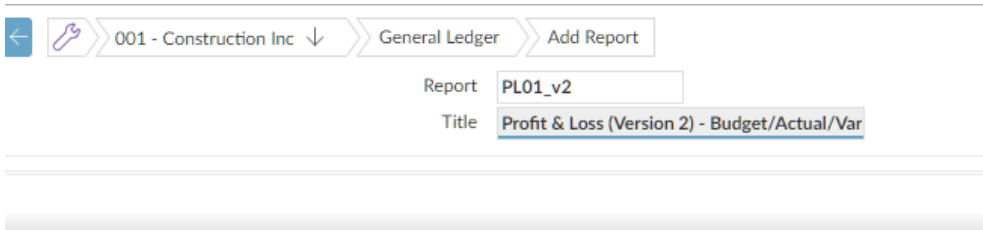
4. Give the new report a new name and title.

5. Click Save ( ) to move on to the next screen, where you can make changes to the **Configuration**, **Report Row**s and **Report Columns**.

1.11 Export and Import Reports

General Ledger Reporter reports may be exported from one General Ledger company to another company using these two functions. These export and import functions will copy all details of the report to a different General Ledger company, using the same report code.

> Note: This will overwrite any existing report with the same report code and no message will be given to indicate this.

You must use the export report and import report functions to copy a report to a different General Ledger company.

1. Click the report code link for the report to be copied from one General Ledger company.

2. The next **Export Report** function screen will be displayed showing the details of the report in the **Report Data** text box.

3. Use the Right Mouse click menus to 'Select all' and then 'Copy' to copy the full report definition text to the Windows clipboard.

4. Then go to the second General Ledger company and the *Import Report* function (it may be preferable to have this already opened in a second window). The *Import Report* function screen will be displayed with an empty data text box.

5. Use the Right Mouse click menus to 'Paste' the previously selected text into

the import text box.
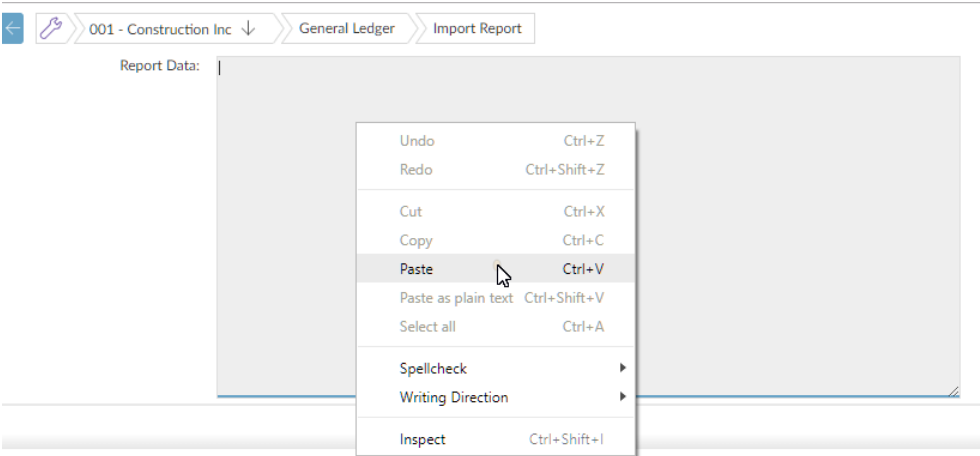
The full report text will be shown in the text box.
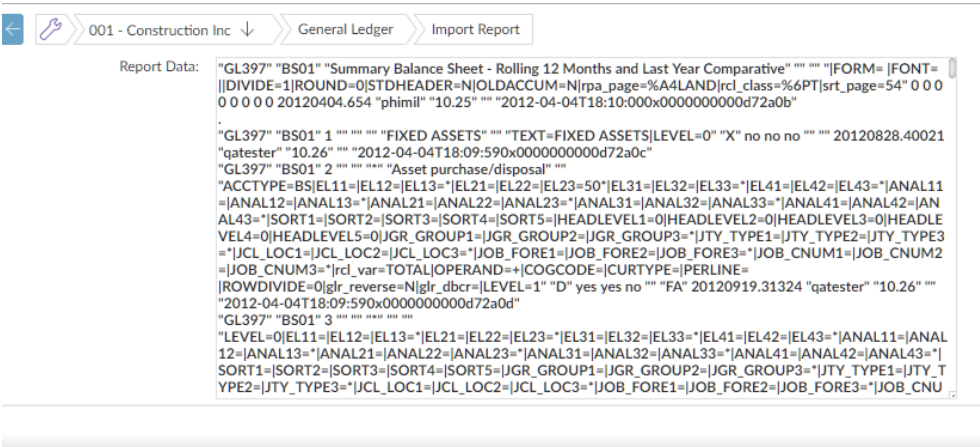
6. Save the report by clicking Save ( ) at the bottom right of the screen.