



# **Global 3000 Service Pack Note**

## **Update to General Ledger Management Reports Dialogue**

<b>Author</b>	DCP	
<b>Project</b>	ZG60_000130.docx	
<b>Version</b>	1.0	1 of 6

## INTRODUCTION

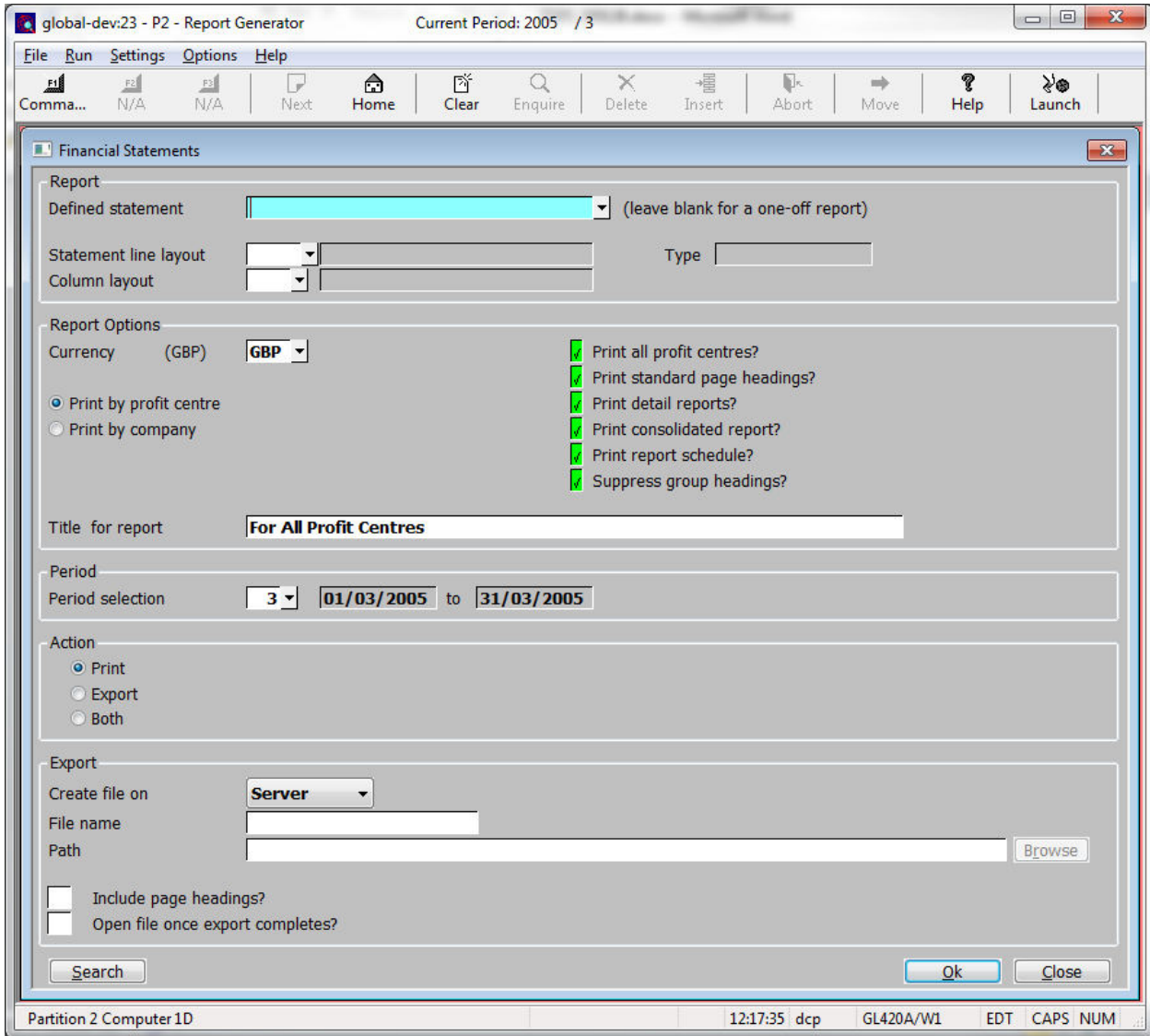
This service pack updates the dialogue used to produce management reports.

The separate dialogue windows used by Management Reports, Profit and Loss and Balance Sheets have been combined into a single selection window.

In addition, you can now mark a Statement Line Layout, Column Layout or Standard Report as Active/Inactive to exclude items that are no longer required (but are to be retained for historical reporting purposes) from financial reports selection.

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# Management Reports Window



**Purpose** This window appears when you select one of “Balance Sheet”, “Profit and Loss” or “Management Reports” from the General Ledger Reports Menu.

**Defined Statement** (Only if you selected “Management Reports” from the General Ledger reports menu).

Press the search button to display a list of standard statement definitions. Selecting a definition fills in the report options specified for that definition and then takes you to the Period Selection prompt.

If you leave this field blank, you are now creating a one-off report and will be prompted for a Statement Line Layout, Column Layout and all other report options.

**Statement Line Layout** (Display only if you selected “Management Reports” from the General Ledger reports menu and then selected a defined statement).

Enter the required Statement Line Layout. A search is available.

If you selected “Balance Sheet” or “Profit and Loss” from the General Ledger

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report menu, you must select a layout of that type.

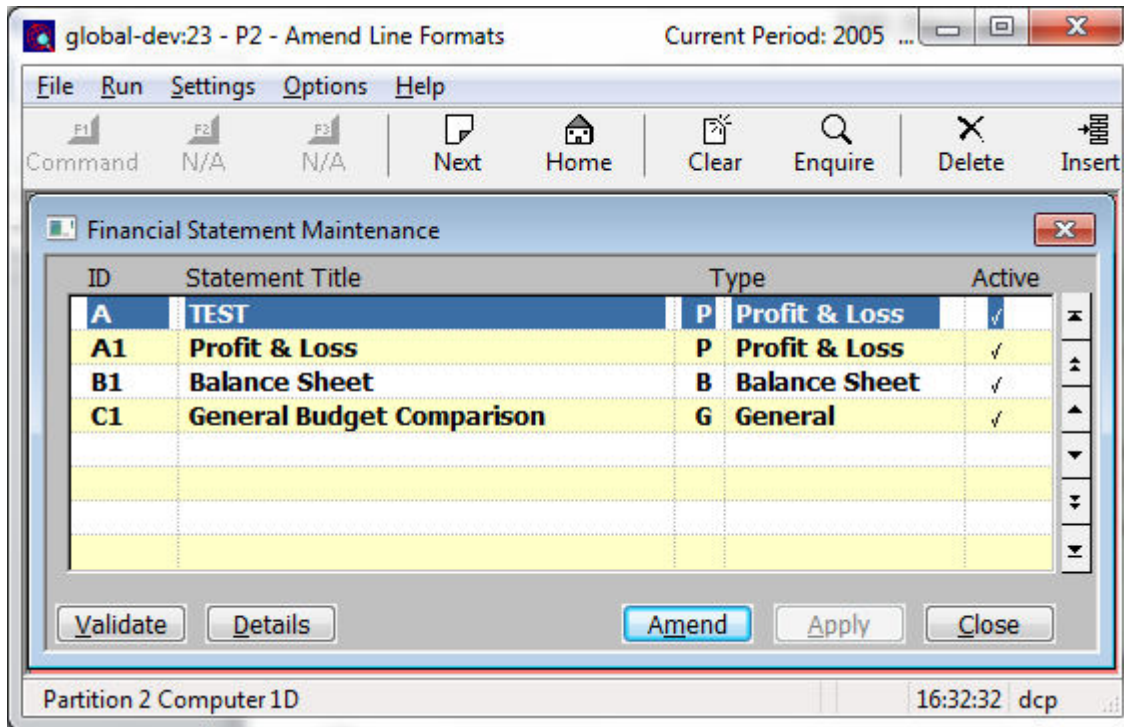
If you are running a one-off report, any layout type may be selected.

**Type** (Display only). This field shows the type of Statement Line Layout being used for the current Report.

**Column Layout** (Display only if you selected “Management Reports” from the General Ledger reports menu and then selected a defined statement).

Enter the required Column Layout. A search is available.

## Financial Statement Maintenance Window

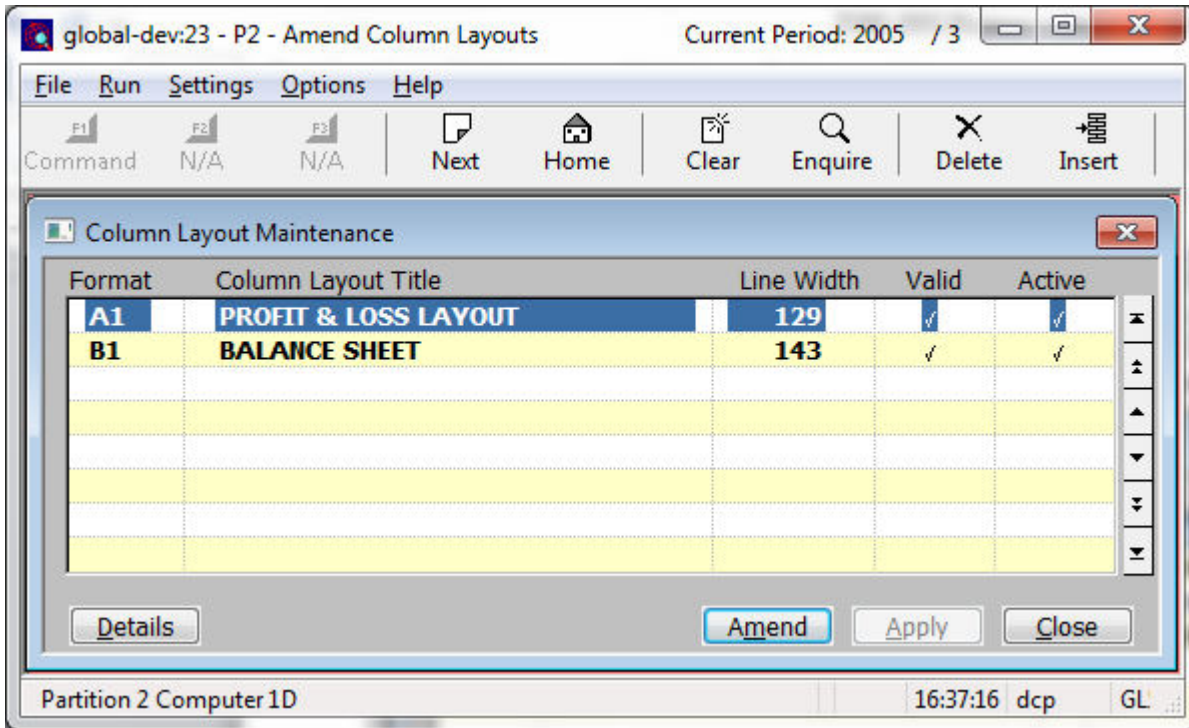


**Active** If you no longer want a statement line layout to be used for current reports, but wish to retain it for historical reporting purposes, you can mark it as no longer active.

Statement Line Layouts that are not active are not available for selection in the Balance Sheet, Profit and Loss or Management Reports.

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# Column Layout Maintenance Window

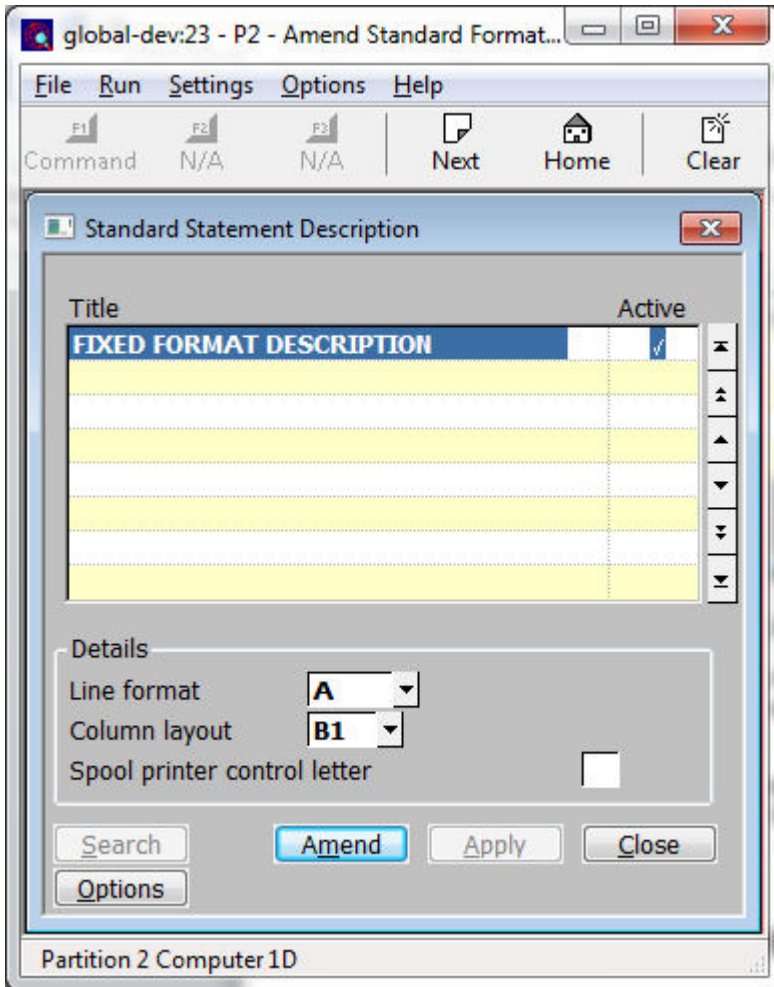


**Active** If you no longer want a statement column format to be used for current reports, but wish to retain it for historical reporting purposes, you can mark it as no longer active.

Statement column formats that are not active are not available for selection in the Balance Sheet, Profit and Loss or Management Reports.

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# Standard Statement Description Window



**Active** If you no longer want a Standard Statement to be used, but wish to retain it for historical reporting purposes, you can mark it as no longer active.

Standard Statements that are not active are not available for selection in Management Reports.

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