

Global 3000 Service Pack Note

GL Financial Reporting - Formatted Spreadsheets

INTRODUCTION

Author	DCP	
Project	ZG60_000152.docx	
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This service pack provides the ability to export GL financial reports as formatted Microsoft Excel spreadsheets. In addition a number of reports can be grouped together in a 'report pack' and then printed/exported together.

The changes are:

- A new General Ledger system parameter has been added (named 'Export management reports to Excel formatted spreadsheets'), when set management reports are loaded in to an Excel formatted spreadsheet whenever they are exported.
- A new option (labelled 'Amend Report Packs') has been added to the 'Statement Definitions' sub-menu. A report pack is a group of existing standard reports that are printed/exported together.
- General Ledger 'Management Reports' has been updated to allow a report pack to be selected, selecting a report pack causes each report belonging to it to be produced in sequence.

When General Ledger is configured to export management reports to Excel formatted spreadsheets:

- The path that they are exported to is fixed to the '\GLReports' folder within the 'GX' folder (e.g. 'C:\GX\GLReports') on the users' desktop (the system automatically creates this folder if it does not already exist).
- If a report pack (rather than an individual report) is exported, the reports are merged (as separate 'tabs') in a single spreadsheet the filename of which is the name of the report pack.
- The appearance of the formatted spreadsheet is controlled by a customisation spreadsheet (GLReportsCust.xlsx). This can be tailored using the 'Customise' button available via the 'Excel Formatted Statements' parameter window.

Technical Requirements/Initial System Set-Up:

- A pre-supplied customisation spreadsheet named GLReportsCust.xlsx is required in the GSM 'Customisations' folder on the server.
- A pre-supplied macro enabled spreadsheet named glreports.xlsm is required in the GSM 'Customisations' folder on the server.

These files can be downloaded from <u>http://www.global3000.co.uk/g36/ZG60_000152_SETUP.zip</u> Once downloaded place the two files in the GSM 'Customisations' folder on the main server.

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Examples

Assuming a report pack named 'Monthly' is created containing the following standard reports and configured to export its contents.

Report name	Tab name
Balance Sheet 1	Balance Sheet
Standard Profit and Loss	PNL
Report 01	Report 1
Report 02	Report 2

If management reports are exported to Excel formatted spreadsheets a single spreadsheet (named 'Monthly.xlsx) is created in the 'GLReports' folder within the GX folder on the users' desktop. The spreadsheet will contain one tab for each of the four reports forming the report pack and will be formatted based on the formatting information in the customisation spreadsheet (GLReportsCust.xlsx).

If management reports are **not** exported to Excel formatted spreadsheets, the following four files will be generated in the folder specified by the user at runtime.

Monthly.1.csv	Contains the data export for the Balance Sheet 1 statement.
Monthly.2.csv	Contains the data export for the Standard Profit and Loss
	statement.
Monthly.3.csv	Contains the data export for the Report 01 statement.
Monthly.4.csv Contains the data export for the Report 02 statement.	
Note: If the report pack	is configured to print rather than export its contents, the four
management reports are	e printed in sequence.

Example of Excel formatted management report

	Α	В	С	D	E	F	G	н	Ι	
1		Star	ndext Sys	tems Lto	1					
2	2nd Report Pack									
з	Standard Profit and	Loss Y	'ear: 2005	Period:	3 From:	01/03/2	2005 T	o: 31/0	3/200	5
4		Actual	Budget	Variance	Actual	Budget	Variance			
5			31/03/05			YTD				
0	Statement for Duofit	Control A	1 MTD D:		Office					
/	Statement for Profit	Centre: A		mingnan	Office					_
ŝ										_
10	Sales	1,767			265,375					_
11	Cost of Sales	769			122,792					
12	c				1 43 503					
13	Gross Profit	998			142,583			-		
14										_
16	Employee Costs				37,045					_
17	Cars & Travel				4,300					
18	Rent and repairs				10,500					
19	Energy Supplies				4,000					
20	Finance Costs				3,238					
22										_
23	Total Direct Costs				59,083					
24										
25	NET PROFIT	998			83,500					
	PNL BALSHEET	Copyright	+		: •					Þ
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GL System Parameters – Excel Formatted Statements Window

global-dev:23 - P2 - System Parameters	
<u>F</u> ile <u>R</u> un <u>S</u> ettings <u>O</u> ptions <u>H</u> elp	
Excel Formatted Statements	×
Details When this option is set all exported management reports are loaded in to an Excel formatted spreadsheet. The customise button allows you to amend the formatting options used when creating the spreadsheet.	
Settings	
Customise	Close
Partition 2 Computer 1D	15:50:54 dcp

	This window appears when you select "Excel Formatted Statements" from the General Ledger Parameters Menu.
Purpose	This window enables you to configure the system to control how General Ledger management reports are exported.

The prompt is:

Export management reports to Excel formatted spreadsheet	When this is set all exported management reports are loaded into an Excel formatted spreadsheet. The appearance of the formatted spreadsheet is determined by a customisations spreadsheet (GLReportsCust.xlsx) which is held on the central server and can be amended using the 'Customisations' button.
Note	When this option is set the path for exported management reports is fixed to folder 'GLReports' within the users' GX folder (i.e. if the users' GX folder is 'C:\GX' then all management reports are exported to 'C:\GX\GLReports'). The system automatically creates this folder as required.

The button is:

Customise	This is used to amend the customisations spreadsheet (GLReportsCust.xlsx)
	which is held on the central server and controls the appearance of the formatted
	Excel spreadsheets produced when management reports are exported.

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Report Pack Maintenance Window

global-dev:23 -	P2 - Report Pack Maintenance	Current Period: 20	05 / 3 U		X
<u>File R</u> un <u>S</u> ettin	gs <u>O</u> ptions <u>H</u> elp				
Report Pack N	Naintenance				x
Report Pack	Description	Export	Reports	Valid	
PACK1	Report Pack		3	No	×
PACK2	2nd Report Pack	· · · · · · · · · · · · · · · · · · ·	2	Yes	1
					12
					Ĺ
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					Ŧ
<u>Reports</u>		Amend	Apply	Close	
Partition 2 Compu	iter 1D		14:53:31	dcp G	L585

This window appears when you select Amend Report Packs from the Ledger Statement Definitions Menu.	
Purpose	This window lists existing report packs. It enables you to add new report packs, and to amend and delete existing ones. A report pack is a collection of pre-defined management reports that are produced as a group and in sequence.

The prompts are:

Report Pack	Enter the name of the report pack which must be unique. If you are exporting your reports, this will also form part of the exported filename.	
Description	Enter a title for the report pack.	
Export	When set all reports in the report pack are exported to csv files. If the system is configured to export management reports to Excel formatted spreadsheets, a macro enabled Excel spreadsheet is invoked to import each file into a separate tab within a single spreadsheet.	
Reports	(Display only) This is the number of reports forming the report pack.	
Valid(Display only) This indicates whether or not the report pack is valid, re that are not valid cannot be selected within management reporting. A r may be invalid if for example one of the reports within it has been marked as inactive.		

The button is:

Reports This is used to amend the list of reports belonging to the report	back.
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Report Pack Members Window

	and the second			
Description			Tab Name	Active
Standard Profi	t and Los	5	PNL	
Standard Bala	nce Sheet		BALSHEET	1
Details				
Line Layout	A1	Profit &	Loss	
Column Laura	A1	PROFIT 8	10551A	

	This window appears when you create a new report pack or press the 'Reports' button in the Report Packs Maintenance window.	
Purpose	This window allows you to define the list of the reports that are to be included in the current report pack, and the sequence in which they are to be produced.	
Note	The reports are processed in the sequence in which they are listed.	

The prompts are:

Description	Enter the name of the management report. A search is available.	
Tab Name	This is a unique identification for the report within the pack. It is used as the Tab Name if the report pack is exported to an Excel formatted spreadsheet.	
Note	The tab name is required to uniquely identify the report within the pack even if report pack is printed rather than exported.	
Active	(<i>Display only</i>) This indicates whether the report is currently marked as active or inactive.	

The buttons are:

Move Up / Move Down	These allow you to change the sequence of the reports by moving reports up or down the list.	
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Management Reports

global-dev:23 - P2 - Repo <u>File Run S</u> ettings <u>O</u> ptio	rt Generator Current Pe ns <u>H</u> elp	triod: 2005 / 3	
Financial Statements			—
Report Defined statement Statement line layout Column layout	2nd Report Pack	✓ (leave blank for a one-off report Pack	ort)
Period Period selection		/03/2005	
 Report Options Currency (GBP) Print by profit centre Print by company 	GBP -	 Print all profit centres? Print standard page headings? Print detail reports? Print consolidated report? Print report schedule? Suppress group headings? 	
Title for report	For All Profit Centres		
Action			
Report output	Exported	•	
Export Create file on File name Path V Include page headi	Desktop PACK2.1. .\GLReports ngs? ort completes?		Browse
Search			Ok Close
Partition 2 Computer 1D		14:57:42 dcp	GL420A/W1 EDT NUM

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 and report packs. Selecting a report 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. If you select a report pack, the report output is fixed based on the whether or not the report pack is exported.			
Filename	If the management report or report pack is being exported enter the filename.			
Note	The filename is fixed when exporting report packs (to the report pack name). The filename is limited to eight characters when reports are exported to Excel formatted spreadsheets.			
Path	If the management report or report pack is being exported enter the path (folder) for the exported file. A browse is available if the file is being created on the users' desktop.			
Note	Note If management reports are exported to Excel formatted spreadsheets the path fixed to the 'GLReports' folder within the GX folder on the users' desktop. The system automatically creates this folder as required.			

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