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 http://www.global3000.co.uk/g36/ZG60_000152_SETUP.zip
Once downloaded place the two files in the GSM 'Customisations' folder on the main server.

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.

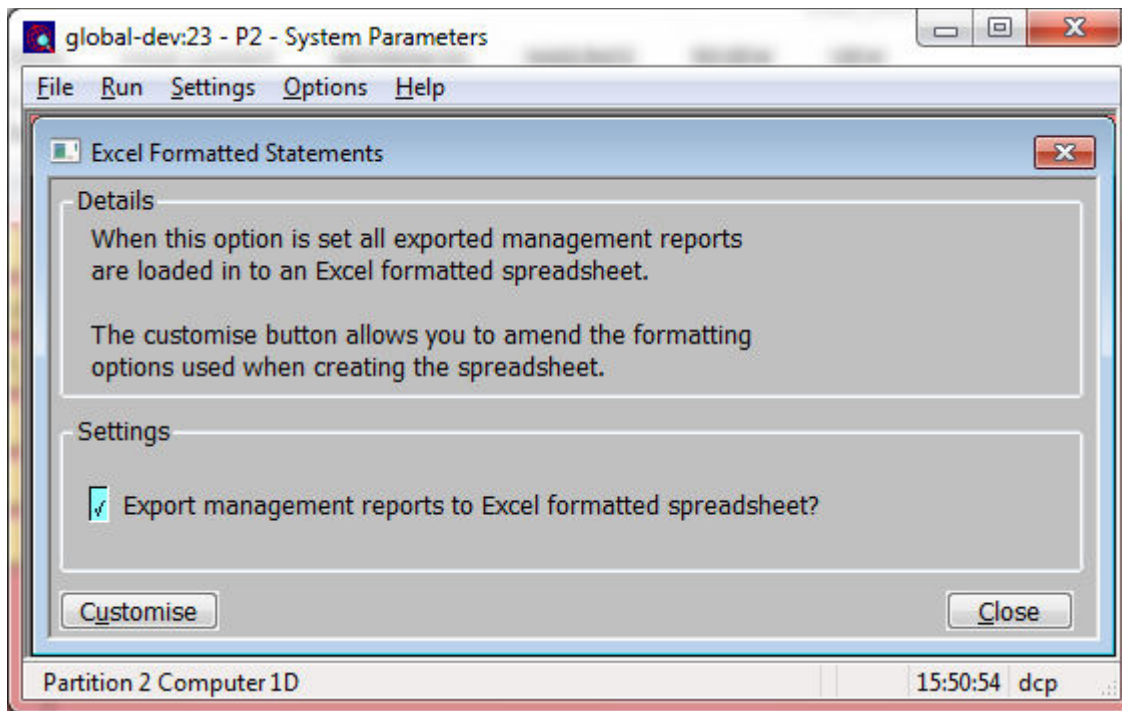|	
Monthly.1.csv	Contains the data export for the Balance Sheet 1 statement.
Monthly.2.csv	Contains the data export for the Standard Profit and Loss statement.
Monthly.3.csv	Contains the data export for the Report 01 statement.
Monthly.4.csv	Contains the data export for the Report 02 statement.

Note: If the report pack is configured to print rather than export its contents, the four management reports are printed in sequence.

Example of Excel formatted management report

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DOCUMENTATION CHANGES

GL System Parameters – Excel Formatted Statements Window

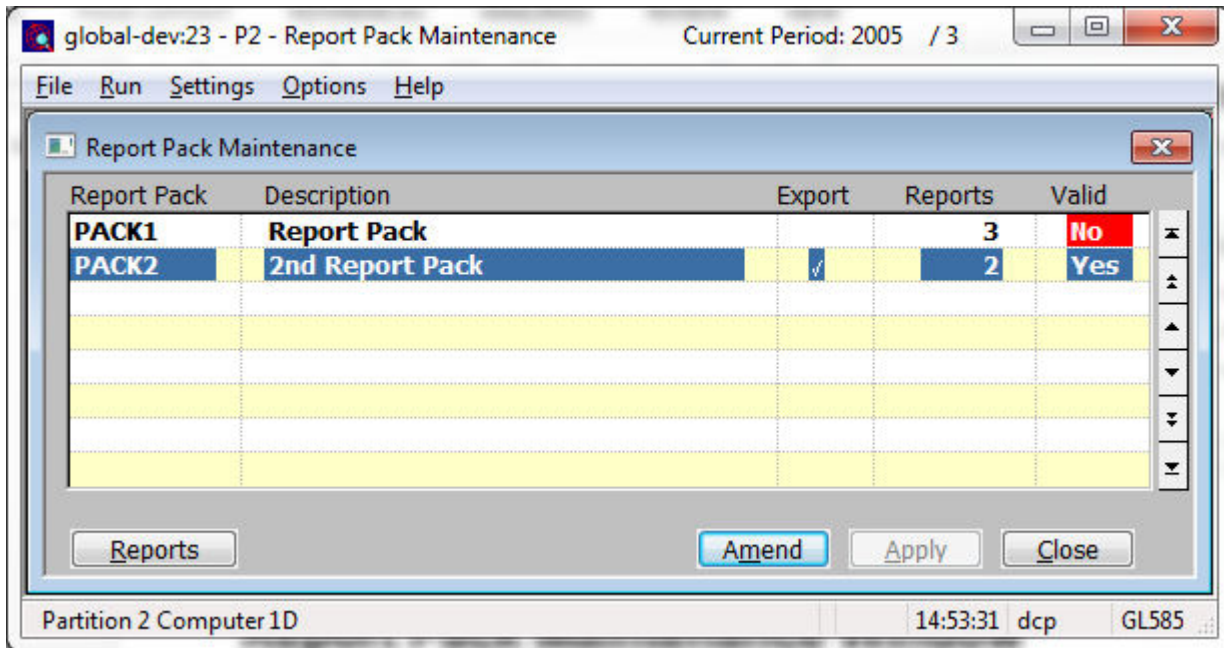|	This window appears when you select "Excel Formatted Statements" from the General Ledger Parameters Menu.
Purpose	This window enables you to configure the system to control how General Ledger management reports are exported.

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

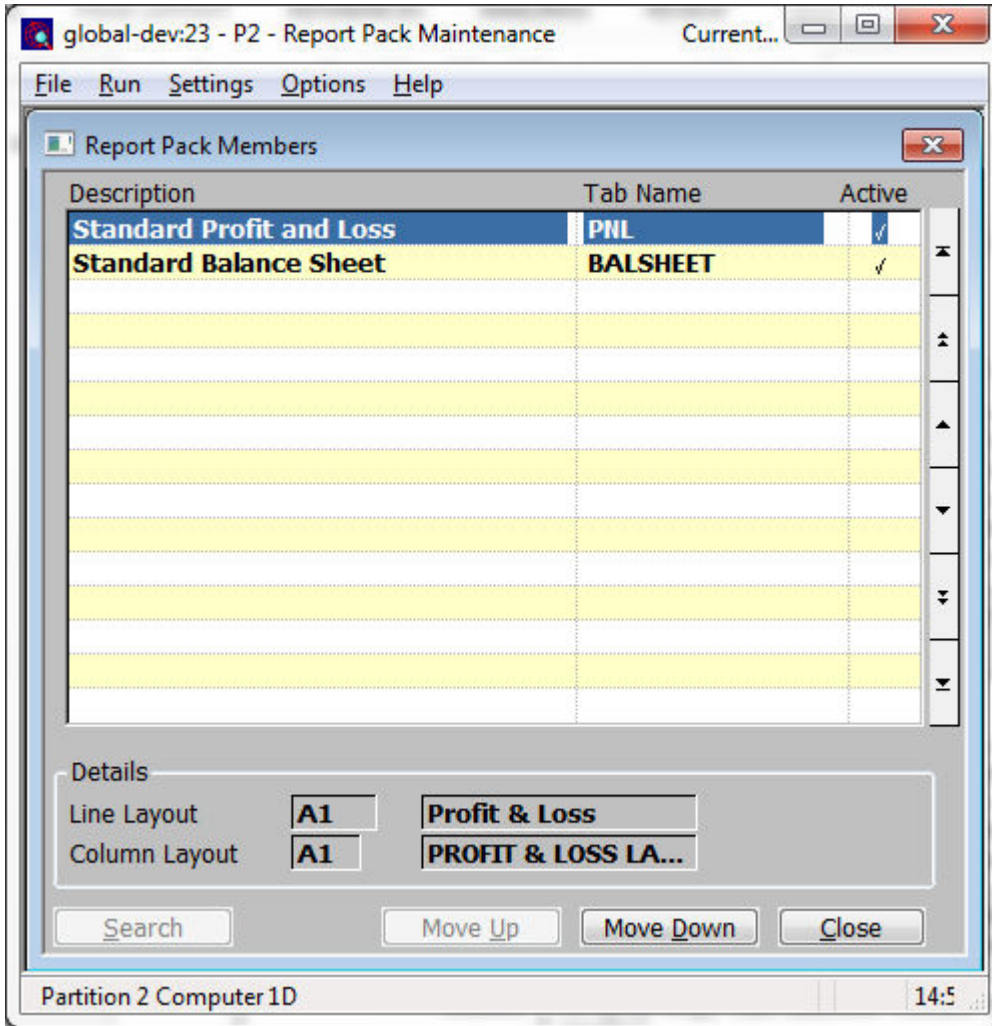|	This window appears when you select Amend Report Packs from the General Ledger Statement Definitions Menu.
Purpose	This window lists existing report packs. It enables you to add new report packs, and to amend and delete existing ones. A report pack is a collection of pre-defined management reports 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, report packs that are not valid cannot be selected within management reporting. A report pack may be invalid if for example one of the reports within it has been deleted or marked as inactive.

The button is:

Reports	This is used to amend the list of reports belonging to the report pack.

Report Pack Members Window

	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 the report pack is printed rather than exported.
Active	*(Display only)* 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.

Management Reports

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	If management reports are exported to Excel formatted spreadsheets the path is 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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