efi PrintStream

User Guide

Financial Reports
V21.1.0200

EFI PrintStream | *V21.1.0200 Financial Reports User Guide*

Patents

This product may be covered by one or more of the following U.S. Patents: 4,716,978, 4,828,056, 4,917,488, 4,941,038, 5,109,241, 5,170,182, 5,212,546, 5,260,878, 5,276,490, 5,278,599, 5,335,040, 5,343,311, 5,398,107, 5,424,754, 5,442,429, 5,459,560, 5,467,446, 5,506,946, 5,517,334, 5,537,516, 5,543,940, 5,553,200, 5,563,689, 5,565,960, 5,583,623, 5,596,416, 5,615,314, 5,619,624, 5,625,712, 5,640,228, 5,666,436, 5,745,657, 5,760,913, 5,799,232, 5,818,645, 5,835,788, 5,859,711, 5,867,179, 5,940,186, 5,959,867, 5,970,174, 5,982,937, 5,995,724, 6,002,795, 6,025,922, 6,035,103, 6,041,200, 6,065,041, 6,112,665, 6,116,707, 6,122,407, 6,134,018, 6,141,120, 6,166,821, 6,173,286, 6,185,335, 6,201,614, 6,215,562, 6,219,155, 6,219,659, 6,222,641, 6,224,048, 6,225,974, 6,226,419, 6,238,105, 6,239,895, 6,256,108, 6,269,190, 6,271,937, 6,278,901, 6,279,009, 6,289,122, 6,292,270, 6,299,063, 6,310,697, 6,321,133, 6,327,047, 6,327,050, 6,327,052, 6,330,071, 6,330,363, 6,331,899, 6,340,975, 6,341,017, 6,341,018, 6,341,307, 6,347,256, 6,348,978, 6,356,359, 6,366,918, 6,369,895, 6,381,036, 6,400,443, 6,429,949, 6,449,393, 6,476,927, 6,490,696, 6,501,565, 6,519,053, 6,539,323, 6,543,871, 6,546,364, 6,549,294, 6,549,300, 6,550,991, 6,552,815, 6,559,958, 6,572,293, 6,590,676, 6,606,165, 6,633,396, 6,636,326, 6,643,317, 6,647,149, 6,657,741, 6,662,199, 6,678,068, 6,707,563, 6,741,262, 6,748,471, 6,753,845, 6,757,436, 6,757,440, 6,778,700, 6,781,596, 6,816,276, 6,825,943, 6,832,865, 6,836,342, RE33,973, RE36,947, D341,131, D406,117, D416,550, D417,864, D419,185, D426,206, D439,851, D444,793.

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Table of Contents

Introduction

Overview

Financial Statements features include cloning existing statements for creating new statement formats, selecting the display order for GL accounts (e.g., br-dept-acct, acct-dept-br), adding page breaks and underlines, and skipping lines.

Contact Information

EFI Support

US Phone:	855.334.4457 (First select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Financial Reports

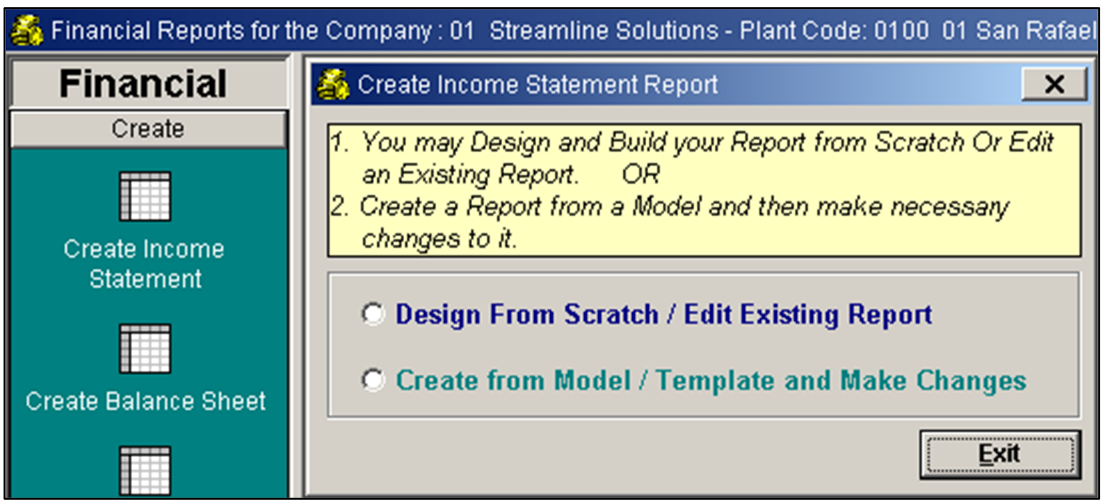
Create

Financial statements can be created with a high degree of customization. When initially creating financials, it may be helpful to work from a copy of existing balance sheets and income statement formats, and to have a printout of a Trial Balance report and/or a Chart of Accounts. Both reports are available from the **General Ledger** module, located under **G/L Reports**.

1. Click the **Financial Reports** icon (also known as GL Reports or FINREPPROG) located under the **Accounting** or **Administration** menu bar.
2. Select the **Create menu** bar. Select the **Create Income Statement**, **Create Balance Sheet**, or **Create Cash Flow Statement** icon.
3. Choose the option **Design from Scratch** or **Edit Existing Report**, or **Create from Model/Template**, to use as a guide and make necessary changes and additions.

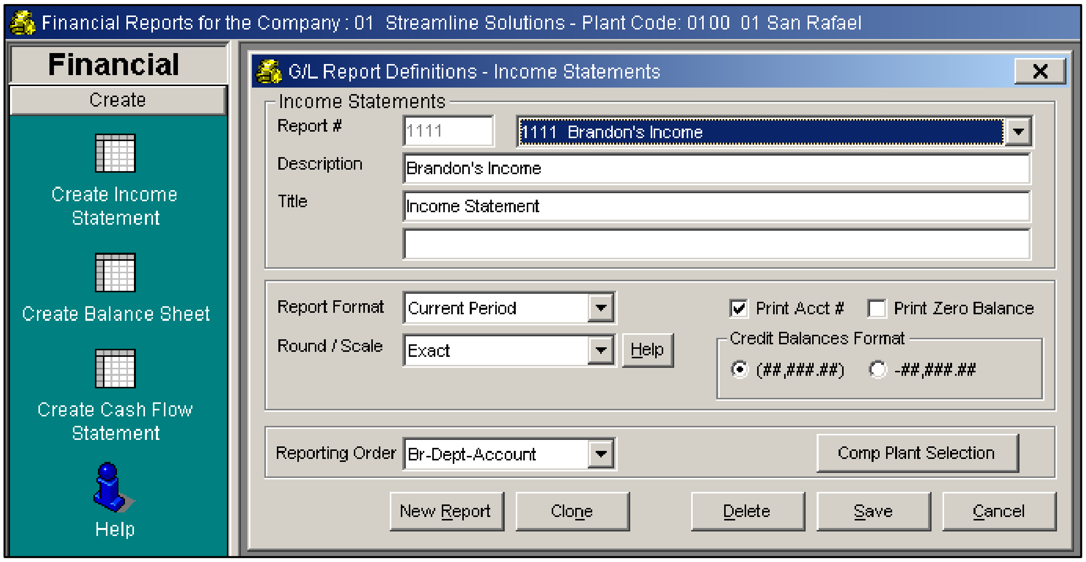
Design from Scratch/Edit Existing Report

Formatting is entered by the user. Select **New Report** in the lower left of the screen.



Create Income Statement/Balance Sheet

1. Assign a unique number for the report. This can be any number desired (6-digit max). This number is used for internal use only to distinguish between the different styles of reports that can be designed.
2. Enter a description (20 character limit) for internal reference and enter a title for the report. This title will appear on the printed report (45 characters for each line), e.g., Company Name, Income Statement.



3. Select the format for the report. The format type selected will define the column setup on the report.

   The format types for an Income Statement include **Current Period**, **Year-to-Date**, **Period & Year-to-date**, **12 Periods Actual**, or **12 Periods Budget Format** type can also be selected at the time of printing. Quarterly formatted reports have been moved to their own section under display reports and will be discussed later in this document.

4. To print account numbers and accounts with zero balances, select the appropriate check boxes. Also, set the format for credit balances on the report.
5. Define the following criteria for the report:
   - **Type of rounding** - (Usually exact) Help will display examples of rounding selections
   - **Reporting Order -** (The order in which Branch, Department and Account number will appear on the report) Generally, this is left at the default setting.

Other Screen Options

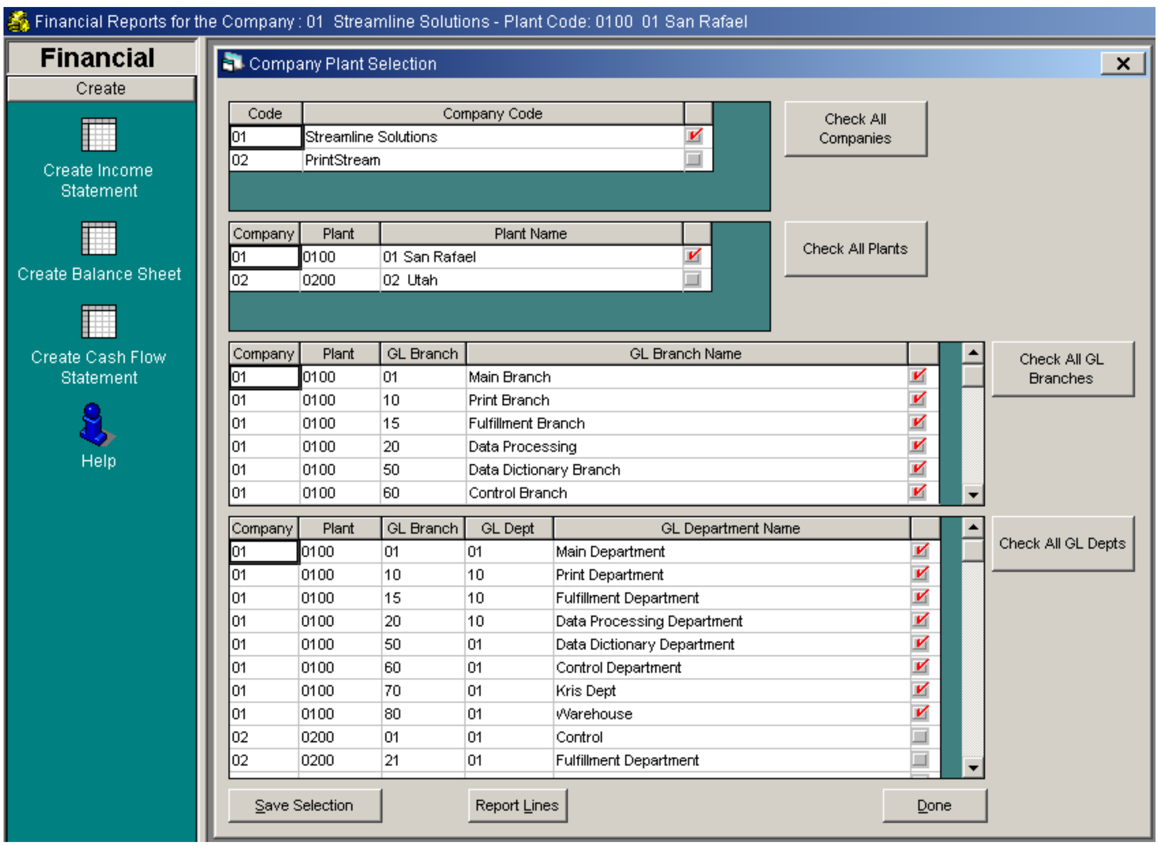
Select **Clone** to copy an existing report set up give the cloned report a different number or name. Make the desired in order to create the new report. More details on this option are available at the end of this document.

Select **Delete** to remove this report and all its format information from the system.

Select **Cancel** to eliminate changes made to an existing report definition screen, and refresh/return the screen to its original configuration.

Select **Comp Plant Selection** to take you to the next screen, where you can continue to create the report by creating line details. To proceed, click **Save** and **Comp Plant Selection**.

Select the **Companies**, **Plants**, **Branches**, and **Departments** to be included in the report.



To create the report, click **Save Selection** and **Report Lines**.

Create Cash Flow Statement

The Cash Flow statement created in PrintStream is based on the Indirect Method. The Cash Flow statement essentially converts the funds from an accrual basis to a cash basis. It allows the user to properly display the changes in cash for a period.

Note At this time, the Cash Flow statement should be run in the current format only.

An option to create from model/template allows the user to link the appropriate accounts, add additional lines, or change wording of lines. Be sure to save after making any changes to a line. The model statement uses the following rules decreases in accounts receivables, inventories, and prepaid expenses, increases in accounts payable, and accrued liabilities are added to the net income amount. Increases in accounts receivable, inventories, and prepaid expenses, decreases in accounts payable, notes payable, and accrued liabilities are deducted from net income.

Assign a unique number to the report. This number is for internal use only to distinguish between different reports. The maximum length for this field is 6 numeric characters.

Enter a description (20-character limit) for internal reference and enter a title for the report. This title will appear on the printed report (45 characters for each line) e.g., Company Name, Cash Flow Statement.

Select the report format. Format type selected will define the column setup on the report. Until additional formats are available, the format type for the Cash Flow statement should be current period.

To print account numbers and accounts with zero balances, select the appropriate check boxes. You can also set the format for credit balances on the report.

Define the following criteria for the report:

- **Type of rounding** - (Usually exact) Help will display examples of rounding selections.
- **Branches to be included -** Choices include all, single, range, and select (selections should be separated by commas).
- **Departments to be included -** Choices same as above.
- **Report Order -** (The order in which Branch, Department, and Account number will appear on the report.)

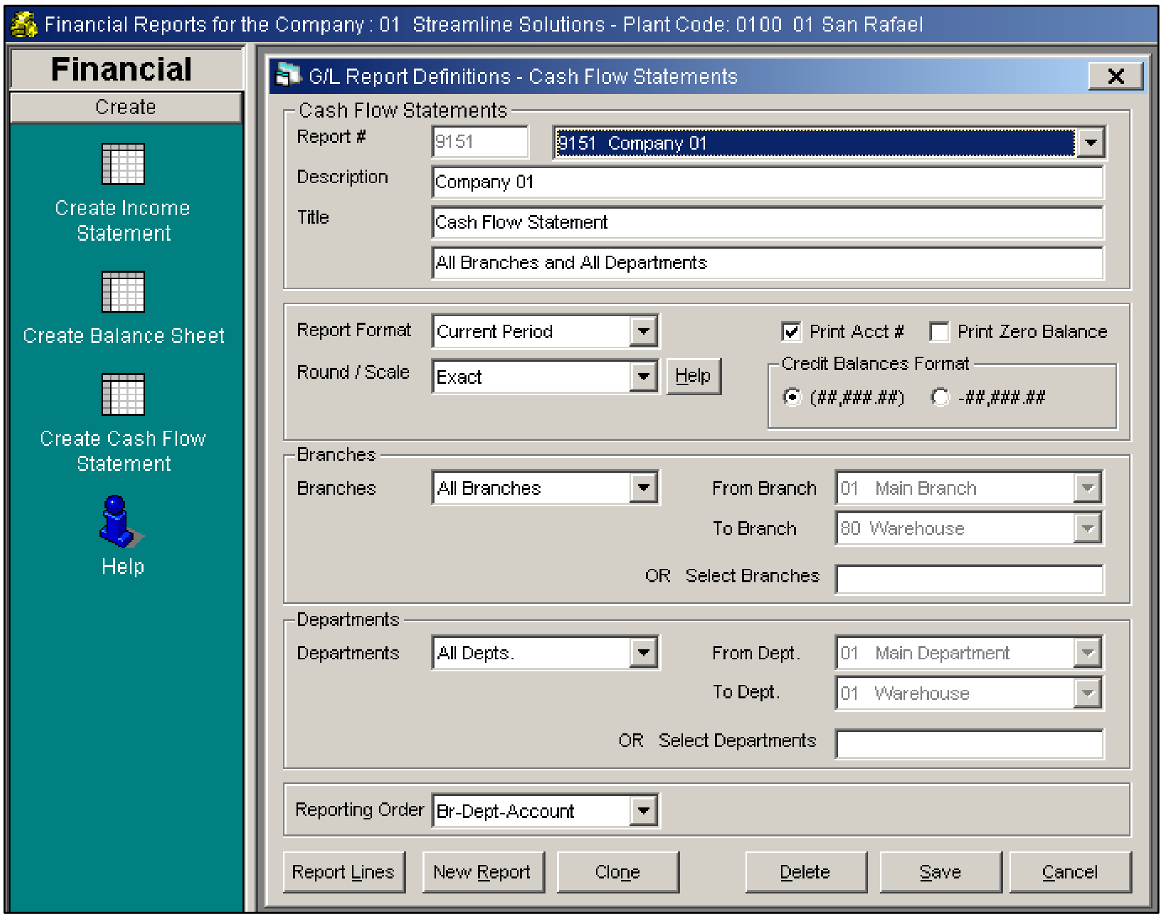
Other Screen Options

Clone copies an existing report set up and allows you to give the cloned report a different number, name, and make appropriate changes in order to create the new report. More details on this option are available at the end of this document.

Delete removes the report and its formatting information from the system.

Cancel eliminates the changes made to an existing report definition screen, and refresh/returns the screen to its original configuration.

Comp Plant Selection advances to the next screen, where the report is created with line details.



To proceed with report creation, click **Save**, then **Report Lines**.

Define Report Lines

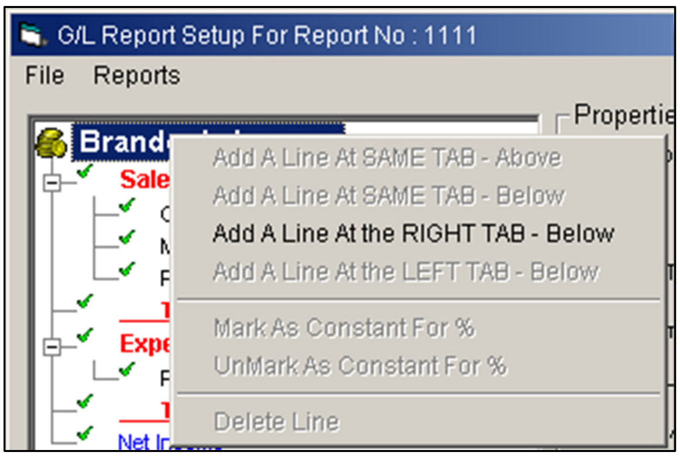
After selecting **Report Lines** in the Reports Definition screen, a new screen opens, showing the report number and description from the previous screen.

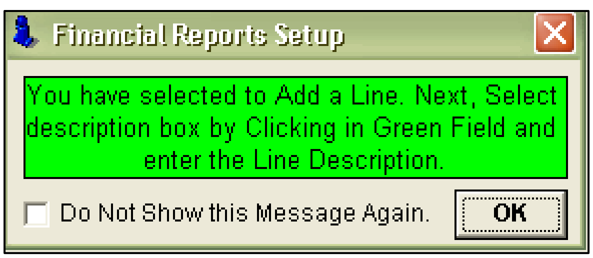
The Report Lines Setup Screen has three main components:

- The Tree structure with the Report Lines at the upper left of the screen.
- The Properties window shows the attributes of each line at the upper right of the screen.
- The Chart of Accounts that will be designated as Linked or Unlinked at the bottom half of the screen.

To define the lines of the financial statement

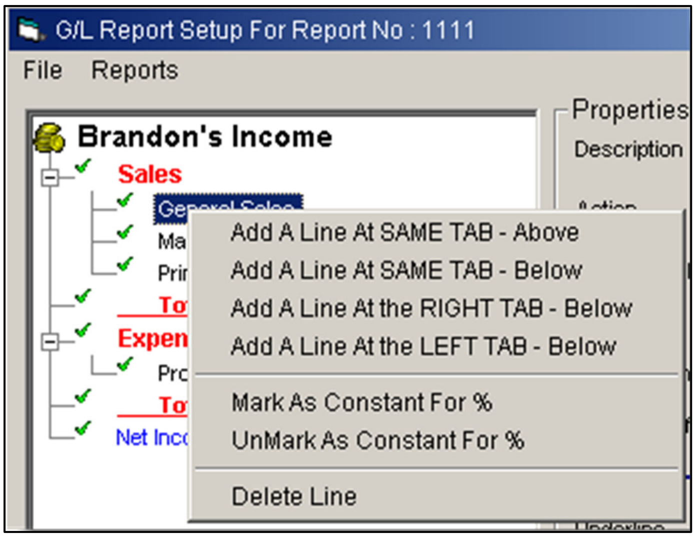
1. Right-click the report description (upper left corner) and select **Add A Line At the RIGHT TAB - Below**.
2. Move the cursor to the **Description** field on the right. (A warning message opens, reminding users to select the green description box. This warning can be disabled.)





3. Create the first line of the report, which should always be a Header, and type the name of the line in the **Description** field. In this example, it is **Revenue**. Move the cursor (or tab) to the next field.
4. Assign an **Action** from the drop-down box. In this case the action is **Header**. For Headers, the system automatically creates a Total line below each Header at the same Tab or Level. This enables lines to be added below the Header line (by highlighting the Header line and following the instructions explained below). The system-created total line can be modified later, if needed, but should not be deleted. Because the Header is a descriptive line the next two fields (Account type and Normal Balance) will be left blank. You may designate skipped lines or underlining by checking the applicable box.
5. Click the **Done/Save** button after filling in the Properties screen to update the Tree Structure and save the properties of the line.

6. Create the next report line by right clicking a target line and selecting one of the following options:
   - Add a Line Above the target line, at the Same Tab point. (Tab refers to indentation or level.)
   - Add a Line Below the target line at the Same Tab point.
   - Add a Line Below the target line at the Next Tab. (i.e., indented to the right.)
   - Add a Line Below the target line at the Previous Tab point. (i.e., move indentation/level to the left.)
   - Mark the line as a Constant for Calculating Percentages. Every other line will be calculated as a percentage of the amount of this line (Income Statement Only).
   - Unmark this line as a Constant for Percentages (Income Statement Only).
   - Delete Line. (Lines can be deleted if no accounts are linked to them.)



7. If a new line is added by selecting options 1 through 4, the cursor will need to be moved to the Description (Green) field. Type the description for the new line. The description will usually come from the hard copy or other outline of the financial statement that you are working from.
8. The Balance Sheet creation is handled in the same manner. Some differences will occur with formatting and accounts available for linking. Current earnings or net profit on the Balance Sheet is created using the consolidate accounts action, then linking all income and expenses to this one line.
9. Cash Flow Statement creation is best accomplished by using the option to Create from Model/Template, then linking the appropriate accounts and adding additional lines if needed.

Properties Screen Guide

Action Field - An Action must be specified for each line of the report.

Following is a brief description of each possible Action:

Description Field - it is optional to enter the Line description. However, this field can be used to describe headers and totals. Because this description will appear on the report, spelling, punctuation, etc., should be verified.

Action	Description
Header	This is a description or heading. No figures will be displayed against it. No G/L accounts can be linked to a Header line. Required for use in calculations.
Consolidate Accts.	The balance of all the accounts linked to this line will be automatically totaled and the total will be shown on this line of the report. When this action is selected, an Account Type and Normal Balance type must be assigned to it. You will be able to link to this line any accounts that have not already been linked to the Current Report by clicking on the UnLinked Accounts tab at the bottom window of the screen. You can select the account or accounts you wish to attach to this Line by right clicking and selecting the Link option or by placing a check mark on the Link column at the right side of the grid. **Note** If you are setting up the report for a Branch / Dept., you will see the Chart of Accounts for that selection only. The Unlinked accounts grid will be empty when all the accounts in the Chart of Accounts have been linked to this report. When running the report, only a single amount will appear on this line of the report.
Print Acct. Range	This action performs the same function as Consolidate Accts. except that all the accounts linked to this line will appear individually on the report. Check Print Total to have the total of all the linked accounts shown on a separate line on the report. For example, assume that at Line 45 you have a description of Discount/Rebates and had the action as Print Acct. Range with four accounts linked to it. Suppose each of these four accounts have the following Balance: Acct1 = 10, Acct2 = 20, Acct3 = 30 and Acct4 = 40. Selecting the Print Acct. Range action will cause the general ledger description and balance for each of these four accounts to be printed out on the report. On the next line of the report, the total of the four lines will be printed (in this example, Discounts/ Rebate will print with a total amount of 100).
Total	Prints the total of all the report lines located within the preceding Header and this total line.
Subtraction	Puts in the difference between two total lines at the same level as this line. **Example:** If you have Total1 = 100, Total2 = 250 and Total3 = 75 at the same level, and if you have a Subtraction line after Total3 line, the amount that will appear on the Subtraction line will be Total2 (250) – Total3 (75) = 175 **Note** This action calculates the difference between the above two immediate Total, Addition, or Subtraction lines at the same level. In effect, the two lines may be either a total line or a computed line.
Addition	Functionally identical to Subtraction but in this case the lines are added together.
Ending Balance	For Cash Flow Statement only, tells system to pull balance from previous period.

The Display fonts for each Action have been set up as follows:

Action	Color	Description
Accumulate Accts. Print Acct. Range, and Consolidate Accts.	Black	Normal, Size 8.
Header	Black	Bold, Size 9
Total	Black	Bold with Underline, Size 8 It is indented so as to fall in line with the Lines it is totaling.
Addition & Subtraction	Blue	Normal, Size 8

Account Type Field - The account type is required when linking account(s) to this line. If the line has an action as Header, Total, Subtraction or Addition then it is grayed out.

Normal Balance Field - The Normal Balance type must be selected when linking account(s) to this line. If the line has an action as Header, Total, Subtraction or Addition then it is grayed out. If the account type is Asset or Expense the default is Debit. For Income, Capital, or Liability the default is Credit. If this line is marked as constant you will find the words “Constant For %” displayed to the right.

Suppress Line - Check this box to suppress the printing of this line. It will not display on the printed report. It will be gray on the display screen.

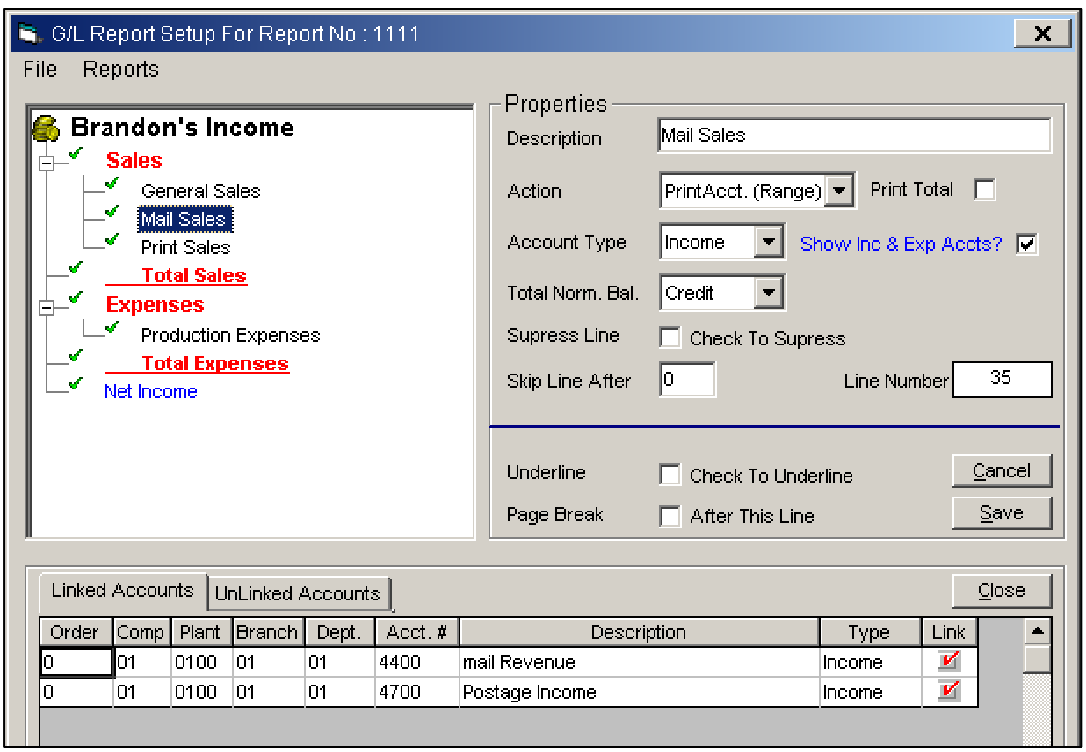
Skip Lines After - Enter a numeric value to display one or more blank lines after this line.

Line Number – This number is used as a reference when using the Report Definition options.

Underline - Check the box to underline this line.

Page Break - Check the box for a page break in the report after this Line.

Note To undo any changes made to an existing line, click **Cancel**. To save entries, click **Save/Done**.



Linking Accounts

If the action for a line is Print Acct. Range or Consolidate Accounts, a grid will display at the bottom half of the screen. The accounts that appear in the table are those for the selected Branch and Department only. The table shows the Branch, Department, Account Number, Account Description, Account Type, and a check box for each account line to select or deselect it. This window has two tabs: **Linked Accounts** and **Unlinked Accounts**.

Linked Accounts: When this tab is selected, it displays all accounts that are linked to the highlighted line. When adding a line with an action as Print Acct. Range or Consolidate Accounts, this table will be empty. Click the **Unlinked Accounts** tab in order to link accounts to the line. If accounts have already been linked, right-click the account(s) to unlink and select the unlink option. If only one account needs to be unlinked, clear the check box in the far-right column.

Printing order of the accounts can be set by assigning a number to each of the linked accounts in the Order column. In the absence of the order numbers, the accounts will be printed in the reporting order specified in the main **Report Definition** screen.

UnLinked Accounts: Accounts that are not yet linked to any of the lines in the current report will display. If you wish to link any of these accounts, select the account(s) and right click. Following the right click, a box will display with two options. Select the **Link** option. Alternatively, you can link an account by putting a check in the **Link** column on the right side of the grid.

Groups of accounts can be linked at one time. Also, for ease in linking like accounts, the table can be sorted by clicking on the table header names. Once the accounts have been linked to a report line on the unlinked accounts screen and the screen closed, the newly linked account(s) will appear on the Linked Accounts screen.

After linking, click **Close**, then **Save**. The new line will now appear in the upper, left window. Whenever you highlight this line by left clicking on it, the accounts linked to the line will appear at the bottom of the screen.

Editing an Existing Financial Statement

Edit a previously created financial statement by returning to the **Create** menu and select the type of statement to edit. When the main screen opens, click the drop-down list (upper left corner) and select the Report Number to be edited. All previous selections can now be changed and saved.

The individual report lines can also be edited or changed by highlighting a line, making the desired changes in the Properties section of the screen, and clicking **Save**.

Clone an Existing Financial Statement

Clone is a copy feature that allows an existing report to be copied to create a new/different report. From the initial Create screen, select an existing report to start with from the drop-down list. Select **Clone** at the bottom of the screen. This will copy the existing report setup. Give the cloned report a different number and name, and make whatever modifications are needed in order to create the new report.

Help

This will display a read only view of the GLBAL data table, which holds historical balances for each GL account by period.

Display

Display Income Statement, Balance Sheet, and Cash Flow Statement

To preview, print, or export a financial statement

1. Click the **Display** menu bar and select the icon for the type of Report, Income Statement, or Balance Sheet.

   The **Print Report Definition** and **Display Report Definition** icons are discussed in following sections of this document.

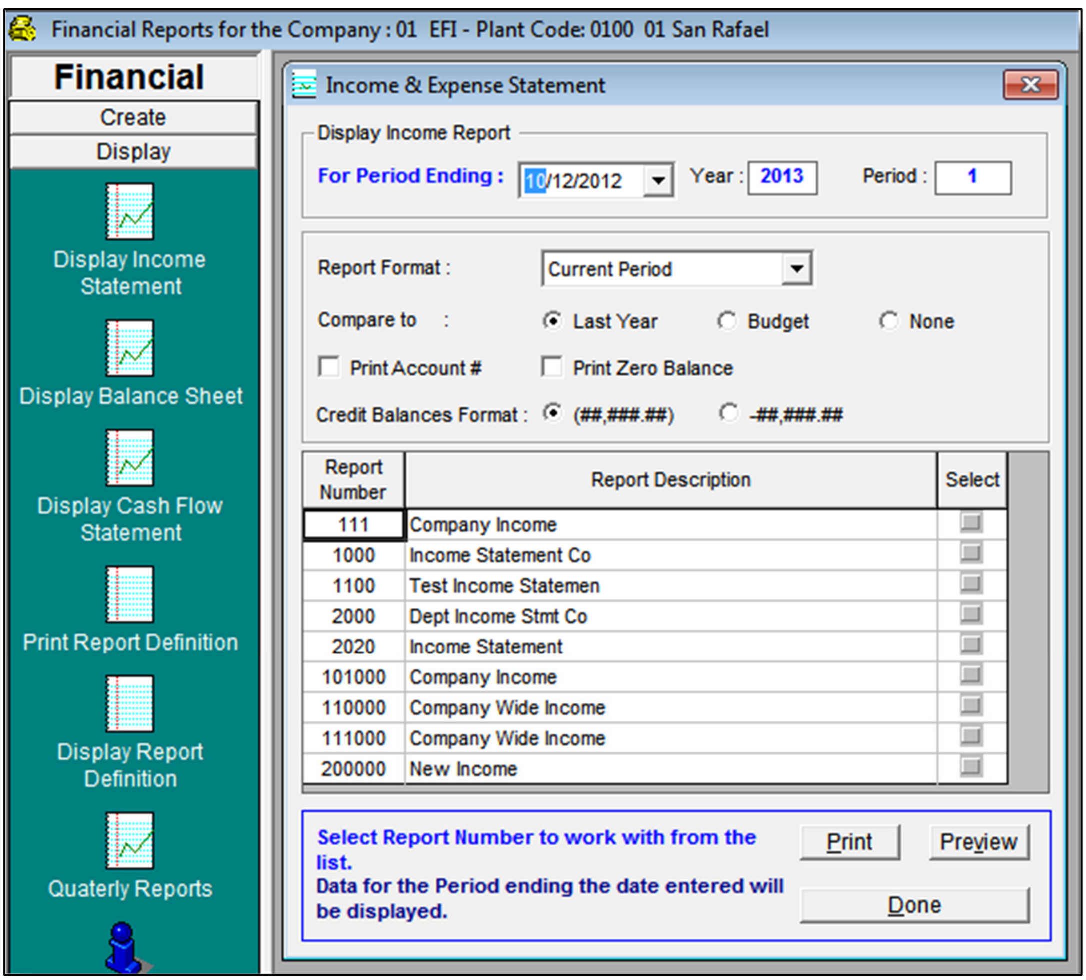
2. Once the type of report has been selected, enter the date of the report. The **Year** and **Period** appear. Reports print for Period/Year. They are not date specific.

3. Select the **Report Format** to preview/print (default is **Current Period**).

4. Select the comparison option, print account #, print zero balance, or credit balances format if necessary.

5. Select the check box in the **Select** column next to the report to preview/print. The report description is the description entered when creating the report in the previous section.

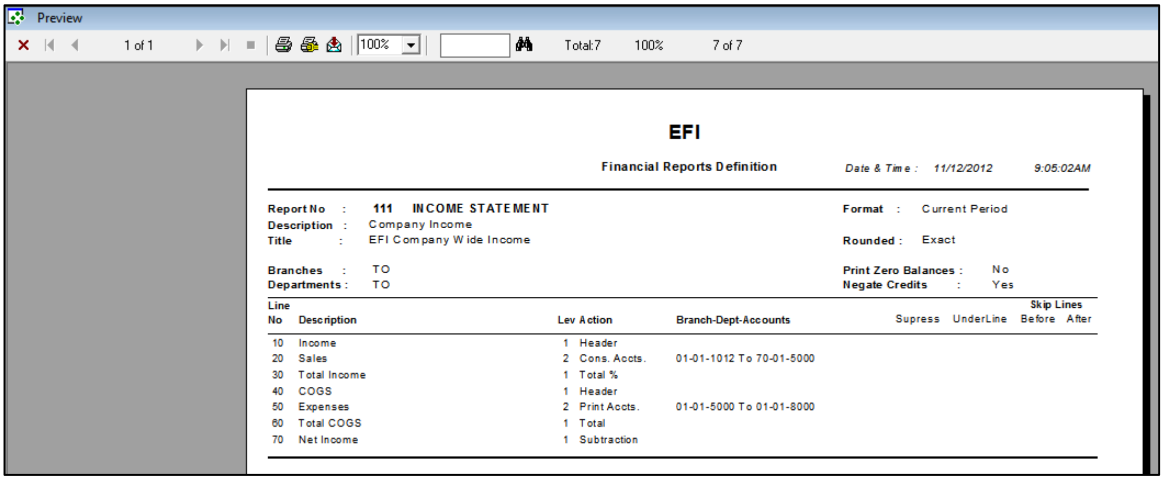
6. Click **Preview** or **Print**. A preview/print report option is also available from the Report Lines screen under **Reports**. All reports can be printed or exported from the preview screen.



Print Report Definition

The **Print Report Definition** allows you to view the reports that have been created. The upper portion of the report details the main definition screen or Report Header. It shows levels, line descriptions, and account links. This report is accessed from the **Display** menu bar. Select the report definition to review by selecting the check box on the far-right side. Preview will produce the following screen, which can be printed or exported. This report generates a “behind the scenes” look of the report set up. For a detail of the accounts linked to individual lines, select the option “Display List of Accounts” before previewing/printing the report.

The report definitions can be previewed or printed as needed.



EFI

Financial Reports Definition   Date & Time : 11/12/2012   9:05:02AM

Report No : 111 INCOME STATEMENT   Format : Current Period
Description : Company Income
Title : EFI Company Wide Income   Rounded : Exact

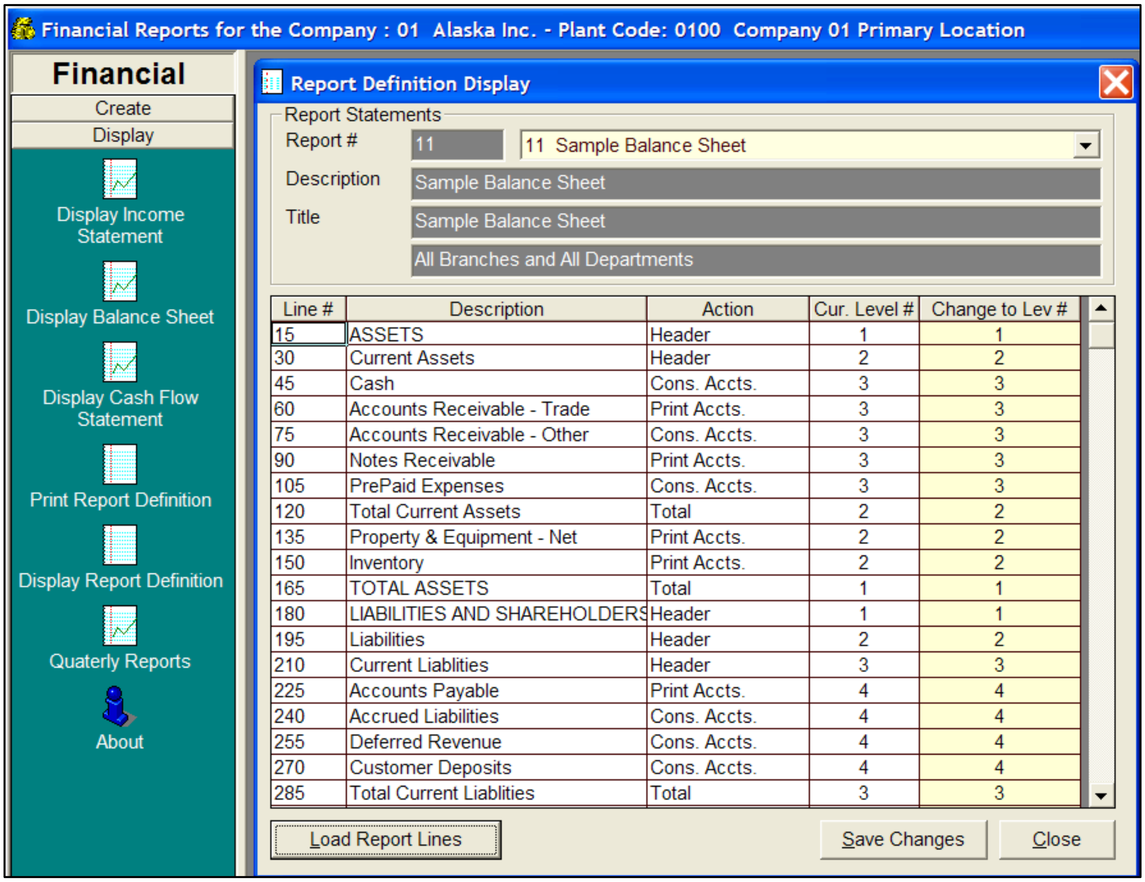
Branches : TO   Print Zero Balances : No
Departments : TO   Negate Credits : Yes

Line No	Description	Lev	Action	Branch-Dept-Accounts	Supress	UnderLine	Skip Lines Before	Skip Lines After
10	Income	1	Header					
20	Sales	2	Cons. Accts.	01-01-1012 To 70-01-5000				
30	Total Income	1	Total %					
40	COGS	1	Header					
50	Expenses	2	Print Accts.	01-01-5000 To 01-01-8000				
60	Total COGS	1	Total					
70	Net Income	1	Subtraction					

Report Definition Display

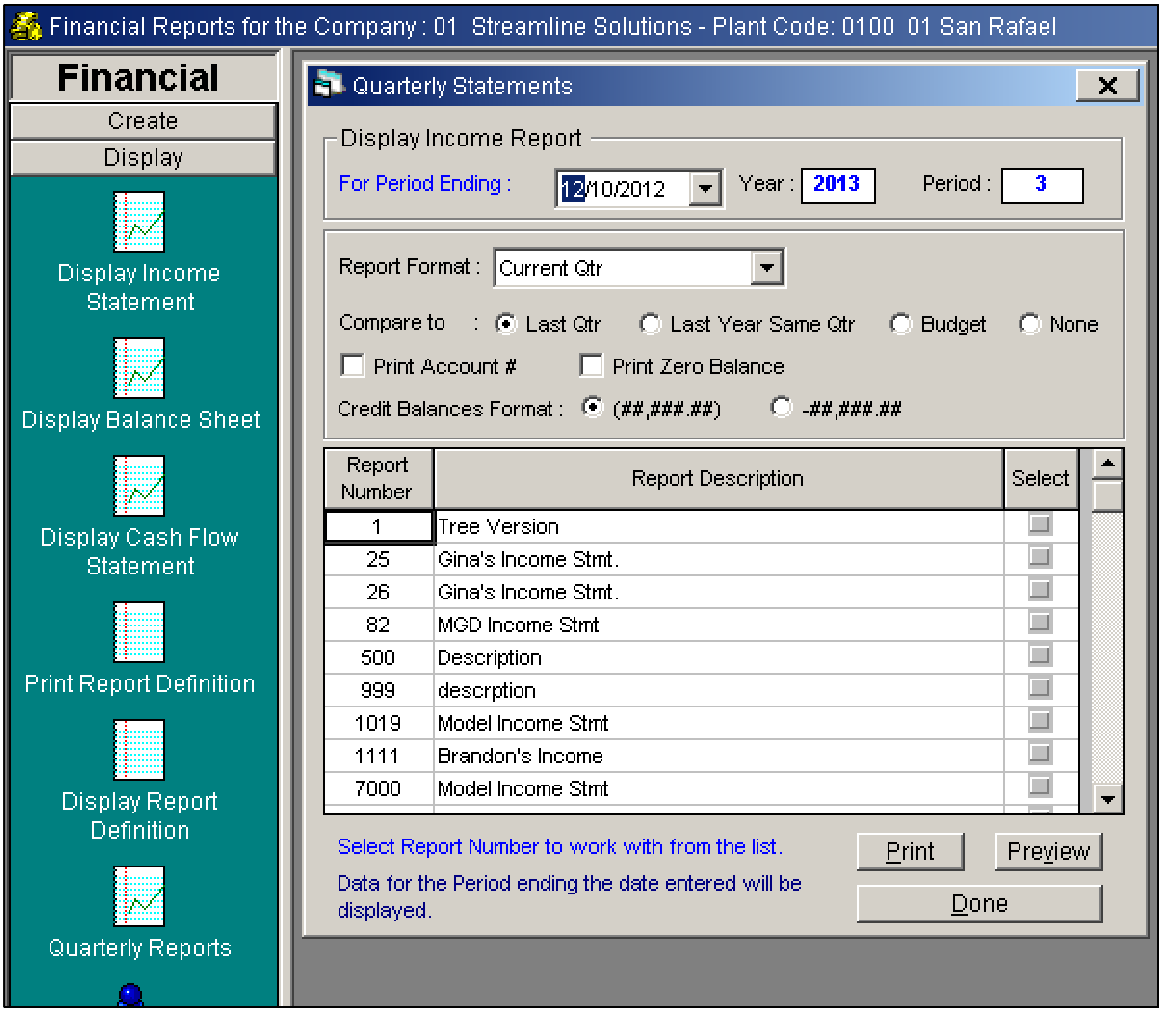
A display is available to help change the level of lines. This should be used with caution and guidance should be obtained from PrintStream accounting support before using this option.

After selecting **Display Report Definition**, select the report to be viewed from the drop-down screen in the upper left. After selecting the report, click **Load Report Lines** to display a grid. The yellow cells can be edited to change level (tab).



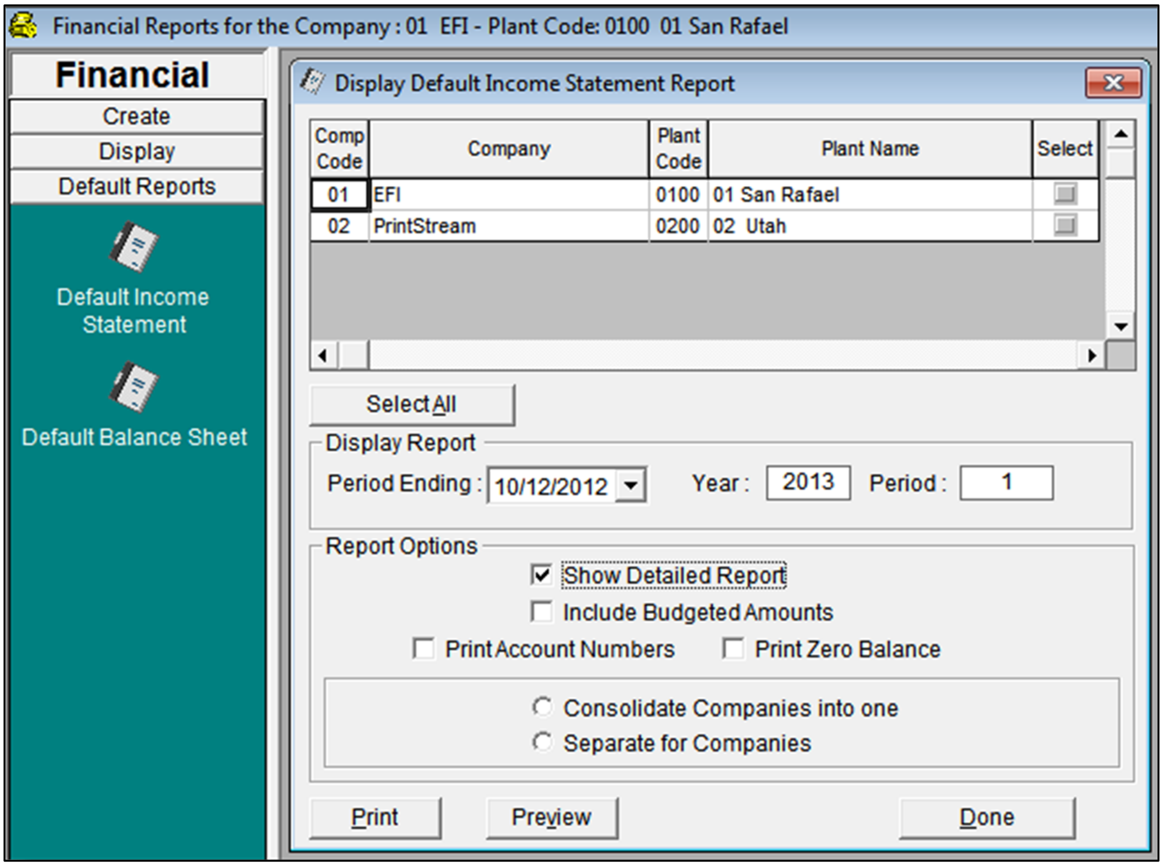
Quarterly Reports

Quarterly Income Statements are displayed using the same method as regular income statements with the addition of allowing the user to “set” the quarter by selecting the end of quarter date. Two format options are available: **Current Qtr** and **4 Quarters**.



Default Reports

Basic Income Statement and Balance Sheet formats are also available. These formats are useful for situations where numbers are important, not style. In other words, no special formatting is used. These reports can be previewed, printed, or exported.



Frequently Asked Questions about PrintStream Financial Reports

Q: How do I know if all my accounts are included in the financial report?

A: Print out the Chart of Accounts to verify all of your accounts. The Chart of Accounts is available from the General Ledger module. Compare to linked accounts to verify that there are no unlinked accounts.

Q: What if I need to delete a line on the report?

A: To delete a line, select the line, right click and select delete line from report from the drop-down menu. If any accounts have been linked to the line, they must be unlinked before the line can be deleted.

Q: Can I print a financial report for just one branch or department?

A: Yes. Select Single Branch or Single Department from the Income Statement Definition Screen and indicate which branch or department.

Q: What will happen if I add a new General Ledger account, branch, or department?

A: You will need to link new general ledger accounts in the report lines. New branches and departments will be included on the report if All Branches and Departments are selected in the Definition Screen. If not, be sure to include them in the From and To section of the Statement Definitions.

Q: I created a line in a previous version; it doesn't show on the display but shows on the report I print, what do I do?

A: Double-click on the display area where the line should appear; if the line doesn't show after that, call EFI PrintStream for help with database file repair.

Sample Setup

Line #	Level	Line Description	Action	Type	Normal Balance	Skip Line After/Underline
5	1	Revenue	Header	None		
10	2	Sales Revenue	Header	None		
15	3	Sales Revenue Accounts	Print Accts.	Income	Credit	Underline
20	2	Total Sales Revenue	Total	None		
25	2	Other Revenue	Header	None		
30	3	Other Revenue Accounts	Print Accts.	Income	Credit	Underline
35	2	Total Other Revenue	Total			Underline
40	1	Total Revenue	Total			
45	1	Cost of Goods Sold	Header			
50	2	Cost accounts	Print Accts.	Expense	Debit	Underline
55	1	Total Cost of Goods Sold	Total			Skip Line After
60	1	Gross Operating Profit	Subtraction			Skip Line After
65	1	Selling Expenses	Header			
70	2	Selling Expense Account	Print Accts.	Expense	Debit	Underline
75	1	Total Selling Expenses	Total			
80	1	Income After Selling Expenses	Subtraction			Suppress
85	1	Administrative Expenses	Header			
90	2	Administrative Exp Accts.	Print Acct	Expense	Debit	Underline
95	1	Total Admin. Expenses	Total			Page Break
100	1	Net Operating Profit	Subtraction			
105	1	Other Income and Expenses	Header			
110	2	Other Income	Header			
115	3	Other Income Accts.	Print Accts.	Income	Credit	Underline
120	2	Total Other Income	Total			
125	2	Other Expenses	Header			
130	3	Other Expense Accts.	Print Accts.	Expense	Debit	Underline
135	2	Total Other Expenses	Total			Skip Line After
140	1	Total Other Income and Expenses	Total			
145	1	Net Profit before Taxes	Addition			Underline/Skip Line After
150	1	Taxes	Print Accts.	Expense	Debit	Print Total
155	1	Net Profit After Taxes	Subtraction			

The Total at line 20 is the total of the amounts at Lines 10 through 15.

The Total at line 40 is the total of the amounts at lines 20 through 35.

The Amount at Line 60 will be the Total at Line 40 minus the Total at line 55.

The Subtraction line operates as follows: The system seeks the nearest Total Line above the Subtraction line and then seeks the nearest Total, Subtraction, or Addition line above that. The amount listed is the difference between the two.

Note The two total lines in the subtraction equation should be at the same tab/level in the report.

For example, to calculate the Subtraction amount at Line 100, the program subtracts the Total at Line 95 (the nearest Total, etc., line above line 100) from the Total at line 75 (the next nearest Total, etc., line above line 95). The same routine occurs when the action is Addition, except that the first preceding Total line amount is added to the next preceding Total line (rather than being subtracted from it).