



# REPORTS: WHAT, WHEN AND HOW?

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# REPORTS WE WILL BE COVERING

- INCOME STATEMENT
- BALANCE SHEET
- TRIAL BALANCE
- SCHEDULE F
- CHECK REGISTER/RECONCILIATION
- A/P CASH REQUIREMENTS AND AGING
- 1099'S

# INCOME STATEMENT

- INCOME AND EXPENSE FOR TIME PERIOD SELECTED
- CUSTOMIZE BY SETTING UP A DEFINITION
  - CASH OR ACCRUAL
- RUN BY OR COMPARE CASH TAX, FINANCIAL, MANAGEMENT OR MARKET
  - COMPARE PERIODS SELECTED
  - RUN IT ACROSS COMPANIES WITH INTERCOMPANY REPORTING
- COMPARE TO YOUR LIFE CYCLE BUDGET

Income Statement Parameters

Use a percent of each Div. ☐

Division range 0-zzzzzzz

Center range 0-zzzzzzz

Columns to include 1 Period, YTD, and Percent

LCB Scenario 1 First Scenario

Start of fiscal year 01/01/2015

Beginning date 01/01/2015

Ending date 08/25/2015

Use date cash exchanged 1 Use entries in time period

Report type 4 Market Value

Report definition 0 Use ledger accounts

Periods to print (1-50) 1

Print lines with zero amount ☐

Print ledger numbers ☒

Include hidden rows ☐

Include Inactive Accounts ☐

Examine report on screen ☒

Report Macro Options

- ☒ Do nothing
- ☐ Update macro
- ☐ Save as new macro
- ☐ Save after report runs

Ok Cancel


# BALANCE SHEET

- VERY SIMILAR OPTIONS TO INCOME STATEMENT
- IF YOU ARE RUNNING FOR A LARGE AMOUNT OF DATA SELECT TO NOT INCLUDE DRILL DOWN FOR FASTER REPORTING
- OPTIONAL NET CHANGE LINE TO SHOW QUICKLY IF YOU ARE OUT OF BALANCE
- YOU CAN SETUP A DEFINITION TO MAKE REPORT MATCH NECESSARY FORMAT AND MAKE MORE CONCISE

(RF115) Balance Sheet Parameters

Use a percent of each Div. ☐

Division range

Start of fiscal year  

Ending date for report

Columns to include

LCB Scenario

Use date cash exchanged

Report type

Report definition

Inventory Register

Periods to print (1-50)

Print lines with zero amount ☐

Print ledger numbers ☒

Include Net Change line ☐

Include hidden rows ☐

Ignore Division Fiscal Year ☐

Examine report on screen ☒

☐ Don't Include Drill Down

☐ Include Inactive Accounts

Report Macro Options

☒ Do nothing

☐ Update macro

☐ Save as new macro

☐ Save after report runs

Ok Cancel

# SETTING UP A DEFINITION/TEMPLATE FOR BALANCE SHEET AND INCOME STATEMENT

(RF115) Switch Balance Sheet Definitions

Current Definition:

Balance definition: \*\*\* Add New Definition \*\*\*

Definition description: monthly

Replace selected definition: ☐

Source company: RFI FBS Test Data

Replace selected definition with this definition: First Definition

Replacement is used to report definitions.

Edit

Add Entry

Type: Assets

Level: Heading

Source: Net Income

Description: Balance Sheet

Ledger account range:

OK Cancel

30050 Weaner Pig Sales  
30060 Feeder Pig Sales  
30100 Animal Sales Not Lk  
30110 Mkt Hog Sales  
30120 Danbred Base  
30210 Sub Std Packer # 1  
30220 Sub Std Packer # 2  
30310 DQA Packer # 1  
30320 DQA Packer # 2  
30510 Mkt Hog Premium  
30520 Danbred Premium  
30610 Mkt Hog Sort Loss  
30620 Sort Loss Packer # 2  
30710 Cull Sow Sales  
30810 Cull Boar Sales  
31110 C-Backfat Packer # 1  
31120 C-Backfat Packer # 2  
31210 C-Loin Dpth Pckr # 1  
31220 C-Loin Dpth Pckr # 2  
31310 C-Carc Wt Pckr # 1  
31320 C-Carc Wt Pckr # 2  
31410 C-% Yld Pckr # 1  
31420 C-% Yld Pckr # 2

- START WITH ALL LEDGER ACCOUNTS OR NONE
- ADD IN HEADINGS-WHICH WILL CREATE SUBTOTALS UNDER THOSE HEADINGS
- COMBINE LEDGERS TO CONDENSE CHART OF ACCOUNTS AND MAKE MORE READABLE
- COPY DEFINITIONS ACROSS COMPANIES

# TIPS AND TRICKS

- IF USING A DEFINITION AND REPORT LOOKS INCORRECT RUN WITHOUT DEFINITION TO HELP DETERMINE IF THE DEFINITION IS AT FAULT
- IF RUNNING DATE CASH EXCHANGE OPTION #2 OR #3 AND HAVE ERRORS RUN AP AND AR DETAIL REPORTS BY OPTION 7 AND RECOVER BAD DATA
- NARROW DOWN ISSUES TO A SPECIFIC DATE
- USE THE USER DEFINED REPORT WITH THE BOX CHECKED TO FIND UNDEFINED ENTRIES

# TRIAL BALANCE

- COMBINES THE BALANCE SHEET AND INCOME STATEMENT SO YOU HAVE ALL LEDGERS VIEWABLE AT ONCE
- HELPS FIND ERRORS IN BALANCE SHEET.
- IT ALSO COMPARES DATA FROM PREVIOUS YEAR TO RULE OUT ISSUES WITH BEGINNING BALANCES AND RETAINED EARNING CALCULATIONS

# SCHEDULE F

USES A DEFINITION

USE PRIOR YEAR SCHEDULE F TO SET IT UP  
ABILITY TO ADD IN MISC. DESCRIPTIONS

(RF115) Schedule F Report Parameters

Use a percent of each Div. ☐

Division range: 0-zzzzzz

Beginning month/year: 01/01/2015

Ending month/year: 08/25/2015

Schedule F year: 2015 Schedule F

Use date cash exchanged: 1 Use entries in time period

Report type: 4 Market Value

Examine report on screen: ☒

Report Macro Options

- ☒ Do nothing
- ☐ Update macro
- ☐ Save as new macro
- ☐ Save after report runs

Ok Cancel

(RF115) Edit 2013 Schedule F

Schedule F Line	Ledger Account Range	
c If election to defer to 2014 is attached		30050 Weaner Pig Sales
d Amount deferred from 2012		30060 Feeder Pig Sales
9 Custom hire (machine work) income		30100 Animal Sales Not Lk
10 Other income, including Federal and state tax Cr		30110 Mkt Hog Sales
11 Gross Income. Add right column for lines 3 thru 10		30120 Dambred Base
12 Car and truck expenses (attach Form 4562)		30210 Sub Std Packer # 1
13 Chemicals		30220 Sub Std Packer # 2
14 Conservation expenses (see page F-5)		30310 DDA Packer # 1
15 Custom hire (machine work)		30320 DDA Packer # 2
16 Depreciation, and section 179 expense deduction		30510 Mkt Hog Premium
17 Employee benefit programs other than on line 25		30520 Dambred Premium
18 Feed		30610 Mkt Hog Sort Loss
19 Fertilizers and lime		30620 Sort Loss Packer # 2
20 Freight and trucking		30710 Cull Sow Sales
21 Gasoline, fuel, oil		30810 Cull Boar Sales
22 Insurance (other than health)		31110 C-Backfat Packer # 1
23 Interest		31120 C-Backfat Packer # 2
a Mortgage (paid to banks, etc.)		31210 C-Loin Dph Pckr # 1
b Other		31220 C-Loin Dph Pckr # 2
24 Labor hired (less employment credits)		31310 C-Carc Wt Pckr # 1
25 Pension and profit-sharing plans		31320 C-Carc Wt Pckr # 2
26 Rent or lease (see page F-6)		31410 C-% Yld Pckr # 1
a Vehicles, machinery, and equipment		31420 C-% Yld Pckr # 2
b Other (land, animals, etc.)		31510 C-FFLU Pckr # 1
27 Repairs and maintenance		31520 C-FFLU Pckr # 2
28 Seeds and plants		31610 Hommel % Red Box
29 Storage and warehousing		32840 Certificate Income
30 Supplies purchased		33100 Corn Sales
31 Taxes		33105 Corn Transferred to Feed
32 Utilities		33110 Soybeans Sales
33 Veterinary, breeding, and medicine		34110 Crop Grain Prem # 1
34 Other expenses (specify)		34120 Crop Frge Prem # 1
a repairs		34190 Crop Other Prem # 1
b		35010 Custom Work
c		35020 Reimbursed Costs
d		35030 Allocatable Income
e		35040 Crop Insurance
f		35045 Insurance Proceeds/Reco
		35051 Trucking-SBM/DDG
		35052 Trucking-Grain
		35053 Trucking-Giltz
		35054 Trucking-Mkt Hogs
		35055 Trucking-Feeder Pigs
		35056 Trucking-Weaner Pigs
		35057 Trucking-Feed
		35110 Govt Pymt Land
		35120 Govt Pymt Cr Cycl
		35130 Govt Pymt LDP
		35210 Rent Inc Land
		35220 Rent Inc Building
		35225 Rent Inc Equipment
		35230 Interest & Dividends
		35235 Interest Truck Sales

View by Acct. Change Misc. Desc. Print Save Cancel

# CHECK REGISTER/RECONCILIATION

## SAME REPORT DIFFERENT FUNCTIONS

CHECK REGISTER  
HAVE THE BOX CHECKED  
TO RUN BY CHECK DATE

SHOW BY DATE OF  
CHECK

RUNS LIKE A PAPER  
REGISTER WITH YOUR  
CHECK BOOK

(RFI15) Check Register/Check Reconciliation Report Parameters

Beginning date: 01/01/2015  
Ending date: 08/25/2015  
Bank account: 10100 RFI-First Nat'l NE checking

Print all detail: ☒  
Print one line per check: ☐  
Date range uses check date: ☐  
Examine report on screen: ☒

Report Macro Options:  
☒ Do nothing  
☐ Update macro  
☐ Save as new macro  
☐ Save after report runs

Ok Cancel

CHECK RECONCILIATION

HAVE THE BOX UNCHECKED TO RUN BY  
CHECK DATE

WILL THEN RUN BY DATE CLEARED

RECONCILES TO BANK STATEMENTS

\*\* IF YOU RUN THE 2 REPORTS FOR THE  
SAME DATE RANGE AND THE CLEARED  
BALANCE DOESN'T MATCH CHECK YOUR  
DATES CLEARED ON THE CHECK REGISTER

# AP CASH REQUIREMENT

Will show what you have coming due in time period selected.

Can drill down into any line to edit

Can see total due and any payments made against invoice

9	05/24/2017	Sarah Dixon	fuel surcharge	463.60	463.60	05/24/2017
6	06/01/2017	Sarah Dixon	extra charge	2,830.30	2,830.30	06/01/2017
7	06/01/2017	Sarah Dixon	rush	3,922.60	3,922.60	06/01/2017
i449503	06/05/2017	BIRCHWOOD GENETICS, PIC 327		297.00	297.00	06/05/2017
i449702	06/05/2017	BIRCHWOOD GENETICS, PIC 327		148.50	148.50	06/05/2017
i449963	06/05/2017	BIRCHWOOD GENETICS, PIC 327		118.80	118.80	06/05/2017
i450160	06/05/2017	BIRCHWOOD GENETICS, PIC 327		103.95	103.95	06/05/2017
i450357	06/05/2017	BIRCHWOOD GENETICS, PIC 327		118.80	118.80	06/05/2017
i449564	06/07/2017	BIRCHWOOD GENETICS, PIC 327		178.20	178.20	06/07/2017
i449763	06/07/2017	BIRCHWOOD GENETICS, PIC 327		74.25	74.25	06/07/2017
i450024	06/07/2017	BIRCHWOOD GENETICS, PIC 327		148.50	148.50	06/07/2017
i450221	06/07/2017	BIRCHWOOD GENETICS, PIC 327		96.53	96.53	06/07/2017
i450418	06/07/2017	BIRCHWOOD GENETICS, PIC 327		111.38	111.38	06/07/2017
i449625	06/09/2017	BIRCHWOOD GENETICS, PIC 327		400.95	400.95	06/09/2017
i449824	06/09/2017	BIRCHWOOD GENETICS, PIC 327		178.20	178.20	06/09/2017
i450085	06/09/2017	BIRCHWOOD GENETICS, PIC 327		178.20	178.20	06/09/2017
i450282	06/09/2017	BIRCHWOOD GENETICS, PIC 327		267.30	267.30	06/09/2017
i450479	06/09/2017	BIRCHWOOD GENETICS, PIC 327		193.05	193.05	06/09/2017
5089463	06/15/2017	WEST MICHIGAN UNIFO	Glenn Kleinhekse	1,106.15	1,106.15	06/15/2017
		TOTALS		39,785.76	39,785.76	

# AP AND AR AGING REPORTS

(AAA17) A/R Aging Report						
Vendor	Total Due	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due over 90 Days
ABC CO	1,300.00	0.00	0.00	0.00	1,300.00	0.00
TOTALS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
A/R Ledger Balance	494,633.73					

# 1099'S

(AAA17) Input 1099 Parameters

Beginning date: 01/01/2017

Ending date: 12/31/2017

Type of 1099 to print: 2 Miscellaneous Income

Use date cash exchanged: 1 Use entries in time period

Vendor Name to Use: 1 Vendor Name

Minimum amount for 1099: 100.00

Type of 1099 form: 1 Individual Forms

Send to a disk file: ☐

Examine report on screen: ☒

Blank lines to print: 0.0

Horizontal Adjustment (inches): 0.0

Disk file name:

Division range: 0-222222

Ledger Account Ranges for 1099 Boxes

Box 1	
Box 2	
Box 3	
Box 4	
Box 5	
Box 6	
Box 7	
Box 8	
Box 9	
Box 10	
Box 11	
Box 12	
Box 13	
Box 14	

Ok Cancel

- VENDORS MUST BE FLAGGED IN VENDOR SETUP
- SELECT LEDGER ACCOUNTS THAT YOU WANT TO PULL AMOUNTS FROM SUCH AS SERVICE LEDGERS
- CAN VERIFY AMOUNTS WITH USER DEFINED REPORT
- CAN PRINT OUT OR FILE ELECTRONICALLY