REPORTS: WHAT, WHEN AND HOW?

SARAH DIXON

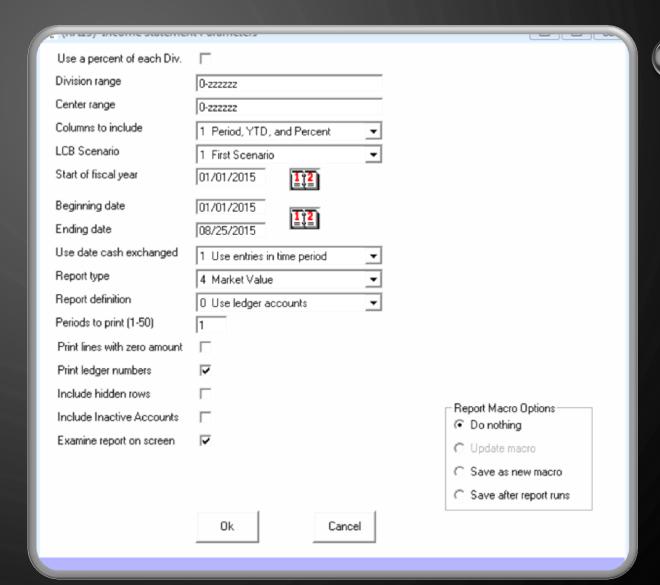


REPORTS WE WILL BE COVERING

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

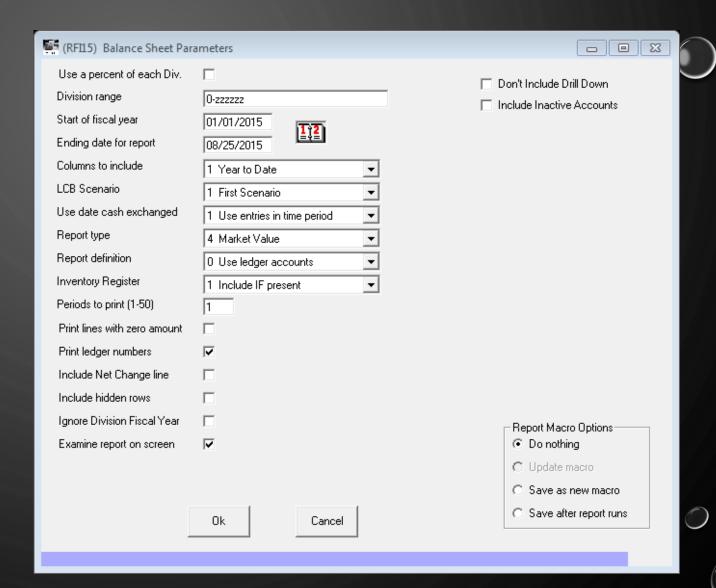


- INCOME AND EXPENSE FOR TIME PERIOD SELECTED
- CUSTOMIZE BY SETTING UP A DEFINITION
 - CASH OR ACCRUAL
- RUN BY OR COMPARE CASH TAX, FINANCIAL, MANAGEMENT OR MARKET
 - COMPARE PERIODS SELECTED
 - RUN IT ACROSS COMPANIES WITH INTERCOMPANY REPORTING
 - COMPARE TO YOUR LIFE CYCLE BUDGET





- 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



SETTING UP A DEFINITION/TEMPLATE FOR BALANCE SHEET AND INCOME STATEMENT (RFI15) Switch Balance Sheet Definitions - B X Current Definition: ** Add New Definition ** START WITH ALL LEDGER ACCOUNTS OR

NONE

- E X

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 DOA Packer # 1

30320 DOA Packer # 2 30510 Mkt Hoa Premium

30520 Danbred Premium 30610 Mkt Hog Sort Loss 30620 Sort Loss Packer # 2 30710 Cull Sow Sales 30810 Cull Boar Sales

31220 C-Loin Doth Pckr # 2 31310 C-Carc Wt Pckr # 1 31320 C-Carc Wt Pckr # 2

Balance definition

Source company

with this definition

Replacement is usef

to report definitions.

Definition description

Replace selected definition

Replace selected definition

Edit

monthly

RFI FBS Test Data

Assets

Heading

Net Income

Balance Sheet

Cancel

First Definition

Add Entry

Level

Source

Description

Ledger account range

- 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



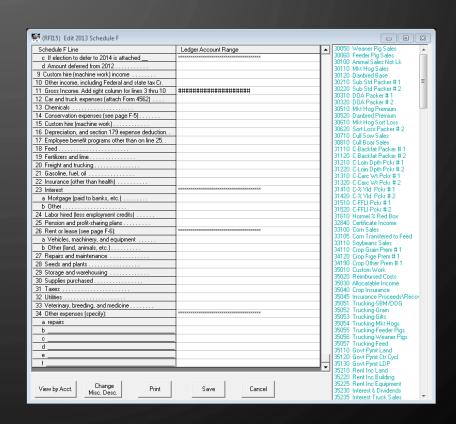
TRIAL BALANCE

- 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



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

(RFI15) Schedule F Repor	t Parameters	
Use a percent of each Div.		
Division range Beginning month/year Ending month/year Schedule F year Use date cash exchanged Report type	0-zzzzzz 01/01/2015 08/25/2015 2015 Schedule F 1 Use entries in time period	
Examine report on screen	4 Market Value	
	Ok Cancel	Report Macro Options Do nothing Update macro Save as new macro Save after report runs

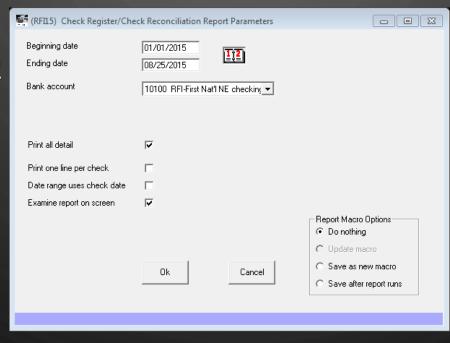




CHECK REGISTER
HAVE THE BOX CHECKED
TO RUN BY CHECK DATE

SHOW BY DATE OF CHECK

RUNS LIKE A PAPER
REGISTER WITH YOUR
CHECK BOOK



CHECK RECONCILIATION

HAVE THE BOX <u>UNCHECKED</u> 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

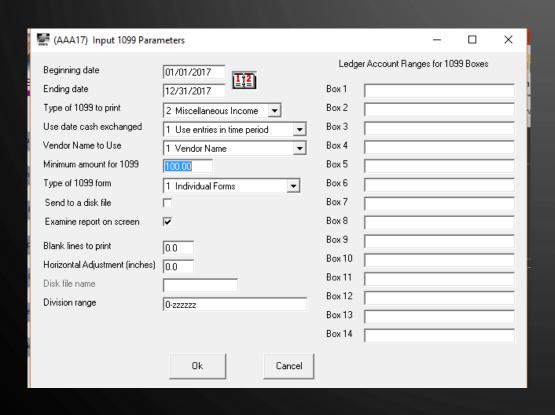
Can see total due and any payments made against invoice

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
1449503	06/05/2017	BIRCHWOOD GENETICS,	PIC 327	297.00	297.00	06/05/2017
1449702	06/05/2017	BIRCHWOOD GENETICS,	PIC 327	148.50	148.50	06/05/2017
1449963	06/05/2017	BIRCHWOOD GENETICS,	PIC 327	118.80	118.80	06/05/2017
1450160	06/05/2017	BIRCHWOOD GENETICS,	PIC 327	103.95	103.95	06/05/2017
1450357	06/05/2017	BIRCHWOOD GENETICS,	PIC 327	118.80	118.80	06/05/2017
1449564	06/07/2017	BIRCHWOOD GENETICS,	PIC 327	178.20	178.20	06/07/2017
1449763	06/07/2017	BIRCHWOOD GENETICS,	PIC 327	74.25	74.25	06/07/2017
1450024	06/07/2017	BIRCHWOOD GENETICS,	PIC 327	148.50	148.50	06/07/2017
1450221	06/07/2017	BIRCHWOOD GENETICS,	PIC 327	96.53	96.53	06/07/2017
1450418	06/07/2017	BIRCHWOOD GENETICS,	PIC 327	111.38	111.38	06/07/2017
1449625	06/09/2017	BIRCHWOOD GENETICS,	PIC 327	400.95	400.95	06/09/2017
1449824	06/09/2017	BIRCHWOOD GENETICS,	PIC 327	178.20	178.20	06/09/2017
1450085	06/09/2017	BIRCHWOOD GENETICS,	PIC 327	178.20	178.20	06/09/2017
1450282	06/09/2017	BIRCHWOOD GENETICS,	PIC 327	267.30	267.30	06/09/2017
(450479)	06/09/2017	BIRCHWOOD GENETICS,	PIC 327	193.05	193.05	06/09/2017
5089463	06/15/2017	WEST MICHIGAN UNIFOR	Glenn Kleinheksel	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								
			Past Due	Past Due	Past Due	Past Due		
Vendor	Total Due	Current	1-30 Days	31-60 Days	61-90 Days	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



- 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