



QuickStart Guide

Financial Analysis – Changing Reports

October 2004

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ARKONA QuickStart Guide

Use this QuickStart Guide for help making simple changes to the format of an existing Financial Analysis report.

1. Select the report you want to change.

- a. Take option **1=Financial Analysis** from the General Ledger menu to display the report list.
- b. Take option **2=Edit** to change the report name.

2. Print a list of accounts included and excluded from the report.

- a. Take option **9=Print Exception** by the report title.
- b. Take option **1=Select** by any of the views to display the Account Types Selection window.
- c. Take option **1=Select** by the type of account(s) you want to include on the Accounts Not Routed report and press [ENTER] twice to print.
 - The Accounts Not Routed report lists all of the accounts of the type that you selected that are not included on any line of the report
 - The Accounts Routed report lists all of the accounts (regardless of type) routed to the report.

3. Change accounts routed to a line.

- a. Take option **1=Work With** by the report title to display the Financial Analysis Report Definition screen.
- b. Take option **2=Edit** by the line you want to change. You may have to page down to see all of the lines.
- c. **To add another account to the line:**
 - Key the account number into the Add Account* field and press [ENTER] to add the account to the list below; or
 - Hit F4 on the Add Account* field to select accounts from the list. Take option **1=Select** by as many accounts as you would like to add to the line. You can select one account at a time or dozens simultaneously.
 - If there are more than 10 accounts routed to a line, you have to page down to see all of the accounts.
- d. **To remove an account from a line**, take option **4=Delete** by the account(s) you want to remove and press [ENTER].
 - You can delete one account at a time or put 4's by multiple accounts and remove them simultaneously.
- e. Press [ENTER] to close the window and save the changes.

4. Change the line description.

- a. Take option **1=Work With** by the report title to display the Financial Analysis Report Definition screen.
- b. Take option **2=Edit** by the line you want to change.
- c. Position the cursor to the Line Description field and type in the new description.
- d. Press [ENTER] to close the window and save the changes.

5. Change the line characteristics.

- a. Take option **1=Work With** by the report title to display the Financial Analysis Report Definition screen.
- b. Take option **2=Edit** by the line you want to change.
- c. The list below describes the line characteristics.
 - **Heading** – Set this field to Y to make a line a text line on the report rather than a G/L account line or total line.
 - **Page Break** – Set this field to Y to begin printing this line and subsequent lines on a new page.
 - **Normal Sign** – Set this field to C for credit balance and D for debit balance accounts. You can also you this field to reverse the sign on the printout. For example, if you want your F&I charge backs to appear with a minus sign on the report, since the charge back accounts typically have a debit balance, you could set Normal Sign to C and the debit balance would show up as a negative value on the report. This does not change the way the report addition works.
 - **Change or Balance** – Set this field to C to display the change in the account balance as on an income statement. Set it to B to see the ending balance on an account as on a balance sheet.
 - **Use for % Calcs** – Set this field to Y to use this line as the total for the Percent of Total column heading when the report is displayed.
 1. Only one line on the report can be used for % calcs.
 2. If more than one line has this field set to Y, the % calc will be based on the last line that is used for % calcs.
 - **Multiply by Factor** – Set this field to a percent (e.g., .50 for 50%) and when the report is displayed, the dollar amount for this line will be multiplied by the percent entered.
 1. For example, if your report was a Parts Department DOC and you only had one account for rent expense and you allocated 25% of your rent expense to the parts department, you could route the rent expense to the Parts DOC and multiply it by a factor of .25 so that only the Parts Department portion of the rent expense would display.

- **Space After** – Enter any number greater than 1 to increase the number of lines the printer skips after printing this line.
- **Underline** – Set this field to Y (for single line) or 2 (for double line) to underline the line that prints just above a total line.
- **Bold** –
- **Accum Units** – Set this field to Y to include the units from this line in the next subtotal line. Set this field to N to exclude the units from this line the next subtotal line. The previous units subtotal will display on the next subtotal line.

6. Add a new line to a section.

- Take option **1=Work With** by the report title to display the Financial Analysis Report Definition screen.
- Take option **5=Work With** by the subtotal line for the section you want to add the line to.
- Use function **F6=Add Line** to display a new line characteristics screen.
- Enter a line description and set the line characteristics as desired.
- Add in the account numbers and press [ENTER] to save and **F12=Cancel** to return to the previous screen.

7. Resequence the lines in a section.

- Take option **1=Work With** by the report title to display the Financial Analysis Report Definition screen.
- Take option **5=Work With** by the subtotal line for the section you want to resequence.
- Use function **F9=Enable Reseq** to display sequence numbers for the lines.
- Assign a new sequence number to the line(s).
 - Use the [FIELD EXIT] key after typing the new sequence. Don't press [ENTER].
 - Don't assign an existing sequence number to another line.
- Use function **F9=Resequence** to resequence the lines.
- Hit **F12=Cancel** to return to the previous screen.
 - Resequencing only works for the lines in the same section of a report.
 - You can not use the resequence function to change the levels of lines on a report.

8. Delete a line from a section.

- a. Take option **1=Work With** by the report title to display the Financial Analysis Report Definition screen.
- b. Take option **2=Edit** by the line you want to delete.
- c. Use function **F14=Delete** to remove the line from the report.
 - Be careful not to delete a subtotal or total line.
 - To delete an entire section, delete the detail lines first, then delete the subtotal line.