

Chapter 5—Departmental Side by Side Using Account Filters

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Overview

A Side by Side report shows different departments across the column headings. It can be done two different ways:

- Using **Account Filters** in the column layout
- Using **Reporting Units** selected from a reporting tree in the column layout

Either way gets good results, but when I need to use multiple accounts to restrict one column, I'm usually tempted to use a tree.

This chapter shows how to use Account Filters; the next chapter shows how to use Reporting Units.

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Departmental Side by Side Using Account Filters 1st Glance

Fabrikam Works, Inc. Income Statement by Department For the Seven Months Ending July 31, 2007							
	Corporate	Retail	Wholesale	Lab	Studio	Wholesale IC	Total
Revenue							
Sales		\$2,434,802	\$3,855,497	\$554,026	\$294,963		\$7,139,288
Sales - Intercompany						5,495	5,495
Sales Returns		(62,809)					(62,809)
Sales Discounts		(241,562)					(241,562)
Total Revenue		2,130,431	3,855,497	554,026	294,963	5,495	6,840,412
COGS		1,764,836	3,119,438				4,884,274
Gross Profit		365,595	736,059	554,026	294,963	5,495	1,956,138
<i>Gross Profit %</i>		<i>17.16%</i>	<i>19.09%</i>	<i>100.00%</i>	<i>100.00%</i>	<i>100.00%</i>	<i>28.60%</i>
Operating Expense	472,994	306,940	273,575	243,424	125,976		1,422,909
Operating Income	(472,994)	58,655	462,484	310,602	168,987	5,495	533,229
Other Income/(Expense)							
Income Tax Expense	(51,816)						(51,816)
Interest Expense	(7,205)						(7,205)
Earnings/(Loss) from FWC	69,709						69,709
Total Other Income/(Expense)	10,688						10,688
Net Income	(\$462,306)	\$58,655	\$462,484	\$310,602	\$168,987	\$5,495	\$543,917

Use Existing IS Row Format

No changes needed to the row format.

Create the New Column Layout

Just as a reminder, this is a quick snapshot of FW's account structure:

Natural—Location—Department
4 — 4 — 3

And these are the values in the Department segment:

<u>Department</u>	<u>Description</u>
000	Corporate
001	Retail
002	Wholesale
003	Lab
004	Studio
012	Wholesale IC

We're going to use these Department values in the **Account Filter** cell to restrict the columns to Corporate, Retail, Wholesale, and so on.

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So go ahead and create your column layout. Here it is without the Account Filters:

Column Headers	A	B	C	D	E	F	G	H
1								
2		Corporate	Retail	Wholesale	Lab	Studio	Wholesale IC	Total
3								
Column Detail								
Type (GL, Calc, etc.):	DESC	GL	GL	GL	GL	GL	GL	CALC
Book Code/Attribute Category:		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
Fiscal Year:		BASE	BASE	BASE	BASE	BASE	BASE	
Period Code:		BASE	BASE	BASE	BASE	BASE	BASE	
Current Per./YTD:		YTD	YTD	YTD	YTD	YTD	YTD	
Calc Formula:								B TO G
Column Width:								
Extra Spaces Before Col:								2
Special Format Mask:								
Print Control:								

If you were to run this, you would see 6 columns with identical data (plus a total) because it hasn't yet been restricted using Account Filters.

The Best Way to Add Account Filters

So now we'll add the **Account Filters** for each department. Here's something good to know: while you *can* just start typing in your account number, the absolute best way is to drop the box down and enter your account number(s) there. The reason is that FRx reads your account structure, puts the hyphens in for you, and won't let you make a length mistake. Sweet.

Column Headers	A	B	C	D	E	F	
1							
2		Corporate	Retail	Wholesale	Lab	Studio	Whol
3							
Column Detail							
Type (GL, Calc, etc.):	DESC	GL	GL	GL	GL	GL	GL
Book Code/Attribute Category:		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Fiscal Year:		BASE	BASE	BASE	BASE	BASE	BASE
Period Code:		BASE	BASE	BASE	BASE	BASE	BASE
Current Per/YTD:		YTD	YTD	YTD	YTD	YTD	YTD
Calc Formula:							
Column Width:							
Extra Spaces Before Col:							
Special Format Mask:							
Print Control:							
Column Restrictions:							
Reporting Unit:							
Currency Code:							
Currency Display:							
Currency Rate Subtype ID:							
Account Filter:							
Attribute Filter:							
Start Date:							
End Date:							
Justification:							
OLAP Descriptions:							

GL Account Links

Formula: _____

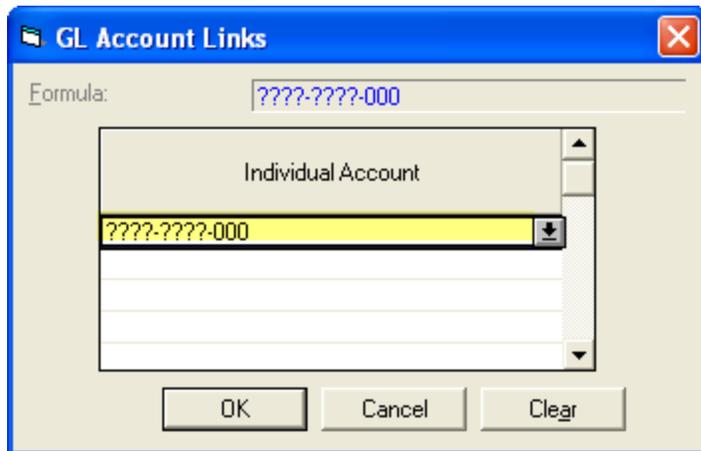
Individual Account

? - -

OK Cancel Clear

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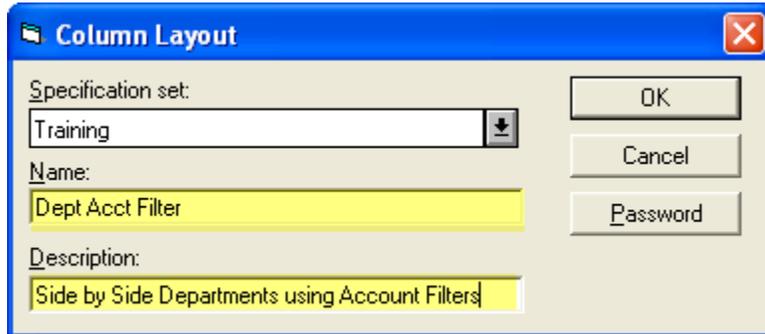
The first GL column is for the **Corporate** department. Per the chart of accounts, the **Corporate** department is value '000', so I'll complete the value as follows. Note that I'm masking the Main account (the 1st segment) with '????' because this will allow the 4 digit account number in the row format to be pulled in. I'm also masking Location (segment 2) with '????' because I want it summarized:



So now when you enter the values from the chart of accounts for the remaining departments, you'll end up with a column layout that looks like this. Note that you can drop each box down individually, OR (my favorite) you can copy from Corporate into each department through Wholesale IC (be sure not to copy into the Total column), and then F2 to edit each cell to the appropriate value:

Column Headers	A	B	C	D	E	F	G	H
1								
2		Corporate	Retail	Wholesale	Lab	Studio	Wholesale IC	Total
3								
Column Detail								
Type (GL, Calc, etc.):	DESC	GL	GL	GL	GL	GL	GL	CALC
Book Code/Attribute Category:		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
Fiscal Year:		BASE	BASE	BASE	BASE	BASE	BASE	
Period Code:		BASE	BASE	BASE	BASE	BASE	BASE	
Current Per/YTD:		YTD	YTD	YTD	YTD	YTD	YTD	
Calc Formula:								B TO G
Column Width:								
Extra Spaces Before Col:								2
Special Format Mask:								
Print Control:								
Column Restrictions:								
Reporting Unit:								
Currency Code:								
Currency Display:								
Currency Rate Subtype ID:								
Account Filter:		????-????-000	????-????-001	????-????-002	????-????-003	????-????-004	????-????-012	
Attribute Filter:								
Start Date:								
End Date:								
Justification:								
OLAP Descriptions:								

Save the column layout and use the following Name and Description:

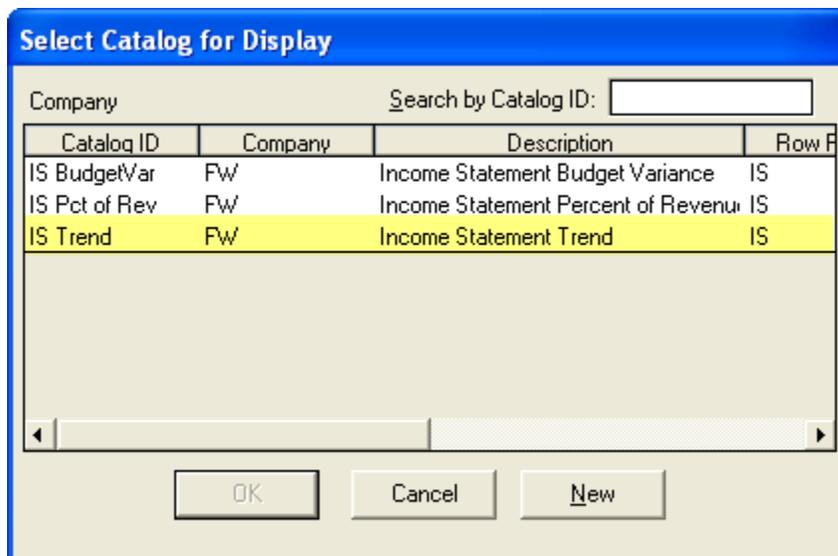


The 'Column Layout' dialog box is shown with the following fields and buttons:

- Specification set: Training
- Name: Dept Acct Filter
- Description: Side by Side Departments using Account Filters
- Buttons: OK, Cancel, Password

Create a New Catalog

Now click the **Open Catalog** icon to move to the catalog. It's entirely possible that you'll bring up the **IS BudgetVar** report. If you do, please close it and open click the **Catalog of Reports** icon. Here's the resulting window:



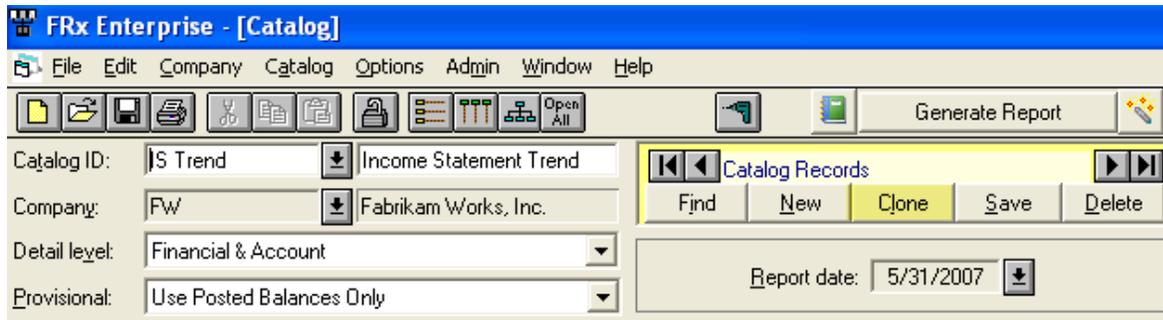
The 'Select Catalog for Display' dialog box is shown with the following fields and buttons:

- Company: [Empty]
- Search by Catalog ID: [Empty]
- Table with columns: Catalog ID, Company, Description, Row F
- Buttons: OK, Cancel, New

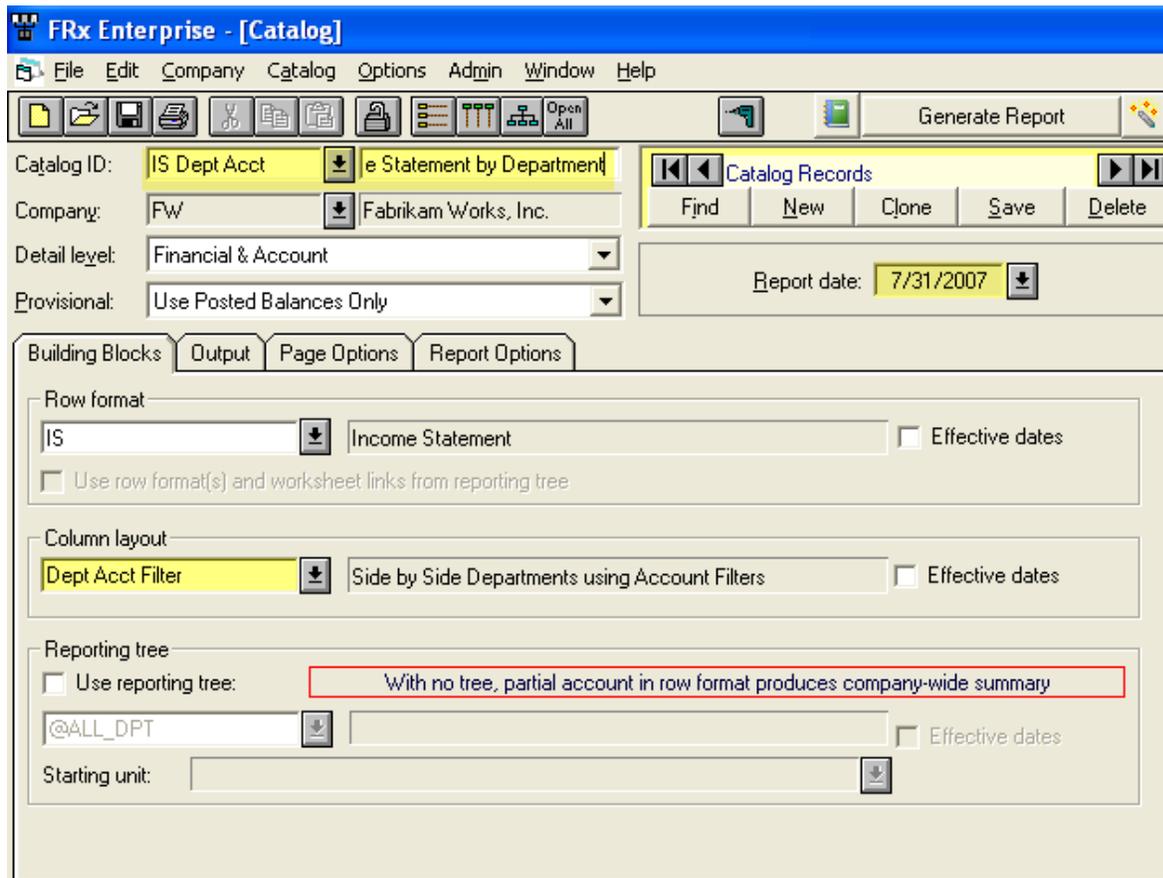
Catalog ID	Company	Description	Row F
IS BudgetVar	FW	Income Statement Budget Variance	IS
IS Pct of Rev	FW	Income Statement Percent of Revenue	IS
IS Trend	FW	Income Statement Trend	IS

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Instead of creating a new catalog, though, we're going to **Clone IS Trend**. Why IS Trend? Because it's set to a **Landscape** orientation on the **Page Setup** tab. So please select IS Trend, then click **Clone**:

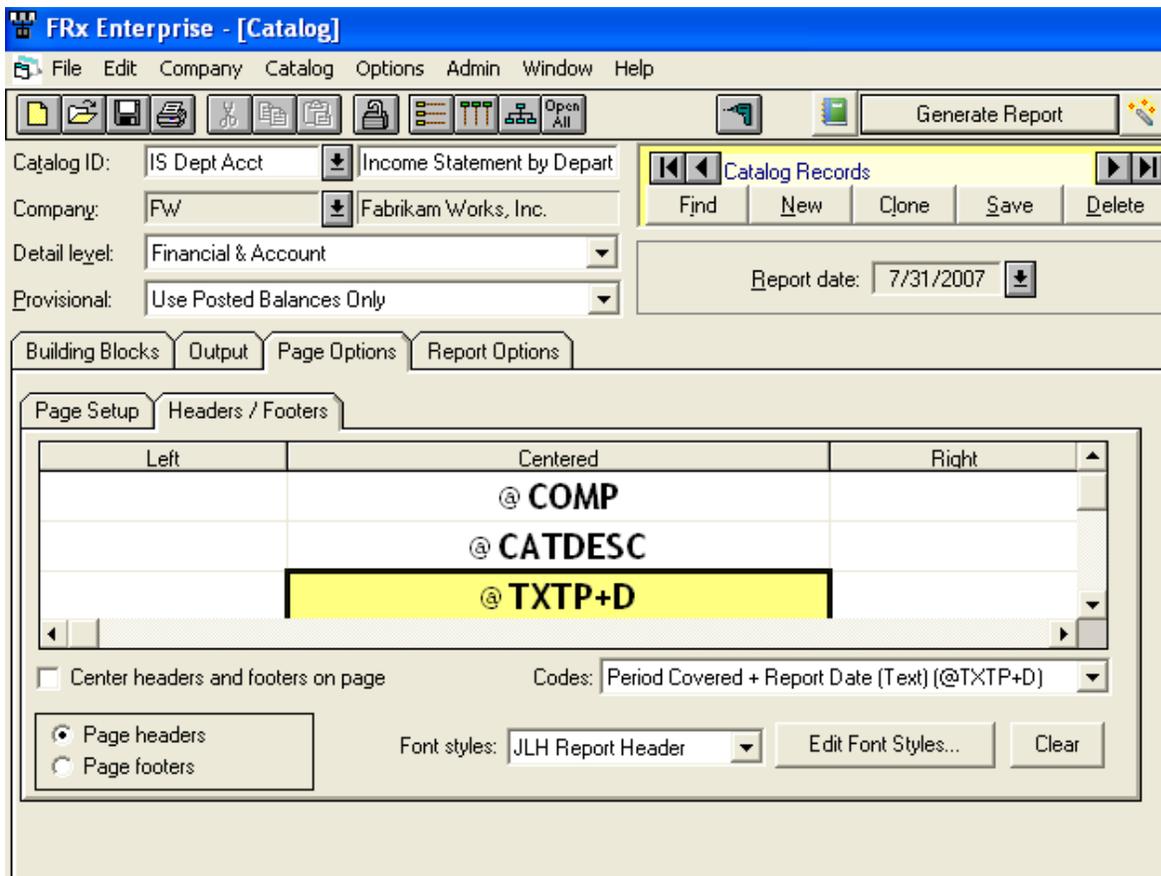


Make the following changes on the new catalog:



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Because we cloned IS Trend, there's one more change needed in the **Report Header**. Change the date from 'Through @TXTDATE' to '@TXTP+D' (this is the code for 'For the Seven Months Ending July 31, 2010'):



(The @TITLE code is below the date but doesn't show here due to room. Again, it won't print if you're not using a reporting tree.)

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Save, then Generate the catalog and you get the following results. Looks pretty good. You may think you're finished. But you're not. There is a calculation error on this report. Can you spot it?

Fabrikam Works, Inc. Income Statement by Department For the Seven Months Ending July 31, 2007							
	Corporate	Retail	Wholesale	Lab	Studio	Wholesale IC	Total
Revenue							
Sales		\$2,434,802.32	\$3,855,497.45	\$554,026.12	\$294,962.50		\$7,139,288.39
Sales - Intercompany						5,495.19	5,495.19
Sales Returns		(62,808.72)					(62,808.72)
Sales Discounts		(241,561.59)					(241,561.59)
Total Revenue		2,130,432.01	3,855,497.45	554,026.12	294,962.50	5,495.19	6,840,413.27
COGS		1,764,835.93	3,119,437.58				4,884,273.51
Gross Profit		365,596.08	736,059.87	554,026.12	294,962.50	5,495.19	1,956,139.76
Gross Profit %		17.16%	19.09%	100.00%	100.00%	100.00%	336.25%
Operating Expense	472,994.09	306,939.99	273,575.12	243,423.94	125,975.54		1,422,908.68
Operating Income	(472,994.09)	58,656.09	462,484.75	310,602.18	168,986.96	5,495.19	533,231.08
Other Income/(Expense)							
Income Tax Expense	(51,815.95)						(51,815.95)
Interest Expense	(7,205.01)						(7,205.01)
Earnings/(Loss) from FVWC	69,709.35						69,709.35
Total Other Income/(Expense)	10,688.39						10,688.39
Net Income	(\$462,305.70)	\$58,656.09	\$462,484.75	\$310,602.18	\$168,986.96	\$5,495.19	\$543,919.47

(See the next page for the answer.)