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Account Schedules

Introduction

You can use account schedules to create financial reports in a flexible way and without any development needed.

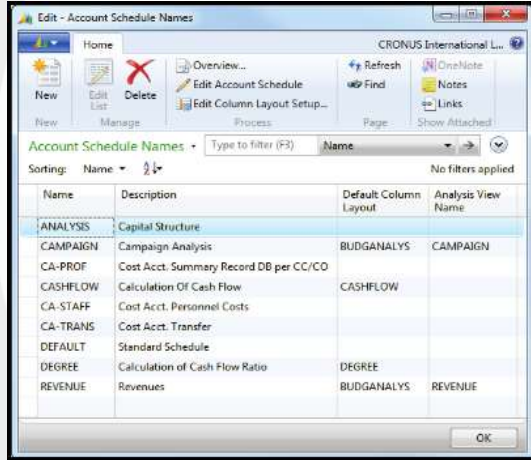
With account schedules, users can do the following:

- Create customized financial reports without using the Report Designer.
- Create as many account schedules as needed, each with a unique name.
- Set up various report layouts and print the reports with the current figures.
- Export financial data to Microsoft Excel.

Account Schedules Names

An account schedule consists of the following components:

- An account schedule name
- Several lines
- A column layout



Account Schedules Names Cont.

The Account Schedule Names page contains following fields:

Field	Description
Name	Specifies the name of the account schedule.
Description	Specifies a description of the account schedule.
Default Column Layout	Specifies a column layout name that you want to use as a default for this account schedule.
Analysis View Name	Specifies the name of the analysis view on which you want the account schedule based. If you link an analysis view to an account schedule, you can use the dimensions assigned to the analysis view in the account schedule lines. Otherwise you can use only the two global dimensions in an account schedule.

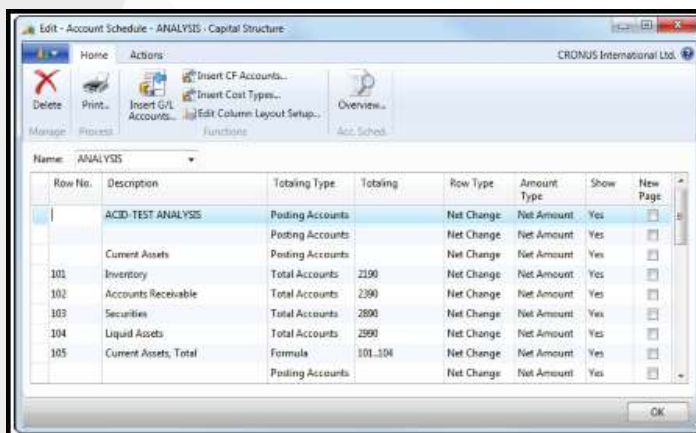
Account Schedules Names Cont.

The ribbon of the Account Schedule Names page gives you single-click access to the following pages:

Action	Description
Overview	Runs the account schedules and shows figures based on the combination of the specified account schedule and column layout.
Edit Account Schedule	Opens the Account Schedule page that you use to create account schedule lines.
Edit Column Layout Setup	Opens the Column Layout page that you use to create account schedule columns.

Account Schedules Page

After you name an account schedule, you can define the lines in the **Account Schedule page**, accessed from the **Account Schedule Names page**, by clicking **Edit Account Schedule** in the ribbon.



Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	ACID-TEST ANALYSIS	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
	Current Assets	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>
101	Inventory	Total Accounts	2190	Net Change	Net Amount	Yes	<input type="checkbox"/>
102	Accounts Receivable	Total Accounts	2390	Net Change	Net Amount	Yes	<input type="checkbox"/>
103	Securities	Total Accounts	2890	Net Change	Net Amount	Yes	<input type="checkbox"/>
104	Liquid Assets	Total Accounts	2990	Net Change	Net Amount	Yes	<input type="checkbox"/>
105	Current Assets, Total	Formula	101-104	Net Change	Net Amount	Yes	<input type="checkbox"/>
		Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>

Account Schedules Page Cont.

To create an account schedule, you must set up several rows with the following fields.

Field	Description
Row No.	Shows a number for the account schedule line. The same row number can be used on more than one line. The rows with the same number are then treated as a group. For example, if the row number is included in a formula in the Totaling field, it will represent the sum of all the lines that have that row number. If the Insert Accounts function is used, this field is automatically copied from the No. field in the chart of accounts.
Description	Specifies text that will appear on the account schedule line. If the Insert Accounts function is used, this field is automatically copied from the Name field in the G/L account list. If you use an account schedule in the Finance Performance Window , the description must be unique. If the field is empty, the account schedule line is not displayed in the Finance Performance window.



Account Schedules Page Cont.


Field	Description
Totaling Type	Determines which accounts within the totaling interval, specified in the Totaling field, are totaled. The options are as follows: <ul style="list-style-type: none"> • Posting Accounts: The total is calculated from amounts in posting accounts in the chart of accounts. This is the default value. • Total Accounts: The total is calculated from amounts in total and end-total accounts in the chart of accounts. • Formula: The total is calculated from amounts in other rows in the account schedule. The formula is entered in the Totaling field. • Set Base For Percent: Used to insert a column that displays the percentage of a total. The formula in the Totaling field on this line is used to calculate the total on which the percentage is based. This line does not appear on Account Schedule reports.



Account Schedules Page Cont.

Field	Description
Totaling	<p>Indicates which accounts are totaled on this line. This field is filled in based on the contents in the Totaling Type field:</p> <ul style="list-style-type: none"> • If the Formula totaling type is assigned to the account schedule line, enter a formula that includes row numbers (or totaling intervals) from the account schedule. • For the following types, enter an account number (or totaling interval) from the specified chart of accounts: <ul style="list-style-type: none"> ○ Posting Accounts ○ Total Accounts

Account Schedules Page Cont.

Totaling	<p>When you create formulas, use the following symbols:</p> <ul style="list-style-type: none"> • addition: + • subtraction: - • multiplication: * • division: / • exponentiation: ^ • parentheses: () • percentage: % <p>In the ribbon, the following three functions are available to insert accounts:</p> <ul style="list-style-type: none"> • Insert G/L Accounts: The Totaling field is automatically copied from the No. field in the G/L account list. • Insert CF Accounts: The Totaling field is automatically copied from the No. field in the cash flow account list. • Insert Cost Types: The Totaling field is automatically copied from the No. field in the cost type list. <p> Note: To include a number in the formula, do not use that number as a row number in the account schedule.</p>
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Account Schedules Page Cont.

Field	Description
Row Type	<ul style="list-style-type: none"> Determines how the amounts in the row are calculated for the period defined in the Date Filter field on the report or page. The options are as follows: <ul style="list-style-type: none"> Net Change: The total is calculated by using the total changes from the start to the end of the specified date range. Balance at Date: The total is calculated by using the total of all entries from the initial transaction in Microsoft Dynamics NAV through the date at the end of the specified date range. Beginning Balance: The total is calculated by using the total of all entries from the initial transaction in Microsoft Dynamics NAV to the last entry before the start of the specified date range.
Amount Type	<ul style="list-style-type: none"> Determines the type of entries that are included in the amounts in the account schedule row. The options are as follows: <ul style="list-style-type: none"> Net Amount: The calculated amount includes debit and credit entries. Debit Amount: The calculated amount includes only debit entries. Credit Amount: The calculated amount includes only credit entries.



Account Schedules Page Cont.

Show	<ul style="list-style-type: none"> Determines whether the account schedule line is printed on the report. The options are as follows: <ul style="list-style-type: none"> Yes: The row is printed. No: The row is not printed. If Any Column Not Zero: The row is printed unless all amounts on the row are equal to zero. When Positive Balance: The row is printed only if the balance of the amounts on the row is positive. When Negative Balance: The row is printed only if the balance of the amounts on the row is negative.
New Page	If selected, there a page break is added after the current account when the account schedule is printed.



Account Schedules Page Cont.

Optional Account Schedule Fields

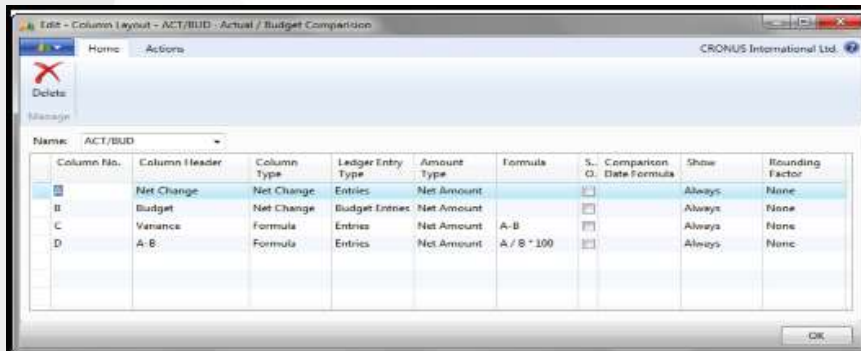
The following table shows the additional columns that users can add to the Account Schedule page by using the Choose Columns function.

Field	Description
Dimension Totaling Filters	Dimension values or dimension value ranges that are used to filter the amounts shown in the row. These filters are described in more detail in the "Filter Account Schedules Using Dimensions" procedure.
Bold, Italic, and Underline	If selected, the row contents are bold, italic, or underlined. Only bold formatting is displayed in the Acc. Schedule Overview page, whereas the printed Account Schedule report and exported data in Microsoft Excel worksheets display all three formats.
Show Opposite Sign	If selected, debits in this row are displayed in reports as negative amounts (that is, with a minus sign) and credits are displayed as positive amounts.

Column Layout Overview

The Account Schedule column layout contains the numeric information. You can set up both the visible columns that appear in the reports and the intermediary columns that are used for calculation only.

To open the Column Layout window, click Edit Column Layout Setup in the ribbon of the Account Schedule window.



Column Layout Overview Cont.

The Column Layout page contains the fields that are shown in the following table.

Field	Description
Column No.	Identifies the line for the column. The column numbers are optional and the same column number can be used on more than one line. The columns with the same number are then treated as a group. For example, if the column number is included in a formula, it will represent the sum of all the lines that share the column number.
Column Header	The text in this field is printed on reports that include the column.

Column Layout Overview Cont.

Column Type	<p>Determines how the amounts in the column are calculated. The amounts are calculated for the period defined in the Date Filter field on the report or page as follows:</p> <ul style="list-style-type: none">• Formula: The column displays amounts calculated from amounts in other columns in the account schedule. Enter the formula in the Formula field.• Net Change: The column displays the net change in the account balances during the period.• Balance at Date: The column displays the account balances at the end of the period.• Beginning Balance: The column displays the account balances at the beginning of the period.• Year to Date: The column displays the net change in the account balances from the start of the fiscal year to the end of the period.• Rest of Fiscal Year: The column displays the net change in the account balances from the end of the period to the end of the fiscal year in which the period ends.• Entire Fiscal Year: The column displays the net change in the account balances for the fiscal year in which the period ends.
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Column Layout Overview Cont.

Field	Description						
Ledger Entry Type	<p>Determines the type of ledger entries that are included in the amounts in the account schedule column. The options are as follows:</p> <ul style="list-style-type: none"> • Entries: The total is calculated from entries. • Budget Entries: The total is calculated from budget entries. <p>The type of ledger entry is based on the Totaling Type field on the account schedule line. The following options are used:</p> <table border="1"> <thead> <tr> <th>Totaling Type</th> <th>Entry Type</th> </tr> </thead> <tbody> <tr> <td>Posting Accounts</td> <td>General Ledger Entries/General Ledger Budget Entries</td> </tr> <tr> <td>Total Accounts</td> <td>General Ledger Entries/General Ledger Budget Entries</td> </tr> </tbody> </table>	Totaling Type	Entry Type	Posting Accounts	General Ledger Entries/General Ledger Budget Entries	Total Accounts	General Ledger Entries/General Ledger Budget Entries
Totaling Type	Entry Type						
Posting Accounts	General Ledger Entries/General Ledger Budget Entries						
Total Accounts	General Ledger Entries/General Ledger Budget Entries						

Column Layout Overview Cont.

Amount Type	<ul style="list-style-type: none"> • Determines the type of entries that are included in the amounts in the account schedule column. The options are as follows: • Net Amount: The amount includes both credit and debit entries. • Debit Amount: The amount includes debit entries only. • Credit Amount: The amount includes credit entries only.
Formula	<p>If Formula is selected as the Column Type, enter a formula for the line. The result of the formula is displayed in the column when the account schedule is printed.</p> <p>Use this field to perform calculations on other columns. Other columns are referenced through their column number. The calculation symbols are the same as those used in the row formulas.</p> <p>For example, to calculate the difference in percentage of the G/L entries and the budget entries, enter the following formula: $100 * (\text{Column No. of the G/L entry column} / \text{Column No. of the G/L Budget entry column} - 1)$</p>

Column Layout Overview Cont.

Field	Description
Show Opposite Sign	If selected, debits in this column are shown in reports as negative amounts (that is, with a minus sign) and credits are shown as positive amounts.
Comparison Date Formula	Date formula that specifies which dates must be used to calculate the amount in this column. Microsoft Dynamics NAV uses this formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request. Use the standard time periods of W(eek), M(onth), Y(ear), or Q(arter) to create the formulas. For example, -1Y is the same period one year earlier.
Show	<ul style="list-style-type: none"> • If selected, the amounts in the column are shown in reports. No more than five columns in an account schedule layout can be shown in the printed report. The options are as follows: • Always: All amounts in the column are always shown. This is the default value. • Never: The column does not appear on reports. It is used only for calculations. • When Positive: Only positive amounts (amounts that are positive before Show Opposite Sign is applied) are shown in the column. • When Negative: Only negative amounts (amounts that are negative before Show Opposite Sign is applied) are shown in the column.

Column Layout Overview Cont.

Field	Description
Comparison Period Formula	<p>Specifies which accounting periods to use when users are calculating the amount in this column. An accounting period does not have to match the calendar. But each fiscal year must have the same number of accounting periods, even though each period can be different in length.</p> <p>Microsoft Dynamics NAV uses the period formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request.</p> <p>The abbreviations for period specifications are as follows:</p> <ul style="list-style-type: none"> • P = Period. • LP = Last period of a fiscal year, half-year, or quarter. • CP = Current period of a fiscal year, half-year, or quarter. • FY = Fiscal year. <p>For examples of formulas, press F1 to access Help for this field.</p>

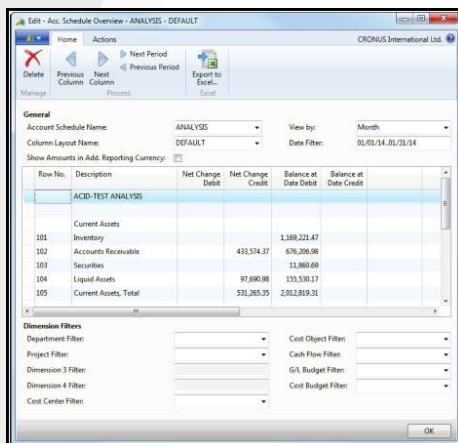
Column Layout Overview Cont.

<p>Business Unit, Global Dimensions, and Dimensions 3 and 4</p>	<p>Totaling fields used to create column layouts that show global dimension information across columns.</p> <ul style="list-style-type: none"> When the column layout is not linked to an analysis view, the global dimensions are available in the Column Layout page. When the column layout is linked to an analysis view, the dimensions specified in the analysis view are displayed in the Column Layout page. <p>Analysis views are linked to column layouts in the Column Layout Names page, in the Analysis View Name field.</p>
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Account Schedule Overview Matrix

With the Acc. Schedule Overview Matrix page, users can view account schedules in the various layouts they have set up.

To view the Acc. Schedule Overview Matrix page from the Account Schedule page, click Overview on ribbon.



Filter Account Schedules Using Dimensions

You can extend the reporting function of the account schedules by filtering on dimensions. This lets you create financial reports by dimension.

When you use dimensions in account schedules, there is a difference between using global dimensions and the other dimensions:

- **Global dimensions:** Global dimensions are always available in account schedules and column layouts that have no analysis view assigned.
- **Other dimensions:** Other dimensions are available only if they are included in an **analysis view** that is assigned to the account schedule or the column layout.

Print Account Schedule Reports

There are several ways to use account schedules. You can run them on your computer screen, you can print them, or you can export them to Excel.

You can print account schedules from the following locations:

- Account Schedule page.
- Acc. Schedule Overview page.
- Under Reports on the General Ledger page.

The report contains the same options and filters as the Acc. Schedule Overview page. However,, the report is limited to printing the first five columns of the account schedule. The Acc. Schedule Overview Matrix page can show all columns.

Export Account Schedules to Excel

You can export account schedules can be exported from the Acc. Schedule Overview Matrix page.

Exporting to Excel enables you to control your data by using Excel functions and features, and share data with others working outside the Microsoft Dynamics NAV environment.