

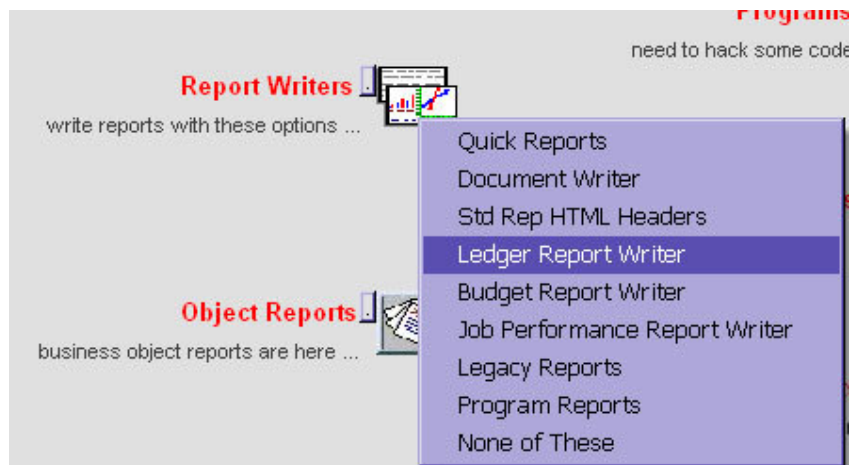
## IES REPORT WRITERS: Ledger Reports

### Introduction

The Ledger Report Writer is one of a range of Report Writers available in IES, for production of your own custom tailored Ledger Management reports. This is an easy Report Writer to use, and requires no Programming skills, just point and click, and some creative thinking.

### Where to find it

In the Business Objects Module, select Report Writers, then select Ledger Report Writer (you can also access this option from the Report Warehouse, in the Management Reports Division).




### How to define a Ledger Report

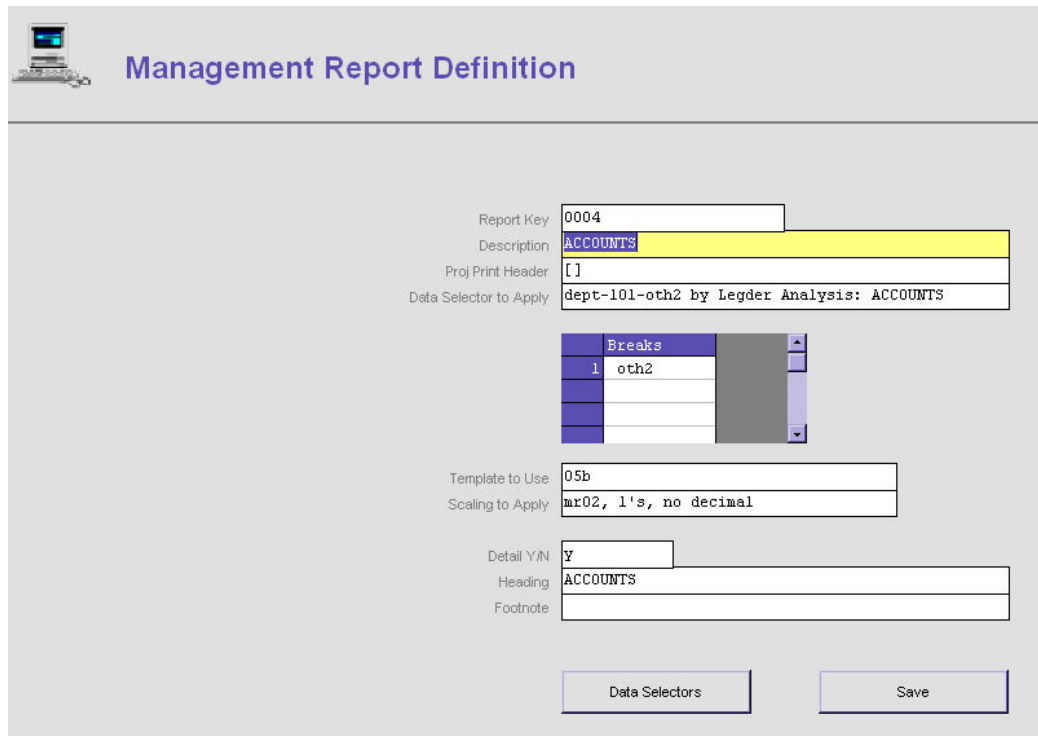
A Ledger Report has a Key in the range 0001 – 9999, and it has a Name or Description for identification.

A Ledger Report also operates on a Project, i.e. a Company within the set. In single set ups, this value is always '['].

Each Report uses a specific Data Selector, which is the object that understands the rules of which Accounts will be used in the current Report. (Data Selectors are re-usable, and the same Data Selector can also be used with another Report. You can read all about how to create Data Selectors in the User Manual for Data Selectors. There is also quite a range of ready-made Data Selectors on the Ledger, which is the basis for these Management Reports.)

The remaining few Fields define the actual Report, and it is really very simple to do, yet allow the creation of many different Ledger Reports.

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**Management Report Definition**

Report Key: 0004  
 Description: ACCOUNTS  
 Proj Print Header: []  
 Data Selector to Apply: dept-101-oth2 by Ledger Analysis: ACCOUNTS

Breaks	
1	oth2

Template to Use: 05b  
 Scaling to Apply: mr02, 1's, no decimal

Detail Y/N: Y  
 Heading: ACCOUNTS  
 Footnote:

Data Selectors Save

## BREAKS

Any parameters specified here determine how the Report will break for sub totals. Up to 3 breaks with sub-totals are allowed per Report type.

Any of the following abbreviations may be used: -

- bs balance sheet position
- is income statement position
- dep department position
- act activity position
- trial trial balance position
- odd odds position
- cost cost centre position
- oth1 other1 position
- oth2 other2 position


The break indicators work with in tandem with the Chart of Accounts, and the Report Flags specified on the Ledger Master for each Account.

## TEMPLATE

Each report has a template for what the detail lines will look like, and there are a number to select from;

Choose one of the following per report:

- 01 period & ytd : financial

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- 02 period & ytd : physical
- 03 period & ytd : financial & budget
- 04 period & ytd : physical & budget
- 05 period & ytd : financial, budget & annual budget
- 05b (as for '05', but commit + actual in one total)
- 06 period & ytd : physical, budget & annual budget
- 07 period & ytd : financial vs expected
- 08 period & ytd : physical vs expected

#### SCALING

Financial Values on the Report may be presented in a number of formats, e.g. normal with 2 decimals, or with no decimals as 10's, 100's, 1000's, etc.

#### DETAIL Y/N

For Summary Reports, please state 'N', for Detail Account Lines please state 'Y'.

#### HEADING

Heading to appear at the top of each output page. This field is required.

#### FOOTNOTE

Optional footnote, if specified, will appear at the end of each output page.

**ADVICE:** The Ledger Report Writer is very much dependent on the Chart of Accounts set up. The best advice with this Report Writer is to experiment with it, i.e. define a Report, execute it, modify the parameters, view the results again, and in the process discover how it can be used to produce many different layouts and results. If the Chart of Accounts is not suitable to derive the correct results with the Ledger Report Writer, then you may have to use the Document Writer instead, the latter being quite independent of how the Chart of Accounts is structured.


#### **How to modify a Ledger Report**

When the system opens the Ledger Report screen, just specify or lookup the existing Ledger Report key, and modify as required before saving the new version.

#### **How to get the Report on your Menu**

The Ledger Reports are not put on Menus. They are executed in selected ranges, and can be executed in one go for all Recipients with their respective lists of which Reports they receive.

Ledger Report Results may of course be posted in the Custom Division (or Private Division) of the Report Warehouse.

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### **Report Alternatives**


If there is a Ledger Report format that you need to do, and cannot achieve it with the Ledger Report Writer, then you may also use another Report Writer in addition, for some Ledger Reports.

You will have access to Query Builder. The Query Builder (in User Services), is an alternative to the Ledger Report Writer, or can be used in addition. Query Builder can report on the Ledger (data source = ledgermast), and all the Ledger Fields are visible.

Document Writer is able to produce just about any Report format you can dream up, and can also be used for creating Ledger Management Reports.

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