

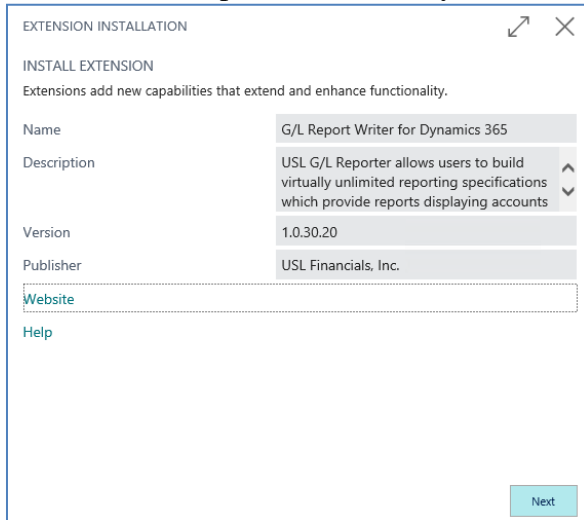
USL G/L Report Writer Help

Description

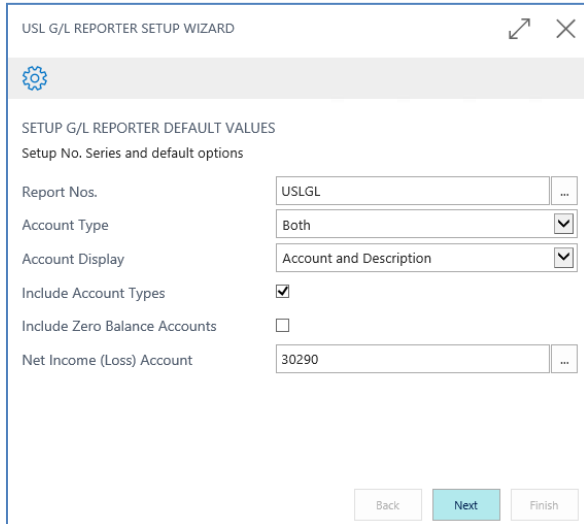
The USL G/L Report Writer for Dynamics 365 Business Central provides the ability to build and run financial reports quickly. These reports will include accounts, and may also be configured to include dimensions. The following setup scenario is on Azure using the CRONUS USA Inc. database.

Setup

- Load the provided package into Dynamics 365
- Run the "G/L Report Writer for Dynamics 365" under "Setup & Extensions"



- Run the "G/L Report Writer Setup" under "Assisted Setup"



The **USLGL** "No. Series" is provided by the installation and should be selected for "Report Nos."

USL G/L REPORTER SETUP WIZARD

SETUP G/L REPORTER DEFAULT VALUES

Setup More Defaults

Current Year Budget Type: 2018

Last Year Budget Type:

Include Dimensions:

Account Format: Composite

Account Delimiter: -

Back Next Finish

Once completed, press "Finish":

USL G/L REPORTER SETUP WIZARD

✓

SETUP COMPLETE!

To complete the wizard, choose Finish.

Back Next Finish

Configuration

From the main dashboard "ACTIONS" menu, choose "Reports" and "G/L Reporter Setup":

ACTIONS

- + Sales Quote > New Statement of Cash Flows
- + Sales Order > Payments Statement of Retained Earnings
- + Sales Invoice > Reports Excel Reports

+ Purchase Order

Configure G/L Reporter default values, tuning the application to your organizational preferences.

- + G/L Reporter Setup
- + USL G/L Report Specifications
- + USL G/L Run Reports

Default values are already loaded from the original setup. These may be changed, or kept as originally defined. Next, select the "Report Columns" button to add the columns that should be available for reporting:

G/L Reporter Available Columns

General

BALANCE SHEET

BS All

Select all of the following available balance sheet columns.
Press Ctrl+F1 to get help

BS_Net_Change_Period_To_Date

BS_Net_Change_Year_To_Date

BS_Balance_To_Date

BS_Last_Year_PTD

BS_Last_Year_YTD

BS_Variance_PTD_vs_Last_Year

BS_Variance_YTD_vs_Last_Year

Select "BS All" to select all columns, or select only certain columns you want to appear when you are selecting columns in a "Balance Sheet" report (to be defined later):

EDIT - G/L REPORTER AVAILABLE COLUMNS

G/L Reporter Available Columns

General

BALANCE SHEET

BS All

BS_Year_Beginning_Balance

BS_Period_Beginning_Balance

BS_Net_Change_Period_To_Date

BS_Net_Change_Year_To_Date

BS_Balance_To_Date

BS_Last_Year_PTD

BS_Last_Year_YTD

BS_Variance_PTD_vs_Last_Year

BS_Variance_YTD_vs_Last_Year

Do the same for "INCOME/EXPENSE" columns by selecting "PL All", or select only certain columns you want to appear when you are selecting columns in a "Income/Expense" report (to be defined later):

INCOME/EXPENSE

- PL_All
- PL_Budget
- PL_Period_To_Date
- PL_Year_To_Date
- PL_Unexpended_Balance
- PL_Period_Beginning_Balance
- PL_Last_Year_PTD
- PL_Last_Year_YTD

Close the "Report Columns" page and the "G/L Reporter Setup" page.

Create Test Data

- Go to "Finance - General Journals"
- Select "New"
- Enter USLTEST journal similar to the following:

NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE	COPY TAX SETUP TO JNL LINES	ALLOW TAX DIFFEREN	SUGGE... BALANCI AMOUNT
USLTEST	USL G/L Reporter Test	G/L Account		GJNL-GEN			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFAULT	Default Journal Batch	G/L Account					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONTHLY	Monthly Journal Entries	G/L Account	10100	GJNL-GEN			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Choose to edit the journal and add an entry dated in April (4/9/2018 below) for account 50100 for \$1500.00 with GEN POSTING TYPE of "Purchase":

POSTING DATE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	TAX LIABL	TAX AREA CODE
4/9/2018	G00001	G/L Account	50100	Cost of Materials	Purchase	DOMESTIC	RETAIL	<input type="checkbox"/>	<input type="checkbox"/>

- Choose to add dimension "DEPARTMENT" to the same journal entry with a value of "ADM"
- Choose to add dimension "CUSTOMERGROUP" to the same journal entry with a value of "MEDIUM":

HOME

EDIT - GENERAL USLTEST 10000 - EDIT DIMENSION SET ENTRIES

+ New

DIMENSION CODE	DIMENSION VALUE CODE	DIMENSION VALUE NAME
DEPARTMENT	ADM	Administration
CUSTOMERGR...	MEDIUM	

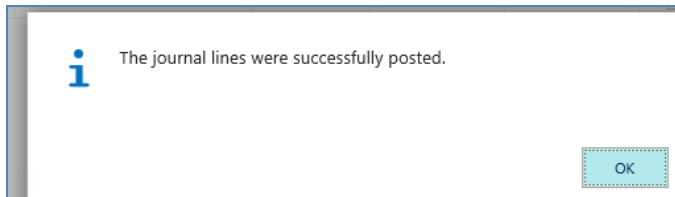
- Offset this to "BAL ACCOUNT NO." of 20100 Accounts Payable

EDIT - GENERAL JOURNAL

Batch Name: USLTEST

POSTING DATE	AMOUNT	AMOUNT (\$)	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	BAL. GEN. POSTING TYPE	BAL. GEN. BUS. POSTING GROUP	BAL. GEN. PROD. POSTING GROUP	DEFERRAL CODE	CO...
4/9/2018	0.00	0.00	G/L Account	20100					<input type="checkbox"/>

- Add another journal entry for \$1000 without dimensions at all.
- Add another journal entry for \$1200 with a dimension 1 (DEPARTMENT) value of "ADM" but no dimension 2 value.
- Choose "Post"



Create Report Specifications

From the main dashboard "ACTIONS" menu, choose "Reports" and "USL G/L Report Specifications":

ACTIONS

- + Sales Quote > New
- + Sales Order > Payments
- + Sales Invoice > Reports
- + Purch... Financial Statements >
- + Purch... G/L Reporter Setup
- + USL G/L Report Specifications
- + USL G/L Run Reports

- Statement of Cash Flows
- Statement of Retained Earnings
- Excel Reports

- From the specifications list page, select "New" to add a new specification.
- Select or fill in the following information on the main specification screen:

The screenshot shows the 'EDIT - G/L REPORT SPECIFICATION' page for report USL000004. The 'General' section includes the following fields and values:

Report No	USL000004	Include Zero Balances	<input type="checkbox"/>
Specification Name	Income Statement by Dimensions	Net Income (Loss) Account	30290
Specification Report Title	Income Statement by Dimension	Include Grand Totals	<input type="checkbox"/>
Owner	ADMIN	Use Debit/Credit Indicator	<input type="checkbox"/>
Income/Balance	Income Statement	Include Dimensions	<input checked="" type="checkbox"/>
Account Display	Account and Description	Account/Dimension Format	Cascading
Include Account Types	<input checked="" type="checkbox"/>	Account/Dimension Delimiter	-

- Select the "Account Ranges" button and select "New" to fill in a new range.
- Select "Row Order" 01 to indicate this is the top row in the order of rows to be selected.
- Select "Global Dimension 1" as the "Account/Dimension" value, to indicate the first priority on the report (top row and top subtotal level). The "Dimension" field on the page is locked, but will fill in the name of the dimension as a visual aid to confirm to the user they have selected the correct value.
- In the "Range Values" section, select the range "ADM..ZZZ" to basically indicate you want all dimension values for this particular dimension.

The screenshot shows the 'EDIT - G/L REPORT SPECIFICATION ACCOUNT RANGES' page for report USL000004, row 01, Global Dimension 1. The 'General' section includes the following fields and values:

Report No	USL000004	Account/Dimension	Global Dimension 1
Row Order	01	Dimension	DEPARTMENT

The 'Range Values' section shows a table with one row:

RANGE VALUE
ADM..ZZZ

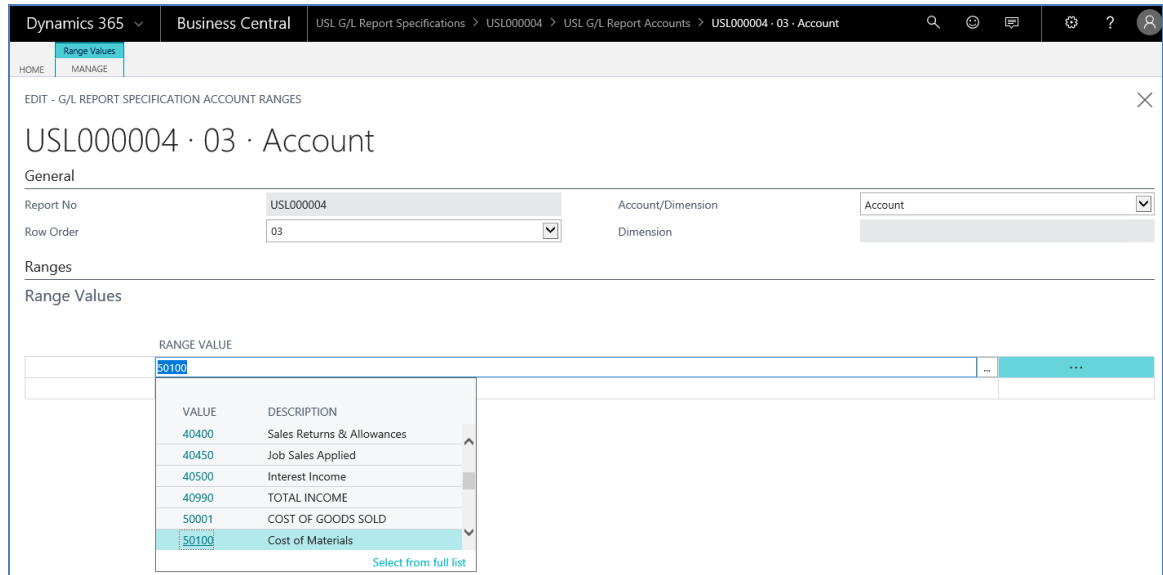
- The range will allow dimension values that are not in the list (i.e. ZZZ) since this is a range and meant to cover many values without forcing the user to key in each and every dimension value. If the user wants to key in individual dimension values by selecting from the list via the "..." button, that is also permitted but takes longer if you have a long list. A user might want to enter individual dimension values, or individual ranges of values, if they have non-contiguous values to list for their report.
- Close this page and select "New" again on the "Account Range" listing page.

- Select "Row Order" 02 to indicate this is the top row in the order of rows to be selected.
- Select "Global Dimension 2" as the "Account/Dimension" value, to indicate the second priority on the report (second row below the top row and second subtotal level). The "Dimension" field on the page is locked, but will fill in the name of the dimension as a visual aid to confirm to the user they have selected the correct value.
- In the "Range Values" section, select the range "LARGE..SMALL" to basically indicate you want all dimension values for this particular dimension. These are on file in the dimension values list, and this range represents three values (LARGE, MEDIUM, and SMALL). This example is provided to illustrate the range could be of valid items or could contain a value to represent "the end" (as with ZZZ above) which is not on file. Just because you have a certain "last dimension value" today does not mean you will not add a dimension value tomorrow that will be greater (in the collating sequence) than the greatest value you had. So, the idea behind adding "ZZZ" to a range is to allow for the maximum value that might be added later, if you want to show all dimensions on the report. This example illustrates that you can also limit the range to only the values you have in the system as of today:

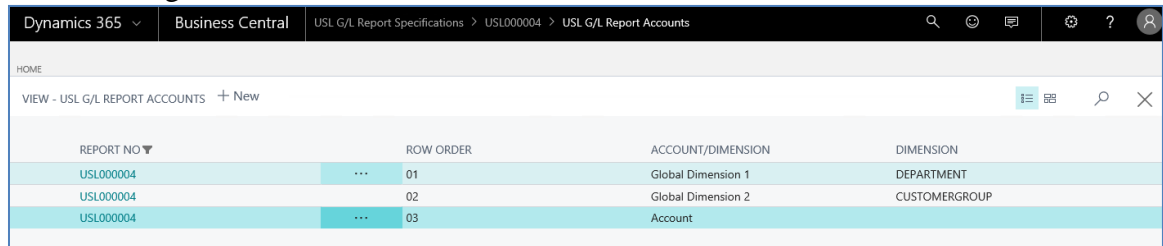
The screenshot shows the Dynamics 365 Business Central interface for configuring account ranges. The breadcrumb trail is: USL G/L Report Specifications > USL000004 > USL G/L Report Accounts > USL000004 - 02 - Global Dimension 2. The page title is 'EDIT - G/L REPORT SPECIFICATION ACCOUNT RANGES'. The main heading is 'USL000004 · 02 · Global Dimension 2'. Under the 'General' section, 'Report No' is 'USL000004', 'Account/Dimension' is 'Global Dimension 2', 'Row Order' is '02', and 'Dimension' is 'CUSTOMERGROUP'. Under the 'Ranges' section, the 'Range Values' table shows a single entry with 'RANGE VALUE' 'LARGE..SMALL'.

RANGE VALUE
LARGE..SMALL

- Close this page and select "New" again on the "Account Range" listing page.
- Select "Row Order" 03 to indicate this is the last row in the order of priority of rows to be selected. This means "Accounts" will come after Dimension 1 and Dimension 2 on the report.
- Select "Account" as the "Account/Dimension" value, to indicate the third priority on the report (third row below the first and second row and third subtotal level). Notice the "Dimension" field on the page is blank when "Account" is selected for Account/Dimension.
- In the "Range Values" section, select a single value of 50100, to match the account we used in the General Journal posting earlier in this exercise:



- This is the only account we want at this point. This illustrates that you can limit the accounts to a single account. You can also enter a range such as "50000..99999" to indicate you want all accounts from 50000 through the end of the account list -- even if 50000 and 99999 are not real accounts. As explained earlier, this is to allow ranges that pick up accounts that may be added at a later time without forcing the user to re-key these specification values.
- When you return to the account listing page, you should have the following three lines defining the dimension and account order:



- Close this page and return to the main specification page.
- Click on the "Report Columns" page to select the columns for the report.
- From the column listing page, select "New" to add a new column.
- From the column selection page, select a "Column Order" value of "01", to indicate you want to display the value we are about to select in the first financial column of the report -- immediately after the row definitions (dimension 1, dimension 2, and account). In an Excel spreadsheet, the dimension/account labels will appear in column A, while the financial figures will begin to appear in column B. Selecting "01" for "Column Order" is like picking "Column B" in an Excel spreadsheet to display the first financial column. The user also has the option of choosing other column order values (01..08 = B..I in Excel), which will move the financial figures further to the right.
- Choose a "Name" of "PL_Year_To_Date" (PL = profit/loss Year to Date).
- Notice the "Display Label" fills in automatically.
- We want to override the default label and put in "Dimension Totals to Date"

- The "Date Range" allows the user to override the report date range and put in a custom date range. This could be used to store a "Quarter" date range (01/01/2018..03/31/2018). For this exercise, we will leave this field blank:

USL000004 · 01

General

Report No	USL000004	Display Label	Dimension Totals to Date
Column Order	01	Date Range	
Name	PL_Year_To_Date		

- Close this page and return to the column listing page

REPORT NO	COLUMN ORDER	DISPLAY LABEL
USL000004	01	Dimension Totals to Date

- Close this page and return to the main specification page.
- Close the main specification page and the specification listing page to return to the dashboard main menu

Run Report Specifications

From the main dashboard "ACTIONS" menu, choose "Reports" and "USL G/L Run Reports":

ACTIONS

+ Sales Quote	> New	Statement of Cash Flows
+ Sales Order	> Payments	Statement of Retained Earnings
+ Sales Invoice	> Reports	Excel Reports
+ Purch	Financial Statements	
+ Purch	G/L Reporter Setup	
	USL G/L Report Specifications	
	USL G/L Run Reports	

- From the run specifications list page, select the report we just defined.
- From the run specifications card, notice the date range has automatically been filled in. If necessary, you may have to change this to match the date range of the G/L Journal entries you posted.
- Select the "Run Report" button to run the report:

- Select "Preview" to see the report on screen:

	Dimension Totals to Date
<Undefined DEPARTMENT>	
<Undefined CUSTOMERGROUP>	
50100 Cost of Materials	118,338.20
<Undefined CUSTOMERGROUP>	118,338.20
<Undefined DEPARTMENT>	118,338.20
ADM Administration	
<Undefined CUSTOMERGROUP>	
50100 Cost of Materials	1,200.00
<Undefined CUSTOMERGROUP>	1,200.00
MEDIUM Medium Business	
50100 Cost of Materials	1,500.00
MEDIUM Medium Business	1,500.00
ADM Administration	2,700.00

- The above report should appear, with the date range and redefined column label in the headings, and the report layout as follows:

Dimension 1
 Dimension 2
 Account
 Dimension 2 Totals
 Dimension 1 Totals

- Notice that the very first row on the report is <Undefined DEPARTMENT>. This represents all G/L Journal transactions that did not have a value for Global Dimension 1 (DEPARTMENT).
- Notice that the second row on the report is <Undefined CUSTOMERGROUP>. This represents all G/L Journal transactions that did not have a value for Global Dimension 2 (CUSTOMERGROUP).
- Even though the dimensions were not filled in, the account value of 50100 did have values. This is how the report writer represents blanks in key reporting components such as Global Dimension 1 and Global Dimension 2 when they are selected but no value exists.

- Now notice the values that follow this first section:

ADM Administration	
<Undefined CUSTOMERGROUP>	
50100 Cost of Materials	1,200.00
<Undefined CUSTOMERGROUP>	1,200.00
MEDIUM Medium Business	
50100 Cost of Materials	1,500.00
MEDIUM Medium Business	1,500.00
ADM Administration	2,700.00

- Global Dimension 1 "ADM", with a description of "Administration" represents the top of the subtotal sequence (Row 01).
- Global Dimension 2 of blank represents the second row and is slightly indented.
- The third row is the account #, with the total of \$1,200 that we entered and posted earlier when we added Global Dimension 1 of "ADM" but did not fill in Global Dimension 2.
- Still within the "ADM" Global Dimension 1 group we see the entry represented that we added for \$1,500 with Global Dimension 1 of "ADM" and Global Dimension 2 of "MEDIUM".
- Notice how there is a heading for MEDIUM, the detail accounts (50100), and a subtotal for MEDIUM.
- Finally, after all "row 02" subtotals are completed (in this case only MEDIUM), we see a total for "row 01" which is Global Dimension 1 of "ADM".
- Close the report and return to the "Run Reports" card.
- Select "Include Grand Totals" and run the report again:

Date:	4/3/2018 11:31:11 AM	Income Statement by Dimension	Report:	USL000004	Page:	1
User:	ADMIN	Dimension				
Start:	04/01/2018	Totals to Date				
End:	04/30/2018					
<Undefined DEPARTMENT>						
<Undefined CUSTOMERGROUP>						
50100 Cost of Materials		118,338.20				
<Undefined CUSTOMERGROUP>		118,338.20				
<Undefined DEPARTMENT>						
ADM Administration						
<Undefined CUSTOMERGROUP>						
50100 Cost of Materials		1,200.00				
<Undefined CUSTOMERGROUP>		1,200.00				
MEDIUM Medium Business						
50100 Cost of Materials		1,500.00				
MEDIUM Medium Business		1,500.00				
ADM Administration						
		2,700.00				
Grand Totals:		121,038.20				

- Now you see a grand total at the end.
- Close the report and return to the "Run Reports" card.

- Un-check "Include Account Types" and change the "Account/Dimension Format" to "Composite":

EDIT - G/L REPORT RUN REPORTS

ADMIN · USL000004

General

Run User	ADMIN	Account Display	Account and Description
Report No	USL000004	Include Account Types	<input type="checkbox"/>
Specification Name	Income Statement by Dimensions	Include Zero Balances	<input type="checkbox"/>
Specification Report Title	Income Statement by Dimension	Net Income (Loss) Account	30290
Current Year Budget Type	2018	Include Grand Totals	<input checked="" type="checkbox"/>
Last Year Budget Type		Use Debit/Credit Indicator	<input type="checkbox"/>
Report Start Date	4/1/2018	Include Dimensions	<input checked="" type="checkbox"/>
Report End Date	4/30/2018	Account/Dimension Format	Composite
Owner	ADMIN	Account/Dimension Delimiter	-
Income/Balance	Income Statement		

- Run the report and notice a different format:

Date: 4/3/2018 11:33:59 AM		Income Statement by Dimension		Report: USL000004	Page: 1
User: ADMIN					
Start: 04/01/2018					
End: 04/30/2018					
		Dimension Totals to Date			
ADM_50100			1,200.00		
ADM_MEDIUM_50100			1,500.00		
	Totals:		2,700.00		

- The "Account Types" selection allows even blank dimensions to appear with placeholders of "Undefined". However, when the user removes this option, the top level (Dimension 1 in this case) must have a value to be represented on the report. However, notice the second dimension can be blank, and is represented above as "ADM_50100".
- Close the report and return to the "Run Reports" card.
- Change the "Account/Dimension Format" to "Cascading" to see the following:

Date: 4/3/2018 11:37:40 AM		Income Statement by Dimension		Report: USL000004	Page: 1
User: ADMIN					
Start: 04/01/2018					
End: 04/30/2018					
		Dimension Totals to Date			
ADM Administration					
<Undefined CUSTOMERGROUP>					
	50100 Cost of Materials		1,200.00		
<Undefined CUSTOMERGROUP>					
MEDIUM Medium Business					
	50100 Cost of Materials		1,500.00		
MEDIUM Medium Business					
			1,500.00		
ADM Administration					
			2,700.00		
Grand Totals:					
			2,700.00		

- Again, with "Account Types" turned off, blank row 01 values are dropped off of the report. However, for valid row 01 values (Dimension 1 in this case), we cascade and subtotal all values below it.

Exercise 2:

Go back through this process again, adding a new report specification. However, this time make "Account" the first row, followed by Dimension 1 as row 2 and Dimension 2 as row 3 (see below):

REPORT NO	ROW ORDER	ACCOUNT/DIMENSION	DIMENSION
USL000003	01	Account	
USL000003	02	Global Dimension 1	DEPARTMENT
USL000003	03	Global Dimension 2	CUSTOMERGROUP

- Again, with "Account Types" turned off, blank row 01 values are dropped off of the report. However, for valid row 01 values (Dimension 1 in this case), we
- Make the column name "Year to Date" this time, since Dimensions are featured after accounts:

REPORT NO	COLUMN ORDER	DISPLAY LABEL
USL000003	01	Year to date

- Save the specification and exit
- Return to the "Run Specification" list and select the new report.
- Run the new report for the same date range as the first report:

Income Statement Report: USL000003 Page: 1

Date: 4/3/2018 11:47:21 AM
 User: ADMIN
 Start: 04/01/2018
 End: 04/30/2018

Year to date

COST OF GOODS SOLD

50100 Cost of Materials

<Undefined DEPARTMENT>	
<Undefined CUSTOMERGROUP>	118,338.20
<Undefined DEPARTMENT>	118,338.20
ADM Administration	
<Undefined CUSTOMERGROUP>	1,200.00
MEDIUM Medium Business	1,500.00
ADM Administration	2,700.00
50100 Cost of Materials	121,038.20
COST OF GOODS SOLD	121,038.20

- With the "Account Types" option turned on, notice the "COST OF GOODS SOLD" label from the Chart of Accounts appears at the top of the listing, followed by the account 50100, which is in turn followed by the two undefined global dimensions (rows 2 and 3 from the definition).
- Below is the definition of "COST OF GOODS SOLD" in the Chart of Accounts:

Dynamics 365 Business Central USL G/L Report Run Specifications Chart of Accounts

HOME NAVIGATE REPORT

VIEW - CHART OF ACCOUNTS + New

NO.	NAME	INCOME/...	ACCOUNT SUBCATEGORY	ACCOUNT TYPE	TOTALING	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PR. POSTING GROUP
40990	TOTAL INCOME	Income Stat...	Income	End-Total	40001.40990	Sale		
50001	COST OF GOODS SOLD	Income Stat...	Cost of Goods Sold	Begin-Total				
50100	Cost of Materials	Income Stat...	Materials	Posting			DOMESTIC	RETAIL
50200	Cost of Labor	Income Stat...	Labor	Posting				
50300	Job Costs	Income Stat...	Jobs Cost	Posting				
50399	Job Costs Applied	Income Stat...	Other Income & Expenses	Posting				
50990	TOTAL COST OF GOODS SOLD	Income Stat...	Cost of Goods Sold	End-Total	50001.50990			
60001	EXPENSES	Income Stat...	Expense	Begin-Total		Purchase		
60100	Rent Expense	Income Stat...	Rent Expense	Posting		Purchase		
60200	Advertising Expense	Income Stat...	Advertising Expense	Posting		Purchase		

- If we turn off the "Include Account Types" option but keep our "Account/Dimension Format" as "Cascading":

Account Display: Account and Description

Include Account Types:

Include Zero Balances:

Net Income (Loss) Account: 30290

Include Grand Totals:

Use Debit/Credit Indicator:

Include Dimensions:

Account/Dimension Format: Cascading

Account/Dimension Delimiter: -

- We now see the following report format:

Date: 4/3/2018 11:55:11 AM **Income Statement** Report: USL000003 Page: 1

User: ADMIN

Start: 04/01/2018 Year to date

End: 04/30/2018

50100 Cost of Materials	
<Undefined DEPARTMENT>	
<Undefined CUSTOMERGROUP>	118,338.20
<Undefined DEPARTMENT>	118,338.20
ADM Administration	
<Undefined CUSTOMERGROUP>	1,200.00
MEDIUM Medium Business	1,500.00
ADM Administration	2,700.00
50100 Cost of Materials	121,038.20

- Notice the account # becomes the top subtotal level followed by Global Dimension 1 and Global Dimension 2.
- If we change "Account/Dimension Format" to "Composite":

Account Display	Account and Description	▼
Include Account Types	<input type="checkbox"/>	
Include Zero Balances	<input type="checkbox"/>	
Net Income (Loss) Account	30290	...
Include Grand Totals	<input type="checkbox"/>	
Use Debit/Credit Indicator	<input type="checkbox"/>	
Include Dimensions	<input checked="" type="checkbox"/>	
Account/Dimension Format	Composite	▼
Account/Dimension Delimiter	-	▼

- Now we get this different view of the data:

Date: 4/3/2018 11:57:24 AM	Income Statement	Report: USL000003	Page:
User: ADMIN	Year to date		
Start: 04/01/2018			
End: 04/30/2018			
50100	118,338.20		
50100_ADM	1,200.00		
50100_ADM_MEDIUM	1,500.00		

- In this case, since our primary subtotal level was not blank (as in the first example), we get the account without any dimension values. We also get the account in a composite view with each unique combination of global dimensions in range.
- Finally, we can choose to ignore dimensions if they are not listed first by unchecking the check box on the report screen to "Include Dimensions". This provides the following report on the same data:

Date: 4/3/2018 11:59:17 AM	Income Statement	Report: USL000003	Page: 1
User: ADMIN	Year to date		
Start: 04/01/2018			
End: 04/30/2018			
50100 Cost of Materials	121,038.20		

There are myriad different combinations that can be tried with the various row and column options and main screen formatting options. These two examples provide an illustration of how to test the report writer with some of these options.