

# Customize options in balance sheets:

## How the Crystal Reports options translate in the Financial Statement Designer

**Goal:** To understand how the Customize options in the Crystal version of your Balance Sheet translate when converted to a Financial Statement Designer design.

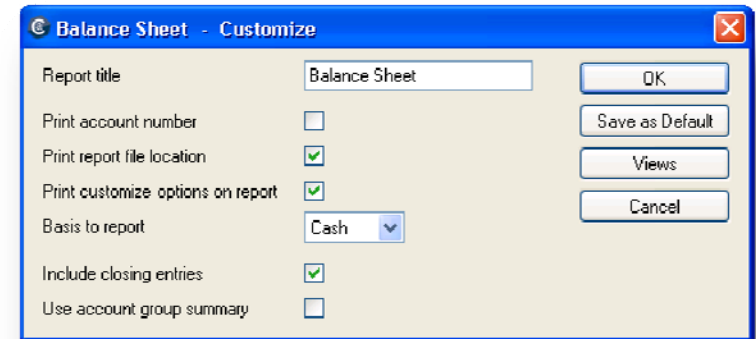
### In this quick reference

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With Ajera 6.4 and later, the Balance Sheet and its report views are available as both Financial Statement Designer and Crystal Reports designs for a limited time. Axium will notify you before removing the Crystal designs. In the meantime, be sure to verify that the Financial Statement Designer versions are correct.

This quick reference shows how the Customize options (see right) in Crystal Reports translate when Ajera converts them into Financial Statement Designer designs. It also describes how you can manually set those options in the Financial Statement Designer design, if needed.

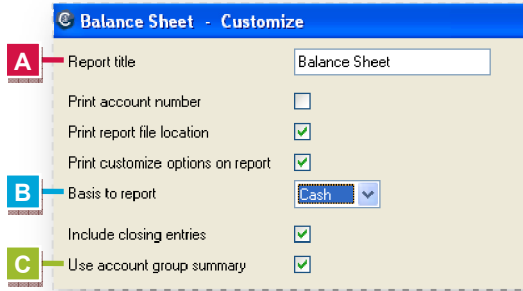
For more information, in the Ajera Learning Center, go to Ajera Help and click **Contents > Financial Statement Designer**.



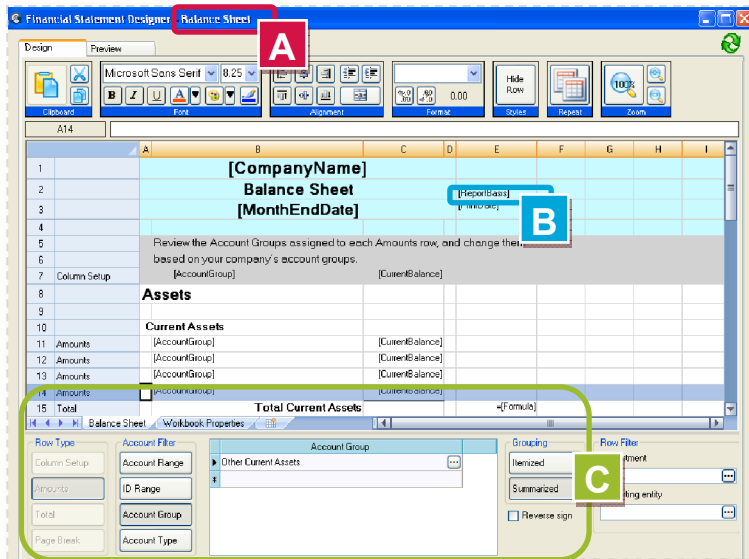
Balance Sheet Customize window in Crystal Reports

# Step 1: Compare the Customize options

## Crystal Reports (Customize window)



## Financial Statement Designer (worksheet)



## Customize options in Crystal Reports and the Financial Statement Designer

| Crystal Reports                    | Financial Statement Designer (automatic conversion)   | To manually set up the following in the Financial Statement Designer:   |
|------------------------------------|---|---|
| <b>A</b> Report title              | Title bar   | N/A   |
| Print account number               | Column displaying account IDs *<br>The account number always appears, regardless of the option selected. You can delete the column, if needed.  | N/A   |
| Print report file location         | Not converted   | <ol style="list-style-type: none"> <li>1. Select an empty cell.</li> <li>2. Type the file location.</li> </ol>  |
| Print customize options on report  | Not converted   | <ol style="list-style-type: none"> <li>1. Select an empty cell.</li> <li>2. Type the customize option.</li> </ol>   |
| <b>B</b> Basis to report           | Cell containing the report basis. On the Workbook Properties sheet, <b>Cash</b> or <b>Accrual</b> is selected in the Report Basis field.  | <ol style="list-style-type: none"> <li>1. Click the <b>Workbook Properties</b> subtab.</li> <li>2. Select <b>Cash</b> or <b>Accrual</b> in the Report Basis field.</li> </ol>   |
| Include closing entries            | Not converted   | N/A   |
| <b>C</b> Use account group summary | <ul style="list-style-type: none"> <li>• If selected, creates an Amounts row for each account group. The row is defined as Summarized.</li> <li>• If cleared, creates an Amounts row for each account group and adds columns for the account ID and the account description. The row is defined as Itemized.</li> </ul> | <ol style="list-style-type: none"> <li>1. Select an empty row and click the <b>Amounts</b> button in the properties area.</li> <li>2. Select the Amounts row and click the <b>Summarized</b> or <b>Itemized</b> button in the properties area.</li> </ol> |

\* If a column is not selected in the Customize window, it appears in the Financial Statement Designer design as a hidden column and is shaded gray. Select the column and click the **Unhide** button in the toolbar, if needed.

## Step 2: Do what you need to do

| Step  | What Ajera does when you upgrade to 6.4   | What you need to do  |
|---|---|--|
| <p><b>1</b><br/><b>Verify the contents of the balance sheet designs</b></p> | <ol style="list-style-type: none"> <li>Creates new Financial Statement Designer designs for the Balance Sheet and any views for that report.</li> <li>Translates most of the Customize options in the Crystal Report designs into comparable settings in the Financial Statement Designer designs (described in Step 1 of this quick reference).</li> </ol> | <p><b>View the account group information in the GL Account inquiry</b></p> <ol style="list-style-type: none"> <li>Open the GL Account inquiry in Inquiry menu &gt; General Ledger &gt; GL Account.</li> <li>In the inquiry, right-click the Account Type column and select <b>Group expanded</b>.</li> </ol> <p><b>Compare the account groups in the Financial Statement Designer and in the GL Account inquiry</b></p> <ol style="list-style-type: none"> <li>Open the Balance Sheet design in Reports &gt; Manage Financial Statements &gt; Designs.</li> <li>In the Financial Statement Designer, verify that the correct account groups appear in the Amounts rows for each account type, according to the GL Account inquiry. Add and remove rows, as needed.</li> <li>In the Financial Statement Designer, if the account groups are summarized and you want to print account detail:             <ol style="list-style-type: none"> <li>In the Amounts row you want to change, click the cell that contains the <b>[AccountGroup]</b> label, and double-click the <b>Account Description</b> option in the properties area.</li> <li>Click the row number so that the entire Amounts row is selected.</li> <li>Click the <b>Itemized</b> button.</li> </ol> </li> </ol> <p><b>Review the rest of the Financial Statement Designer design</b></p> <ol style="list-style-type: none"> <li>Review the report headers and column headings and change them, if needed. For example, you can add your company logo.</li> <li>Review hidden columns, which are shaded gray. Delete or unhide columns or move column contents, if needed.</li> <li>Review the workbook property options for this design and change, as needed.</li> </ol> |
| <p><b>2</b><br/><b>Verify the statement groups</b></p>                      | <ol style="list-style-type: none"> <li>Organizes the report and its report views in a statement group.</li> <li>Displays the statement groups in Reports &gt; Financial &gt; Financial Statements &gt; Balance Sheet Group.</li> </ol>  | <ol style="list-style-type: none"> <li>Create new statement groups in Reports &gt; Manage Financial Statements &gt; Groups for each report or collection of reports that other employees need to access.</li> <li>Review the Balance Sheet Group and change it, as needed.</li> <li>Review the department and reporting entities for each statement group and change them, as needed.</li> <li>Give security groups access to their statement groups on the Company &gt; Security &gt; Reports tab.</li> </ol> <p><i>For more information, from the Index in Help, type <b>statement groups</b>.</i></p>   |

### Summary

The Crystal Reports designs are available for a limited time. Review your Financial Statement Designer versions and change them, as needed.