

# Customize options in profit and loss statements:

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

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

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With Ajera 6.4 and later, the Profit and Loss Statement 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.

In the Financial Statement Designer, the Profit and Loss Statement contains two worksheets: Summarized and Itemized. Summarized displays an Amounts row for each account group defined as summarized. Itemized displays an Amounts row for each account group displayed as itemized. If you prefer not to print both views, you can delete a subtab.

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

The screenshot shows the 'Profit and Loss Statement - Customize' dialog box. The options are as follows:

- Report title: Profit and Loss Statement
- Column 1: Current month
- Column 2: Current month 1 year ago
- Print variance (Column 1 - Column 2): None
- Column 3: YTD this year
- Column 4: YTD 1 year ago
- Print variance (Column 3 - Column 4): None
- Use drilldown:
- Round to nearest dollar:
- Print account number:
- Print account type title:
- Print by department:
- Print all accounts:
- Print report file location:
- Print customize options on report:
- Basis to report: Accrual
- Use account group summary:

Buttons on the right: OK, Save as Default, Views, Cancel.

Profit and Loss Customize window in Crystal Reports

## Step 1: Compare the Customize options

Crystal Reports (Customize window, top half)

**A** Report title: Profit and Loss Statement

**B** Column 1: Current month

**C** Column 2: Current month 1 year ago

**D** Print variance (Column 1 - Column 2): Variance and % of Variance

**E** Column 3: YTD this year

**F** Column 4: YTD 1 year ago

**G** Print variance (Column 3 - Column 4): Variance and % of Variance

**F** Use drilldown:

**G** Round to nearest dollar:

Financial Statement Designer (Design tab, Itemized subtab, worksheet)

**A** Report title: [Company Name] Profit and Loss Statement

**B** Column 1: [This Month]

**C** Column 2: [This Month] 1 year ago

**D** Column 3: YTD this year

**E** Column 4: YTD 1 year ago

**F** Use drilldown: This setting is ignored.

**G** Round to nearest dollar: Currency values rounded to the nearest dollar

### 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
<b>B</b> <b>D</b> Columns 1, 2, 3, 4	Defined columns * All columns are converted, but some may appear as hidden columns.	<ol style="list-style-type: none"> <li>Select an empty row, and click the <b>Column Setup</b> button in the properties area.</li> <li>Click an empty cell in the Column Setup row, and select a property in the properties area to define the column. (For example, click the <b>Activity</b> button, click <b>This Month</b>, and double-click <b>This Year</b>.)</li> </ol>
<b>C</b> <b>E</b> Print variance	Variance columns * All columns are converted, but some may appear as hidden columns.	<ol style="list-style-type: none"> <li>Click an empty cell in the Column Setup row.</li> <li>Type a variance formula in the formula bar (for example, <b>=C5-E5</b>).</li> </ol>
<b>F</b> Use drilldown	This setting is ignored. The Financial Statement Designer automatically displays your financial information on two subtabs: Summarized and Itemized.	N/A
<b>G</b> Round to nearest dollar	Currency values rounded to the nearest dollar	<ol style="list-style-type: none"> <li>Select a cell. If the cell is in the Column Setup row, all cells in the column between that row and the Total row are selected.</li> <li>Click decrease decimal  button on the toolbar to remove decimal places.</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 1: Compare the Customize options (continued)

### Crystal Reports (Customize window, bottom half)

<b>H</b>	Print account number	<input checked="" type="checkbox"/>
	Print account type title	<input checked="" type="checkbox"/>
<b>I</b>	Print by department	<input checked="" type="checkbox"/>
	Print all accounts	<input checked="" type="checkbox"/>
	Print report file location	<input checked="" type="checkbox"/>
	Print customize options on report	<input checked="" type="checkbox"/>
<b>J</b>	Basis to report	Cash
<b>K</b>	Use account group summary	<input checked="" type="checkbox"/>

### Financial Statement Designer (Design tab, Itemized subtab)

### 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>H</b> Print account number	Column displaying account IDs on the Itemized subtab * The account number always appears, regardless of the option selected. You can delete the column, if needed.	N/A
Print account type title	Not converted	<ol style="list-style-type: none"> <li>1. Click an empty cell in the Column Setup row.</li> <li>2. Double-click <b>Account Type</b> in the properties area.</li> </ol>
<b>I</b> Print by department	Cell containing the department description. In the Financial Statement Groups window, <b>Each Department</b> is selected so that the statement prints by department.	<ol style="list-style-type: none"> <li>1. Select an empty cell.</li> <li>2. Double-click <b>Department Description</b> in the properties area.</li> <li>3. In the Financial Statement Groups window, select <b>Each Department</b>.</li> </ol>
Print all accounts	On the Workbook Properties sheet, <b>No</b> is selected in the Remove Rows with No Values field.	<ol style="list-style-type: none"> <li>1. Click the <b>Workbook Properties</b> subtab.</li> <li>2. Select <b>No</b> in the Remove Rows with No Values field.</li> </ol>
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>J</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>
<b>K</b> Use account group summary	This setting is ignored. The Financial Statement Designer version automatically displays the following information on the Summarized and the Itemized subtabs: <ul style="list-style-type: none"> <li>• Summarized: displays an Amounts row for each account group. The row is defined as Summarized.</li> <li>• Itemized: displays an Amounts row for each account group and columns for account ID and account description. The row is defined as Itemized.</li> </ul>	See the <i>Compare the account groups in the Financial Statement Designer and in the GL Account inquiry</i> section on page 4 of this quick reference.

\* 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> <b>Verify the Summarized and Itemized subtabs</b></p>	<ol style="list-style-type: none"> <li>Creates new Financial Statement Designer designs for the Profit and Loss Statement and any views for that report.</li> <li>Translates most of the Customize options in the Crystal Reports designs into comparable settings in the Financial Statement Designer designs (described in Step 1 of this quick reference).</li> </ol> <p><b>Note:</b> If the <b>Summarize on financial reports</b> or <b>Print net profit after this group</b> check boxes are selected in Company &gt; Financials &gt; Account Groups, Ajera does <b>not</b> translate those settings when it converts profit and loss statements into Financial Statement Designer designs.</p> <ol style="list-style-type: none"> <li>Creates Summarized and Itemized subtabs for the Financial Statement Designer design to provide summary and detail information by account group.</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 Profit and Loss Statement design in Reports &gt; Manage Financial Statements &gt; Designs.</li> <li>In the Financial Statement Designer, on both the Summarized and Itemized subtabs, 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 and change account groups, as needed.</li> <li>In the GL Account inquiry, review the Summarize Group on FS column. If a check mark appears for: <ul style="list-style-type: none"> <li><i>All</i> of the account groups: skip the rest of this step and go to step 6.</li> <li><i>Some</i> of the account groups: follow these steps for each of the <b>unmarked</b> account groups. <ol style="list-style-type: none"> <li>In the Financial Statement Designer, on the Summarized subtab, select the Amounts row for the account group, and click the <b>Itemized</b> button in the properties area.</li> <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>Insert a row <i>above</i> the Amounts row and type a description of the account group in an empty cell.</li> <li>Insert a row <i>below</i> the Amounts row, and click the <b>Total</b> button in the properties area.</li> </ol> </li> </ul> </li> </ol> <p><b>Review the rest of the Financial Statement Designer design</b></p> <ol style="list-style-type: none"> <li>Compare the Summarized and the Itemized subtabs and remove one of the subtabs, as needed</li> <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> <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; Profit and Loss Group.</li> <li>Prints both the Summarized and Itemized statements together in a statement 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 Profit and Loss Statement 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.