



Info Workplace Subsets/Reports

Boardroom Reporting Manual



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IFM Boardroom Reports User's Guide

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Trial Balance
Balance Sheet
Income Statement
Unit Report

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1 Introduction

This document explains how to use the Boardroom Reports developed for the MAPICS XA IFM application using Info Workplace (IWP). Boardroom Reports are created from a standardized Online Reporting Inquiry (ORI) which is generated using IFM functions available in MAPICS XA Release 3 and higher. The documentation assumes you are familiar with IFM Reporting and the Online Reporting Inquiry¹.

The Boardroom Reports are designed to achieve the following goals:

- Produce an attractive set of basic financial reports from the IFM general ledger that cover the following areas: balance sheets, income statements, trial balance, departmental variance reports.
- Provide fast turnaround during closings by creating these reports from data that has already been organized for reporting purposes.
- Simplify run time options by minimizing your need to deal with structures, extracts, and analyses.
- Allow you to see the printed information on your Boardroom Reports in an inquiry format through the ORI function and drill-down to supporting details.
- Simplify IFM Reporting usage by providing a standardized way to create extracts that can address most reporting needs
- Create an IWP subset that can serve as the starting point for customized reports that go beyond the scope of the Boardroom Reports project.

In order to use Boardroom Reports, you must create an IFM extract that uses period, unit, and nature structures in a standardized way that is described later. *We strongly recommend* that you set up the extract as an ORI for the following reasons:

- **Timeliness** - IFM automatically maintains ORI balances each time you post transactions. You get fast turnaround because you do not have to re-generate the underlying reporting database each time you want to report balances.
- **Inquiry** - You can view Boardroom Report balances from the ORI and drill-down to the supporting details.
- **Accuracy** - You can run your Boardroom Reports as often as necessary and be sure that they reflect the latest data.

You can run Boardroom Reports against a non-ORI extract. However, if you do this, you must run the extract *first* and then run the Boardroom Reports. If you forget to run the extract, the information reported will not reflect transactions processed since you ran your previous extract.

The following reports are available through the Boardroom Reports:

- **Trial Balance** - Shows opening balance, debits, credits, net change and ending balance summarized by nature within a financial division (company).
- **Balance Sheet** - Shows assets, liabilities and equity for a financial division
- **Income Statement** - Shows revenue, cost of sales, gross profit, expenses, and net profit for a company.
- **Unit Report** - Shows account balances for units within a financial division.

¹ If you need more information, consult IFM documentation and the IFM Release 3 Newsletter.

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The Balance Sheet, Income Statement, and Unit Report let you report up to six amount columns which you can tailor to meet your needs. All three reports let report:

- Period and year-to-date actual amounts for the current year.
- Period and year-to-date actual amounts for the prior year.
- Budget amounts.
- Variances between actual and budget amounts.
- Variances between actual and last year amounts.

The reports also do “percent of total” reporting as follows:

- The balance sheet report lets you show asset, liability, and equity amounts as a percent of total assets.
- The income statement report lets you show sales, cost of sales, and expenses as a percent of total sales.
- The unit report lets you show amounts reported as a percent of a nature that you designate².

² Normally, when you show percent of total amounts on the unit report, you restrict the natures reported to either balance sheet or income and expense natures. If you do this percent of total then represents a percent of assets or a percent of sales.

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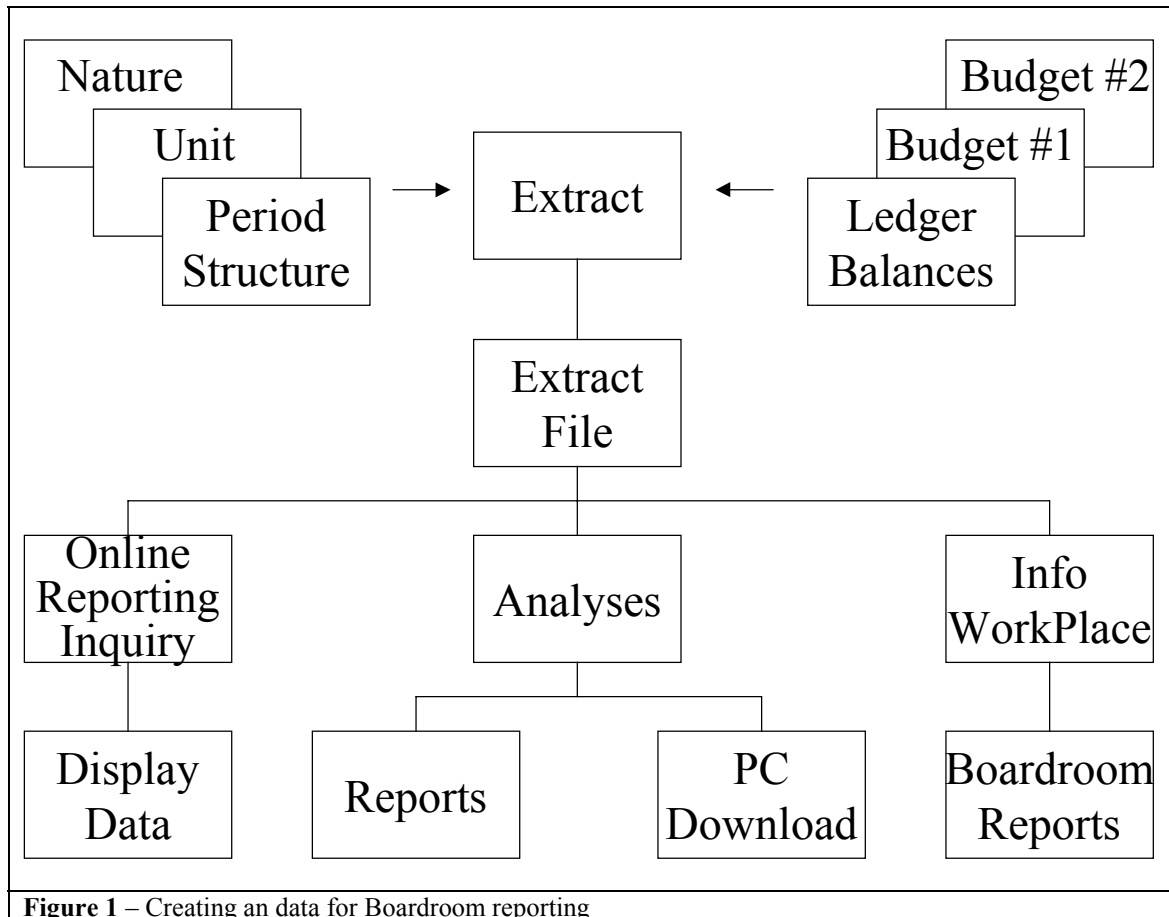


Figure 1 – Creating an data for Boardroom reporting

2 Creating data for Boardroom reporting

Figure 1 illustrates the process that you must use to create data for Boardroom reporting.

- You must create period, unit, and nature structures that adhere to the conventions described later in this section.
- Next, you must have IFM create an extract that organizes your data according to your structures. Ledger balances are always included; budgets are optional. You must also define an analysis that has the *same name* as the extract and identifies the value list that contains the values (amounts) that you want to report.
- If you flag the extract as an ORI, then you can view the data through the Online Reporting Inquiry. More important, IFM automatically updates the data in the extract each time it posts transactions. This means that you do not have to regenerate the extract as long as you do not change your structures.
- You can generate traditional analyses and PC downloads from the extract by creating additional analyses.
- You can use IWP to generate any of the Boardroom Reports from the extract

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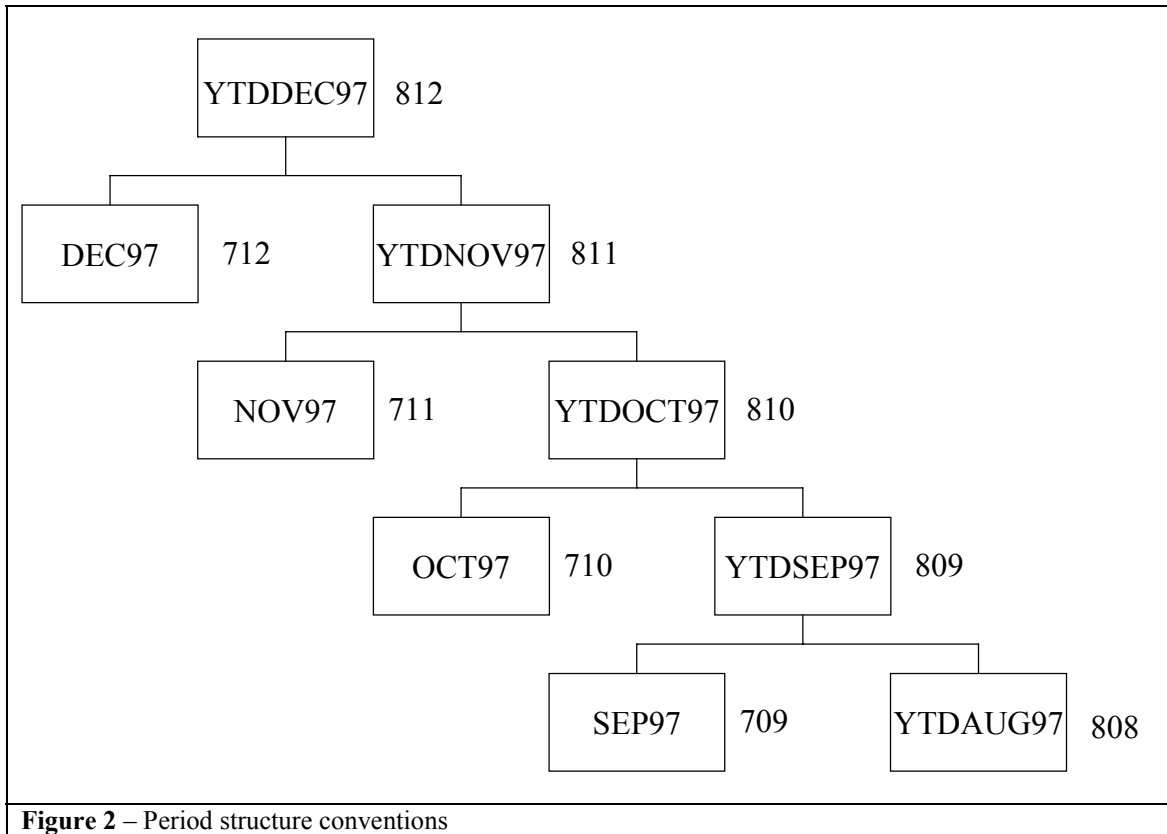


Figure 2 – Period structure conventions

3 Period, unit, and nature structure conventions

The Boardroom Reports are derived from IFM extracts. Each extract is a temporary database that organizes IFM data for reporting purposes. Period, unit, and nature structures tell IFM how to organize the extract.

When you create an extract that is used for Boardroom Reports, you must adhere to the period, unit, and nature structure conventions described in this section. If you do not do this, you will not get the reports described later in this document³.

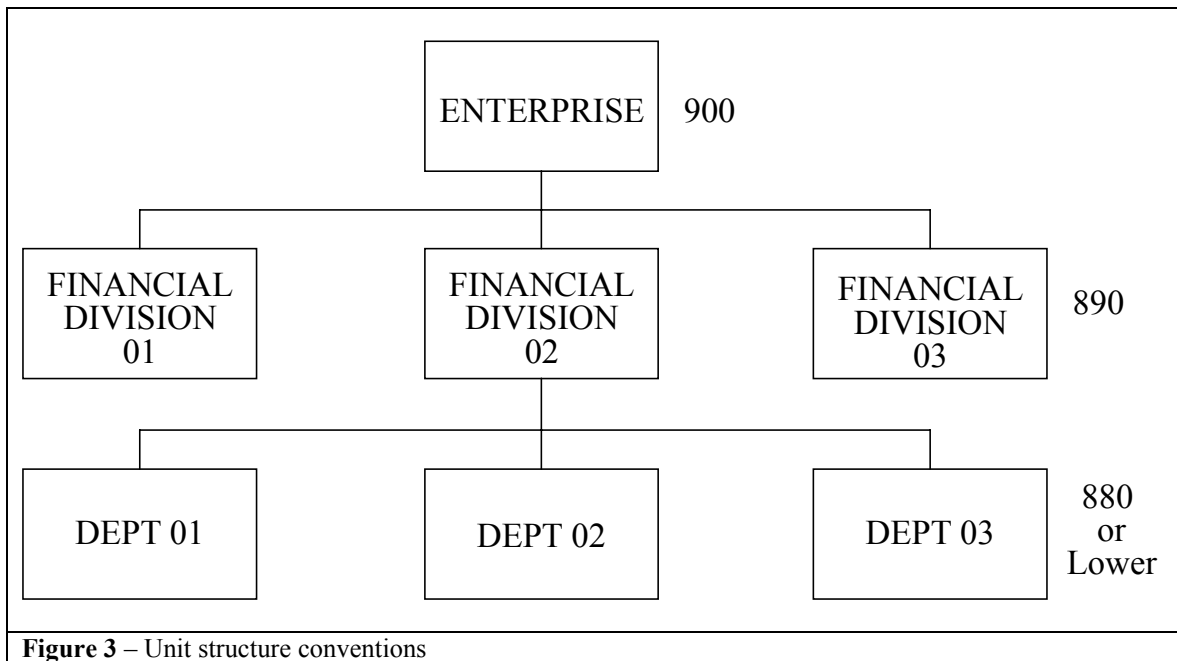
3.1 Period structure conventions

Figure 2 illustrates the period structure conventions used for Boardroom Reports. It assumes a calendar year with 12 periods. However, you can have *any* number of periods in your year. Conventions for “chaining” periods are as follows:

- The highest period in period structure is a structure only period that holds the year-to-date balance at the end of the year.
- The children of a year-to-date period are the posting period and a structure only period that represents the year-to-date balance for the prior period. Thus, the YTDDEC97 period’s children in Figure 2, are DEC97 and YTDNOV97.

³ If you are familiar with IWP, you can use the Boardroom subset as input to your own report definitions. If you do this, then you do not have to adhere to the structure conventions described in this section.

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- The chain continues until you reach the first year-to-date period for the year. In this case, the children are the opening balance and first posting periods. If Figure 2 showed the entire year, the last year-to-date period would be YTDJAN97 and its children would be JAN97 and OPN97.

Period level numbers must adhere to the following conventions which allow you to enter a period number and have the Boardroom Reports select data for the right period:

- Year-to-date period levels are 800 plus the number of the period. Thus YTDDEC97 has a level of 812 (800 + 12)
- Period levels are 700 plus the number of the period. Thus DEC97 has a level of 712 (700 + 12)
- The opening balance period is always 800.

Note: Period numbers are relative to the start of your fiscal year. If your fiscal year started on July 1, then level YTDAUG97 would be level 802 and AUG97 would be level 702.

3.2 Unit structure conventions

Figure 3 illustrates the unit structure conventions. They are summarized as follows:

- The apex of the unit structure is a structure only unit that represents the entire enterprise. The level for the apex is the default – 900.
- The level immediately below the apex contains structure only units that represent the financial divisions that make-up the enterprise. The level for this unit is the default – 890. You may have any number of levels below level 890 and you may use both structure only and posting units in these levels. The only requirement is that the levels below 890 contain *all* posting units⁴.

⁴ If your unit structure does not include all posting units, your balance sheet and trial balance will have debit/credit imbalances.

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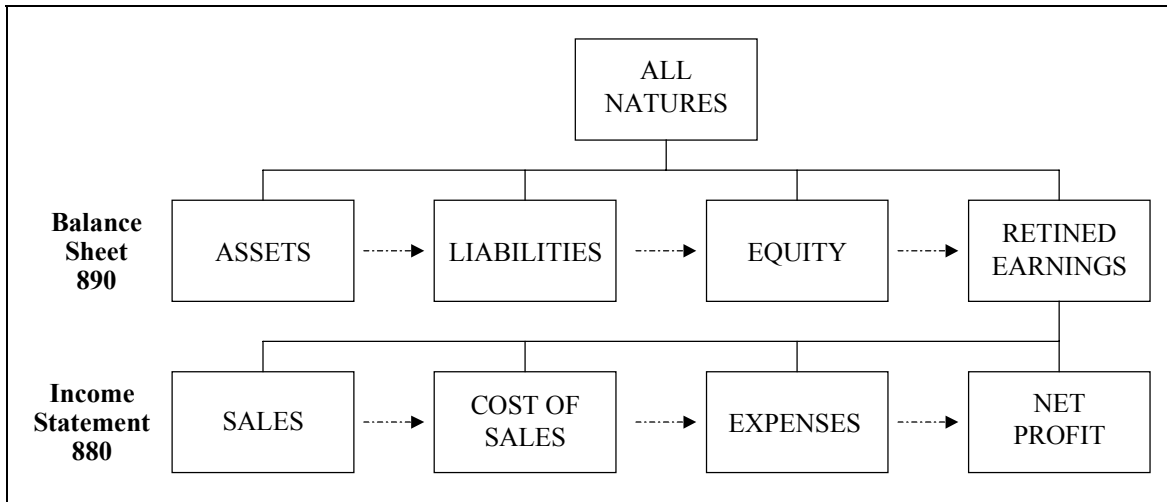


Figure 4 – Nature structure conventions

Important

When you set up the structure only units that represent financial divisions, you must identify them to their financial division. If you do not do this, no information will be selected for your reports.

3.3 Nature structure conventions

Figure 4 illustrates the nature structure conventions for Boardroom reporting.

- The apex of the structure is a structure only nature that is typically called ALL NATURES and is at level 900.
- The next level, 890, contains all the balance sheet natures.
- The bottom level, 880 contains all the profit and loss natures and is a child of the retained earnings nature.

You must use intra-level natures for totals within the balance sheet and profit and loss levels. You can have up to nine levels of totals within each structure level. Here is an example that illustrates how intra-level natures work:

Nature ID	Description	Total Level	Amount	Comment
100	Cash Bank #1		1,000	Posting nature
110	Cash Bank #2		2,000	Posting nature
999199	Cash	1	3,000	Intra-level nature
200	Accounts Receivable – Trade		5,000	Posting nature
210	Accounts Receivable – Employee		1,000	Posting nature
999299	Accounts Receivable	1	6,000	Intra-level nature
300	Raw Materials		5,000	Posting nature
310	Work In Process		10,000	Posting nature
320	Finished Goods		20,000	Posting nature
999390	Inventory	1	25,000	Intra-level nature
999399	Current Assets	2	34,000	Intra-level nature

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```
AMZBMPVR          Maintain Task          ENTER

Type information; press Enter.

Task/Sub task ID . . . . . : BALSHEET
Application . . . . . : IFM International Financial Manage-
ment
Task description . . . . . : Balance Sheet
Task type . . . . . : RPT

Run information
Call method . . . . . : 02
Program name . . . . .
Initial program . . . . .
Command string . . . . .
iwpdta/infowp process(produce) report(balsheet) mode(*only)
Check command syntax . . . . . : Y
Locked . . . . . : N
Use functional arch . . . . . : Y
Log option . . . . . : LOGIT
Secondary session allowed . . . . . : Y

F3=Exit  F4=Prompt  F12=Return
```

Figure 5 – Creating a task for an IWP report

4 Putting the Boardroom Reports on your MAPICS menu

The MAPICS XA Cross Application Support (CAS) has a Menu Maintenance option which allows you to create MAPICS menus or add functions to existing MAPICS menus. Use the following procedure to add the Boardroom Reports to your MAPICS menus

- Starting with the CAS main menu:
 - Select Option 3 - Maintenance / change
 - Select Option 14 - Menu maintenance
 - Select Option 3 - Work with tasks
- Add a task for each of the reports pressing F6 and then entering the following data on the Maintain Task screen that CAS displays illustrated in Figure 5.
 - Use TRIALBAL for the trial balance report.
 - Use BALSHEET for the balance sheet report.
 - Use PROFLOSS for the income statement report.
 - Use UNITREPT for the unit report
- Next, select option 1, Work with menus and locate the IFM menu where you want to add the report⁵. Then:

⁵ You can position to the IFM menus by typing AM5M at the top of the screen and pressing Enter.

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- Select the menu where you want to add the report by typing 24 next to it and pressing Enter.
- Press F6 to add the report to the menu.
- Type the menu option and task ID on the create screen and return to the menu screen.
- Press Enter twice to add the report to the menu.

Important

This procedure assumes that you are authorized to run CAS functions. If you are not authorized, then you must either get authorization or have someone who is authorized add the Boardroom Reports to your menu.

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11/25/97		Company 01 Trial Balance MARCH 31, 1997				Page 1
Nature Name	Nature	Beginning Balance	Debits	Credits	Net Change	Ending Balance
Cash - Bank 1	100	3,962,900.00	26,500.00	16,050.00-	10,450.00	3,973,350.00
Cash - Bank 2	110	50,000.00	.00	.00	.00	50,000.00
Cash	Total	4,012,900.00	26,500.00	16,050.00-	10,450.00	4,023,350.00
Accts Receivable - Regular	200	166,017.12	92,096.56	87,600.00-	4,496.56	170,513.68
Accts Receivable - Other	230	12,880.16	.00	.00	.00	12,880.16
Unallocated Cash	290	7,269.22-	.00	.00	.00	7,269.22-
Accounts Receivable	Total	171,628.06	92,096.56	87,600.00-	4,496.56	176,124.62
Raw Materials	300	76,005.00	5,000.00	6,500.00-	1,500.00-	74,505.00
Work In Process	310	30,600.00	7,500.00	7,200.00-	300.00	30,900.00
Finished Goods	330	76,400.00	7,200.00	6,000.00-	1,200.00	77,600.00
Inventory	Total	183,005.00	19,700.00	19,700.00-	.00	183,005.00
Current Assets	Total	4,367,533.06	138,296.56	123,350.00-	14,946.56	4,382,479.62
Machinery and Equipment	400	162,000.00	1,000.00	.00	1,000.00	163,000.00
Furniture and Fixtures	405	261,000.00	500.00	.00	500.00	261,500.00
Fixed Assets	Total	423,000.00	1,500.00	.00	1,500.00	424,500.00

Figure 6 -- Trial Balance Report

5 How to run the Boardroom Reports

This section explains how to run the Boardroom Reports. It assumes that you have:

- Created an extract that adheres to the period, unit, and nature conventions.
- Added the Boardroom Reports to your MAPICS menu.

Each Boardroom Report has multiple selection screens. You must complete all selection screens for the report to print correctly. After the selection screens, IWP displays fixed selection criteria for information purposes. You are not allowed to change this information.

Hint: Each of the reports require you to enter selection criteria that will usually be the same each time you run the report. You can copy these reports and change the selection criteria so that your standard information appears as defaults.

5.1 Trial balance

Figure 6 illustrates the trial balance report that shows the opening balance, period debits, credits, and net change, and ending balance for a financial division.

Each time you run the trial balance report, you must enter the following information:

Prompt	Data Entered	Comments
Administrative division	Administrative division ID	Required
Extract	Extract ID	Required
Financial division	Financial division ID	Required
Current period number	The period number of the current period.	If you are on a calendar year and the current period is March, then the period number is 3 ⁶ .
Retained earnings nature	Nature ID of the nature used to record retained earnings.	This nature is the parent of the income and expense natures at level 880 as previously illustrated in Figure 4.
Report month, day and year	Text for the month, day, and year that you want printed at the top of each page.	Do not put a comma after the month. The report inserts the comma automatically.

⁶ If you use a non-calendar fiscal year, then the period number is determined by the start of your fiscal year. For example, if your fiscal year starts on July 1 and you want to report as of December 31, then the current period number is 6 (not 12). This convention applies throughout the Boardroom Reports.

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Company 01 Balance Sheet MARCH 31, 1997								
		Current This Year	Current Last Year	Current Variance	Year-To-Date This Year	Year-To-Date Last Year	Year-To-Date Variance	
Cash - Bank 1	100	10,450.00	320,000.00	309,550.00-	3,973,350.00	1,060,000.00	2,913,350.00	
Cash - Bank 2	110	.00	.00	.00	50,000.00	50,000.00	.00	
Cash	**	10,450.00	320,000.00	309,550.00-	4,023,350.00	1,110,000.00	2,913,350.00	
Unallocated cash	200	4,496.56	5,000.00	503.44-	170,513.68	115,000.00	55,513.68	
Catch-all (future) . . .	: 230	.00	.00	.00	12,880.16	.00	12,880.16	
Unallocated Cash	290	.00	.00	.00	7,269.22-	.00	7,269.22-	
Accounts Receivable	**	4,496.56	5,000.00	503.44-	176,124.62	115,000.00	61,124.62	
Raw Materials	300	1,500.00-	1,000.00	2,500.00-	74,505.00	53,000.00	21,505.00	
Work In Process	310	300.00	1,000.00-	1,300.00	30,900.00	37,000.00	6,100.00-	
Finished Goods	330	1,200.00	.00	1,200.00	77,600.00	70,000.00	7,600.00	
Inventory	**	.00	.00	.00	183,005.00	160,000.00	23,005.00	
Current Assets	***	14,946.56	325,000.00	310,053.44-	4,382,479.62	1,385,000.00	2,997,479.62	
Machinery and Equipment	400	1,000.00	5,000.00	4,000.00-	163,000.00	115,000.00	48,000.00	
5.1.1.1.1.1	5.2.1.1.1.1		Furniture and Fixtures	405	500.00	5,000.00	4,500.00-	261,500.00
	215,000.00		46,500.00					

Figure 7 -- Balance sheet report

5.2 Balance sheet

Figure 7 illustrates the balance sheet report that shows the assets, liabilities, and equity for a financial division. You can tailor the report so it has from 1 to 6 amount columns.

Each time you run the balance sheet report, you must enter the following information:

Prompt	Data Entered	Comments
Administrative division	Administrative division ID	
Extract	Extract ID	
Financial division	Financial division ID	
Current period number	The period number of the current period.	If you are on a calendar year and the current period is March, then the period number is 3.
Natures printed	1 = All natures 2 = Total natures only	<ul style="list-style-type: none"> If you select all natures, the report shows posting natures and intra-level total natures. If select total natures, the report only shows intra-level total natures and gives a condensed balance sheet.
Print nature IDs	0 = No 1 = Yes	<ul style="list-style-type: none"> If you enter 0, the report does not show the nature IDs for posting natures. It does show asterisks (*) for the intra-level natures. The number of asterisks indicates the total level. If you enter 1, the report shows nature IDs for posting natures as well as asterisks for intra-level totals

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Prompt	Data Entered	Comments
Sign adjustment	1 = None 2 = Reverse sign 3 = Expected sign	The Boardroom Reports follow the IFM conventions in this area: <ul style="list-style-type: none"> If you enter 1, debits are positive and credits are negative. If you enter 2, debits are negative and credits are positive If you enter 3, amounts are positive if they have the same sign as the expected sign for the nature and negative if they have the opposite sign for the nature⁷.
To report percent of assets, enter the percent of assets nature	Enter the nature ID of the intra-level nature used for total assets.	This field is optional. It is only required if you want to print a percent column on your report ⁸ .
Column amount selection	For each column, enter the code of the amount that you want printed.	See section 5.2.1 for details.
Report month, day and year	Text for the month, day, and year that you want printed at the top of each page.	Do not put a comma after the month. The report inserts the comma automatically.

5.2.1 Column amount selection

The Balance sheet, Income statement, and Unit report each have six amount columns and let you select which amounts are printed in each column. All three reports use the **same** selection conventions.

- Each report has a selection screen that shows you the amounts that you can print and the codes used for each amount as illustrated below:

Column Data	Current	Year-To-Date
This year	11	21
Last year	12	22
Budget 1	13	23
Budget 2	14	24
Forecast 1	15	25
Forecast 2	16	26
Percent of Assets or Sales	17	27
Actual vs. Last Year	31	41
Actual vs. Budget 1	32	42
Actual vs. Budget 2	33	43
Actual vs. Forecast 1	34	44
Actual vs. Forecast 2	35	45

- When you page forward, each report has prompts that let you specify which amounts you want printed in each of the six available columns. The prompts are preloaded with the number 99. To print an amount in a column, enter its number. For example, if you want to compare this year and last year amounts, you should enter amount codes as illustrated below:

⁷ For example, if the expected sign for a liability nature is a credit, and the nature has a credit balance, it is shown as a positive amount on the report. If the liability nature has a debit (unexpected) balance, it is shown as a negative amount on the report.

⁸ IWP calculates percents by dividing the balance for each nature by the balance in the total assets nature. For example, if your cash balance is 10,000 and your total assets nature is 100,000, then the cash is 10% (10,000 / 100,000) of total assets.

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Prompt	Amount Code	Data Reported
Column 1	11	Current period amount for this year
Column 2	12	Current period amount for last year
Column 3	31	Variance between the current period amount for this year and the current period amount for last year.
Column 4	21	Year-to-date amount for this year
Column 5	22	Year-to-date amount for last year
Column 6	41	Variance between the year-to-date amount for this year and the year-to-date amount for last year.

- You may enter amount codes for from one to six columns. If you use less than six columns, leave the preloaded 99 in the unused columns. For example:

If you enter amount codes in columns 1, 2, and 3 and then leave 99 in columns 4,5, 6, your report will have three amount columns.

- If you enter an invalid amount code, the reports will print amounts in the columns that have valid amount codes. It will print no column headings and zeros for columns that has the invalid code. For example:

Column	Amount Code	Data reported
1	11	Current period amount for this year
2	12	Current period amount for last year
3	55 (invalid)	No column heading and zeros
4	21	The difference between this year and last year.
5	99	No column heading and no zeros
6	99	No column heading and no zeros

- If you want to report amounts from the prior year, you must include comparative values in your extract. Also, the periods for the current year, must reference the prior year periods as their comparative periods.
- If you want to report budget amounts, you must identify the budgets that you want reported when you define your extract.

5.3 Income statement

Figure 8, on the next page, illustrates the Income statement report that shows sales, cost of sales, gross profit, expenses, and net profit for a financial division.

Each time you run the income statement report, you must enter the following information:

Prompt	Data Entered	Comments
Administrative division	Administrative division ID	Required
Extract	Extract ID	Required
Financial division	Financial division ID	Required
Current period number	The period number of the current period.	If you are on a calendar year and the current period is March, then the period number is 3.

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		Company 01 Income Statement MARCH 31, 1997					
		Current This Year	Current Last Year	Current Sales Percent	Year-To-Date This Year	Year-To-Date Last Year	Year-To-Date Sales Percent
OXX Sales	700	14,456.12	250,000.00	46.64	39,226.27	750,000.00	46.29
LXX Sales	710	15,040.44	325,000.00	48.52	41,018.19	975,000.00	48.40
Other Income	790	1,500.00	5,000.00	4.84	4,500.00	15,000.00	5.31
Sales	*	30,996.56	580,000.00	100.00	84,744.46	1,740,000.00	100.00
OXX Cost of Sales	800	3,000.00	100,000.00	9.68	9,000.00	300,000.00	10.62
LXX Cost Of Sales	810	3,000.00	110,000.00	9.68	9,000.00	330,000.00	10.62
Cost of Sales	*	6,000.00	210,000.00	19.36	18,000.00	630,000.00	21.24
Gross Profit	**	24,996.56	370,000.00	80.64	66,744.46	1,110,000.00	78.76
Salaries	900	5,000.00	55,000.00	16.13	15,000.00	165,000.00	17.70
Travel	910	2,500.00-	32,000.00	8.07-	8,300.00-	96,000.00	9.79-
Supplies	930	2,800.00-	33,000.00	9.03-	9,200.00-	99,000.00	10.86-
Depreciation	940	1,500.00	3,000.00	4.84	4,500.00	9,000.00	5.31
Discounts and Interest	950	150.00	.00	.48	450.00	.00	.53
Other Expense	960	300.00	7,000.00	.97	900.00	21,000.00	1.06
Expenses	**	1,650.00	130,000.00	5.32	3,350.00	390,000.00	3.95
Net Profit	***	23,346.56	240,000.00	75.32	63,394.46	720,000.00	74.81

Figure 8 - Income statement report

Prompt	Data Entered	Comments
Natures printed	1 = All natures 2 = Total natures only	<ul style="list-style-type: none"> If you select all natures, the report shows posting natures and intra-level total natures. If select total natures, the report only shows intra-level total natures and gives a condensed balance sheet.
Print nature IDs	0 = No 1 = Yes	<ul style="list-style-type: none"> If you enter 0, the report does not show the nature IDs for posting natures. It does show asterisks (*) for the intra-level natures. The number of asterisks indicates the total level. If you enter 1, the report shows nature IDs for posting natures as well as asterisks for intra-level totals
Sign adjustment	1 = No adjustment 2 = Reverse sign 3 = Expected sign	<p>The Boardroom Reports follow the IFM conventions in this area:</p> <ul style="list-style-type: none"> If you enter 1, debits are positive and credits are negative. If you enter 2, debits are negative and credits are positive If you enter 3, amounts are positive if they have the same sign as the expected sign for the nature and negative if they have the opposite sign for the nature⁹.
To report percent of sales, enter the percent of sales nature	Enter the nature ID of the intra-level nature used for total sales.	This field is optional. It is only required if you want to print a percent of sales column on your report ¹⁰ .

⁹ For example, if the expected sign for a liability nature is a credit, and the nature has a credit balance, it is shown as a positive amount on the report. If the liability nature has a debit (unexpected) balance, it is shown as a negative amount on the report.

¹⁰ IWP calculates percents by dividing the balance for each nature by the balance in the total assets nature. For example, if your Product #1 sales balance is 10,000 and your total sales nature is 100,000, then the Product #1 sales is 10% (10,000 / 100,000) of total sales.

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12/04/97		Company 01 Unit Report MARCH 31, 1997					Page 1
		Current This Year	Current Last Year	Current Variance	Year-To-Date This Year	Year-To-Date Last Year	Year-To-Date Variance
Unit.....: 01 Company 01							
Cash - Bank 1	100	10,450.00	320,000.00	309,550.00-	3,973,350.00	1,060,000.00	2,913,350.00
Cash - Bank 2	110	.00	.00	.00	50,000.00	50,000.00	.00
Cash	**	10,450.00	320,000.00	309,550.00-	4,023,350.00	1,110,000.00	2,913,350.00
5.3.1.1.1	5.4.1.1.1	Unallocated cash	200	4,496.56	5,000.00	503.44-	170,513.68
	115,000.00	55,513.68					
Catch-all (future)	230	.00	.00	.00	12,880.16	.00	12,880.16
Unallocated Cash	290	.00	.00	.00	7,269.22-	.00	7,269.22
Accounts Receivable	**	4,496.56	5,000.00	503.44-	176,124.62	115,000.00	61,124.62
Raw Materials	300	1,500.00-	1,000.00	2,500.00-	74,505.00	53,000.00	21,505.00
Work In Process	310	300.00	1,000.00-	1,300.00	30,900.00	37,000.00	6,100.00
Finished Goods	330	1,200.00	.00	1,200.00	77,600.00	70,000.00	7,600.00
Inventory	**	.00	.00	.00	183,005.00	160,000.00	23,005.00
Current Assets	***	14,946.56	325,000.00	310,053.44-	4,382,479.62	1,385,000.00	2,997,479.62
Machinery and Equipment	400	1,000.00	5,000.00	4,000.00-	163,000.00	115,000.00	48,000.00

Figure 9 - Unit report

Prompt	Data Entered	Comments
Column amount selection	For each column, enter the code of the amount that you want printed.	See section 5.2.1 for details
Report month, day and year	Text for the month, day, and year that you want printed at the top of each page.	Do not put a comma after the month. The report inserts the comma automatically.

5.4 Unit report

Figure 9 illustrates the unit report that shows amounts by unit within a financial division.

Prompt	Data Entered	Comments
Administrative division	Administrative division ID	Required
Extract	Extract ID	Required
Financial division	Financial division ID	Required
Current period number	The period number of the current period.	If you are on a calendar year and the current period is March, then the period number is 3.
Natures printed	1 = All natures 2 = Total natures only	<ul style="list-style-type: none"> If you select all natures, the report shows posting natures and intra-level total natures. If select total natures, the report only shows intra-level total natures and gives a condensed balance sheet.
Print nature IDs	0 = No 1 = Yes	<ul style="list-style-type: none"> If you enter 0, the report does not show the nature IDs for posting natures. It does show asterisks (*) for the intra-level natures. The number of asterisks indicates the total level. If you enter 1, the report shows nature IDs for posting natures as well as asterisks for intra-level totals

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Nature types printed	1 = Balance sheet 2 = Income statement 3 = All	A unit may have both balance sheet and income statement natures. Use this option to restrict printing to one of these classes ¹¹ .
Sign adjustment	1 = No adjustment 2 = Reverse sign 3 = Expected sign	The Boardroom Reports follow the IFM conventions in this area: <ul style="list-style-type: none"> • If you enter 1, debits are positive and credits are negative. • If you enter 2, debits are negative and credits are positive • If you enter 3, amounts are positive if they have the same sign as the expected sign for the nature and negative if they have the opposite sign for the nature¹².
Print unit IDs	1 = Yes 2 = No	<ul style="list-style-type: none"> • If you enter 1, the Boardroom Reports print the unit ID and the unit description. For example, "01WEST – Western Region." • If you enter 2, the Boardroom Reports print the unit description. For example, "Western Region."
Select data if Unit ID is...	Enter the unit IDs of up to 5 units that you want to report.	This is optional. If you leave it blank, the report shows <i>all</i> units within the financial division. If you enter unit IDs, the report shows <i>only</i> those units that you identify.
Enter nature used to calculate percents	Enter the nature used as the divisor in percent of total calculations.	This nature is only required if you use the percent of total feature. Normally this nature ID would represent your total sales or total assets.
Column amount selection	For each column, enter the code of the amount that you want printed.	See section 5.2.1 for details
Report month, day and year	Text for the month, day, and year that you want printed at the top of each page.	Do not put a comma after the month. The report inserts the comma automatically.

¹¹ If you use the percent of total feature, you should restrict natures to either balance sheet or income statement natures. Otherwise, your percents will be meaningless.

¹² For example, if the expected sign for a liability nature is a credit, and the nature has a credit balance, it is shown as a positive amount on the report. If the liability nature has a debit (unexpected) balance, it is shown as a negative amount on the report.